

**WAUNAKEE COMMUNITY SCHOOL DISTRICT
BOARD OF EDUCATION POLICY COMMITTEE MEETING**

Thursday, September 7, 2023

7:30 AM

Waunakee Community School District
905 Bethel Circle
Waunakee, WI 53597

Members of the public may attend Board of Education meetings in-person, and will be asked to check in with District personnel when you arrive.

Public comments will be limited to 3 minutes. The Board will allow 30 Minutes for public comments.

Public comments may be sent to Rebecca McDonough at district_administrator@waunakee.k12.wi.us up to one hour before the start of the Board meeting. All comments will be reviewed by the Board members. Emailed comments will be reviewed by the board but not read out loud. Emailed comments sent during any part of the board meeting (Board Development, Closed session, Open session) will be forwarded to the board but may or may not be reviewed by the board until after the board adjourns. Comments must include the commentator's name, address, and must identify their connection to the District (if any) and any group they are representing in order to be considered by the Board.

If you would like to address the Board in-person during the public comments section of the meeting, you will be greeted in the lobby of the building, asked to check in with District personnel when you arrive so that you can be recognized and address the Board when your name is called.

A recording of the meeting will be posted on the District webpage within 24 hours of the meeting time.

AGENDA

I. CALL TO ORDER

II. ROLL CALL

III. APPROVE AGENDA

IV. PUBLIC COMMENTS

V. REVIEW OF TRANSPORTATION POLICIES

The administration would like to discuss with the Committee the transportation policies as they relate to hazardous areas as defined by policy and statutes. The discussion is timely as we review these areas as we complete construction of the new schools. No action is needed at this time as this is an information and feedback item.

<u>VI. POLICIES FOR DISCUSSION, REVIEW, AND CONSIDERATION</u>	3
A. 410 Student Policies Goals	6
B. 411.2 Students Experiencing Homelessness	7
C. 411.3 Children in Foster Care	11

D. 412.1 Full-Time Students	15
E. 420 School Admissions	18
F. 420 Rule Procedures for Placing Transfer Students	20
G. 421 Entrance Age	22
H. 421 Rule 1 & 421 Rule 2	24
Replace both rules with PRG 421 Rule 1	
I. 422 and 422 Rule Admission of Full-Time Nonresident Students	30
Replace the policy and the rule with PRG 422	
J. 423 Full Time Open Enrollment Program	35
K. 423 Rule 1 Full Time Open Enrollment Procedures	42
L. 423 Rule 2 Part Time Open Enrollment	54
Replace with PRG 343.44	
M. 424 Non-Public School Student participation in District Courses, Programs and Activities	60
N. 424 Rule 1 Procedures for Handling Individual Course Applications from Non-Public School Students	62
O. 430 Student Attendance	66
430 Rules 1-4	
Replace Policy 430 and Rules 1-4 with PRG Policy 431	
P. 431 Proof of Residency	71
Amend and recode to 420 Rule 2	
VII. <u>FUTURE MEETINGS</u>	
VIII. <u>ADJOURN</u>	

“Any person who has a qualifying disability as defined by the Americans with Disabilities Act who requires assistance with access or materials should contact the Waunakee Community School District Office at 849-2000, 905 Bethel Circle Drive Waunakee, WI 53597, at least twenty-four hours prior to the commencement of the meeting so that necessary arrangements can be made to accommodate the request.”

Admin assignment	Proposed Code #	Proposed Title	Current policy code	WASB recommendation	WASB Comment (if any)	Administration Recommendation:
	410	Student Policies Goals	410	Keep current policy		Keep
Jondle Loken	411	Equal Educational Opportunities	411		Review later after US DOE Title IX regulations are finalized	Wait
Loken	411R1	Student Discrimination/Harassment Complaint Procedure	411R1		Review later after US DOE Title IX regulations are finalized	wait
Jondle	411.2	Students Experiencing Homelessness	411.2	Replace with PRG Sample Policy 1 and Sample Rule 1	Your current policy was adopted less than one year ago and generally covers the same ground covered by PRG Sample Policy 1 and Sample Rule 1. I provided draft samples for your board to consider, but it might also keep its current policy.	3 Keep Current Policy
Jondle	411.3	Children in Foster Care	411.3	Adopt PRG Sample Policy 1, Sample Rule 2 and Sample Exhibit 1.	School districts receiving Title I funds are required to adopt policies addressing Children in Foster Care. I selected sample rule 2 because it is the simpler of the sample rules 1 and 2. The exhibit is a sample agreement between the district and county child welfare agency regarding the child welfare agency's access to pupil records of foster children consistent with section 118.125.	Adopt PRG with Notes from Jondle
Loken	411.1	Sexual Harassment	412		Review later after US DOE Title IX regulations are finalized. This policy will be replaced with a sample from PRG 411.1 that will cover a student harassment beyond sexual harassment and which will potentially cover sexual harassment not covered by district policy 413/513.	wait

	412.1	Full-time Students	412.1	Adopt PRG 412.1 Sample policy 1	Note that I did not include the following in this draft, guessing that it is obsolete: "Students may also be excused from attendance as part of the "Responsibility Release" program."	Strike out in #2 & #3
Loken	413	Nondiscrimination on the Basis of Sex in Education Programs or Activities/Title IX	413		Review later after US DOE Title IX regulations are finalized	wait
Ed. Serv	420	School Admissions	420	Replace with PRG 420 Sample Policy 1		PRG Version
Ed. Serv	420 R	Procedures for Placing Transfer Students	420 R	Replace with PRG 420 Sample Rule 1	Your current rule includes evaluation requirements for home-based private education programs that are not applied to other private school transfers.	PRG Version with revisions
Ed. Serv	421	Entrance Age	421	Replace with PRG 421 Sample Policy 1	Your current policy is acceptable. I replaced it with the PRG sample to facilitate future updates.	PRG Version
Ed. Serv	421 R1 and R2	Exceptions to Age/Other Admission Requirements for Kindergarten and First Grade	421 R1 and R2	Replace both rules with PRG 421 Sample Rule 1	PRG sample covers ground covered by both rules.	4 PRG version w/ Loken revisions
Dye Summers	422	Admission of Full-time Nonresident Students	422 and 422 R	Replace policy and rule with PRG 422 Sample Policy 2		PRG Version
Dye Summers	423	Full-time Open Enrollment Program	423	Replace policy with PRG 423 Sample Policy 3		WASB revised current Policy
Dye Summers	423 R1	Full-Time Open Enrollment Procedures	423 R1	Replace rule with PRG 423 Sample Rule 3		WASB revised current Policy Rule

Dye Summers	343.44	Part-Time Open Enrollment	423 R2	Replace rule with PRG 343.44 sample policy 2	WASB groups part-time open enrollment with other educational options like the Start College Now and the Early College Credits program. Change the code to 343.44 to align with the WASB PRG coding system.	PRG Version
Dye Summers Schell	424	Non-Public School Student Participation in District Courses, Programs and Activities	424	Replace policy with PRG 424 Sample Policy 1	Your current policy did not address participation in interscholastic athletics other than 7th and 8th grade athletics. You may have addressed that elsewhere. The PRG will update such policies under the code 424.	PRG Version Include #3 from the old policy. Change Semester to Term
Schell	424 R1	Procedures for Handling Individual Course Applications from Non-Public School Students		Adopt PRG 424 Sample Rule 1	Rule 1 is intended to coordinate with 424 Sample Policy 1.	PRG version, Ck Dates w/Schell
Jondle Schell Johnson	431	Student Attendance	430 430 R1 430 R2 430 R3 430 R4	Replace policy 430 and rules 430 (1) to (4) with PRG 431 Sample Policy 1 and Sample Rule 1	Note that your current policies and rules do not address tardiness, which is covered in Sample Rule 1. There are several local policy decisions to be made which I highlighted.	PRG per Jondle revisions No Rule
Dye Summers	420 R2	Proof of residency	431	Amend policy and recode as 420 Rule 2	This policy is more appropriately coded as a rule under 420 school admissions. The PRG does not have a sample rule specifically addressing how one proves residency. I modified your current rule to address the Thayer rule with a qualifying statement about adult pupils. Note that emancipated minors may also qualify as residence while living apart from their parents.	Current version Recoded & revised
Dye Summers	432	School Attendance Area			See email sent to Dye and Summers regarding this	wait

STUDENT POLICIES GOALS

Students are the first concern of the District and must receive the primary attention of the Board of Education and all staff members. To fulfill its obligation to students, the Board will strive to spend significant time in formulating policy and considering other matters related to students. A similar commitment is expected of all staff members. In pursuing this primary goal, it is imperative that the good of the individual student be kept paramount. At no time are students to be treated as if they were assembly line products or objects to be manipulated or molded at the will of someone else. Each student shall be considered and treated with respect as an individual. One of the major tasks of the educational program shall be to assist each student in becoming self-sufficient in utilization of decision-making processes and techniques, eventually becoming responsible for determining his/her own learning purposes and the means for achieving them. Staff members shall seek to be wise counselors of children and youth and skillful facilitators of learning. To this end, the Board and staff shall work together to establish an environment conducive to the very best learning achievement for each student through meeting the following goals regarding students:

- 1) To individualize the learning program in order to provide appropriately for each student according to his/her specific background, capabilities, learning styles, interests, and aspirations.
- 2) To protect and observe the legal rights of students.
- 3) To enhance the self-image of each student through helping him/her feel respected and worthy, and through a learning environment which provides positive encouragement.
- 4) To provide an environment of reality in which students can learn personal and civic responsibility for their actions through meaningful experiences as school citizens.
- 5) To deal with students in matters of discipline in a just and constructive manner.
- 6) To provide in every way feasible for the safety, health, and welfare of students.
- 7) To promote faithful attendance and good work.

Cross Ref.: 110, School District Mission/Philosophy

Adopted: 12/13/82

Revised: March 1994
March 2002

Waunakee Community School District

Students Experiencing Homelessness

411.2

All children and youth within the Waunakee Community School District experiencing homelessness are provided with equal access to the District's educational programs, have an opportunity to meet the same challenging State of Wisconsin and District academic standards, and are not segregated or discriminated against on the basis of their status as homeless.

Definitions

- I. Students experiencing homelessness (hereafter referred to as Students in Transition) are defined as individuals lacking a fixed, regular and nighttime residence, which may include the following conditions:
 - A. Temporarily sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason
 - B. Living in motels, hotels or camping grounds due to the lack of alternative adequate accommodations
 - C. Living in emergency, transitional or domestic violence shelters
 - D. Abandoned in hospitals
 - E. Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings
 - F. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings
 - G. Living as run-away children or children who are abandoned
 - H. Abandoned or forced out of homes by parents/guardians or caretakers
 - I. Living as migratory children in conditions described in previous examples
- II. "Unaccompanied youth" are defined as students who are not in the physical custody of a parent or guardian, including students who are runaways, abandoned or denied housing by their parents, and other youth without a legal or participating caregiver, who are living in situations that are not fixed, regular or adequate.
- III. School District of Origin is defined as the school and district the student attended when permanently housed or the school in which the student was last enrolled.
- IV. School District of Residence is defined as an attendance-area school or district where the student is currently sleeping at night.
- V. Permanent Housing is defined as any signed lease or long-term approved living situation. However, stable housing may be a consideration in developing the transition plan for the student. The student's educational interests and the desire to have students engaged in their education within their district or school of residence are guiding factors.

Delegation of Responsibility

The Board and Superintendent designate the Director of Student Services and the Homeless Liaison to serve as the district's liaison for students in transition and their families.

- I. The district's liaison shall coordinate with:
 - A. Local service agencies that provide services to children and youth in transition and their families
 - B. Other school districts on issues of records transfer and transportation
 - C. State and local housing agencies responsible for comprehensive housing affordability strategies
- II. The district's liaison shall provide public notice of the educational rights of students in transition in schools, family shelters and other community service agencies.
- III. The district's liaison shall ensure that:
 - A. Children and youth in transition residing in the district are identified by the school
 - B. Children and youth in transition enroll in, and have full and equal opportunity to succeed in schools in the District
 - C. Families, children and youth in transition receive educational services for which they are eligible and referrals to other appropriate services to ensure they make educational progress
 - D. The parent/guardian of a child and any unaccompanied youth in transition is informed of the educational and related opportunities available to them and are provided with meaningful opportunities to participate in the education of the child/youth
 - E. Public notice of the educational rights of children and youth in transition is disseminated where such children and youth receive services such as the schools, family shelters, and other community service organizations
 - F. Enrollment disputes are mediated in accordance with legal requirements
 - G. The parent/guardian of a child and any unaccompanied youth in transition is fully informed of transportation services that may be available to them under the law and assist them in accessing such transportation services
- IV. The Director of Student Services shall:
 - A. Serve as a resource between districts in resolving conflicts or issues related to the shared financial responsibilities for transportation.
 - B. Serve as a designee for parents or others who have a complaint regarding district offers of service for students in transition.
 - C. Ensure compliance with all local, state or federal reporting related to students in transition.

WCSD McKinney-Vento Dispute Guidance

A child/youth who is experiencing homelessness has the right to remain at their school of origin (public school that the child attended when permanently housed, or the public school in which the child was last enrolled) or to attend any public school that other students who live in the attendance area are eligible to attend. If the student is eligible to attend more than one school, parents/caregivers or unaccompanied youth will have the option of choosing the school they wish to attend.

When a dispute arises over the school placement/enrollment, WCSD must:

1. Immediately enroll the student in the school in which enrollment is sought pending final resolution of the dispute, including all appeals.
 - a. When the appeals are pending, the student has the right to full participation in school programs and activities, transportation, lunch and fees waived.
2. The Homeless Liaison shall carry out the outlined WCSD dispute process:

Level 1- Informal Dispute to Homeless Liaison

1. The Homeless Liaison will make best efforts to resolve the dispute at Level 1
 - a. The parent/guardian or unaccompanied homeless youth will receive a written explanation of the “Best Interest of the Student” letter. This letter will be sent from the District Homeless Liaison and will notify the parent/guardian or unaccompanied youth of the notice of the decision.
 - i. The Homeless Liaison will keep a copy of this letter on file.
 - b. The parent/guardian or unaccompanied youth has the right to appeal this decision (written or verbally). If the dispute cannot be resolved at Level 1, the Homeless Liaison will proceed to Level 2.
 - c. The Homeless Liaison will provide the parent/guardian or unaccompanied youth with the appeal process forms which includes:
 - i. Student Placement Dispute Form
 - ii. Copy of the Dispute Process
 - d. The parent/guardian or unaccompanied youth must start the appeal process by completing and submitting “Student Placement Dispute Form” in writing, which requests for Level 2 dispute to the Director of Student Services.
 - i. The parent/guardian and/or unaccompanied youth can complete this form with the assistance from the Homeless Liaison.
 - ii. The Homeless Liaison will keep a copy of this letter on file.

Level 2- Formal Dispute to Director of Student Services

1. The Director of Student Services or designee, within five business days of receipt of the formal dispute will schedule to meet with the person(s) initiating the dispute, review the information and consider the best interest factors of the child.

2. After meeting with the person(s) initiating the dispute, the Director of Student Services or designee will schedule a meeting with the parent/guardian or unaccompanied youth within ten business days.
 - a. Provide a written copy of the “Notice of Dispute Resolution” to parent/guardian or unaccompanied youth.
 - i. The Homeless Liaison will keep a copy of this form on file.
 - b. If the request is denied by the parent/guardian or unaccompanied youth, a notice of the right to appeal Level 2 decision and move to Level 3 with the Department of Public Instruction.

