



Wisconsin Rapids Board of Education
Personnel Services Committee

510 Peach Street · Wisconsin Rapids, WI 54494 · 715-424-6701

BACKGROUND

Sandra Hett, Chair
Larry Davis
Mary Rayome
John Krings, President

Note: Due to the coronavirus (COVID-19) pandemic, Board Committee meetings were not held in April, 2020 and business normally conducted by the committees was taken up directly at the regular Board of Education meeting held on April 13, 2020.

April 13, 2020

Location: Board of Education, 510 Peach Street, Wisconsin Rapids, WI
Conference Room A/B

Time: 6:00 p.m.

I. Actionable Items

A. Retirement

The administration recommends approval of the following support staff early retirement:

Darlene Ashbeck	Location:	Howe Elementary School
	Position:	Food Service Second Cook (7.0 hrs/day)
	Effective Date:	March 10, 2020
	Date of Hire:	April 5, 1999

B. Resignations

The administration recommends approval of the following professional staff resignation:

Tongtong Zhang	Location:	Lincoln High School
	Position:	Teacher (1.0 FTE)
	Effective Date:	March 12, 2020
	Date of Hire:	August 28, 2018

The administration recommends approval of the following support staff resignation:

Sara Bain	Location:	Howe Elementary School
	Position:	Food Service Helper/FFVP (3.25 hrs/1.5 hrs day)
	Effective Date:	March 5, 2020
	Date of Hire:	January 23, 2007

C. Board Policy Review

Board Policy 345.11 - Procedures for Academic Excellence Scholarships, Second Reading

This policy was reviewed and approved for first reading at the regular Educational Services Committee meeting in March 2020. **The administration recommends approval Board Policy 345.11 - Procedures for Academic Excellence Scholarships for second reading. (Attachment A)**

Board Policy 423 - Public School Open Enrollment, Second Reading

This policy was reviewed and approved for first reading at the regular Educational Services Committee meeting in March 2020. **The administration recommends approval Board Policy 423 - Public School Open Enrollment for second reading. (Attachment B)**

Board Policy 423 Rule - Procedures for Processing Public School Open Enrollment Applications, Second Reading

This policy was reviewed and approved for first reading at the regular Educational Services Committee meeting in March 2020. **The administration recommends approval Board Policy 423 Rule - Procedures for Processing Public School Open Enrollment Applications for second reading. (Attachment C)**

345.11 PROCEDURES FOR ACADEMIC EXCELLENCE SCHOLARSHIPS

The Wisconsin Academic Excellence Scholarship is a state-supported program administered by the Higher Education Aids Board (HEAB). The program offers scholarship recipients a partial exemption from specified tuition and fees for post high school education at eligible higher education institutions in Wisconsin. ~~This program is authorized under Wisconsin State Act 457.~~

This scholarship began in the 1990-1991 school year. Each school district is entitled to a specific number of scholarships based on 9-12 enrollments. No student may receive both an Academic Excellence Scholarship and a Technical Excellence Scholarship.

Criteria Used for Selection

Consistent with the statute (39.41 of Wisconsin State Statutes), the senior student(s) with the highest grade point average in all subjects, based on the individual high school's grading scale and policy, will be eligible for this scholarship. Senior status is earned based upon three prior years of high school academic attendance and having earned 18 credits. Lincoln High School's grading/ranking scale includes non-weighted grades. Scholarship(s) will be awarded to the highest-ranking students as of the last day of the 2nd trimester senior year, ~~term which ended just prior to February 15th.~~ The State of Wisconsin determines the number of scholarships for which the school district is eligible each year.

In case of a tie based on the GPA (based on a 4.0 scale) the following tie-breaking procedure will be used beginning with step number one and proceeding to additional steps as necessary:

1. The principal will request the tied students and/or parents to submit a written commitment indicating their intent to attend a college, university or technical school in the State of Wisconsin, within 14 days of official notification of a tie.
2. Students with the highest American College Testing (ACT) composite score officially received from ACT at Lincoln High School prior to ~~February 15th~~ the conclusion of the 2nd trimester senior year.
3. Students with the largest number of Advanced Placement (AP) course credits earned at Lincoln High School and Dual Enrollment course credits earned in the subjects of English, math, social studies, science, and world language approved by LHS at an institution of higher education term that ends just prior to ~~February 15th~~ the conclusion of the 2nd trimester senior year.
4. Students with the highest sub-score on the ACT Test. The next tiebreaker will be the second, third, and fourth highest sub-scores in that order.
5. The student with the most credits earned through the ~~term that ends just prior to February 15th~~ end of the 2nd trimester senior year shall be selected. This includes credits transferred and accepted by the school from other schools.
6. The principal will appoint a committee who will make the selection based on the following in no particular order:
 - ◆ Activity involvement in grades 9-12
 - ◆ Rigor of the curriculum
 - ◆ Number of credits completed in the term that ends just prior to February 15th
 - ◆ Any other factors as determined by the committee

The committee will consist of the high school principal, counselor(s), and teacher(s).

