



AGENDA

Wisconsin Rapids Board of Education
Personnel Services Committee

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

Sandra Hett, Chair
Anne Lee
Mary Rayome
John Krings, President

November 5, 2018

Location: Board of Education, 510 Peach Street, Wisconsin Rapids, WI
Conference Room C

Time: 6:00 p.m.

- I. Call to Order
- II. Public Comment
- III. Actionable Items
 - A. Appointments
 - B. Resignations
 - C. Retirement
 - D. Board Policy Review
 - E. Non-Athletic Co-Curricular Assignments
- IV. Updates and Reports
 - A. 2018-19 Open Enrollment Update
- V. Consent Agenda
- VI. Adjournment

The Wisconsin open meetings law requires that the Board, or Board Committee, only take action on subject matter that is noticed on their respective agendas. Persons wishing to place items on the agenda should contact the District Office at 715-424-6701, at least seven working days prior to the meeting date for the item to be considered. The item may be referred to the appropriate committee or placed on the Board agenda as determined by the Superintendent and/or Board President.

With advance notice, efforts will be made to accommodate the needs of persons with disabilities by providing a sign language interpreter or other auxiliary aids, by calling 715-424-6701.

School Board members may attend the above Committee meeting(s) for information gathering purposes. If a quorum of Board members should appear at any of the Committee meetings, a regular School Board meeting may take place for purposes of gathering information on an item listed on one of the Committee agendas. If such a meeting should occur, the date, time, and location of the Board meeting will be that of the particular Committee as listed on the Committee agenda.



BACKGROUND

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Time: 6:00 p.m.

I. Call to Order

II. Public Comment

III. Actionable Items

A. Appointments

The administration recommends approval of the following support staff appointments:

Melissa Call	Location: Howe Elementary School Position: Behavior Support Aide (2.0 hrs/day) <i>(Continuation of this position is contingent upon annual funding)</i> Effective Date: October 15, 2018 Hourly Rate: \$14.36 (starting rate) / \$15.12 (after 60 days)
Dixie Torke	Location: WRAMS Position: Special Education Aide (5.0 hrs/day) Effective Date: October 22, 2018 Hourly Rate: \$14.36 (starting rate) / \$15.12 (after 60 days)
Kathleen Pyburn	Location: Washington Elementary School Position: Noon Duty Aide (1.5 hrs/day) Effective Date: October 19, 2018 Hourly Rate: \$12.28 (starting rate) / \$12.93 (after 60 days)
Betsy Borski	Location: Lincoln High School Position: Athletic Director Secretary, PAC Facility Coordinator (7.5 hrs/day) Effective Date: October 30, 2018 Hourly Rate: \$14.99 (starting rate) / \$15.78 (after 60 days)
Scott Freeberg	Location: Lincoln High School Position: Custodian – 3 rd Shift (8.0 hrs/day) Effective Date: November 9, 2018 Hourly Rate: \$20.59 (starting rate) / \$21.68 (after six months)
Dawn Sylvester	Location: Washington Elementary School Position: Special Education Aide (7.0 hrs/day) Effective Date: November 12, 2018 Hourly Rate: \$14.36 (starting rate) / \$15.12 (after 60 days)

B. Resignations

The administration recommends approval of the following support staff resignations:

Jenelle Carter	Location:	Grant Elementary School
	Position:	Noon Duty Aide (1.5 hrs/day)
	Effective Date;	October 12, 2018
	Date of Hire:	September 4, 2018

Robyn Vickers	Location:	Washington Elementary School
	Position:	Special Education Aide (7.0 hrs/day)
	Effective Date:	October 23, 2018
	Date of Hire:	October 2, 2018

C. Retirement

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

Lisa Black	Location:	Howe Elementary School
	Position:	Teacher (1.0 FTE)
	Effective Date:	June 10, 2019
	Date of Hire:	August 24, 1998

D. Board Policy Review

Board Policy 731.2 – Use of Electronic Surveillance technology in Public Areas of School Buildings and Property