Level 3: Formal Dispute to the Department of Public Instruction

1. If a dispute is not resolved after going through WCSD dispute resolution process, the parent/caregiver or unaccompanied youth may send a request (in writing) for resolution to the State Superintendent’s Office of the Wisconsin Department of Public Instruction.
 - a. Unresolved disputes should be sent to:
State Superintendent of Public Instruction
P.O. Box 7841
Madison, WI 53707

Legal Ref: Section 118.13 Wisconsin Statutes
 McKinney-Vento Act 42 US Code §§11431-11435
 McKinney-Vento Act 42 U.S.C. 11432(g)(3)(E)

Cross Ref: 347, Pupil Records
 411, Equal Educational Opportunities
 420, School Admissions
 422, School Attendance Areas
 433, Assignment of Students to Classes
 751, Student Transportation Services

Adopted: June 2022

ENSURING THE EDUCATIONAL STABILITY OF CHILDREN IN OUT-OF-HOME CARE (FOSTER CARE)

The District shall collaborate with the county child welfare agency *[and tribal child welfare agency as applicable]* in ensuring the educational stability of children in out-of-home care (foster care). "Foster care" refers to 24-hour substitute care for children placed away from their parents and guardians and for whom the child welfare agency has placement and care responsibility. This includes, but is not limited to, placement in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child care institutions, and pre-adoptive homes. To the extent required under applicable law, a child in foster care under this policy also includes children who an appropriate child welfare agency indicates are awaiting a foster care placement.

Children in foster care shall have equal access to the same free, appropriate public education as provided to other children in the District. They shall be provided the services and have access to the programs and activities that are offered to other children attending District schools, including educational services for which the children meet eligibility criteria (e.g., special education, Title I programming, programs and services for English Learners, gifted and talented programming, etc.), career and technical education programs, and school nutrition programs.

The ~~*[insert the applicable administrative level position – e.g., District Administrator or Director of Student Services]*~~¹ has primary administrative-level oversight of the District's services for children who are in foster care. He/she, or a qualified administrative-level designee, shall be responsible for (1) providing any required assurances to applicable state and federal agencies that the District is complying with applicable state and federal requirements related to ensuring the educational stability of children in foster care; and (2) reasonably monitoring compliance with such assurances.

The ~~*[insert the applicable administrative level position – e.g., District Administrator or Director of Student Services]*~~² shall designate a staff member who shall serve as the District's primary point of contact for the education of children in foster care. The District's designated point of contact will be the primary liaison for the representatives of child welfare agencies who also have responsibility for ensuring the educational stability of children in foster care.

The District's point of contact for the education of children in foster care will work with administrators and other District personnel to periodically review existing policies, procedures, practices, and data to identify and develop proposals to remedy and remove barriers that children in foster care may face in the school enrollment and admission processes, in regularly attending school, in accessing applicable support services (such as guidance counselors), in accessing academic programs, academic activities, or extracurricular activities, or in receiving appropriate credit for prior academic work.

The District's point of contact for the education of children in foster care will also:

¹ Insert applicable administrative position.

² Insert administrative position used for footnote 1.

ENSURING THE EDUCATIONAL STABILITY OF CHILDREN IN OUT-OF-HOME CARE (FOSTER CARE)

Policy 411.3

Waunakee Community School District

Page 2 of 4

1. Coordinate with the points of contact and other appropriate representatives of child welfare agencies and of other educational agencies on the implementation of the Title I provisions related to ensuring the educational stability of children in foster care.
2. Assist appropriate child welfare agency representatives in making "best interest of the child" education decisions, including particularly the determination of whether or not it is in a child's best interest to remain in his/her school of origin or to enroll in a new school. As examples, the District's point of contact may (a) be involved in defining a process for making such decisions; (b) coordinate input from, or other participation by, other District staff; and (c) make, or assist in making, the District's evaluation of the available and relevant information in a specific case. The determination of a child's best interest in relation to school enrollment involves giving consideration to all factors relating to a child's best interest, including but not limited to the appropriateness of the current educational setting and the proximity of the child's placement to the school(s).
3. Facilitate the continued enrollment of a child in foster care in his/her school of origin; or, if remaining in the school of origin is determined not to be in the child's best interest, facilitate the child's immediate enrollment in a new school even if the child is unable to produce records normally required for enrollment.
4. Request, facilitate, and confirm, as applicable, the timely transfer of student records any time a child in foster care will be enrolling in a school (within or outside of the District) other than the school the child is currently attending (or most recently attended).
5. Coordinate the implementation of local transportation procedures related to children in foster care and the resolution of any transportation cost disputes, in consultation with the identify the administrator who would have primary responsibility for addressing such transportation issues and costs – e.g., District Administrator, Director of Business Services, Director of Transportation³ and in accordance with established procedures.
6. Facilitate the sharing of student record information with child welfare agency personnel in a manner that is consistent with applicable legal requirements, any applicable record sharing agreements, and established District policies and procedures regarding the maintenance and confidentiality of student records.
7. Have shared responsibility for ensuring that children in foster care attending schools in the District have access to and receive the educational services and supports and specialized programming for which they are eligible.

(Editor's Note: While school districts generally have obligations to ensure that the remaining items in this list are being addressed within the district's overall programs, operations, systems, and procedures, they may or may not be identified within this policy as specific responsibilities of the district's designated foster care point of contact. Evaluate the

³ Insert appropriate administrative position.

ENSURING THE EDUCATIONAL STABILITY OF CHILDREN IN OUT-OF-HOME CARE (FOSTER CARE)

Policy 411.3

Waunakee Community School District

Page 3 of 4

remaining items in relation to the district's intended practices and procedures, and include or exclude each item as appropriate.}]

8. Assist, as needed, with addressing concerns that may arise regarding the regular school attendance of a child in foster care.
9. Collaborate with other District staff and, if appropriate, with child welfare agency representatives, to assist children in foster care with their educational transitions (e.g., from early childhood education to elementary school, elementary school to middle school/junior high school, middle/junior high school to high school, and from high school to post-secondary options).
10. For a child in foster care who is a high school student and who is newly enrolled in high school in the District, ensure that the child meets with a high school guidance counselor to review previous course work and the awarding of credit for such course work, review credits needed for graduation, and review the options available to the child for meeting the graduation requirements.
11. Coordinate professional development activities and resources and serve as a local resource, as needed, for other District staff related to the Title I provisions and the educational needs of children in foster care.
12. Working with administrators and other District staff as needed, coordinate the collection and appropriate reporting of any data that is needed to meet the established legal requirements related to children in foster in care.
13. *[Insert any additional duties or responsibilities that might be defined locally, such as "Monitor regulations and guidance related to this policy that may be issued by applicable state and federal agencies, including the U.S. Department of Education, the Wisconsin Department of Children and Families, the Department of Public Instruction, and the DPI's State Coordinator for the Education of Children in Foster Care."]*

Legal References:

Wisconsin Statutes

[Section 48.38\(4\)](#)

[requirements of what must be included in child placed in out-of-home care's permanency (case) plan, including information about the child's education and school placement]

[Section 48.383](#)

[reasonable and prudent parent standard; authorizes foster parents and other out-of-home caregivers to consent to a child's participation in extracurricular and other designated activities]

⁴ Review the editor's note and paragraphs 8 through 13. Determine who is responsible for the duties described in paragraphs 8 through 13 – if it is the foster care point of contact administrator, delete the editor's note and edit or delete paragraph 13 as appropriate for your district. If another administrator is responsible for any of those duties, the relevant paragraphs should be excluded from this list of duties of the foster care point of contact.

ENSURING THE EDUCATIONAL STABILITY OF CHILDREN IN OUT-OF-HOME CARE (FOSTER CARE)

Policy 411.3

Waunakee Community School District

Page 4 of 4

- [Section 48.64\(1r\)](#) [child welfare agency notification of placement of school-age child in out-of-home care]
- [Section 48.78](#) [confidentiality of records maintained by child welfare agencies; includes a provision allowing for the confidential exchange of information between the agency and a public school consistent with [section 938.78](#) of the state statutes]
- [Section 115.298\(1\)\(b\)](#) [school board authority to enter into memorandum of understanding with a county department of social services/human services or tribal organization to disclose information contained in student records under [section 118.125\(2\)\(a\)](#) of the state statutes when the parent/guardian of a student or an adult student does not grant permission for disclosure]
- [Section 118.125\(2\)\(a\)](#) [access to student records by caseworker, county departments of social services/human services and tribal organizations if legally responsible for care and protection of the student and authorized to have access to the student's case plan]
- [Section 938.78](#) [confidentiality of records maintained by a child welfare agency; includes authority to enter into interagency agreement with a school board for the confidential exchange of information regarding an individual in the care or legal custody of the agency]

Federal Laws

Title I, Part A of the Elementary and Secondary Education Act [[20 U.S.C. §6311\(g\)\(1\)E](#) and [§6312\(c\)\(5\)](#)] [educational agency requirements related to ensuring the educational stability of children in foster care]

Title IV of the Social Security Act [[42 U.S.C. §671\(a\)\(10\)](#) and [§ 675\(1\)\(G\)](#)] [child welfare agency requirements related to supporting normalcy for children in foster care and ensuring the educational stability of children in foster care]

Cross References:

WASB PRG 411.3 Sample Policy 1

Adoption Date:

The Waunakee Community School District shall consider a student to be a full-time student if he/she meets any one of the following conditions:

1. The student is enrolled in the District's four-year-old or five-year-old kindergarten program for the regular school hours of his/her assigned kindergarten program.
2. The student is enrolled in an elementary school, intermediate school, or middle school or junior high school in the District (grades 1 through 8), including any District charter school, and is scheduled in classes or approved school activities for the entire school day as defined by the District.
3. The student is enrolled in high school in the District, including a charter school, and carries a minimum of [identify the number of classes or course credits – e.g., six classes each semester, three credits each semester, 5.5 credits each school year, etc.]¹ and the student has been scheduled to participate in a class or District-approved activity during each class period of each school day. Such District-approved activities include, but are not limited to, various non-credit earning activities as well as partial-day participation in District-approved programs or placements as described in the next paragraph.
4. The student is enrolled in the District and is approved for and participating in an alternative school/educational program or other District-approved educational program or placement. This includes, but is not limited to, any program or placement defined through a program or curriculum modification, programs for children at risk of not graduating from high school, school-age parent programs, work-based learning programs, gifted programming, responsibility release program, programming to remediate truancy, and programs leading to high school graduation or a high school equivalency diploma.
5. The student has been evaluated by an individualized education program (IEP) team or Section 504 team, prescribed an IEP or Section 504 plan, and is participating in educational programming and services in accordance with the IEP or Section 504 plan. This includes children who are at least 3 years old and who are eligible for and receiving special education services through the District's early childhood program.

A full-time student's District-approved classes need not necessarily be classes that are offered by or in the District. For example, students who have received District approval to take one or more non-District courses through the part-time open enrollment program, Technical College Course Program, Early College Credit Program, contracted educational services, inter-district cooperative agreements, etc., do not lose their full-time status based upon including such courses in their schedule.

Whether and to what extent the District is permitted to include a student in the District's various membership counts for school finance purposes is not determined exclusively by their status as a full-time student as defined within this policy. However, this policy's definition of full-time student shall apply to the membership count process to the extent that (1) a District-based determination of full-time status is relevant to the membership count process, and (2) the District is financially responsible for the student's educational program. This policy shall not be interpreted in a manner that would prevent the District from including a student in its

¹ Edit as appropriate.

membership count where state law and related Department of Public Instruction procedures clearly permit inclusion (for example, where the student is a resident student attending public school in another school district under a District-paid tuition agreement, the full-time public school open enrollment law, or a tuition waiver under [section 121.84\(4\)](#) of the state statutes). Notwithstanding this policy, a student must additionally meet the full-time student definition and other eligibility requirements of the Wisconsin Interscholastic Athletics Association (WIAA) in order to participate on WIAA member school interscholastic athletic teams.²

Legal References:

Wisconsin Statutes

Section 38.12(14)	[attendance at technical college]
Section 115.28(7)(e)	[alternative education programs]
Section 115.787	[individualized education programs for students with disabilities]
Section 115.915	[programs and services for school age parents]
Section 118.14	[age of students]
Section 118.15(1)(c)	[programs leading to high school graduation or high school equivalency diploma]
Section 118.15(1)(d)	[program or curriculum modifications]
Section 118.153	[programs for children at risk of not graduating from high school]
Section 118.35	[gifted and talented programs]
Section 118.52	[part-time open enrollment]
Section 118.55	[early college credit program]
Section 118.56	[work-based learning programs]
Section 121.004(5)	["membership" definition for purposes of reporting student membership count]
Section 121.004(7)	["pupils enrolled" for membership count purposes]
Section 121.02(1)(f)	[school district standards; minimum hours of direct student instruction]
Section 121.05	[budget and membership report]
Section 121.90(1)	["number of pupils enrolled" for revenue limit purposes]

Wisconsin Constitution, Article X [free public education for persons between the ages of 4 and 20]

Federal Laws

20 U.S.C. Chapter 33	[Individuals with Disabilities Education Act (IDEA); programs and services for students with disabilities; IDEA regulations at 34 C.F.R. Part 300]
Section 504 of the Rehabilitation Act of 1973	[disability discrimination; reasonable accommodations]

Cross References:

WASB PRG 412.1 Sample Policy 1
322, School Day
341.1, Work Experience Programs
343.4, Youth Options Program

² I did not include a reference to the "Responsibility Release" program referenced in your current 412.1 policy.

FULL-TIME STUDENT

Policy 412.1

Waunakee Community School District

Page 3 of 3

434, Released Time for Students

Adoption Date: 12/13/82

Revised: 7/11/88
March 1994
August 1996
April 1998
March 2002

Any student seeking school admission in the District must reside within the established boundaries of the District, except as otherwise provided by law and/or Board policy.

Individuals enrolling a student are expected to follow the District's registration procedures, including providing appropriate documentation of the student's age and in-District residency (or other status that permits admission to a District school). The District's registration procedures shall be sufficiently flexible so as to not unlawfully interfere with the prompt admission, school placement, and attendance of children in a special legal status that provides rights and protection regarding school enrollment (e.g., homeless, foster care, children of military families, Safe at Home program participants, etc.)

Students admitted to the District's elementary and secondary schools shall present immunization records as required by law. Students entering kindergarten in the District shall also be requested to provide evidence that they have had their eyes examined by an optometrist or evaluated by a physician.

School assignments and grade placements shall be made by the administrative staff in accordance with District procedures. Students transferring from other school systems or non-District programs are required to provide a transcript of academic accomplishments at the previous school/program, or the address from which this data may be secured. If insufficient academic transcript information is available, students may be required to take appropriate academic tests to assist in making a placement.

The District shall not unlawfully discriminate in admissions to any school, class, program or activity or facilities usage on the basis of sex, sexual orientation, race, color, national origin, ancestry, religion, creed, pregnancy, parental or marital status, homelessness status, any physical, learning, emotional or mental disability, or any other legally-protected status or classification. This does not, however, prohibit placing a student in a school, class, program or activity based on objective standards of individual performance or need. Discrimination complaints shall be processed in accordance with established procedures.