Students transferring into the Wisconsin Rapids Public School District must legally attend Lincoln High School for

at least ~~four~~ **five** full terms prior to ~~February 15th~~ **March 10th** of their senior year to qualify for this scholarship through our district. **Early graduates are ineligible for the Academic Excellence Scholarship.** Courses taken through home based study and foreign study abroad will be recorded on the student's official high school transcript as credit only, not to be included in the GPA.

~~This policy becomes effective with the class of 2016.~~

LEGAL REF.: ~~Wisconsin State Act 457~~
39.41 – Wisconsin State Statutes

CROSS REF.: 345.12 – Procedures for Wisconsin Technical Excellence Scholarships

APPROVED: December 14, 1998

REVISED: April 9, 2001
November 12, 2001
September 17, 2007
May 12, 2014
January 12, 2015
TBD

423 PUBLIC SCHOOL OPEN ENROLLMENT

This policy shall be administered in accordance with the state public school open enrollment law. The Board authorizes the Open Enrollment Coordinator designated by the Superintendent to act on applications for the full-time open enrollment program subject to any policies and criteria adopted by the Board.

Nonresident Open Enrollment Students (*Open Enrolled "IN"*)

A nonresident student may apply for full-time enrollment in a District school or program under the open enrollment program in accordance with state law and established procedures. Applications shall be made and acted upon in accordance with the timelines and procedures outlined in state law. The District shall consider the following criteria when accepting or rejecting a nonresident student's application for full-time enrollment.

1. The District will consider availability of space in the schools, programs, classes or grades. No later than the end of January of each school year the Superintendent will report to the Board the space available for the next school year in the schools, programs, classes and grades of the District for open enrollment students. In determining the amount of space available, the District may include in its counted occupied spaces students and siblings of students who have applied under State Statutes §118.51(3)(a) or 118.51(3m)(a) and are already attending public school in the district, and students attending the district for whom tuition is paid under State Statutes §121.78(1)(a). When determining space availability, consideration shall be given to District practices, policies and procedures or other factors regarding class size limits or ranges for particular programs or classes, student-teacher ratios for particular programs, classes or buildings, the number of students currently attending District schools whose tuition is paid by another school district, and enrollment projections for the schools of the District.

Enrollment projections include, but are not limited to the following factors; the likely short and long-term economic development in the community, projected student transfers in and out of the district, preference requirements for siblings of nonresident open enrollment students, the required length of K-12 attendance opportunities for open enrollment students and current and future space needs for special programs, laboratories (e.g., in technology, science, or foreign languages) or similar district educational initiatives, the number of resident home schooled or private school students likely to attend the schools of the District in accordance with State Statutes §118.145, and the number of resident students likely to change schools on a full-time or part-time basis under the District's intra-district boundary exception policy.

The District shall give preference in accepting full-time open enrollment applications to any nonresident students already attending school in the District, and their siblings; pupils for whom tuition is paid under subch. V of ch. 121, Stats; ~~pupils who currently reside in the District but plan to move prior to the beginning of the following school year;~~ and pupils who moved out of the District during the current school year but have remained in public school in the District under s. 121.84(1)(a). Stats. **The District shall guarantee acceptance of pupils who currently reside in the District but plan to move prior to the beginning of the following year. This guarantee applies to students with and without disabilities.** If the District receives more nonresident student applications for full-time enrollment than there are spaces available, the District shall determine which students to accept on a random basis, and establish a waiting list as necessary for excess applications.

2. The District will consider whether the special education program or related services described in the students' individualized educational program (IEP) are available in the District or whether there is space available in the special education program identified in the student's IEP, including any class size limits or ranges for particular programs or classes, student-teacher ratios for particular programs, classes or buildings, or enrollment projections established by the Board and as described in Section 1 above. If a nonresident student's IEP changes after the student begins attending school in the District and the special education program or services required by that IEP are not available in the District or there is no space available in the special education program identified in the IEP, the District may deny the student's continued enrollment in the District.