This policy was reviewed and approved for first reading at the regular Business Services Committee meeting in October 2018. The administration recommends approval of Board Policy 731.2 – Use of Electronic Surveillance technology in Public Areas of School Buildings and Property for second reading. (*Attachment A*)

Board Policy 347 – Rule (1) Guidelines for the Control and Maintenance of Student Records

This policy was reviewed and approved for first reading at the regular Business Services Committee meeting in October 2018. The administration recommends approval of Board Policy 347 – Rule (1) Guidelines for the Control and Maintenance of Student Records for second reading. (*Attachment B*)

Board Policy 522.3 Employee Misconduct Reporting

This policy was reviewed and approved for first reading at the regular Personnel Services Committee meeting in October 2018. The administration recommends approval of Board Policy 522.3 Employee Misconduct Reporting for second reading. (*Attachment C*)

Board Policy 522.3-Rule Employee Misconduct Reporting Procedures

This policy was reviewed and approved for first reading at the regular Personnel Services Committee meeting in October 2018. The administration recommends approval of Board Policy 522.3-Rule Employee Misconduct Reporting Procedures for second reading. (*Attachment D*)

Board Policy 343.4 – Course Options Program

This policy was reviewed and approved for first reading at the regular Educational Services Committee meeting in October 2018. The administration recommends approval to delete Board Policy 343.4 – Course Options Program for second reading. (*Attachment E*)

Board Policy 343.4 Rule – Procedures for Handling Course Applications through Course Options Program

This policy was reviewed and approved for first reading at the regular Educational Services Committee meeting in October 2018. The administration recommends approval to delete Board Policy 343.4 Rule – Procedures for Handling Course Applications through Course Options Program for second reading. (*Attachment F*)

Board Policy 342.8 – Youth Options Program

This policy was reviewed and approved for first reading at the regular Educational Services Committee meeting in October 2018. The administration recommends approval to delete Board Policy 342.8 – Youth Options Program for second reading. (*Attachment G*)

Board Policy 343.45 – Technical College Course Program

This policy was reviewed and approved for first reading at the regular Educational Services Committee meeting in October 2018. The administration recommends approval of Board Policy 343.45 – Technical College Course Program for second reading. (*Attachment H*)

Board Policy 343.45 Rule – Technical College Course Program (“Start College Now”) Procedures

This policy was reviewed and approved for first reading at the regular Educational Services Committee meeting in October 2018. The administration recommends approval of Board Policy 343.45 Rule – Technical College Course Program (“Start College Now”) Procedures for second reading. (*Attachment I*)

Board Policy 343.46 – Early College Credit Program

This policy was reviewed and approved for first reading at the regular Educational Services Committee meeting in October 2018. The administration recommends approval of Board Policy 343.46 – Early College Credit Program for second reading. (*Attachment J*)

Board Policy 343.46 Rule – Early College Credit Program Procedures

This policy was reviewed and approved for first reading at the regular Educational Services Committee meeting in October 2018. The administration recommends approval of Board Policy 343.46 Rule – Early College Credit Program Procedures for second reading. (*Attachment K*)

Board Policy 424 – Participation of Non-Public School Students in District Programs and Activities

This policy was reviewed and approved for first reading at the regular Educational Services Committee meeting in October 2018. The administration recommends approval of Board Policy 424 – Participation of Non-Public School Students in District Programs and Activities for second reading. (*Attachment L*)

E. Non-Athletic Co-curricular Assignments

Discussion and possible action on non-athletic co-curricular assignments. (*Attachment M*)

IV. Updates and Reports

A. 2018-19 Open Enrollment Update

Open enrollment data for the 2018-19 school year will be reviewed and discussed. (*Attachment N*)

V. Consent Agenda

Personnel Services Committee members will be asked which agenda items from the Committee meeting will be placed on the consent agenda for the regular Board of Education meeting.

VI. Adjournment

731.2 USE OF ELECTRONIC SURVEILLANCE TECHNOLOGY IN PUBLIC AREAS OF SCHOOL BUILDINGS AND PROPERTY

The Wisconsin Rapids School District authorizes the use of electronic surveillance technology in District buildings and on District property for the purpose of maintaining a safe and orderly educational environment, for identifying disciplinary issues, for minimizing theft, vandalism, criminal activity, bullying and harassment, and for enforcing school policies and rules including, but not limited to, truancy and tardiness issues.