Nothing in this policy shall prevent the District from denying the admission of a student during the term of his/her expulsion from another Wisconsin public school, out-of-state public school or independent charter school in Wisconsin, or from setting enrollment conditions that the expelled student must meet in order to be admitted, consistent with legal requirements.

Legal References:

Wisconsin Statutes

Section 115.997	[interstate compact on educational opportunity for military children]
Section 118.13	[student nondiscrimination]
Section 118.135	[eye examinations for students entering kindergarten]
Section 118.14	[age of students for admission]
Section 118.145	[high school admission; includes private school and tribal school students taking high school courses]
Section 118.51	[full-time public school open enrollment]
Section 118.52	[part-time open enrollment]

Section 118.53	[attendance in public school courses by home-based private educational program students]
Section 120.13(1)(f)	[authority to deny admission of student during term of expulsion]
Section 120.13(1)(h)	[conditional enrollment of expelled students]
Section 121.77	[admission of nonresident students]
Section 121.84	[admission of nonresident students; tuition waivers]
Section 165.68	[address confidentiality program]
Section 252.04	[immunizations required upon school admission]

Wisconsin Administrative Code

[PI 9.03\(1\)](#) [student nondiscrimination in school admission policies]

Federal Laws

[McKinney-Vento Homeless Education Assistance Act](#) [equal access for homeless students; required policies to remove barriers]

Title I, Part A of the Elementary and Secondary Education Act [[20 U.S.C. §6311\(g\)\(1\)E](#) and [§6312\(c\)\(5\)](#)] [educational agency requirements related to ensuring the educational stability of children in foster care]

Title IV of the Social Security Act [[42 U.S.C. §671\(a\)\(10\)](#) and [§ 675\(1\)\(G\)](#)] [child welfare agency requirements related to supporting normalcy for children in foster care and ensuring the educational stability of children in foster care]

Cross References:

WASB PRG 420 Sample Policy 1
411, Equal Educational Opportunities
411-Rule (1), Student Discrimination/Harassment Complaint Procedures
411.1 Education of Homeless Children and Youth
411.2 Children in Foster Care
420-Rule, Transfer Student Admission Procedures
421, Entrance Age
423, Full-time Open Enrollment
424, Part-time Open Enrollment
422, Admission of Non-Resident Students (Other Than Open Enrollment Students)
432, School Attendance Areas
433, Assignment of Students to Classes
453.2, Immunizations

Adoption Date: 10/9/89

Revised: 4/22/91
March 1994
12/11/95
4/13/98
March 2002

PROCEDURES FOR PLACING TRANSFER STUDENTS

420-Rule 1

Waunakee Community School District

Page 1 of 2

Any student who has been in attendance in an educational program other than in the Waunakee Community School District for a period of **90 45** days or more, and who wishes to enter or re-enter the District shall be required to comply with the following procedures:

A. **Grade Placement**

The District reserves the right to determine grade placement of all students entering or re-entering the school system. The building principal, with the assistance of the ~~guidance~~ **school** counselor and other appropriate staff members, shall determine all grade placements of students.

Consideration shall be given to the grade level which the student has attained at the time of entry or re-entry based upon the academic records received from the student's previous school. If transcripts or other records evidencing the student's level of academic achievement, subjects completed, credits earned and/or results of standardized testing are unavailable, incomplete or if accreditation/certification of previous schooling is not able to be secured, a standardized test(s) may be administered to determine the student's achievement level and appropriate grade placement. This test shall be administered by the building principal or designee. Placement decisions shall be made based on the test results and the student's ability to demonstrate learning appropriate to the proper placement.

Students identified as having special needs (e.g., students with disabilities, English language learners) shall be placed in appropriate programs and provided appropriate services in accordance with established District policies and procedures and applicable legal requirements.

B. **High School Placement**

High school credits shall be awarded based on the academic record information received and/or the results of any placement/achievement tests. Course credits earned at a public high school or other accredited high school shall generally be accepted as recorded by the former school, with the credit units being adjusted if necessary to reflect the District's comparable units. Transfer credit may be rejected if the District determines that the nature of the work reflected by the proposed transfer credit has no reasonable correlation to credit-eligible work in the District. High school credit for work completed while in a home-based private educational program will be based on an assessment of all information that is made available to District staff in light of the District's high school curriculum and course standards.

Approved transfer credits will be identified as either satisfying a specific graduation requirement or as elective credit that has been completed in excess of required credits. As determined under the applicable high school grading policy, the District will either (1) record a transfer course on a pass/fail basis; or (2) associate and record a transcript grade with a transfer course.

C. **Interim Placement Period**

Each student placed in the District from schools or educational programs outside the District shall have an interim period of **[identify timeline, for example, 45 school days]** to

PROCEDURES FOR PLACING TRANSFER STUDENTS

420-Rule 1

Waunakee Community School District

Page 2 of 2

demonstrate appropriate academic progress in the placement. If during this interim placement period school officials determine that the student's placement needs to be reviewed, the building principal or designee may make a placement revision.

D. Appeals

In the event that there is an appeal on behalf of the student regarding the placement of a student, a written appeal may be made to the building principal of the school in which the student is initially placed, and then to the District Administrator. The decision of the District Administrator shall be final.

Decisions regarding transfer courses, transfer credits, and grades associated with transfer courses for high school students may be appealed to the High School Principal and then to the District Administrator, whose decision on the appeal shall be final.

Adoption Date:

Cross References:

WASB PRG 420 Sample Rule 1

ADMISSION TO KINDERGARTEN AND FIRST GRADE (Entrance Age)

Waunakee Community School District

Policy 421

Page 1 of 2

No child may be admitted to 4-year-old kindergarten in the District unless the child is four years old on or before September 1 in the year he/she proposes to enter school. There shall be no early admission to 4-year-old kindergarten in the District. However, the District provides early childhood education services to qualifying children who are at least 3 years old to the extent required by law.

In most cases, in order to be admitted to 5-year-old kindergarten in the District a child must be five years old on or before September 1 in the year he/she proposes to enter school. However, a child who is under the standard legal age may be admitted to 5-year-old kindergarten if the District determines that he/she has met the conditions and standards for early admission as outlined in District procedures. A parent/guardian may make written application to the superintendent for early entrance of a child who becomes five years of age after September 1, but before October 15. Application shall be received by May 1 and will be evaluated in accordance with established procedures.

In most cases, in order to be admitted to first grade in the District a child must be six years old on or before September 1 of the year he/she proposes to enter first grade and must have completed 5-year-old kindergarten. However, a child may be admitted to first grade under the standard legal age if he/she has already completed a 5-year-old kindergarten program or its equivalent, as determined by the District. A child may also be admitted to first grade under the standard legal age and/or without having completed a 5-year-old kindergarten program if the District determines that he/she has met the conditions and standards for early admission and/or for an exemption from the state's kindergarten completion requirement, as outlined in District procedures.

A parent/guardian may make written application to the superintendent for early entrance of a child who becomes six years of age after September 1, but before October 15 and has not completed five-year old kindergarten. Applications shall be received by May 1 and will be evaluated in accordance with established procedures.

If a child's request for admission to kindergarten or first grade is denied, the child's parent or guardian may appeal the decision in writing to the District Administrator. The District Administrator's decision is final.

Legal References:

Wisconsin Statutes

Section 118.13	[student nondiscrimination]
Section 118.14(1)	[entrance age for kindergarten and first grade]
Section 118.15(1)	[compulsory school attendance]
Section 118.33(6)(cm)	[mandatory kindergarten completion for first grade admission; procedures for exempting students from mandatory kindergarten required]
Section 120.12(25)	[school board duty; adoption of procedures for early admission to kindergarten and first grade]

Cross References:

WASB PRG 421 Sample Policy 1
342.1, Programs for Students with Disabilities

ADMISSION TO KINDERGARTEN AND FIRST GRADE (Entrance Age)

Waunakee Community School District

Policy 421

Page 2 of 2

411, Equal Educational Opportunities
420, School Admissions
421 (1)-Rule, Early Admission to Kindergarten
421 (2)-Rule, Early Admission to First Grade
Special Education Handbook

Adoption Date: March 1994

Revised: 4/13/98
March 2002
July 2011
October 2013

CONDITIONS, STANDARDS, AND PROCEDURES FOR EXCEPTIONS TO AGE/OTHER ADMISSION REQUIREMENTS FOR KINDERGARTEN OR FIRST GRADE

Waunakee Community School District

I. Conditions and Standards for Admission

A. Early Admission to 5-Year-Old Kindergarten (5K) or First Grade Based Upon Successful Completion of a Full School Year of 4-Year-Old Kindergarten (4K) or 5K in Another School System

If a child was previously granted early admission to 4K or 5K in another school system, and the child successfully completed a full school year of such a 4K or 5K program, the District may approve the child's early admission in 5K or first grade, as applicable, provided that the child's parent or guardian supports the early admission and the District determines that the weight of other available information (including the results of any specific assessments that may be conducted) suggests that placement in 5K or first grade, as applicable, would be an appropriate placement.

The child's parent or guardian is expected to bring such previous school attendance and early admission request to the District's attention as soon as reasonably possible, although this type of request can typically be evaluated with less advance notice than other requests.

B. Early Admission to First Grade Based Upon Successful Completion of 5K in the District

If a child has completed 5K in the District pursuant to the District's decision to allow early admission to 5K, the child's promotion to first grade shall be handled as a standard grade-to-grade promotion decision, and the parent or guardian is not required to file a request for early admission to first grade.

C. Early Admission to 5K Without Prior Successful Completion of a Formal 4K

Under this section, the District does not accept applications for early admission to kindergarten for children who will turn five years old after October 15 of the school year in which the child is seeking early admission. However, the child's parent or guardian may choose to contact the District at or prior to the start of the school year in question to discuss whether the child's progress should be closely monitored during kindergarten for potential grade-level acceleration or for other curricular or program adjustments.

For children who will turn five years old between September 1st and October 15th of the school year in which the child is seeking early admission under this section (i.e., without prior successful completion of a 4K program, as provided in Section A), the District's decision to approve or deny the request for early admission to 5K shall be based on an individualized assessment of the child's academic and social-emotional development and overall readiness to thrive in 5K. The District will not approve a request for early admission to 5K under this section unless the District determines that the clear weight of

CONDITIONS, STANDARDS, AND PROCEDURES FOR EXCEPTIONS TO AGE/OTHER ADMISSION REQUIREMENTS FOR KINDERGARTEN OR FIRST GRADE

the relevant and available information suggests that placement in 5K is a more appropriate placement than placement in 4K. In other words, exceptional circumstances must be identified.

Although the specific information that will be available and the specific considerations that will be relevant to each request for early admission will vary from child-to-child, the following conditions and standards reflect a common baseline for the assessment process:

1. If a child seeking early admission is an early reader, this is one relevant piece of information. However, variation in reading skills is the norm in this age group. Many children who are early readers enroll in kindergarten with their standard age-group peers, and that proves to be a sound long-term decision in regard to the child's overall welfare. In contrast, where a broader picture of the child's cognitive skills and aptitudes fall in a very-advanced range, such data tends to counsel more strongly in favor of early admission in terms of academic criteria.
2. The District's evaluation of the request shall consider whether there is evidence that the child has above-average skills, relative to other children entering 5K, in the following developmental areas:
 - The ability to address new situations or challenging tasks without signs of unusual levels of frustration, anxiety, avoidance or withdrawal.
 - The ability to follow instructions and independently begin tasks set out by those instructions.
 - The ability to successfully interact and play cooperatively with other children who are of the grade being considered.
 - The ability to participate effectively in group-based activities.
 - The ability to give sustained attention to a task or project.

D. **Early Admission to First Grade Without Prior Successful Completion of a Formal 5K Program**

The District's decision to approve or deny a family's request for early admission to first grade shall be based on an individualized assessment of the child's academic and social-emotional development and overall readiness to thrive in first grade. More specifically, a child who is not six years old on or before September 1 in the year he/she

CONDITIONS, STANDARDS, AND PROCEDURES FOR EXCEPTIONS TO AGE/OTHER ADMISSION REQUIREMENTS FOR KINDERGARTEN OR FIRST GRADE

seeks admission to first grade may be admitted to first grade based upon the family's request as follows:

1. If the child will turn six years old on or before October 15th and the child has successfully completed an educational program that the District determines is substantially equivalent to the District's 5K program, the child's parent or guardian supports early admission to first grade, and the District determines that the weight of other available information (including the results of any specific assessments that may be conducted) suggests that placement in first grade would be a more appropriate placement than 5K, then the child may be admitted to first grade. In other words, exceptional circumstances must be identified.

2. If the child will turn six years old on or before October 15th but has not successfully completed a 5K program or its equivalent in another school system, a request for early admission to first grade will be granted only if the District determines that the clear weight of the relevant and available information suggests that initial enrollment in 5K would be an inappropriate placement for the child. Meeting this standard is intended to be difficult and exceedingly rare. At a minimum, the child must demonstrate insert appropriate descriptive language, such as, "the academic skills and aptitudes expected of a high-achieving student who is at the end of first grade."¹
 - The ability to address new situations or challenging tasks without signs of unusual levels of frustration, anxiety, avoidance or withdrawal.
 - The ability to follow instructions independently and independently begin tasks set out by those instructions.
 - The ability to successfully interact and play cooperatively with other children who are in first grade.
 - The ability to participate effectively in group-based activities.
 - The ability to give sustained attention to a task or project.
 - The ability to function at, or above, the academic benchmarks established for first grade.

E. **Automatic Exemption from the Kindergarten Completion Requirement Pursuant to State Law**

When a child who is otherwise eligible to be admitted to and enroll in first grade, and he/she has moved to Wisconsin from out-of-state after he/she turns five years old and

¹ Insert your current standards for admission of students who turn 6 between September 1 and October 15 and have not completed 5-year-old kindergarten. Your current 421 rule 2 describes standards you adopted in 2013.

CONDITIONS, STANDARDS, AND PROCEDURES FOR EXCEPTIONS TO AGE/OTHER ADMISSION REQUIREMENTS FOR KINDERGARTEN OR FIRST GRADE

before either commencing or completing first grade, state law automatically exempts the child from the kindergarten completion prerequisite if either of the following apply:

1. The jurisdiction from which the child moved has not established 5K as a mandatory prerequisite for entering first grade; or
2. The jurisdiction from which the child moved exempted the child from any applicable prerequisite that the child complete 5K in order to enter first grade.

In the two situations (identified above) where state law automatically exempts a child from the kindergarten completion requirement, the District and the parent or guardian may nonetheless mutually agree to place the child in kindergarten where it is agreed that such placement is in the best educational interests of the child.

F. **Conditions and Standards for Responding to a Request for a Discretionary Exemption from the Kindergarten Completion Requirement**

The District's decision to approve or deny a family's request to exempt a child from the kindergarten completion requirement for purposes of enrollment in first grade shall be based on an individualized assessment of the child's academic and social-emotional development and overall readiness to thrive in first grade.

Where a child meets the age requirements for admission to first grade, but the child has not completed 5K, the District or the child's parent or guardian, by request, may initiate a review of the child's overall readiness for enrollment in first grade and the appropriateness of allowing a discretionary exception to the kindergarten completion requirement. Such a child may be enrolled in first grade if:

1. The child has successfully completed a program for 5-year-old children that the school district deems equivalent to kindergarten, and the weight of other available information (including the results of any testing or other evaluations) suggests that placement in first grade would be at least as appropriate as placement in 5K; or
2. Notwithstanding that the child did not complete an educational program deemed equivalent to 5K, the District determines that the weight of available information (including the results of any testing or other evaluations) suggests that placement in first grade would be a more appropriate placement than placement in 5K.