3. The District will consider whether the student has been screened by his/her resident district to determine if there is reasonable cause to believe that the student is a child with a disability. Another consideration will be whether the student has been reported or identified as having a possible disability, but not yet evaluated by an IEP team in the resident district. **An open enrollment application shall be denied if the nonresident student has been referred or identified as having a possible disability but has not yet been evaluated by an IEP team in the resident district. To the extent permitted by DPI, and assuming other acceptance criteria are and continue to be met, such a student's parent/guardian may request that the District reconsider a denial under this criteria if the IEP (or a finding of no disability) is forwarded to the District and reviewed by the District prior to the close of the period during which the District would normally continue to process and accept applications from any waiting lists and if the District concludes that such reconsideration would not be prejudicial to any other applicant.**
4. The District will consider whether the District has determined that the student was habitually truant from the District during any semester of attendance at the District in the current or previous school year. If a student is determined to be habitually truant during any semester as established by State Statutes and Board Policy, the District may revoke the student's attendance under the open enrollment program and prohibit the student from attending school in the District under the full-time public school open enrollment program in the succeeding semester or school year.

The District shall not accept any student for full-time enrollment who has been expelled by any school district during the current school year or preceding two school years for specific conduct specified in the law, or who has disciplinary proceedings pending on such conduct. This policy provision applies to the following student conduct: endangering the health, safety or property of others under certain conditions; conveying or causing to be conveyed a "bomb" threat involving school property; possessing a dangerous weapon while at school or under the supervision of a school authority; or, 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. If any of these disciplinary actions occur after the student has been accepted for enrollment and prior to the beginning of the school year in which the nonresident student first enrolls in the District, the student's enrollment shall be denied.

The District may also deny the enrollment of any student who has been expelled from another Wisconsin public school district, no matter what the reason for the expulsion, during the term of the student's expulsion.

Once a nonresident is accepted as an open-enrollment student in the district, the student may be required to reapply one time at the beginning of middle school, ~~junior high~~ or high school.

Except as otherwise provided, student transportation shall be the responsibility of the nonresident student's parent(s)/guardian(s) or the student, if an adult. The District may provide transportation to nonresident students participating in the full-time open enrollment program only from a scheduled stop within the District upon approval of the District's transportation department, and under the District's "Pay to Ride" provisions. The District shall provide transportation for nonresident students with disabilities if it is required in the student's IEP.

Nonresident open enrollment students attending school or classes in the District shall have all the rights and privileges of resident students and shall be subject to the same rules and regulations as resident students.

The District will give preference in assigning students to a school, program, class, or grade to resident students who live outside the school's attendance area (boundary exceptions).

Resident Open Enrollment Students (Open Enrolled "OUT")

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

The District will not provide transportation to resident students participating in the full-time open enrollment program.

The District will NOT permit nonresident districts to enter into this district for the purpose of picking up and dropping off open enrollment students.

Alternative Application Procedures

The parent of a nonresident student who wishes to attend district schools may submit an application under this section no earlier than July 1 and no later than the last day of the school year during which the pupil will first attend. A form provided by the Department of Instruction is to be used to apply. At least one of the criteria described in *Paragraph A*, below shall be applicable.

A. Criteria for Alternative Application Procedures

The parent of the nonresident student may apply under this section only if the student meets one of the following criteria, and shall describe the criteria that the student meets in the application. The parent shall answer all applicable questions on the application completely and accurately. Missing information as required on the form may be requested to process the application.

1. The resident board determines that the student has been the victim of a violent criminal offense, as defined by the Department by rule. An application made on the basis of this criteria is not valid unless the nonresident board receives the application within 30 days after the determination of the resident board.
2. The student is or has been a homeless student in the current or immediately preceding school year. In this subdivision, "homeless student" means an individual who is included in the category of homeless children and youths, as defined in 42 USC 11434a (2).
3. The student has been the victim of repeated bullying or harassment and all of the following apply:
 - a. The student's parent has reported the bullying or harassment to the resident school board; and
 - b. Despite action taken, the repeated bullying and harassment continues.
4. The place of residence of the student's parent or guardian and of the student has changed as a result of military orders. An application made on the basis of this criteria is not valid unless the nonresident school board receives the application no later than 30 days after the date on which the military orders changing the place of residence were issued.
5. The student moved into this state. An application made on the basis of this criteria is not valid unless the nonresident school board receives the application no later than 30 days after moving into this state.
6. The place of residence of the student has changed as a result of a court order or custody agreement or because the student was placed in a foster home or with a person other than the student's parent, or removed from a foster home or from the home of a person other than the student's parent. An application made on the basis of this criteria is not valid unless the nonresident school board receives the application no later than 30 days after the student's change in residence.
7. ~~The student's parent and the nonresident and resident school districts agree that attending the nonresident school district is in the best interests of the student.~~ **The District will review information and rationale provided by the parent/guardian on an alternative open enrollment application which relies upon the "best interests of the student" criteria, and make a determination as to whether the District agrees that attending school in the nonresident district is in the student's best interest. 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. If the District determines that attendance would not be in the student's best interests, the application shall be denied on that basis.

