

NOTICE

**SCHOOL DISTRICT OF NEW GLARUS
BOARD OF EDUCATION
POLICY, SPORTS, AND CO-CURRICULAR COMMITTEE MEETING
MONDAY, JANUARY 11, 2016
HIGH SCHOOL CONFERENCE ROOM
6:45 PM**

AGENDA

- I. CALL MEETING TO ORDER -MARY ANNE OEMICHEN
- II. 423.2 - ADMISSION OF NONRESIDENT STUDENTS UNDER WISCONSIN'S OPEN ENROLLMENT PROGRAM FULL-TIME APPLICATION PROCEDURE 2
- III. 423.3 - ADMISSION OF NONRESIDENT STUDENTS UNDER WISCONSIN'S OPEN ENROLLMENT PROGRAM CRITERIA FOR REJECTION/ACCEPTANCE BY THE BOARD AS A NONRESIDENT (FULL-TIME) 6
- IV. 423.5 - ADMISSION OF NONRESIDENT STUDENTS UNDER WISCONSIN'S OPEN ENROLLMENT PROGRAM RELEASE OF RESIDENT STUDENTS 11
- V. ADJOURNMENT

POSTED :

NG HIGH SCHOOL
NG MIDDLE SCHOOL
NG ELEMENTARY SCHOOL
NG POST OFFICE
BANK OF NEW GLARUS
UB&T BANK OF NEW GLARUS
ANCHOR BANK OF NEW GLARUS

PURSUANT TO APPLICABLE LAW, NOTICE IS HEREBY GIVEN THAT A QUORUM OR A MAJORITY OF THE NEW GLARUS SCHOOL DISTRICT BOARD MEMBERS MAY ATTEND THIS MEETING. INFORMATION PRESENTED AT THIS MEETING MAY HELP FORM THE RATIONALE BEHIND FUTURE ACTIONS THAT MAY BE TAKEN BY THE NEW GLARUS SCHOOL DISTRICT BOARD.

**ADMISSION OF NONRESIDENT STUDENTS UNDER
WISCONSIN'S OPEN ENROLLMENT PROGRAM
FULL-TIME APPLICATION PROCEDURE**

423.2

- A. The Board or its designee shall, before consideration of any application to the District's Open Enrollment Program, determine the availability of openings for nonresident students based on the established maximum number of students that can be accommodated in each school, class, and program for which there are applications. The availability of space in the schools, programs, and classes may be based on class size limits, student-teacher ratios, students attending the District for whom tuition is paid under Wis. Stat. § 121.78(1)(a), and enrollment projections established by the Board or its designee.
- B. A parent or legal guardian of a nonresident student who wishes the student to externally transfer fulltime into the District shall file an application with the District to request that her/his child attend the District no earlier than the first Monday in February and not later than the last weekday in April of the school year immediately preceding the school year in which the student wishes to attend. The application may include a request to attend a specific school or program offered by the District, although the District reserves the right to initially accept such an application and thereafter, give the notice of school/program placement as required by law.
- C. By not later than the end of the first weekday following the last weekend in April, the Board, as a nonresident school board, shall send a copy of the application to the Wisconsin Department of Public Instruction and the student's resident school board, along with a request that the resident school board send immediately to the Registrar of the District a copy of the student's academic and disciplinary records, which include but are not limited to the following: suspension/expulsion record; transcript; 504 plan; Individual Education Program Team Evaluation; Individual Education Program (IEP).
- D. On or after May first and no later than the first Friday following the first Monday in June, the Board, as a nonresident school board, shall notify the parents or legal guardian whether their application has been accepted or rejected.
 - 1. If the Board rejects the application, the notice shall include the reason(s) for rejection.
 - 2. If the Board grants the application, it shall, at the time of acceptance, notify the applicant, in writing, of the specific school or program that the student may attend in the following school year.