A request for a discretionary exemption from the kindergarten completion requirement under this section shall be denied where the District determines that the weight of the available information suggests that the student is likely to struggle to achieve and grow

CONDITIONS, STANDARDS, AND PROCEDURES FOR EXCEPTIONS TO AGE/OTHER ADMISSION REQUIREMENTS FOR KINDERGARTEN OR FIRST GRADE

421-Rule

Waunakee Community School District

Page 5 of 6

at least at an average level among District students relative to first-grade academic and developmental standards.

II. Procedures

Requests for early admission or for a discretionary exemption from the kindergarten completion requirement (for first grade) shall be made and acted upon in accordance with the following procedures:

- A. Requests shall be submitted to the appropriate elementary school principal in writing by May 1 for the upcoming school year. The request shall include the rationale for making the request and the parent or guardian shall provide any academic records or other information as may be relevant to the request.
 1. Families moving into the District after the deadline specified above may submit a request no later than ~~identify applicable date July 1st~~.²
 2. If a parent or guardian submits a request after the applicable deadline, the District may not be able to fully evaluate the request, and the request may be denied as untimely. The ability to evaluate a late request will depend, in part, on the extent to which relevant and determinative information is already available, such that there is no need to schedule and conduct specific new assessments.
- B. The principal or a designee shall meet with the child's parent or guardian to discuss the reasons for the request and to conduct an initial review of related student record information. If, at this meeting, the District determines that the child conclusively meets, or does not meet, the District's standards for approval of the request, the request shall be approved or denied in writing. If the District determines that additional information or evaluation is needed, the District shall obtain parent or guardian consent to continue the process, and appoint appropriate staff members to complete any evaluation(s). Any testing or evaluations of the child may be scheduled sequentially such that the assessment process will continue only if determinative information is not identified.
 1. The staff member(s) completing any evaluation(s) shall meet with the building principal or other administrative designee to analyze the results of the evaluation and any other data available to determine the appropriateness of the child's admission to kindergarten or first grade.
 2. The principal or a designee shall meet with the child's parent or guardian to present the results of the evaluation(s) and the District's decision with respect to the request.

² Your current rule does not address deadlines for families that move into the district after May 1.

CONDITIONS, STANDARDS, AND PROCEDURES FOR EXCEPTIONS TO AGE/OTHER ADMISSION REQUIREMENTS FOR KINDERGARTEN OR FIRST GRADE

421-Rule

Waukegan Community School District

Page 6 of 6

A written decision regarding the request will be provided to the parent or guardian and a copy kept on file in the District.

- C. If the request is approved, the District shall inform the parent or guardian that the initial placement shall be contingent on the child's successful adjustment to the placement, with a review of the placement to occur *identify the applicable time-frame for review, e.g., "within 30 to 60 days"*³ of the child beginning attendance. The decision to continue or change the placement shall be made by the classroom teacher, principal, and student services personnel as necessary. Any decision to modify the child's placement shall be communicated to the parent or guardian in writing, and may be appealed to the District Administrator.
- D. If the request is denied, the notice of denial shall inform the parent or guardian of their opportunity to appeal the decision to the District Administrator. The appeal must be made in writing to the District Administrator within *identify the applicable time period for example, 10 days*⁴ of receipt of the District's denial decision. The decision of the District Administrator shall be final.
- E. Where a family's request for early admission and/or for an exemption from the kindergarten-completion requirement has been denied, the parent/guardian is encouraged to continue to work with the District to monitor the child's progress for potential eligibility for future grade-level acceleration or for other curricular or program adjustments.

The conditions, standards and procedures identified in this rule are not intended to address any placement or other curricular or program determinations made for a student with disabilities pursuant to an individualized education program (IEP).

Cross References:

WASB PRG 421 Sample Policy 1

Adoption Date:⁵

³ Identify the appropriate time frame for review.

⁴ Identify time for appealing denial of request.

⁵ This rule replaces your current 421 rules 1 and 2. Those have some variation in revision dates (both were first adopted December 13, 1982). You might choose to document the revisions of each of the prior rules separately or merge the two.

ADMISSION OF FULL-TIME NONRESIDENT STUDENTS (TUITION/WAIVER)

Policy 422

Waunakee Community School District

Page 1 of 5

(This sample policy is nearly identical to PRG 422 Sample Policy 1, except that it additionally lists specific circumstances under which state law requires school districts to allow a nonresident student to continue his/her enrollment without paying tuition. Although the additional content included in this sample does not reflect any discretionary decision-making, its inclusion makes the policy a more comprehensive resource. Like 422 Sample Policy 1, this sample does not address or apply to (1) nonresident student enrollment in individual courses; (2) nonresident students participating in full-time open enrollment; or (3) other students who may not reside in the district but who have special legal rights or protections regarding school enrollment (e.g., homeless students, students in foster care, and children of military families). The admission of students in those other situations is addressed in other topics within the PRG.)

The public schools in the District are tuition free to all persons of school age who reside in the District and to nonresidents who are eligible to enroll without payment of tuition under public school open enrollment, any other applicable law or regulation, or any other applicable Board policies. Other nonresident students may be admitted to District schools on a full-time basis under this policy when there is available space and when applicable enrollment and school entrance requirements are met. Subject to any waiver of tuition that is required by law or any waiver that is authorized by law and granted by the District, the District shall charge tuition for such nonresident students.

Unless state law or School Board policy specifies that the Board shall directly approve a nonresident student's enrollment, insert applicable position(s) – e.g., "the District Administrator, his/her central office, administrative-level designee, or any building principal acting in consultation with an appropriate central office administrator" may approve the enrollment of a nonresident student under this policy.

Formatted: Highlight

When a nonresident student's enrollment is approved and tuition is charged, the insert the applicable position title – e.g., Business Manager or District Administrator¹ shall be responsible for the assessment and collection of tuition, including (1) ensuring, when required (e.g., when tuition is to be paid by a parent or guardian), that the District enters into a written agreement that covers the payment of tuition; and (2) ensuring that the District files appropriate tuition claims on a timely basis.

Formatted: Highlight

As required by state law, the District shall waive tuition for students who are no longer residents of the District but who continue their enrollment in the District under the following circumstances:

1. Any student who moved out of the District after July 1 of the current school year, who was a resident of the District on either the third Friday in September or the second Friday in January of the current school year, and who was enrolled in the District for at least 20 school days during the current school year, shall be allowed to continue to attend school in the District for the remainder of the current school year without payment of tuition.

¹ Insert job title of position authorized to approve nonresident student enrollment.

² Insert job title of position authorized to assess and collect tuition payments.

ADMISSION OF FULL-TIME NONRESIDENT STUDENTS (TUITION/WAIVER)

Waunakee Community School District

Policy 422

Page 2 of 5

2. Any student who gained 12th grade status while a resident of the District but who no longer resides in the District shall be allowed to complete 12th grade in the District without payment of tuition. ~~*{Editor's Note: K-8 districts should delete this paragraph.}*~~
3. Any student to whom all of the following apply shall generally be allowed to attend school in the District without payment of tuition: (a) the student was a resident of the District on the second Friday in January of the previous school year, (b) the student was enrolled in the District continuously from the second Friday in January of the previous school year to the end of the school term of the previous school year, (c) the student ceased to be a resident of the District after the first Monday in February of the previous school year, and (d) the student continues to be a Wisconsin resident. The following apply to nonresident students with a disability who are attending school in the District under this provision:
 - a. As further provided under state and federal law, the District shall provide transportation for the student if school-provided transportation is required pursuant to the student's individualized education program (IEP).
 - b. If an IEP that is developed or revised for such a student requires special education or related services that are not available in the District, or there is no space available in the District to provide the special education or related services identified in the student's IEP, then the District may transfer the student to his/her school district of residence.

Formatted: Font: Not Italic

In addition to the legal mandates that apply to the enrollment of full-time nonresident students and to the charging or waiving tuition in specific situations, the administration shall apply the following rules, to the extent applicable, when making tuition determinations related to nonresident students:

~~*{Editor's Note: In the nonresident situations listed below this note, school districts have some discretion under applicable law to either charge or not charge tuition. Delete any listed item that is not applicable to the district. As to each of the situations listed below, this sample policy assumes that the district does not intend/prefer to adopt a policy position that, to the extent permitted by law, would require the district to deny admission to all nonresident students who seek to enroll (or remain enrolled) in the district under the specified circumstance(s).}*~~

1. A nonresident student whose parent or guardian resides in Wisconsin but outside of the District may file an application to enroll in the District that is accompanied by a written parental declaration that residency in the District will be established within nine (9) school weeks of enrollment. If space is available in the school and if the student's nonresident application is otherwise approved, the family ~~*{choose either: "shall not be required to pay any tuition for such 9-week period" or "}*~~ shall be required to prepay a tuition fee for 9 school weeks, which shall be refunded only if actual residency is established during that initial 9-week period~~*"}.*~~ If residency in the District is not established within the initial 9-week period, but intent to establish residency remains imminent, the student may apply to continue his/her enrollment for another 9-week period. If the application to continue enrollment is otherwise approved, the family shall be required to prepay the applicable tuition fee for the second 9-week period. If actual residency is established within the second 9-week period, the District

Formatted: Font: Not Italic, No underline

ADMISSION OF FULL-TIME NONRESIDENT STUDENTS (TUITION/WAIVER)

Waunakee Community School District

Policy 422

Page 3 of 5

shall refund the tuition fee that was paid for that period. No additional 9-week extensions of this special admission and tuition status are permitted. ~~**{Editor's Note: This paragraph addresses a nonresident family's documented intent to establish residency in the district in the near future, as provided under section 121.81(2)(g) of the state statutes. Choose the option in this paragraph that reflects the district's approach to either waiving or charging tuition in this situation during such a student's initial nine (9) weeks of attendance.}**~~

- Any student who was enrolled in and a resident of the District at the beginning of the school year (July 1), but who moves out of the District after that date and who is not otherwise entitled by law to remain enrolled without payment of tuition, may be approved to complete the school year in his/her school of enrollment as a nonresident student. If approved, such a student ~~shall not~~ ~~insert either "shall not" or "shall"~~ be required to pay tuition for that school year ~~if the district opts to waive tuition for such students by choosing "shall not" earlier in this sentence, then this additional, discretionary limitation may be inserted, if desired: "provided that the student has actually attended school in the District as a bona fide resident student on one or more school days either at the end of the school term of the previous school year or at the beginning of the school term of the current school year."~~³ ~~**{Editor's Note: This paragraph addresses a district's discretion to charge or waive tuition under section 121.84(1)(g)1 of the state statutes. That discretion now applies in very limited scenarios due to the expanded availability of mandatory tuition waivers and due to the nearly year-round availability of open enrollment.}**~~
- Students visiting from foreign countries under a J-1 visa who are participating in an established student exchange program ~~include if desired: "and who are temporarily living in the District or with a family whose children attend school in the District"~~ may be permitted to attend high school for up to one academic year in the District and shall not be required to pay tuition. Board approval for enrollment shall be required if there are more than ~~insert the applicable number – e.g., 3~~⁴ foreign exchange program students who wish to attend ~~insert if desired/applicable: "any single"~~ high school in the District in any school year. ~~include the following provision as a non-discretionary clarification only if the district is certified as a participant in the federal Student Exchange and Visitor Program and processes applications from F-1 visa holders: "A nonresident foreign student with an F-1 student visa may be considered for admission only to high school and only for a period not to exceed one academic year while under the F-1 visa. If admitted, a student who holds an F-1 visa must pay the full, unsubsidized per capita cost of education as required by federal law."~~⁵ ~~**{Editor's Note: This paragraph only applies to districts that operate one or more high schools. K-8 districts should delete this paragraph. A school board has authority under section 121.84(1)(c) of the state statutes to allow foreign exchange students to attend school in the district under a J-1 visa without payment of tuition, and, as written, this sample waives tuition for such students. A district that has adopted a separate policy on the topic of foreign**~~

³ The tuition waiver under Wisconsin Legislature: 121.84(1)(a)1. is discretionary – your current 422 Rule 1 indicates that your district grants the discretionary waiver to nonresidents eligible for waiver under Wisconsin Legislature: 121.84(1)(a)1.

⁴ Edit as appropriate or delete if board approval is not required.

⁵ Your current policy states that you may admit foreign students with an F-1 visa.

Formatted: Highlight

Formatted: Font: Not Italic, No underline

ADMISSION OF FULL-TIME NONRESIDENT STUDENTS (TUITION/WAIVER)

Waunakee Community School District

Policy 422

Page 4 of 5

~~exchange students that already covers some of the issues addressed in this paragraph may wish to replace the language above with the following shorter statement: "Tuition shall be waived for a District-approved foreign exchange student who is participating in an established student exchange program under a J-1 visa and attending high school in the District for up to one academic year."~~

To the extent consistent with applicable legal requirements, nothing in this policy shall prevent the District from (1) denying enrollment to a nonresident student during the term of his/her expulsion from the District or from another Wisconsin public school, out-of-state public school, or independent charter school in Wisconsin; or (2) setting enrollment conditions that an expelled student must meet in order to be admitted to the District during the term of an expulsion.

To the extent required by law, nonresident students who are accepted for enrollment in the District shall have all of the rights and privileges and be subject to the same rules and regulations as similarly-situated resident students. Significantly, unless a specific exception established by state or federal law applies, the District is not obligated to provide transportation between school and a nonresident student's out-of-district residence.

~~Insert the following language clarifying the intended scope of this policy if the district finds that it provides helpful guidance: "This policy is not intended to address (1) nonresident enrollment in individual courses (e.g., through part-time open enrollment, by nonresident home-schooled students, or during summer school); (2) nonresident students who attend school in the District under full-time open enrollment; or (3) other students who may not qualify as District residents but who have special legal rights or protections regarding school enrollment and attendance (e.g., homeless and unaccompanied youth, children in foster care, and children of military families)."~~

Formatted: Font: Not Italic, No underline

Legal References:

Wisconsin Statutes

[Section 118.13](#)

[student nondiscrimination]

[Section 120.13\(1\)\(f\)](#)

[authority to deny enrollment of a student during term of expulsion]

[Section 120.13\(1\)\(h\)](#)

[conditional enrollment of certain expelled students]

[Subchapter V of Chapter 121](#)

[charging tuition for nonresident students, tuition waivers, and tuition payments]

Wisconsin Administrative Code

[PI 9.03\(1\)](#)

[student nondiscrimination in school admission policies]

Cross References:

WASB PRG 422 Sample Policy 2

[411-Rule \(1\), Student Discrimination/Harassment Complaint Procedures](#)

[420, School Admissions](#)

Formatted: Line spacing: single

ADMISSION OF FULL-TIME NONRESIDENT STUDENTS (TUITION/WAIVER)

Waunakee Community School District

Policy 422

Page 5 of 5

- [421, Entrance Age](#)
- [423, Full-time Open Enrollment](#)
- [424, Part-time Open Enrollment](#)
- [432, School Attendance Areas](#)
- [433, Assignment of Students to Classes](#)

Adoption Date: 10/9/89

- Revised:**
- March 1994
 - 12/11/95
 - 9/18/97
 - 4/13/98
 - 10/12/98
 - 8/14/00
 - March 2002
 - July 2004
 - July 2006
 - December 2012
 - May 2017
 - October, 2022

Formatted: Font: 10 pt, Not Bold, Font color: Black, English (United States)

Formatted: Indent: Left: 0", Hanging: 1.25", Line spacing: single

Formatted: Font: 10 pt, Not Bold, Font color: Black, English (United States)

Formatted: Indent: Left: 1.5", Hanging: 1.25"

FULL-TIME OPEN ENROLLMENT PROGRAM
(Inter-District)

423

Nonresident students residing within the State of Wisconsin shall be permitted to enroll in the district through an open enrollment program consistent with the terms of this Board policy upon application to the District following the procedures set forth in Policy 423, Rule-1.