8. The student's parent and the nonresident school board agree that attending school in the nonresident school district is in the best interests of the pupil. If the resident school board notifies the parent of the pupil who applies under this subdivision that the pupil may not attend the nonresident school district, the parent may appeal the resident school district's decision to the DPI.

- B. Nonresident Applications. If the District receives a nonresident student's application under this section, the District shall immediately forward a copy of the application to the resident board, and shall notify the applicant, in writing, whether it has accepted the application no later than 20 days after receiving the application. The District will determine whether the applicant meets the criteria for alternative application procedures in this section, and consider the criteria for nonresident applications described in previous sections of this policy. **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 in the schools, grades, programs or services with limited spaces that are submitted for the current school year after the date of the January school board meeting. Further, the District shall deny any alternative applications for a particular school, grade, program or service for the current school year that are received on or before the date of the Board meeting in January where space availability for open enrollment is again considered if, due to space considerations, the District did not approve all otherwise-eligible regular-period application(s) for that particular grade or program for the same school year.** If the District has accepted the application, the District shall identify the specific school or program that the student may attend.

If the District accepts a nonresident application under this section, the student may immediately begin attending a school or program in the District, and shall begin attending the school or program no later than the 15th day following receipt by the parent of the student of the notice of acceptance. If the student has not enrolled in or attended school in the District by the day specified in this paragraph, the District may notify the student's parent, in writing, that the student is no longer authorized to attend the school or program in the district.

- C. Resident Applications. If the District receives a resident student's application under this section, the District may notify an applicant that he/she may not attend a school or program in the nonresident school district, if the District determines that the criteria relied on by the applicant does not apply to the student.

There is no provision in the statutes for parents to appeal a nonresident school district's **open enrollment alternative application** decision.

A resident school district's **decision to deny an open enrollment alternative application** ~~denial~~ may be appealed to the Department of Public Instruction within 30 days of receiving the notice of denial.

LEGAL REF.: Wisconsin Statutes Sections:
115.385(4), 115.787, 115.7915, 118.13, 118.145, **118.16(1)(a), 118.50(6),** 118.51, **118.57,**
120.13(1)(f) **and (h),** 121.54(1), **121.545(1), 121.55,** 121.58(2)(a), 121.78, 121.84(1)(a)
~~Chapter 115, Subchapter V~~
~~Chapter 121, Subchapter V~~
PI 36, Wisconsin Administrative Code
Wis. Act 68, Wis. 2015 Act 55

CROSS REF.: 343.2, Class Size
411, ~~Discrimination, Harassment and Bullying Prohibited~~ **Student Non-Discrimination and Anti-Harassment**
420, School Admission

423-Rule, Procedures for Processing Public School Open Enrollment Applications
431, Student Attendance
431-Rule, Student Attendance Procedures
432, School Attendance Boundaries

ADOPTED: December 8, 1997

REVISED: August 13, 2001
December 11, 2006
March 14, 2011
November 12, 2012
January 12, 2015
January 11, 2016
TBD

423-RULE PROCEDURES FOR PROCESSING PUBLIC SCHOOL OPEN ENROLLMENT APPLICATIONS

Nonresident Student Open Enrollment Applications (OPEN ENROLLED “IN”)

