

Policies of the Board of Education

Series 400: Students

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

423 Rule-1

Projected enrollment of resident-school students is to be determined by the 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.

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. The district administrator or his/her designee shall notify the applicants on or before the first Friday following the first Monday in June. 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.

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 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.

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

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Waunakee Community School District