This policy shall be administered in accordance with the state public school open enrollment laws and the administrative rules established by the Department of Public Instruction (DPI).

I. DEFINITIONS

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 is a resident or otherwise legally entitled to attend school in another school district in Wisconsin who seeks admission to this District under the Open Enrollment Program.

C. Tuition Student

A nonresident student who is a resident of the State of Wisconsin and tuition is being paid in accordance with statute.

1

D. Class Size

The district's determination of the maximum number of students who can be enrolled in a particular classroom without jeopardizing the quality of the instructional program. Mitigating circumstances for a particular school, class, or program, including enrollment projections established by the Superintendent or his/her designee may be considered in establishing the limit.

E. 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.

F. Resident Student

A student who is a resident of the Waunakee Community School District and is consequently entitled to attend school in this district in accordance with policy.

I Building Capacity

¹ Part-time open enrollment should be in a separate policy so these definitions are not needed.

The maximum number of students who can be enrolled in a school building as determined by the Board.

II. ENROLLMENT OF NONRESIDENT STUDENTS

Determination of Space Availability

- A. Annually at a meeting in January, the Board shall establish the number of regular education and special education spots available for nonresident student attendance at each grade level as well as each school, program, and class for the following school year. The Superintendent or his/her designee shall develop and present to the Board for approval the available spots considering the following:
1. Class size limits as established by the Board Policy 423, Rule-1.
 2. Desired pupil-teacher ratios
 3. Enrollment projections including resident students and the following students in the count of occupied spaces:
 - a. Pupil's paying tuition to attend school in the district
 - b. Pupil's and siblings of pupil's already attending school in the district through the open enrollment program
- B. Applications received for a grade level for which no spots are available will not be further considered for open enrollment for the applicable school year.
- C. If the Board has taken action in January to limit the number of spaces that will be available for applications that are submitted under the regular application period for the following school year, then the District shall not approve any alternative applications submitted during the remainder of the current school year (after the January meeting) in any of the relevant grades or services with limited space for the following year. For example, if the Board has limited the availability of spaces in 7th grade for the following school year, then a current-year alternative application submitted for the 6th grade after the January meeting must be denied. Further, in the school year to which the space limitations directly apply, if the District did not approve all otherwise-eligible regular-period application(s) for a particular grade or service due to space considerations, then the District shall deny any alternative applications for entrance into a space-limited grade or service that are received from July 1 through the **third Friday in September count**. ~~date of the Board meeting in January where space availability for open enrollment is again considered.~~

Criteria for Selection of Students for Open Enrollment

- A. Any nonresident student that meets one or more of the following criteria will not be eligible for open enrollment:
1. The student has applied for open enrollment into a program, class, or grade level for which no space is available.
 2. Discipline-Related Criteria.²
 - a. Review of records. All decisions to accept or deny an open enrollment application under the "Discipline-Related Criteria" specified in this policy will be made based upon the

² I used the PRG language because it covered situations not covered by your current policy.

District's review of relevant information, including any information/records that may be provided by the resident district or another school/district.

- b. The term of an applicant's expulsion overlaps with the proposed period of open enrollment. Consistent with state law authority, the District shall deny the application and prohibit the enrollment of any student whose term of expulsion (for any lawful reason and regardless of when the expulsion occurs) from any public school, independent charter school in Wisconsin, or out-of-state public school overlaps with the proposed period of open enrollment.
- c. The term of an applicant's recent expulsion from school does not overlap with the proposed period of open enrollment. The District shall deny an application for full-time open enrollment in the District if a review of the student's disciplinary records indicates that the student-applicant has been expelled by any Wisconsin school district at any time during the current school year or preceding two school years for any of the following specified conduct: (1) endangering the health, safety or property of others; (2) conveying or causing to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives; (3) possessing a dangerous weapon while at school or under the supervision of a school authority; or (4) 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 district employee or school board member.
- d. Disciplinary matters that are pending or that become pending while the application is under consideration. Subject to the limited exception defined in paragraph 2-f, below, if any disciplinary proceeding involving alleged conduct falling in one of the four categories listed in paragraph 2-c of this policy (immediately above) is pending at the time the District notifies the student of his/her application status, the District shall deny the application.
- e. Applicants must continue to meet discipline-related approval criteria after initial acceptance. Subject to the limited exception defined in paragraph 2-f, below, the District will revoke the prior acceptance of an open enrollment application if, at any time prior to the beginning of the school year in which the student will first attend school in the District, the District determines that the student either (1) has been expelled as described in paragraph 2-b of this policy, above; or (2) has been expelled or become subject to a pending disciplinary proceeding, as described in either paragraph 2-c or paragraph 2-d of this policy, above.
- f. Limited exception. In situations where a student's application is initially rejected due to a pending disciplinary matter, the District, upon the written request of the student's parent or guardian, will reconsider the status of the student's application if both of the following conditions are satisfied: (1) prior to the close of the period during which the District would normally continue to process and accept applications from any waiting lists, the District is able to determine that the prior pending disciplinary matter has been concluded in favor of the student; and (2) the District concludes that considering possible acceptance of the application would not be prejudicial to any other applicant.

3. The special education program or related services described in the child's individualized education program is not available in the district.
 4. The student has been referred to the resident school board or identified by the resident school board for evaluation or receipt of special education or related services, but is not yet evaluated by an IEP team appointed by the resident district.
 5. The Board determines that the student was habitually truant during any semester of attendance in the District during the current or previous school year.
 - Applicants for open enrollment shall be subject to the same rules for determining habitual truancy as resident pupils are subject. Those rules are found in Board Policy and Rule 431.
 - If the student accumulates unexcused absences sufficient to be designated as habitual truant during a school year in which the student is open enrolled and the student or parent/guardian has been informed of the habitual truancy as provided in Policy 431 and Rule 431, the student's habitual truancy may be a basis to terminate a student's open enrollment during the school year upon a recommendation of the Superintendent or designee to the Board.
- B. A student shall be guaranteed open enrollment acceptance if the student is already attending school in the district or his/her sibling is already attending school in the district, even if space is not available. This guarantee does not apply to the sibling of a current open enrollee if the district is the services required by the student's IEP are not available in the District.
- C. If the number of eligible applicants for admission from nonresident students exceeds the number of available enrollment opportunities in a particular class, program, or grade level nonresident students shall be selected for admission using a random selection process established by the Superintendent or his/her designee. The students not selected may be placed on an open enrollment waiting list, if a waiting list is established by the Superintendent. No waiting list will be created for applicants to a particular class, program, or grade level for which the Board determines there are no open enrollment spots available. Board Policy 423, Rule provides the procedures applicable to the waiting list.
- D. The Board may require nonresident students to reapply for admission at a transition grade (5th, 7th, or 9th). Nonresident students may not be required to reapply more than one time.
- E. If a student attending the District through open enrollment has an IEP developed or revised any time after acceptance for open enrollment, and the services required by the IEP are not available in the District or if space in the program is not available based on the Board's determination in January for the applicable school year, the parent or guardian shall be notified and the student shall be transferred to the student's resident district.
- F. "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" criterion, the District shall review the information and rationale provided by the parent(s) or guardian and make a determination as to whether the District agrees with the parent(s) or guardian 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.

G. Requests for Early Admission to Kindergarten. The District does not evaluate nonresident open enrollment applicants for early admission to 4- or 5-year-old kindergarten.

H. A full-time open enrollment application can also be denied if the nonresident 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 resident district does not have a 4-year-old kindergarten program as offered by the District) or the application is determined to be invalid (e.g., the application is incomplete, untimely, or in excess of the number of allowable applications).

III. RELEASE OF RESIDENT STUDENTS

A. Resident students may apply for full-time open enrollment in another public school district in accordance with state law.

B. If the student has applied for open enrollment under the alternative open enrollment application criteria and procedures authorized by law, the District may 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. 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.

IV. TRANSPORTATION

A. The district shall not provide transportation to nonresident students who are accepted under the open enrollment program with the exception of any student with an IEP that requires transportation or as required by the State Superintendent under s. 121.54(3), Wis. Stats. Transportation shall be provided by the parent to and from the assigned school. Parents may contract with the district for transportation services from a scheduled district bus stop.

B. The district shall not provide transportation to resident students who are accepted as nonresident students in another school district. A non-resident district may not enter into the Waunakee Community School District for the purpose of picking up and dropping off open enrolled students.

V. FEES

Nonresident students enrolled under this policy will be subject to the same student and participation fees as resident students.

VI. CO-CURRICULAR PARTICIPATION

Nonresident students entering the WCSD under disciplinary sanction for violating the co-curricular code of their resident district shall complete the imposed action if it is equal to or more severe than that which would have been imposed had it occurred in the Waunakee School District. If the disciplinary action is less severe than that which would have been imposed in Waunakee, the appropriate Waunakee sanctions shall be imposed.

WIAA rules and regulations for eligibility shall be followed for nonresident as well as resident students. The WCSD Co-Curricular Code of Conduct shall apply to nonresident as well as resident students.

VII. ADMINISTRATIVE GUIDELINES

The district administrator or his/her designee shall be responsible for developing and promulgating administrative guidelines to implement this policy.

VIII. Appeals of Open Enrollment Decisions

The student's parent(s) or guardian may appeal a District decision regarding full-time open enrollment to the DPI by following the deadlines and other procedures established by the DPI, except as otherwise specifically provided under state law or under DPI rules.

Legal Ref:

Wisconsin Statutes

Section 115.385(4)	[parent notification of education options, including full-time open enrollment]
Section 115.787	[individualized educational programs for students with disabilities]
Section 115.7915	[special needs scholarship program for students with disabilities denied open enrollment]
Section 118.16(1)(a)	[definition of habitual truant]
Section 118.50(6)	[whole grade sharing provision related to full-time open enrollment]
Section 118.51	[full-time public school open enrollment]
Section 118.57	[public notification of education options, including full-time open enrollment]
Section 120.13(1)(f)	[authority to deny enrollment of student during the term of expulsion]
Section 120.13(1)(h)	[conditional enrollment of expelled students]
Section 121.54(3)	[transportation for children with disabilities]
Section 121.54(10)	[optional transportation for full-time open enrollment students]
Section 121.545(1)	[optional transportation under a parent contract]
Section 121.55	[methods of providing transportation]

Wisconsin Administrative Code

PI 36	[DPI rules governing inter-district open enrollment]
-----------------------	--

Cross Ref:	343.2, Class Size
	370-Rule (1), High School Co-Curricular Code
	370-Rule (2), Middle School Co-Curricular Code
	411, Equal Educational Opportunities
	412.1, Full-time Student
	422, Admission of Nonresident student (Other than Open Enrollment Students)
	423-Rule (1) Open Enrollment Procedures
	423.1 Course Options
	432, School Attendance Areas (Intra-District Transfers)

433, Assignment of Students to Classes
470, Student Fees

Adopted: January 12, 1998

Revised: 4/13/98 August 2000
March 2002
December 2002
March 2006
July 2006
February 2008
July 2011
December 2012
August 2013
January 2016
April, 2020

Waunakee Community School District

**ADMISSION OF STUDENTS PARTICIPATING
IN FULL-TIME OPEN ENROLLMENT**

423 Rule-1

The administration shall prepare and present recommendations on space availability to the Board such that the Board is able to adequately consider the information and make a timely determination. Projected enrollment of resident-school students is to be determined by the **Director of Business Services** ~~business manager~~ by no later than January 1st.

The number of openings in a particular program for nonresident students will be determined by optimum and maximum size for a particular program or classroom which is the number of students that can be accommodated considering current staff, equipment, building capacities. Special education, inclusion, and self-contained programs will be separately considered for available capacity, if any. The district shall maintain the class sizes in the optimum to maximum size but may exceed the maximum due to space or program needs for residents. The optimum or maximum class size may also be reduced based on the educational needs of specific classes. Nonresident students may be accepted for enrollment when projected class or program size(s) is below the optimum level and the building capacities are below the maximum level. The optimum/maximum class or program size range for all programs is as follows:

I. CLASS SIZES

Elementary Grades K-2:

Optimum of 20 students per teacher with a maximum of 22 based on current enrollment and district enrollment projections for each grade.

Elementary Grades 3-6:

Optimum of 23 students per teacher with a maximum of 25 based on current enrollment and district enrollment projections for each grade.

Secondary Grades 7-12:

Optimum of 25 students per class with a maximum of 30 based on current enrollment and district enrollment projections.

Lab Classes:

Optimum of 22 students per class with a maximum of 24. Lab classes consist of courses where work stations are established for student hands-on or experimental work. These include courses in programs such as science, technology education, F/CE, computers, driver education, business education, art, as well as others.

Special Education Classes:

These programs do not have specific class size minimums and maximums. Staffing and program levels are established based on the number of students and the specific needs of students as determined by their IEP. Acceptance of nonresident special education students will be made on the schools ability to provide services required in a Student's IEP using current or planned staff for the applicable school year.

Other Special Classes:

Programs such as the Horizons, WECEP, Co-ops, Apprenticeship, alternative programs, ESL, and others which are similar have specific criteria and respond to individual student needs. Nonresident students will be accepted into these programs on an individual basis if space is available without increasing staffing and/or without decreasing service to resident students. Band, chorus, and orchestra applicants will be accepted only under the same conditions.

The general process of determining the number of available spaces by grade and program will involve establishing projected total capacities and then subtracting the projected number of occupied spaces from the total capacities. Any projected future increase (or decrease) in the number of resident students who will be entitled to attend school in the District shall be reasonably incorporated into the District's count of occupied spaces.

In formulating recommendations to the Board regarding space availability, the administration shall consider and incorporate, to the extent applicable, the following elements of the Department of Public Instruction's (DPI) administrative rules:

1. If the Board establishes any annual space-availability limitations, then on or after the first Monday in February, the District is not permitted to reduce the number of spaces that the Board declared to be available for open enrollment.
2. If the Board establishes any annual space-availability limitations, the District may not approve more applications that were submitted during the regular application period than the number of spaces that the Board designated as available for open enrollment until after the statutory deadline for providing initial notice of acceptance or denial (i.e., the first Friday following the first Monday in June). After such deadline, additional applications may be approved as outlined in the DPI rule and in a manner consistent with Board policy.
3. If the Board has taken action in January to limit the number of spaces that will be available for applications that are submitted under the regular application procedure for the following school year, then the District shall not approve any alternative applications submitted during the remainder of the current school year (after the January meeting) in any of the relevant grades or services with limited space for the following year. For example, if the Board has limited the availability of spaces in 7th grade for the following school year, then a current-year alternative application submitted for the 6th grade after the January meeting must be denied. Board policy

and applicable regulations identify how any annual space availability limitations established by the Board in January affect alternative applications that are received in the subsequent school year – through the third Friday in September count

II. APPLICATION FOR ADMISSION

- A. All applications for admission under this program are sent to the district administrator or his/her designee where they will be date-stamped and examined to ensure that all the application requirements listed on the State form/website have been fulfilled properly. Those that are not properly completed will be returned to the applicant. No applications are to be accepted or date-stamped until the first Monday in February and none after the last weekday in April.