Full-Time Enrollment

- a. The parent(s)/guardian(s) of a nonresident student who wishes to attend school in the District shall follow the established guidelines and procedures set by the Department of Public Instruction (DPI) to submit the required on-line open enrollment application. The application may include a request to attend a specific school or program offered by the District. The application shall be submitted no earlier than the first Monday of February and not later than 4:00 p.m. on the last weekday in April of the school year immediately preceding the school year in which the student wishes to attend (unless the application is submitted under the “Alternative Application Procedures” section of Policy 423). Untimely applications will not be considered. Paper applications are to be submitted to the District Open Enrollment Coordinator. Upon receipt, the Open Enrollment Coordinator will date and time stamp the application.
- b. Applications may be submitted to no more than 3 nonresident school boards for any pupil in any school year.
- c. All applications shall be reviewed using the acceptance/rejection criteria outlined in Board policy. The Superintendent or his/her designee shall submit recommendations regarding acceptance or rejection of applications to the Board for action. District decisions on full-time open enrollment applications will be made no earlier than May 1st and no later than the first Friday following the first Monday in June, unless otherwise provided by the DPI. The District will make decisions regarding applications submitted under the Alternative Application Procedures section of Policy 423 pursuant to the timelines specified in that section.
- d. On or before the first Friday following the first Monday in June following receipt of the application, the applicant shall be notified, in writing, whether the application has been accepted. This determination shall be made in consultation with other appropriate staff and in accordance with established District policies and procedures. If accepted, the specific school or program that the applicant may attend in the following school year will be identified. If the application is rejected, the notice shall include the reason(s) for the rejection.
- e. On or before the second Friday following the first Monday in June following receipt of a copy of the application, if a resident school board denies a pupil’s enrollment in a nonresident district, the resident school board 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 denial.
- f. On or before the last Friday in June following receipt of the notice of acceptance, the nonresident student’s parent(s)/guardian(s) shall notify the Board of the student’s intent to attend school in the District in the following school year.
- g. Annually, by July 7, each nonresident school board that has accepted a pupil for attendance in the following school year shall report the name of the pupil to the pupil’s resident school board.

Random Drawing / Waiting List

Unless the open enrollment applicant meets the criteria for rejection established in Board Policy 423, the District will conduct a random drawing should it receive more applications than there are spaces available. Once all available spaces have been filled on a random basis as described below, the District will then establish a waiting list of the nonresident applicants.

Each open enrollment application will be assigned a number. All numbers from the applications will be placed into a container. In the presence of at least two other staff members, a blind drawing of the numbers will be conducted with each number written down on a list in the order they are drawn. The drawing will continue until all numbers have been drawn. A student with a disability will be included in any random selection held before the District considers the availability of and the space within the special education program that is required by the student's IEP. **If at any time during the selection process, one student application from a family is chosen and the student is eligible for acceptance under all applicable criteria, the District shall give immediate consideration to the applications for the remaining siblings of the family who applied for open enrollment at the same time, and admit such otherwise eligible siblings for whom there is space available at that point in the process.** Students not approved due to space constraints will hold their position on the list until the time that an opening in the needed grade and programming occurs.

Parents/guardians will be notified in writing if a space becomes available, including notification of the school or program to which the student has been assigned. If the District notifies a parent/guardian of acceptance on or after 10 days prior to the last Friday in June, the parent/guardian shall have 10 calendar days to respond to the placement offer; otherwise, the parent/guardian must respond to the notice no later than the last Friday in June. If the parent/guardian does not respond in the allotted time, the space will be offered to the next student on the waiting list. The last day that space will be offered from the waiting list will be the third Thursday in September.

Resident Student Open Enrollment Applications (OPEN ENROLLED "OUT")

Full-Time Enrollment

- a. Upon receipt of a copy of a resident student's application to attend a school or program in another public school district, all applications shall be reviewed using the criteria outlined in Board policy.
- b. The Superintendent or his/her designee shall submit recommendations regarding acceptance or rejection of applications to the Board for action. If the application is rejected, the applicant and the nonresident school board shall be notified, in writing, that the application has been rejected. This notification shall be made on or before the first Friday following the first Monday in April. The notice shall include the reason(s) for the rejection.
- c. Special Procedure for Resident Students Not Enrolled in the District – Students who reside in the District, but 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 open enrollment program.

Appeal of Rejection

If an application for enrollment is rejected as outlined above, the student's parent(s)/guardian(s) may appeal the decision to the DPI within 30 days after the decision.

LEGAL REF.: Wisconsin Statutes Sections:
115.385(4), 115.787, 115.7915, 118.13, 118.145, 118.16(1)(a), 118.50(6), 118.51, 118.57,
120.13(1)(f) and (h), 121.54(1), 121.545(1), 121.55, 121.58(2)(a), 121.78, 121.84(1)(a)
~~Chapter 115, Subchapter V~~
~~Chapter 121, Subchapter V~~
PI 36, Wisconsin Administrative Code
~~Wis. Act 68~~

CROSS REF.: 343.2, Class Size
411, ~~Discrimination, Harassment and Bullying Prohibited~~ *Student Non-Discrimination and Anti-Harassment*
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