3. On or before the last Friday in June, the student's parent or legal guardian shall notify the Board of the student's intent to attend school in the District.
 4. Annually by July 7th, if the Board has accepted a student for attendance, the Board shall report the name of the student to the student's resident school board.
- E. On or before the second Friday following the first Monday in June, the Board, as a resident school board, shall notify the parents or legal guardians who have applied to have their student enroll in a nonresident school district whether their application has been accepted or rejected. If the Board denies a student's enrollment in a nonresident school district relative to transfer limits ~~or the undue financial burden of special education program or related services~~, it shall notify the applicant and the nonresident school board in writing that the application has been denied and include in the notice the reason for the denial.
- F. The application timelines set forth in paragraph B above may not apply in certain limited circumstances. Specifically, a parent or legal guardian of a nonresident student who wishes the student to externally transfer into the District may file an application for the District's Open Enrollment Program at anytime if **at least one** of the following criteria applies:
1. The resident school board has determined that the student has been the victim of a violent criminal offense, as defined by the Department of Public Instruction by administrative rule. An application under this provision must be filed within 30 days of the resident board's determination.
 2. The student is or has been a homeless student, as defined in 42 USC 11434a(2), 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 legal guardian has reported the bullying or harassment to the resident school board; AND
 - b. Despite making such reports, the repeated bullying and harassment have not stopped.
 4. The student and his/her parent(s) or guardian(s) has had to change residence as a result of military orders. An application under this provision must be filed within 30 days of the date on which the military orders changing the place of residence were issued.

5. The student moved into the State of Wisconsin. An application under this provision must be made within 30 days of the student moving into the state.
 6. The student's place of residence has changed due to a court order or custody agreement or the student was placed into or removed from a foster home or from a home of a person other than student's parent or guardian. An application under this provision must be filed within 30 days of the student's change in residence
 7. The student's parent, the resident school board and the Board, as the nonresident board, agree that attending a District school is in the best interest of the student.
 8. The parent or guardian and the Board, as the nonresident school board, agree that attending a District school is in the best interest of the student.
- G. If the District, as the nonresident school district, receives an application pursuant to paragraph F above, the Board shall immediately send a copy of the application to the student's resident school board. The Board shall notify the applicant, in writing, within 20 days of the application filing date whether the application has been accepted or rejected. If the application is accepted, the Board shall notify the applicant, at the time of acceptance, of the specific school or program the student may attend. The student must start attending the identified school or program by not later than the 15th day following the parent's or guardian's receipt of the notice of acceptance. If the student fails to begin attending school by the 15th day following the receipt of the notice of acceptance, the Board, as the nonresident school board, may notify the student's parent or guardian, in writing, that the student is no longer authorized to attend the school or program in the District.
- H. If a resident student applies to a nonresident school district (other than New Glarus School District) pursuant to the timeline and criteria set forth in paragraph F above, the Board, as the resident school board, may reject the resident's application to attend a school in a nonresident school district if **the Board determines that the criteria set forth in paragraph F above do not apply to the student.**
- a. ~~The Board determines that the criteria set forth in paragraph F above do not apply to the student; or,~~
 - b. ~~Except in cases where the resident student has applied to a nonresident school district pursuant to the criteria set forth in paragraph F. 1., the Board determines that the costs of special education or related services required in the student's individualized education program under Wis. Stat. § 115.787(2) would impose upon the District an undue financial~~

~~burden in light of the District's total economic circumstances, including its revenue limit in subchapter VII of chapter 121 of the Wisconsin State~~

423.2 Continued

~~Statutes, its ability to pay tuition costs for the student, and the per student special education or related services costs for students with disabilities continuing to be served by the District, as the resident school district.~~

- I. By the first Friday following the first Monday in May, the Board, as the resident school board, shall send the nonresident district a copy of the individualized education program for a resident child with a disability who applies to attend a school district other than the New Glarus School District.
- J. The Board may require nonresident students who first attend school in this District in grades kindergarten through fourth under this policy to reapply for admission prior to entering fifth grade. The Board may require nonresident students who first attend school in this District in grades fifth through eighth to reapply for admission prior to entering ninth grade.