All properly-completed applications as well as a record of any incomplete applications are to be sent to the resident school district and the Department of Public Instruction by the end of the first weekday following the last weekday in April.

All properly-completed applications will be maintained by the district administrator or his/her designee who will be responsible for organizing them by grade-level and /or program, whatever is applicable.

Any application received prior to or after the deadline dates are to be returned to the applicant with a notice of the proper application dates.

At the January meeting, the school board will then approve the number of available spaces for all grade-levels/classes/ programs.

1. The District Administrator or designee shall inform all applicants who will be denied acceptance before the first Friday following the first Monday in June. Each student's resident district is also to be informed. The notice of denial shall state all reasons for which the applicant was denied enrollment and shall inform the student and parent or guardian of their rights to appeal the decision to the Department of Public Instruction.
2. For those grade-levels/classes/programs for which applications will be accepted the following procedure is to be used.

If there are fewer applications for enrollment than the number of spaces available, all those who meet acceptance criteria are to be notified of acceptance. No regular-period application that was submitted on a timely basis shall be accepted or denied by the District before May 1. The district administrator or his/her designee shall notify the applicants on or before the first Friday following the first Monday in June. All notices of acceptance shall identify the specific school or program that the student may attend in

the following school year. All notices of denial shall identify the reason(s) the application was denied, information about the appeal process, and, if applicable, the student's number on any waiting list(s). Each student's resident district is also to be informed.

If there are more applications than spaces available the District Administrator or designee shall do the following:

- a) Identify students who do not meet the acceptance criteria established in Board policy. These students' applications will be denied and specific reasons for the denial provided.
- b) Identify any siblings of nonresident students who are attending a district school. These siblings are to be approved for enrollment prior to the random-selection process.
- c) Identify any nonresident students who are attending the district. These students shall be approved for enrollment prior to the random-selection process.
- d) Conduct a random selection for all remaining applications if there are still more applications than available spots for a class, program, or grade level as follows:
 - i. Assign a number to each application and place the numbers in a container.
 - ii. In the presence of at least one (1) other staff member, conduct a blind drawing of the numbers and list each number drawn in the order they are drawn. The drawing is to continue until all numbers have been drawn.
 - iii. The applicants drawn in order up to the total number of available spots shall be notified that they have been accepted for enrollment. The remaining applicants shall be notified that they have been denied enrollment due to insufficient space following a random selection process. This notification must be completed on or before the first Friday following the first Monday in June.

Applicants that are denied enrollment following the random selection shall be placed on a waiting list in the order they were selected through the blind drawing. Parents will be notified by the third Friday in August if a spot has become available for them from the waiting list.

For any otherwise-eligible applicant who is a student with a disability who has been assigned a grade-based space but who is on a special education waiting list, or vice-versa, the student will initially receive notice of denial due to lack of available space, but the District will hold the space (either

general or special education) that has been assigned to the student until either a space on the other waiting list 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).¹

Parents will have 10 days to respond and enroll the student or the space will be offered to the next student on the list.

3. Alternative Procedure.

A parent of a nonresident student may also apply for open enrollment under the alternative criteria and procedures. The student must meet at least one of the following criteria:

- i. The resident school board determines that the pupil has been the victim of a violent criminal offense and the application is made within 30 days of the resident school board's determination;
- ii. The student is or has been a homeless student in the current or immediately preceding school year;
- iii. The student has been the victim of repeated bullying or harassment and the student's parent or guardian has reported the bullying or harassment but the bullying or harassment continues;
- iv. The place of residence of the student's parents has changed due to military orders and the application is made within 30 days of the date of the orders;
- v. The student has moved into the state and the application is received within 30 days of the date the student moved into the state;
- vi. The place of residence has changed due to a court order or custody agreement or due to placement in a foster home or placed in a home other than the student's parent's home and the application is made within 30 days of the student's change in residence; or
- vii. The student's parent resident school board and the District agree that attending the Waunakee Community School District is in the student's best interest; if the board denies the student's request, the parent may appeal to DPI. If DPI determines that the student's enrollment in WCSD is in the student's best interest, the student will be granted enrollment.

The student's resident school board will be notified immediately of any application received under this section. The Board shall decide within 20 days of receipt of an application whether it has been granted and shall notify the parent and resident school board of the decision. If granted, the student shall enroll

¹ DPI rules require that disabled students who has been assigned a grade-based space but is on a special education waiting list or vice versa that the district hold the space that was assigned until the end of the period for which it maintains waiting lists.

within 15 days of approval or the district may notify the parent in writing that the student is no longer approved to enroll.

B. Determination of Placement

1. All accepted applications are to be maintained by the district administrator or his/her designee for review and proper placement.
2. Placement decisions are to be made based on the same factors that were used to determine acceptance and the information contained in the applicants' records.
3. Each applicant is to be informed of placement for the next school year on or before the first Friday following the first Monday in June.

C. Information with Notification

The following information is also to be included with the notification of placement:

1. The District's regular enrollment procedure which is to be followed when enrolling a nonresident student.
2. Participation in interscholastic athletics must comply with pertinent regulations of the Wisconsin Interscholastic Athletic Association (WIAA) and any relevant conference standards regarding eligibility of transfer students for participation in interscholastic athletics.
3. Enrollment in a school shall be subject to an agreement that transportation of the nonresident student to the school is provided for by the student, his/her parents, the resident district or via contract with the district to provide transportation to a scheduled bus stop. The District will provide transportation to students whose IEP requires it.
4. The appropriate principal shall determine academic assignment or placement based upon completion of prerequisite courses or grades in the student's prior school and the awarding of transfer academic credit, if applicable.

D. Other Information

1. If the application is for a special education program, the IEP will be reviewed by the Director of Special Education prior to any action.
2. No nonresident student will be enrolled/placed in a program, course, or grade who has not met the prerequisites established for resident students.

3. The district shall not discriminate against any student but the district is not required to provide any services not currently available in the district or adapt any facilities for a nonresident student in accordance with his/her IEP.
4. The nonresident student's parent(s) or guardian(s) shall notify the District Administrator or designee of the student's intent to attend school in the District in the following school year on or before the last Friday in June following receipt of the notice of acceptance, except as noted above for nonresident students accepted for enrollment from a waiting list.
5. Annually by July 7, the resident district school boards shall be notified of the names of the students from the resident district who will be attending school in the District the following school year. For students accepted for open enrollment from the waiting list after July 7 that choose to attend school in the District, this resident school district notification will be provided as soon as possible after getting confirmation of such attendance from the student's parent or guardian.
6. Student Records. The District will limit its requests for student records (or information from student records) and its sharing of records with the resident district to the records and information that may be lawfully requested or disclosed under applicable law and DPI rules.

III. Resident Student Open Enrollment Applications

- A. Upon receipt of any paper copy of a resident student's application to attend a school or program in another public school district, school office staff shall affix a date stamp (or a written and initialed date) and forward it to the District Administrator or his/her designee for review and processing.
- B. By the first Friday following the first Monday in May, the District shall provide the nonresident school district(s) to which the student applied appropriate notice of the resident student's special education and/or disciplinary status, including providing copies of any records that the District is permitted/required to release. If the applicant does not attend school in the District and the District has no records for the student, the District will notify the nonresident school district(s) of the student's non-attendance.
- C. All applications, those received online and paper applications, shall be reviewed by District staff using the acceptance/denial criteria outlined in Board policy. If the application is denied, the applicant and the nonresident school board shall be notified, in writing, that the application has been denied. This notification shall be made on or before the second Friday following the first Monday in June. The notice shall include the reason(s) for the denial and information about the appeal process.

- D. Special Procedure for Resident Open Enrollment Students Not Enrolled in the District. To the extent necessary to allow for the appropriate accounting of the District's student membership and appropriate state aid transfers, students who reside in the District but who have been enrolled in a private school or home-based private educational program and students who did not reside in the District at the time of applying for full-time open enrollment in another school district must formally enroll in the District prior to attending school in another public school district under the full-time open enrollment program.
- E. Student Records. The District will limit its requests for student records (or information from student records) and its sharing of records with the nonresident district to the records and information that may be lawfully requested or disclosed under applicable law and DPI rules. The District shall ensure that the records of a resident student who accepts open enrollment and elects to attend school in a nonresident district are sent promptly to the nonresident district.

IV. APPLICATIONS SUBMITTED UNDER ALTERNATIVE (CURRENT YEAR) OPEN ENROLLMENT PROCEDURES

- A. Reason(s) for Alternative Application – Subject to any limitations established under state law on the timing of application submissions and on the number of open enrollment applications that may be submitted for any July 1 to June 30 school year, a parent or guardian of a student who wishes to attend school in a nonresident school district may submit an open enrollment application for attendance to begin during the current July 1 to June 30 school year if the student meets one of the following criteria and the parent or guardian identifies and 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 or 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; and (b) in spite of action taken by the board or designee the repeated bullying or 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 interests 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 interests of the student.

B. Application Review and Approval Process

1. 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 date any paper application was received shall be affixed to the application (or otherwise recorded) and the application shall be forwarded to the District Administrator or his/her designee for review and processing.
 - a. If the application involves a nonresident student seeking to attend school in the District under open enrollment, the District will:
 - (1) Immediately send a copy of any paper application received by the District to the student's resident school district, or, if applicable, the student's anticipated resident school district; and
 - (2) Work with the resident district (or the anticipated resident district) identified in the application to determine where the applicant is currently attending school, and to determine from which school the District will receive any relevant special education records (e.g., the student's current IEP) and/or disciplinary records (e.g., expulsion records). If the applicant is not currently attending school in the resident district, the District will request such records from the school or school district the student is attending or most recently attended.
 - b. If the application involves a resident student who is attending, or who previously attended school in the District, then within 10 days of receiving a copy of the application, the District shall provide the nonresident school district appropriate notice of the resident student's special education and/or disciplinary status, including copies of any records that the District is permitted/required to release. If the applicant

does not attend school in the District and the District has no records for the student, the District will notify the nonresident school district(s) of the student's non-attendance.

2. District staff shall review the application using the acceptance/denial criteria outlined in Board policy and in this rule. The District Administrator or his/her administrative-level designee is authorized to make the acceptance/denial decision for the District and to direct the sending of the appropriate notifications.
 - a. The District will deny the alternative application of a nonresident student when required by state law or DPI rule, and the District may also deny such an application:
 - (1) due to lack of available space;
 - (2) under any of the acceptance and denial criteria established in Board policy that apply to an application submitted during the regular open enrollment application period; or
 - (3) if the application relies on the best interests of the student criterion and the District determines that open enrollment is not in the student's best interests.
 - b. The District will deny the alternative application of a resident student when required by state law or DPI rule, and the District shall also deny any such application if it determines that the criteria relied on by the parent or guardian to submit the application (including the "bests interests" criterion) do not apply to the student.
3. If the application involves a nonresident student seeking to attend school in the District, then the District will notify the applicant, in writing, whether the application has been approved or denied no later than 20 calendar days after the application was submitted. If the District fails to issue a timely notice of acceptance of a nonresident alternative application to the parent or guardian, the application is considered denied.
 - a. If the application has been denied, the notification shall include the reasons for the denial and information about the appeal process. To the extent consistent with state law and District policy, initial acceptance of an application may be subject to revocation.
 - b. If the District has approved the open enrollment application of a nonresident student, the notification provided to the applicant shall identify the specific school or program that the student may attend. A nonresident student accepted for enrollment may immediately begin

attending the assigned school or program in the District and shall begin attending the school or program no later than the 15th day following receipt of the notice of acceptance (or another date mutually agreed upon by the District and the student's parent or guardian). If the nonresident student has not enrolled in or attended school in the District by the relevant deadline, the District may notify the student's parent or guardian, in writing, that the student is no longer authorized to attend school in the District.

c. To the extent that there is a delay in the District's receipt of any relevant disciplinary records from another school or school district, the District will attempt to review and act upon such records promptly. If necessary, the District will deny the application due to an inability to sufficiently review such records. However, to the extent permitted by DPI, the District may revisit such a denial if the relevant records/information are provided within a reasonable time period after the 20th calendar day following the submission of the application.

4. If, for purposes of the application, the District is identified as the resident school district, the District shall notify the applicant whether the application has been approved or denied in accordance with any deadlines established by state law or DPI rule. Normally, the District will issue such notifications no later than 20 days after the date that the application was submitted.

It is the applicant's responsibility to provide sufficient information to enable the District to determine that at least one of the bases for an alternative application applies 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.

If a resident student's alternative application is denied, the notification shall include the reason(s) for the denial and information about the appeal process.

V, APPEAL OF OPEN ENROLLMENT DECISIONS

The student's parent(s) or guardian(s) may appeal a District decision regarding full-time open enrollment to the DPI by following the deadlines and other procedures established by the DPI, except as otherwise specifically provided under state law or under DPI rules.

Legal Ref: Sections 118.13 Wis. State Statutes
118.51
118.52

Cross Ref.: 423, Full-time Open Enrollment
423.1, Course Options
343.2, Class Size

Adopted: January 1998
April 1998

Revised: August 2000
March 2002
December 2002
July 2006
December 2012
January 2016

Waunakee Community School District

~~(This sample policy for part-time open enrollment (1) provides for the denial of a resident student's course application if it conflicts with a student's IEP or if the cost of the course would impose an undue financial burden on the district; (2) sets general criteria for accepting or denying course applications from nonresident students; (3) gives preference in attending courses to full-time students enrolled in the district and to other students who reside in the district; and (4) assigns responsibility for making decisions regarding course applications. This sample also provides a choice between two different options regarding course enrollment preferences for resident students. This sample also addresses student transportation for part-time open enrollment. Compared to 343.44 Sample Policy 1, this sample provides more detail on both the statutory elements and the local administration of the part-time open enrollment program. Accordingly, a district that does not intend to adopt any additional rules or procedures related to part-time open enrollment may decide that this more-detailed policy is preferable as compared to a less-detailed policy.)~~

Under the part-time open enrollment program, a student enrolled in a public school in the high school grades may be permitted to attend a public school in a nonresident school district to take up to two courses at any one time.

Provisions Applicable to All Part-Time Open Enrollment Applicants and Participants

If a student wishes to participate in the part-time open enrollment program, the student and his/her parent or guardian 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, (3) meeting the minimum eligibility criteria, and (4) meeting 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 meet other mandatory requirements are grounds for loss of the opportunity to participate in the course(s).

The identify the appropriate staff position(s) – e.g., High School Principal, Director of Curriculum and Instruction, Director of Student Services¹ or an administrative-level 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; and (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.