Surveillance equipment will be used according to the following guidelines:

1. Equipment may be monitored as needed and in emergency situations, but only in compliance with state or federal law.
2. Only individuals authorized by the Superintendent or principal may view recordings. Video recordings shall not be available for viewing by the public in general, employees in general, or the media. A log will be kept of the date and names of the individuals viewing the video recording.
3. The District reserves the right to provide copies of recordings to law enforcement agencies as deemed appropriate by the Superintendent and/or his/her designee and in compliance with appropriate federal and state laws.
4. **The Superintendent may authorize law enforcement to view and/or monitor video surveillance/electronic monitoring live streaming broadcasts. The Superintendent may further authorize law enforcement in an emergency situation to view, monitor and/or record video surveillance/electronic monitoring live streaming broadcasts or recordings if the Superintendent determines that such disclosure protects the health and/or safety of any individual or school district property. The Superintendent is authorized to provide advance guidance to law enforcement on the circumstances in which such authority is granted.**
5. The following procedures apply to the viewing of surveillance equipment recordings by adult students and the parent(s)/guardian(s) of minor students when the recording provides a basis for student discipline :
 - A. Adult students (those at least 18 years old) and the parent(s)/guardian(s) of minor students can view the recording along with a school administrator or authorized school staff member. Minor students cannot view the recording. Parents/guardians of adult students may be allowed to view the recording without the adult student’s written consent if the adult student is a dependent of his/her parent/guardian under the Internal Revenue Code. An exception shall be made when an adult student has informed the school, in writing, that the information may not be disclosed.
 - B. If more than one student is identifiable in a given frame or series of frames, neither the student to be disciplined (regardless of age) or that student’s parent(s)/guardian(s) will be able to view the recording unless:
 - a. the recording can be edited or altered so as to render all other students unrecognizable, or;

- b. written consents are obtained from the other adult students and the parent(s)/guardian(s) of the other minor students. Consents must be signed, dated, and must specify the records to be disclosed, the purpose of the disclosure, and the party or parties to whom disclosure may be made.
6. The surveillance system may be used as a resource for investigations. Should a video recording become part of a student disciplinary action, the digitally segregated recording will become part of the student's behavioral record consistent with the District's records policy and procedures.
7. Except as provided in Items (2) and (3), video recording will be kept no longer than 30 days. All recordings shall be disposed of in a secure manner. If there are no issues pertaining to the date a video was recorded, the recording may be erased or disposed of in a secure manner after 10 student school days.
8. Cameras are authorized for use in the following areas where public, students, and staff have no reasonable expectation of privacy: entrances, hallways, commons, classrooms, gymnasiums, libraries, parking lots, athletic fields, playgrounds, and the exterior of buildings. Under no circumstances will video cameras be used in any area where the public, students, or staff have a reasonable expectation of privacy, including restrooms, locker rooms, and health rooms.
9. Fake cameras will not be permitted. Equipment may or may not be monitored at all times.
10. Signs will be posted at all main entrances to the buildings stating that video surveillance technology is in use, but may or may not be continuously monitored.

Other public areas of District buildings and grounds may be subject to limited term surveillance with the authorization of the Superintendent or his/her designee. Such approval will be granted only in situations where the Superintendent or his/her designee has reason to believe that a safe and orderly educational environment is at risk, or to monitor areas where theft, vandalism, bullying or harassment are believed to be occurring. Video surveillance will be used in accordance with the guidelines enumerated in this policy.

This policy will be referenced in student and employee handbooks, district newsletters, building use request forms, and on the District website.