Legal Ref.: 115.76 (5)
115.77
115.787, Wisconsin Statutes
118.16
118.51
118.52
Subch. VII of ch. 21
939.22(10)

Approved: May 23, 2011
Revised: August 10, 2015
Revised:

School District of New Glarus

**ADMISSION OF NONRESIDENT STUDENTS UNDER
WISCONSIN'S OPEN ENROLLMENT PROGRAM
CRITERIA FOR REJECTION/ACCEPTANCE BY THE BOARD AS A NONRESIDENT
(FULL-TIME)**

423.3

- A. As a nonresident school district in the open enrollment process, the Board may accept an applicant for open enrollment who is already attending school in the District, or an applicant who is a sibling of a student already attending school in the District, notwithstanding a determination that space is not otherwise available for open enrollment students in the grade or program to which the individual has applied.
- B. Except as provided in the preceding paragraph, the criteria for accepting and rejecting applications from nonresident students shall include only the following:

- a. The availability of space in the schools, programs, classes, or grades within the District, including but not limited to consideration of any class size limits, student-teacher ratios, students attending the school district for whom tuition is paid, or enrollment projections established by the Board or its designee

If the Board receives more applications for a particular grade or program than there are spaces available in the grade or program, a waiting list will be created. The Board or its designee shall determine on a random basis which students on the list to accept. External transfer applicants who are already attending an New Glarus School District school (as defined under PI 36.04(6)), or who are siblings of a student who is already attending an New Glarus School District school, shall be granted a preference in accepting applications when a random process is used. If, in the random selection process one student from a family is chosen, an immediate preference will be given to the remaining sibling-applicants in the family for whom the parent applied at the same time, potentially subject to space availability constraints.

- b. Whether the student has been expelled from school by any school district during the current or two preceding school years for any of the following reasons or whether a disciplinary proceeding involving the student, which is based on any of the following reasons, is pending:
 - i. 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.

- ii. Engaging in conduct while at school or while under the supervision of a school authority that endangered the health, safety, or property of others.
 - iii. 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 employee of the school district or member of the school board.
 - iv. Possessing a dangerous weapon, as defined in Wis. Stat. § 939.22(10), while at school or while under the supervision of a school authority.
- c. Rejection after initial acceptance. Notwithstanding the Board's acceptance of an application, at any time prior to the beginning of the school year in which the student has applied to attend school in the District, the Board may notify the student that s/he may not attend school in the District if the Board determines that any of the criteria relative to whether a student has been expelled from school have been met.
- d. Whether the student has been determined by the Board and/or its designee to have been habitually truant from a District school or program during any semester of attendance in the current or previous school year.
- e. Whether the special education program or related services described in the child's individualized education program under Wis. Stat. § 115.787 are available in the District or whether there is space available to provide the special education or related services identified in the child's individualized education program. ~~including any class size limits, student teacher ratios or enrollment projections established by the Board.~~ The focus will be to maintain a proper learning environment and service delivery for students with disabilities within the district. The following criteria will be applied:
- Caseload size limits and pupil-teacher ratios. (Consideration given to past district staffing and service delivery levels.)
 - Caseload limits may include: the amount of services pupils may need, intensity of pupil needs, and the types of staff needed to address various disability related needs.
 - Capacity and enrollment projections within the district.
 - Other considerations concerning physical space and staffing in Special Education or related services.

If more students apply than space is available in the program, then students shall be selected on a random basis.

- f. Whether the child has been referred to her/his resident school board under Wis. Stat. § 115.777(1) or identified by her/his resident school board under Wis. Stat. § 115.77(1m)(a) but not yet evaluated by an Individual Education Program team appointed by her/his resident school board.
- g. If the individualized education program for a student, developed or revised under Wis. Stat. § 115.787 after a child begins attending public school in the District as a nonresident school district, requires a special education program or related service that is not available in the District or if there is no space available to provide the special education program or related services identified in the child's individualized education program, including any class size limits, student-teacher ratios or enrollment projections established by the Board, the Board shall notify the child's parent and the child's resident school board that the program or service is not available in the District. If such notice is provided, the child shall be transferred to her/his resident school district, which shall provide an educational placement for the child.
- h. The Board, acting as a nonresident school board, may assign students accepted to attend public school in the District to a school or program within the District. As among all applications for internal and external transfer that have been filed for the next school year that are subject to rejection due to lack of available space, preference in attendance at a particular District school or program shall be given to current District students and their siblings who make timely internal transfer requests to attend a different school or program over remaining open enrollment applications of non-resident students seeking to begin enrollment in that same school or program.