The parent or guardian of a student who is taking a course under this policy is responsible for transporting the student to and from the course, unless state or federal law otherwise requires a school district to provide transportation. ~~(Editor's Note: See 343.44 Sample Rule 1 for an alternative transportation provision that contemplates the possibility that a district may be willing to contract with a parent or guardian, under section 121.545(1) of the state statutes, to provide non-aided transportation for a part-time open enrollment student.)~~

Resident High School Students Attending Individual Courses in Other Public School Districts

District high school students who are residents of the District may apply to take a course(s) in another public school district in Wisconsin under the part-time open enrollment program in accordance with state law.

¹ Identify appropriate staff position.

The District shall deny a resident student's otherwise timely and complete application to attend a course in another public school district under the part-time public school open enrollment program if:

1. The course conflicts with the student's individualized education program (IEP); or
2. The cost of the course would impose an undue financial burden on the District *[insert if desired: "as determined by the School Board following an administrative recommendation to consider the issue of cost in a specific situation"]*.²

The District shall determine whether each course identified on a resident student's 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.

The District shall pay for the cost of a resident student's approved course(s) to the extent required by state law and by the Wisconsin Department of Public Instruction.

Nonresident High School Students Applying to Attend Courses in the District

Nonresident public high school students residing within the State of Wisconsin may apply to take courses in the District under the part-time-open enrollment program in accordance with state law and established procedures. For purposes of determining the deadlines for submitting part-time open enrollment applications and for providing the related approval, rejection, and acceptance notices, the starting date for a course shall be determined by the administration in a manner consistent with the following parameters:

1. For courses other than online courses, the starting date will normally be the first date on which the course meets for time that counts toward state-required hours of direct student instruction.
2. For online courses, the starting date will normally be the earlier of the date by which the student will be expected to have initiated their access to the course management system, or by which the student will be expected to have made direct contact with the teacher.
3. With the approval of the *[insert position title]*³ or his/her administrative-level designee, a starting date earlier than the normal starting date may be established where it is determined that an earlier date is necessary for the student's effective participation in the course.

~~{Editor's Note: Under PI 36.17(1)(a) of the Wisconsin Administrative Code, school boards are required to establish the starting date of each course. If a student applies to take an online course, school officials must remain mindful of the DPI regulations that require a student to be in physical attendance in the nonresident school district except for online courses that are offered by virtual charter schools.}~~

Nonresident students seeking to enroll in specific District courses under the part-time open enrollment program shall be subject to the same criteria that are used for making course-related eligibility and acceptance decisions for students who are District residents. Such criteria include

² I left this note in so you could decide if you want your board to make the final decision. Your current rule 423 Rule 2 does not say that the board makes the final decision.

³ Identify appropriate staff position.

meeting applicable course prerequisites, academic requirements, proficiency standards, and conduct-related requirements. In addition, there must be space available in the course.

Regarding space availability considerations, the District will give preference (i.e., ahead of part-time open enrollment applicants) in making acceptance and placement decisions for individual courses to the following:

1. **District students have first priority.** Up to the point at which the District provides formal notice of acceptance or denial to a part-time open enrollment applicant (which will occur no sooner than six weeks before and no later than one week before the course is scheduled to begin), the District will give a preference to otherwise-eligible students whose primary enrollment and school of attendance is (or at the time of the applicable course will be) within the public schools of the District (including students who are not District residents who are regularly attending a school in the District under the full-time open enrollment program). In addition, the District may reserve a reasonable number of spaces in particular classes to accommodate possible course changes by such District students and to accommodate additional regular District students who are late enrollees.
2. **Non-District students who are District residents have a preference over nonresidents.** Provided that such students have applied to take the course no later than at least *[insert number of days or weeks, e.g., "six weeks"]*⁴ before the course starting date, the District will also give a secondary preference to non-District students who are residents of the District and who are entitled to apply to take the course under state law or under any other Board policy (e.g., certain residents who are enrolled in a private school, tribal school, or home-based private educational program). ~~*{Editor's Note: Under PI 36.17(2)(b) of the Wisconsin Administrative Code, if a district grants a preference for students who reside in the school district, the policy must require residents who apply to take courses under section 118.145(4) (i.e., private school and tribal school students) or under section 118.53 (i.e. residents of the district who are in a home-based private educational program) to apply for the course by a final deadline of no earlier than six weeks nor later than one week before the course starting date. In deciding how to meet this regulatory requirement, a school district should establish an application deadline that will be practical to administer, but that also addresses other local considerations that may be relevant, such as any existing practices/arrangements with local private schools. Keep in mind that the statutory application deadline for part-time open enrollment is six weeks before the course starting date.}*~~

If, after applying the applicable preferences, the District has space available in a course for part-time open enrollment students and any other students who may be eligible to apply to take the course, but the District has received more qualifying applications from such interested persons than there are spaces available, then the District will use a random procedure to determine which additional students to accept into the course. Unless a different procedure is approved by the *[insert position title]* or his/her designee, the random procedure shall consist of either a randomized drawing or the use of a random number generator to assign a random number to each applicant, with the lowest-assigned number being the first applicant to be granted an available space.

~~*{Editor's Note: There are many possible ways to structure an admissions preference for resident students, as well as students (such as full-time open enrollment students) who have the same*~~

⁴ Insert a deadline of no less than 6 weeks that aligns with the draft rule I sent you for WCSD policy 424.

~~rights and privileges as resident students for purposes of enrollment in individual classes. The language above presents one possible approach. Another approach that could be substituted into this sample in place of the language above, and which would also require the district to carefully coordinate application deadlines for non-district students who are grouped together in the "random process," would be as follows:~~

~~"... Regarding space availability considerations, up to the point at which the District issues formal notice of acceptance or denial to a nonresident applicant (which will occur no sooner than six weeks before and no later than one week before the course is scheduled to begin), the District will give preference in making acceptance and placement decisions (i.e., ahead of part-time open enrollment applicants) to students who are otherwise eligible to take the course and whose primary enrollment and school of attendance is (or at the time of the course will be) within the public schools of the District. In addition, the District may reserve a reasonable number of spaces in particular classes to accommodate possible course changes by such District students and to accommodate additional regular District students who are late enrollees;~~

~~If, after applying the applicable preferences, the District has space available in a course for part-time open enrollment students and any other non-District students who may be eligible to apply to take the course, but the District has received more qualifying applications from such interested persons than there are spaces available, the District will use a random procedure to determine which additional students to accept into the course. Unless a different procedure is approved by the [insert position title] or his/her designee, the random procedure shall consist of either a randomized drawing or the use of a random number generator to assign a random number to each applicant, with the lowest assigned number being the first applicant to be granted an available space. Along with nonresident students who have applied under the part-time open enrollment program, the following interested persons, if otherwise eligible to take the course, will be included in the random selection process:~~

- ~~1. District residents who are enrolled in and attending a private school or tribal school;~~
- ~~2. Nonresidents and District residents who are enrolled in a home-based private educational program; and~~
- ~~3. Other individuals who are not District students but who are otherwise entitled to apply to take the course under state law or under any Board policy."}~~

A student shall not be permitted to take a District course under this policy during the term of his/her expulsion from the District or from another school to the same extent that the District would deny the student's request, if he/she were a resident of the District, to enroll and take courses as a full-time student during the term of an expulsion. Other conduct-related criteria that the District would apply to determine the course eligibility of a regular, resident student shall also be applied to part-time open enrollment students/applicants. **Editor's Note: This is an optional paragraph that expands on the "conduct-related requirements" that are mentioned earlier in this sample policy. The part-time open enrollment law does not expressly address denial criteria that are based on a student's prior conduct or disciplinary history. If a district chooses to include such additional detail in its local policy (e.g., by including this paragraph or an adaptation**

thereof), then the criteria, at a minimum, should be equally applicable to similarly-situated resident students.⁵

To the extent required by law, nonresident students attending courses in the District under the part-time open enrollment program will have the rights and privileges of similarly-situated resident students and will be subject to the same policies and rules as similarly-situated resident students.

In providing opportunities for nonresident students to attend courses in the District under the part-time open enrollment program, the District shall provide appropriate opportunities to and shall not unlawfully discriminate against students with disabilities. However, if a question arises as to possible services or course accommodations or modifications for a student with a disability, the District shall contact the student's parent or guardian and involve representatives of the school(s) responsible for the student's current IEP or other services plan to the extent necessary and appropriate.

Application of Policy in Special Situations

To the extent required by law, the terms "resident student," "nonresident student," "resident school district," and "nonresident school district," within this policy shall be construed to appropriately accommodate atypical situations where the public school that a student normally attends on a full-time basis is not located in the same school district in which the student's legal residence is located. *[Editor's Note: This optional final paragraph is intended to accommodate the Department of Public Instruction's legal interpretation that, in certain situations, including when the student in question is participating in the state's full-time open enrollment program, (1) the student's school district of regular attendance serves as the "resident school district", and (2) the school district offering the specific course serves as the "nonresident school district" for purposes of the part-time open enrollment statutes. It is not certain whether DPI's interpretation on this point is consistent with the relevant statutes. However, assuming the district does not intend to challenge DPI's interpretation of the law, this paragraph may help administrators apply the relevant statutes and policy provisions to those atypical situations.]*⁶

Legal References:

Wisconsin Statutes

Section 115.385(4)	[required parent notification of educational options, including part-time open enrollment]
Section 118.13	[student nondiscrimination]
Section 118.145(4)	[resident students enrolled in private schools/tribal schools taking courses in the public high school]
Section 118.15(1)(d)	[discretionary program and curriculum modifications]
Section 118.33	[high school graduation requirements]
Section 118.52	[part-time open enrollment]
Section 118.53	[home-schooled students taking courses in the public schools]

⁵ The blue highlighted paragraph is optional – I highlighted that paragraph and the editor's note to remind you that this is a local decision for you to make.

⁶ I left the editor's note in to explain the purpose of the preceding paragraph.

PART-TIME OPEN ENROLLMENT

Policy 343.44

Waunakee Community School District

Page 6 of 6

[Section 118.57](#)

[required public notification of educational options, including part-time open enrollment]

Wisconsin Administrative Code

[Subchapter V of PI 36](#)

[part-time open enrollment regulations]

Cross References:

[423, Full-time Open Enrollment](#)

[423-Rule 1 Admission of Student Participating in Full-Time Open Enrollment](#)

[343.2, Class Size](#)

WASB PRG 343.44 Sample Policy 2

Adoption Date: [June 2018](#)

PARTICIPATION OF NON-PUBLIC SCHOOL STUDENTS IN DISTRICT COURSES, PROGRAMS AND ACTIVITIES

Policy 424

Waunakee Community School District

Page 1 of 2

Participation in Public School Courses and Programs

Non-public school students (private school and home-based private educational program students) may participate in public school courses and programs in the Waunakee Community School District as follows:

1. A private school student may take up to two high school courses per ~~Term~~ provided the following conditions are met: (a) the student meets the district's high school admission requirements; (b) the student resides in the District; and (c) there is sufficient space in the classroom.
2. A home-based private educational program student, whether he/she resides in the District or not, may take up to two courses during a ~~semester~~ term at any public school in the District provided the following conditions are met: (a) the student has met the standards for admission at that grade level as required by law and as established by the District Administrator or designee; (b) there is sufficient space in the classroom; and (c) the student is taking no more than two courses in any public school in the state during any ~~semester~~ term.
3. A non-public school student who resides in the District may participate in District educational programs or services when specifically required by law (e.g., summer school programs and programs for students with disabilities).

Non-public school students attending any course pursuant to this policy are generally subject to the same course requirements, attendance policies, and behavior expectations as are applicable to the District's public school students. Similarly, to the extent permitted by law, non-public school students will be required to meet the same mandatory prerequisites or alternative demonstrations of competency that apply to public school students seeking to take a particular course.

Non-public school students participating in public school courses and programs under this policy shall be responsible for their own transportation to and from the public school, except as otherwise required by law.

Participation in Interscholastic Athletics and Extracurricular Activities

A home-based private educational program student who resides in the District may participate in interscholastic athletics and extracurricular activities in the District on the same basis and to the same extent that students enrolled in the District are allowed to participate. The home-based private educational program in which the student is enrolled shall provide the District with a written statement that the student meets the District's requirements for participation in interscholastic athletics or extracurricular activities based on age and academic and disciplinary records.

PARTICIPATION OF NON-PUBLIC SCHOOL STUDENTS IN DISTRICT COURSES, PROGRAMS AND ACTIVITIES

Policy 424

Waunakee Community School District

Page 2 of 2

A non-public school resident student may participate in 7th and 8th grade athletics.

Legal References:

Wisconsin Statutes

Section 118.04	[resident students attending summer school]
Section 118.13	[student nondiscrimination]
Section 118.133	[home-based private educational program student participation in interscholastic athletics and extracurricular activities]
Section 118.145(4)	[resident students enrolled in private and tribal schools taking courses in public high school]
Section 118.53	[home-based private educational program students taking courses in public schools]
Section 121.004(7)(e)	[aid formula for counting private school students who are taking courses in public schools]
Section 121.004(7)(em)	[aid formula for counting home-based private educational program students who are taking courses in public schools]
Section 121.54(2)(c)	[authority to transport students not required to be transported, including private school and home-based private educational program students]

Federal Laws

20 U.S.C. Chapter 33	[Individuals with Disabilities Education Act (IDEA); programs for students with disabilities; participation by students enrolled in private schools; IDEA regulations at 34 C.F.R. Part 300v]
--------------------------------------	--

Cross References:

WASB PRG 424 Sample Policy 1

Adoption Date: August 2012

Revised: January 2015
September 2015

PROCEDURES FOR HANDLING INDIVIDUAL COURSE APPLICATIONS FROM NON-PUBLIC SCHOOL STUDENTS

424-Rule

Waunakee Community School District

Page 1 of 4

A. Definitions

For purposes of these procedures implementing the opportunities available to non-public school students to take District courses under state law and Board policy, the following definitions apply:

1. **District** means the Waunakee Community School District.
2. **Home-Schooled Student** means a student, whether or not a resident of the District, who is a resident of Wisconsin and who is enrolled in a home-based private educational program, regardless of grade level or the student's grade-level equivalent.
3. **Private School Student** means a student who (a) is a resident of the District; (b) meets the requirements for admission to high school in the District; and (c) is enrolled in and regularly attends a school that has been approved as a private school by the state superintendent, whether the private school is located within or outside the boundaries of the District.

B. Application Procedures

1. The parent or guardian of a private school student or a home-schooled student who believes that the student is eligible to apply to take up to two individual courses in the District at any one time shall submit, on a form provided by the District, a written application to the office of the *[insert title of relevant position]* at *[insert office location]*.
2. The parent or guardian shall submit the completed application form:
 - a. no earlier than *[insert time period – e.g., 24 weeks February 1 of the preceding school year]* before the date the course is scheduled to start; and
 - b. no later than *[insert time period – e.g., six weeks three weeks]*¹ before the date the course is scheduled to start

Any applications submitted before the earliest date for submitting such applications will be returned to the parent or guardian with notice to resubmit the application during the appropriate time period. Applications submitted less than *[insert time period from B.2.b. above in these procedures three weeks]* before the date the course is scheduled to start will be processed in the order received and only after all timely applications have been processed. Any application submitted after the course begins will be denied as untimely unless the student's parent or guardian, or adult student, shows that the student first

¹ The deadline for applications should be no less than 6 weeks and should align with the deadline specified in WCSD policy 343.44.

PROCEDURES FOR HANDLING INDIVIDUAL COURSE APPLICATIONS FROM NON-PUBLIC SCHOOL STUDENTS

424-Rule

Waunakee Community School District

Page 2 of 4

became eligible to submit the course application after the date the course began. Where applicable, the time at which a student begins attending a class may affect his/her eligibility to obtain high school credit for a course.

3. The ~~insert title of relevant position-school principal or level director~~ will be responsible for ensuring the proper processing of course applications under these procedures and for coordinating such processing with other course registrations/applications (including those received under, for example, the part-time public school open enrollment program).
4. Upon receipt of a completed application under these procedures, the District will note the date of receipt and request relevant records from the school(s) attended by the student.
5. All applications shall be reviewed and acted upon using the statutory and District-established criteria that serve to determine a student's eligibility for the course(s) identified in the student's application.
 - a. For a private school student, the criteria will include confirming the following:
 - (1) A private school student will not be permitted to take a course in the District during the term of his/her expulsion from the District or from another school to the same extent that the District would deny the student's request to enroll and take courses as a full-time resident student during the term of his/her expulsion; and
 - (2) Other conduct-related criteria that the District would apply to determine the course eligibility of a full-time resident student shall also be applied to applicants under these procedures.
 - b. For a home-schooled student, the criteria will include confirming the following:
 - (1) The student meets the definition of a home-schooled student found within these procedures;
 - (2) The student is age-eligible to attend school in the District, or, if applicable, meets the District's established requirements for early admission to kindergarten or first grade; and
 - (3) The student meets the requirements for admission to high school in the District or, if the student does not meet the high school admission requirements, the student qualifies for admission to the course.

A home-schooled student will not be permitted to take a course in the District during the term of his/her expulsion from the District or from another school to the same extent that the District would deny the student's request to enroll and take courses as

PROCEDURES FOR HANDLING INDIVIDUAL COURSE APPLICATIONS FROM NON-PUBLIC SCHOOL STUDENTS

424-Rule

Waunakee Community School District

Page 3 of 4

a full-time resident student during the term of his/her expulsion. Other conduct-related criteria that the District would apply to determine the course eligibility of a full-time resident student shall also be applied to applicants under these procedures.

6. In evaluating a student's eligibility to take a course under these procedures, the District may ask the parent or guardian to provide relevant records or other additional information regarding the student, particularly in the case of a home-schooled student for whom the parent or guardian may be the only person who has access to such information. To the extent the information and records that are available to the District are insufficient to determine whether the student meets or fails to meet established standards for admission to the course, the District, at its sole discretion, may require testing or some other relevant assessment.
7. For all students applying to attend a course under these procedures who the District determines are otherwise eligible to take the course, the District shall determine whether there is sufficient space available in the course to approve the student's application and attendance. All timely applications that have been submitted for a course under these procedures (unless already determined to be ineligible on other grounds) will be processed together when determining space availability.

As to any course for which there are more otherwise-eligible students interested in taking the course than there are spaces available, all students whose primary school enrollment and attendance is within the District's public schools (including, for example, full-time students of the District and nonresident students who are attending school in the District under full-time open enrollment) shall receive **first priority** in individual course registration up to the point at which the District provides formal notice of acceptance or denial to a part-time open enrollment applicant (which will occur no sooner than six weeks before and no later than one week before the course is scheduled to begin).

As to other individual students who are eligible to apply to take a course under these procedures or under any other applicable provision of state law (e.g., the part-time public school open enrollment law) or any other applicable Board policy, the following order of preference shall be applied when the students' timely course applications/registrations are being evaluated at the same time:

Second Priority: Provided that such students have applied to take the course no later than at least insert the number of days or weeks, e.g., "six weeks three weeks"² before the course starting date, students whose primary school enrollment and attendance is not within the District's public schools, but who reside in the District and are otherwise entitled to apply to take the course under state law or under any applicable Board policy;

² This should align with the deadline referenced in footnote 1.

PROCEDURES FOR HANDLING INDIVIDUAL COURSE APPLICATIONS FROM NON-PUBLIC SCHOOL STUDENTS

424-Rule

Waunakee Community School District

Page 4 of 4

Third Priority: Students whose primary school enrollment and attendance is not within the District's public schools and who do not reside in the District, but who are otherwise entitled to apply to take the course under state law or under any applicable Board policy.

Within the "Second Priority" and "Third Priority" groups identified above, a random process shall be applied to determine the order of acceptance into the course, except as otherwise approved by the School Board.

8. No later than ~~insert deadline for District to send notifications — e.g., "one week"~~ prior to the date the course is scheduled to begin, the District shall notify the applicant's parent or guardian whether the application has been accepted or denied. If accepted, the acceptance will identify the school at which the student may attend the course. The acceptance applies only for the specific semester, school year, or other session to which the application relates. If the application is denied, the notice shall include the reason for the denial.
9. If the District notifies the applicant that his/her application has been accepted, then the applicant's parent or guardian must provide timely written notice to the District confirming the student's intent to attend the approved course(s). If confirming notice is not received by the District prior to the date the course is scheduled to begin and the student is not in attendance at the course(s) on the first day of the course(s), the applicant will be deemed to have rejected the District's notice of acceptance and the applicant will not be permitted to attend the course(s).

Adoption Date:

Cross References:

WASB PRG 424 Sample Rule 1

The School Board believes attendance is a key factor in student achievement and believes that students must be in regular school attendance in order to successfully achieve the goal of high school graduation.

Any person having under their control a child who is between the ages of 6 and 18 years of age (including through the end of the school term, semester or quarter in which the child becomes 18 years of age), or a child enrolled in 5-year-old kindergarten in the District, shall cause the child to attend school regularly in accordance with state law. The child is expected to attend school on each day school is in session, unless he/she is excused from school attendance for any of the following reasons or has graduated from high school:

1. Prior Parent-Excused Absences.

A student excused in writing by his/her parent or guardian prior to an absence is excused from school attendance. A student may be excused by the parent or guardian under this provision for not more than 10 school days in the school year. Students so excused are responsible for making up work missed during the absence. It is the student's responsibility to make arrangements with their classroom teacher(s) to complete any assignments or examinations that are or will be missed during the absence. Absences falling into this absence category include discretionary absences known in advance such as family vacations/travel, family weddings, hunting, and, unless within the number of visits counted as school-excused absences under the next section of these procedures, college visitation days.

2. Other Excused Absences of a Temporary Nature.

a. Illness, including reasonable treatment for such illness, where the student is temporarily not in proper physical or mental condition to attend school.

A written statement from a health care provider may be required to be submitted as proof of the student's condition for student absences due to illness that are [insert applicable time period – e.g., "3 school days"] or more in length. Such health care provider's excuse shall state the period of time for which it is valid, and shall not exceed 30 days.

b. Medical appointments (although the District strongly encourages parents and guardians to make every effort to schedule non-emergency medical examinations and appointments, e.g., for health maintenance/preventative care, at times that avoid or at least minimize the student's loss of instructional time);

c. Religious holidays or instruction to the extent authorized by law;

d. Family emergency;

e. Severe weather conditions that, in the parent's or guardian's reasonable judgment, are a danger to the health and welfare or safety of the student;

f. Funerals of a family member or friend;

g. Up to [insert applicable number – e.g., 3] days per school year for eCollege visitations by high school juniors and seniors;

h. Suspension from school;

- i. Mandatory court appearances;
- j. Visiting a parent or guardian who is on active military duty and has been called to duty for or is on leave from deployment to a combat zone or combat support posting, or has returned from deployment to a combat zone or combat support posting within the past 30 days;
- k. Serving as an Election Official – Students may be excused to serve as an election official provided they have ~~at least a 3.0 grade point average or the equivalent and have the~~ permission of their parent(s) or guardian and the building principal;
- l. Sounding Taps – A student in grades 6 to 12 may be excused for the purpose of sounding “Taps” during a military honors funeral for a deceased veteran;
- m. Any other reasonable non-discretionary absence deemed appropriate by the school attendance officer.

Parents and guardians are required to notify the school of an absence prior to or on the day of the absence. ~~Excused absences other than a suspension from school require written approval of the student's parent or guardian.~~ All students with excused absences will be given the opportunity to make up class assignments missed during the absence, including tests and examinations. It is the student's responsibility to contact the teacher(s) to make arrangements for making up the work missed during an absence from school.

As indicated above, absence from school during a period of suspension will be considered an excused absence for purposes of this policy. Students serving a suspension will be permitted to make up class work and examinations missed during their suspension from school under the same conditions as other excused absences.

Students who are participating, with District approval, in extracurricular activities, athletics, and other District-sponsored programs or events during any portion of an instructional day are not considered absent from school, but teachers shall treat their absence from class as excused with the right to make up work to the same extent permitted in connection with excused absences from school.

3. Program or Curriculum Modifications.

A child may be excused from regular school attendance pursuant to a program or curriculum modification, as further defined under state law, that has been requested by the student's parent or guardian and approved by the District Administrator or building principal.

Program or curriculum modifications shall be requested in writing. The administrative decision in response to the request shall likewise be provided in writing. If a child, or his/her parent or guardian, is not satisfied with the decision made by the District Administrator or building principal, he/she may ask the School Board to review and act on the request. The Board shall render its determination upon review in writing, if the student's parent or guardian so requests.

4. Participation in a Board-Approved Alternative Program.

A child who is 16 years of age or older may be excused from regular school attendance to attend an alternative educational program leading to high school graduation or a high school equivalency diploma in accordance with state law provisions.

5. High School Students Who Are No Longer Subject to Compulsory Attendance.

For any student who is 18 years of age or older and no longer subject to compulsory attendance and truancy referral, the student will still be held to the distinctions between excused and unexcused absences. In addition, by state law, the District may not grant a high school diploma to any student unless, during the high school grades, the student has been enrolled in a class or has participated in an activity approved by the school board during each class period of each school day, or the student has been enrolled in an alternative education program.

{Editor's Note: A district should determine the extent to which either or both of these attendance exceptions may apply to certain students/grade levels. The language should be deleted or adapted as needed to reflect the district's specific practices.}

6. [High School Students Approved to Leave School Grounds During a Class Period.

The Board authorizes the administration to establish a program that allows a student enrolled in the high school grades who has demonstrated a high level of maturity and personal responsibility to apply for school approval to leave the school premises for up to one class period each day if the student does not have a class scheduled during that class period. A student who is under the age of 18 must have parent or guardian permission to seek such approval. Absence from school with approval under such a program constitutes an excused absence from school and does not affect the student's eligibility for graduation.]

7. [Leaving School Grounds During a Student's Scheduled Lunch Period.

With written parent or guardian permission and school approval, the following students may apply to regularly leave school during their scheduled lunch period without a separate written excuse/permission for each specific day and/or without being directly released to a responsible adult: [identify which students may apply to receive such permission (e.g., by school or grade level).]

Students who are absent from school without an acceptable excuse as authorized above will be considered truant and shall be dealt with in accordance with state law and established District procedures. Students with unexcused absences (truant students) will be permitted to make up tests and examinations that were missed during the unexcused absence period provided that that test/examination can be completed independently and by a reasonable deadline that is established by the teacher. Such students will also be permitted to make up assignments missed during their truancy to the extent such assignments can be completed independently and were not integrated with an in-school or group-based activity that the student missed while truant. Truant students may receive less than full credit for make-up assignments and make-up tests/exams. Teachers shall be expected to apply the same standard for making up missed

¹ I did not see anything referencing leaving school grounds during a class period or during the lunch period in your current policy.

classroom assignments to all truant students on a fair and consistent basis. With the approval of the building principal, a school may establish periods of supervised study, either during or outside of the regular school day, during which students who need to make-up work will be expected to complete the make-up work. The District shall not deny student credit in a course or subject solely because of a student's unexcused absences.

The ~~insert applicable position – e.g., building principal or a designated assistant principal~~ shall serve as the primary school attendance officer and deal with all matters relating to school attendance and truancy. The building principal may designate one or more licensed staff members as deputies who shall also be permitted to serve in the role of school attendance officer provided that each such deputy is sufficiently familiar with the relevant requirements and procedures.

The District Administrator (or his/her administrative-level designee) and building principals shall establish necessary procedures to encourage regular student attendance, to identify excused and unexcused absences, and to determine appropriate action to respond to and serve as a deterrent to truancy. These procedures shall be in line with recommendations of the county truancy committee(s), the District's truancy plan, and state law requirements.

Teachers, students, and parents and guardians shall be informed of the District's student attendance policy and procedures annually via school handbooks or other means necessary to provide proper notice of student attendance-related responsibilities.

Legal References:

Wisconsin Statutes

Section 115.28(51)	[state superintendent duty; encourage school boards to grant excused absences for students sounding "Taps" during a military honors funeral of a deceased veteran]
Section 115.997(5)(e)	[military compact on educational opportunity for military children]
Section 118.125(2)(cg)	[disclosing student attendance records to law enforcement agency]
Section 118.125(2)(ch)	[disclosing student attendance records to fire investigator]
Section 118.15	[compulsory school attendance]
Section 118.16	[school attendance enforcement]
Section 118.162	[truancy committee and plan]
Section 118.163	[municipal truancy and dropout ordinances]
Section 118.18	[teacher attendance reporting requirements]
Section 118.33(1)(b)	[high school graduation requirements]
Section 948.45	[contributing to truancy]

Cross References:

- 342.1 – Programs for Students with Exceptional Educational Needs
- 342.2 – Homebound Instruction
- 411 – Equal Educational Opportunities
- 430-Rule (1), Student Attendance Procedures

STUDENT ATTENDANCE

Policy 431

Waunakee Community School District

Page **5** of **5**

430-Rule (2), Truancy Response Procedures

430-Exhibit, Truancy Referral Form

WASB PRG 431 Sample Policy 1

Adoption Date: 1/13/86

Revised: 1/15/90

March 1994

May 2005

PROOF OF RESIDENCE

420-Rule 2

Each new family enrolling students in the Waunakee Community School District must provide proof of residence within the school district's boundaries. Existing families who change residences must provide proof of residence within the school district's boundaries. Existing families enrolling students may be required to provide proof of residence within the school district's boundaries upon request of the Superintendent or designee. The proof of residence shall list an address within the Waunakee Community School District and shall name the parent(s) or guardian(s).

When a student is not living with his/her parent or legal guardian, [*identify administrator responsible for making residency determinations Executive Director of Operations*] whether the student: (1) lives within the district, (2) for a primary purpose other than school attendance in the district. If the answer to both of these inquiries is yes, the student is considered a resident of the district, if no, the student is not considered a resident of the district. An adult student not living with his/her parent or legal guardian who otherwise qualifies to attend school must provide proof of residence in the district.

Families who qualify for McKinney-Vento homeless services are exempt from providing proof of residence.

The following list constitutes acceptable proof of residence:

- A residential real estate tax bill or receipt for the current year
- A signed residential lease which is effective for a period that includes the school year
- A signed closing statement for an existing home which is effective for a period that includes the school year
- An occupancy permit for a new home
- A current (within 45 days) utility bill (gas, electric)
- A current (within 45 days) financial document (bank statement, payroll deposit, tax return for current year, etc.)
- A check or other document issued by a unit of government (including an occupancy permit)
- Any other document approved by the Superintendent as proof of residence

Legal Reference: Wisconsin Supreme Court Stat. ex rel. School Dist v. Thayer (1889) 74
Wis. 48

Adopted: February 2008

Revised: July 2011
February 2012
June 2022

Waunakee Community School District