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Open Enrollment Spaces Available 2016-17

Regular Education	Maximum	Optimum	Current 16-17 Enrollment	Available OE Spaces		
4K	68	60	Not Available	Unlimited		
K	88	80	60	20		
1	88	80	66	14		
2	88	80	61	19		
3	100	92	79	13		
4	100	92	81	11		
5	100	92	68	24		
6	100	92	80	12		
7	100	92	87	5		
8	100	92	79	13		
9	100	92	62	30		
10	100	92	48	44		
11	100	92	54	38		
12	100	92	69	23		
Special Education - Cross Categorical	Maximum	Optimum	Current 16-17 Enrollment	Available OE Spaces		
Elementary - Teacher 1 - 100%	8	8	8	0		
Elementary - Teacher 2 - 70%	6	6	6	0		
Middle School - Teacher 1 - 100%	12	12	12	0		
Middle School - Teacher 2 - 100%	12	12	11	1		
High School - Teacher 1 - 100%	14	14	9	5		
High School - Teacher 2 - 100%	14	14	8	6		
Special Education - Speech and Language	Max Caseload Factor	Optimum	Current Caseload Factor	Available Caseload Factor		
Therapist 1 - 100%	105	105	100	5	(1-2 students depending on service needs)	
Therapist 2 - 100%	105	105	91	14	(4-5 students depending on service needs)	
Therapist 3 - 80%	84	84	75	9	(2-3 students depending on service needs)	

**ADMISSION OF NONRESIDENT STUDENTS UNDER
WISCONSIN'S OPEN ENROLLMENT PROGRAM
RELEASE OF RESIDENT STUDENTS**

423.5

The Board shall release any resident student, with the exception noted below, who wishes to apply for enrollment in another district. The District Administrator or his/her designee shall ensure that the records of a resident student who transfers to a nonresident district are sent promptly to the other District.

A. The criteria for accepting and rejecting transfer applications from District resident students who wish to transfer to another public school district shall include only the following:

1. Special Criteria of Board Policy 423.2 F Do Not Apply:

The Board determines that the criteria relied on by the applicant under Board Policy Rule 423.2.F do not apply to the student.

~~2. Special Education Undue Financial Burden.~~

~~— If the estimate of the costs of the special education program or services required in the individualized education program under Wis. Stat. § 115.787(2) for a child with a disability whose parent or legal guardian has submitted an application as proposed to be implemented by the nonresident school district and as provided to the District, would impose upon the District an undue financial burden in light of the District total economic circumstances, including its revenue limit under sub ch. VII of ch. 121, its ability to pay tuition costs for the student, and the per student special education program or related services costs for children with disabilities continuing to be served by the District, as the child's resident school board, shall notify the child's parent or legal guardian and the nonresident school board by the second Friday following the first Monday in June that the student may not attend the nonresident school district to which the child has applied.~~

B. Transfer of Records.

For resident students who have applied to attend a nonresident school district, the Board, as the resident district, shall provide to the nonresident school board to which the student has applied a copy of any expulsion findings and orders pertaining to the student, a copy of records of any pending disciplinary proceeding involving the student, a written explanation of the reasons for the expulsion or pending disciplinary proceeding and the length of the term of the expulsion or the possible outcomes of the

pending disciplinary proceedings. In cases where the student has applied to a nonresident school district between the first Monday in February and the last weekday in April, the Board shall make such disclosure by the first Friday following the first Monday in May. In cases where the student has applied to a nonresident school district at some other time pursuant to the special criteria and process, the Board shall make such disclosure within 10 days of receiving a copy of the student's application from the nonresident school district.

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