LEGAL REF.: Section 118.125, 120.13(1), 175.22, 942.09, 995.50 Wisconsin Statutes
Chapter 19, Subchapters II & IV Wisconsin Statutes
Family Educational Rights & Privacy Act

CROSS REF.: 347 – Student Records
347 Rule – Guidelines for the Control and Maintenance of Student Records
731.1 – Locker Room Privacy
751.21 – Use of Electronic Surveillance Technology on School Bus

APPROVED: May 12, 2014
TBD

347 – RULE(1) GUIDELINES FOR THE CONTROL AND MAINTENANCE OF STUDENT RECORDS

Definitions

Student records include all records relating to individual students, regardless of format, other than notes or records maintained for personal use by teachers or other certified personnel which are not available to others, and records necessary for and available to persons involved in the psychological treatment of a student.

- a. Progress records include a statement of the courses taken, grades awarded therein, the student's extracurricular activities, the student's immunization records and the student's attendance records.
- b. Behavioral records include psychological tests, personality evaluations, records of conversations, written statements relating specifically to an individual student's behavior, tests relating specifically to achievement or measurement of ability, student physical health records other than immunization records, law enforcement agency records and any other student records that are not progress records.
 - (1) Law enforcement agency records include those records obtained from a law enforcement agency relating to (1) the use, possession or distribution of alcohol or a controlled substance by a student enrolled in the District, (2) the illegal possession of a dangerous weapon by a child, (3) an act for which a district student was taken into custody based on the law enforcement officer's belief that he/she violated or was violating certain specified laws, and (4) the act for which a juvenile enrolled in the District was adjudged delinquent. The law enforcement agency may provide such record information to the District on its own initiative or upon request of the superintendent or designee, subject to the agency's official policy. The District may also enter into an interagency agreement with law enforcement and other appropriate agencies to provide for the routine disclosure of record information in accordance with state law provisions. If a law enforcement agency denies access to any of the aforementioned records, the District may file a petition with the court seeking access to the records based on legitimate educational or safety interests in the records.
 - (2) Law enforcement unit records include those records maintained by a law enforcement unit of the District that were created for the purpose of law enforcement. A "law enforcement unit of the District" is an individual, office, department, division or other component of the District that is authorized by the Board of Education to do any of the following: 1) enforce any law or ordinance, or refer to the appropriate authorities a matter for enforcement of any law or ordinance against any person other than the school district, and/or 2) maintain the physical security and safety of a public school.
 - (3) Court records include those records received from a court clerk concerning a juvenile enrolled in the District who: (1) has had a petition filed with a court alleging that he/she has committed a delinquent act that would be a felony if committed by an adult, (2) has been adjudged delinquent, (3) has school attendance as a condition of his/her court dispositional order, or (4) has been found to have committed a delinquent act at the request of or for the benefit of a criminal gang that would be a felony if committed by an adult, and has been adjudged delinquent on that basis.
- c. Student physical health records include basic health information about a student, including the student's immunization records, an emergency medical card, a log of first-aid and medicine administered to the student, an athletic permit card, a record concerning the student's ability to participate in an education program, the results of any routine screening test such as for hearing, vision or scoliosis, and any follow-up to such test, and any other basic health information as determined by the State Superintendent of Public Instruction.

- d. Patient health records include all records relating to the health of a student prepared by or under the supervision of a health care provider which are not included in the student “physical health records” definition above.
- e. The following information is designated in the District as directory data and may be released upon request in accordance with law and District procedures: Student's name, present address, major field of study, participation in activities and sports, weight and height of members of athletic teams, photographs, degrees and awards received, name of school most recently attended.

Confidentiality

Individuals collecting or using personally identifiable information in the district will receive training or instruction regarding security and state and federal confidentiality requirements.

All student progress and behavioral records are confidential, with the following exceptions:

- a. A student, or the parent(s)/guardian(s) of a minor student, shall, upon request, be shown and provided with a copy of the student's progress records. The inspection of progress records by the parent(s)/guardian(s), minor student, or adult student must take place in the presence of a designated school employee. Initial copies of student records will be provided on request at no cost and within a reasonable time period after inspection. Additional copies may be provided at a cost of 15 cents per page.
- b. An adult student, or the parent(s)/guardian(s) of a minor student, shall, upon request, be shown, in the presence of a person qualified to explain and interpret the records, the student's behavioral records. Such student or parent(s)/guardian(s) shall, upon request, be provided with a copy of the behavioral records.
- c. Student records shall be disclosed at the request or order of a court. The District shall make a reasonable effort to notify the parent(s)/guardian(s) or adult student of the order in advance of compliance therewith, except as otherwise provided by law.
- d. If school attendance is a condition of a student's dispositional order under state law, the Board shall notify the county department that is responsible for supervising the student within five days after any violation of the condition by the student.
- e. A law enforcement agency shall be provided a copy of a student's attendance record if the law enforcement agency certifies in writing that the student is under investigation for truancy or for allegedly committing a criminal or delinquent act and that the law enforcement agency will not further disclose the student's attendance record information except as permitted by law. When a student's attendance record is disclosed to a law enforcement agency for purposes of truancy, the student's parent(s)/guardian(s) shall be notified of that disclosure as soon as practicable after the disclosure.
- f. A fire investigator shall be provided a copy of a student's attendance record if the fire investigator certifies in writing that: (1) the student is under investigation for arson, (2) the student's attendance record is necessary for the fire investigator to pursue his/her investigation, and (3) the fire investigator will use and further disclose the student's attendance record only for the purpose of pursuing that investigation.
- g. Student records must be disclosed to an investigating law enforcement agency or district attorney if the person to whom the records are disclosed certifies in writing that the records: 1) concern the juvenile justice system and the system's ability to effectively serve the student, 2) relate to an ongoing investigation, or 3) pending delinquency petition, and 4) that they will not be disclosed to any other person except as authorized by law.
- h. The District may disclose student records to appropriate parties in connection with an emergency if

knowledge of the information is necessary to protect the health or safety of any individual. In making this determination, the District may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals. If the District determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from student records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals. The District shall record the following information when it discloses student record information under this exception: 1) the articulable and significant threat to the health or safety of a student or other individuals that formed the basis for the disclosure, and 2) the parties to whom the District disclosed the information.

- i. The District may disclose student records to a city attorney, corporation counsel, agency as defined in section 938.78(1) of the state statutes, intake worker under section 48.067 or 938.067 of the statutes, court of record, municipal court, private school or another school board if disclosure is pursuant to an interagency agreement and the person to whom the records are disclosed certifies in writing that the records will not be disclosed to any other person except as otherwise authorized by law. This disclosure can be made for any purpose concerning the juvenile justice system and the system's ability to serve a student prior to adjudication.
- j. The school district clerk or his/her designee shall make student records available for inspection or, upon request, disclose the contents of student records to authorized representatives of the Department of Corrections, the Department of Health and Family Services, the Department of Justice, or a district attorney for use in the prosecution of any proceeding or any evaluation conducted under chapter 980 (sexually violent persons commitment), if the student records involve or relate to an individual who is the subject of the proceeding or evaluation. The court in which the proceeding is pending may issue any protective orders that it determines are appropriate concerning student records made available or disclosed under this provision. Any representative of the Department of Corrections, the Department of Health and Family Services, the Department of Justice, or a district attorney may disclose information obtained under this provision for any purpose consistent with any proceeding under chapter 980.
- k. Student records shall be made available to school district officials who have been determined by the Board to have legitimate educational interests, including safety interests, in such records. A "school official" is a person employed by the District who is required by the Department of Public Instruction (DPI) to hold a license; a person who is employed by or working on behalf of the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and police-school liaison personnel); a person serving on the board; a person or company with whom the District has contracted to perform a specific task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a "legitimate educational interest" if the official needs to review a student record in order to fulfill his/her professional or district responsibilities.
 1. Law enforcement records may be made available to those school officials with legitimate educational interests (including safety interests) in the information. If law enforcement record information obtained by the District relates to a district student, the information may also be disclosed to those district employees who have been designated by the Board to receive that information for the purpose of providing treatment programs for students enrolled in the District.

The information may not be used as the sole basis for suspending or expelling a student from school, or as the sole basis for taking any other disciplinary action against a student, including action under the District's athletic code.

Law enforcement unit records may be made available to school officials under the same conditions as outlined above regarding access to law enforcement agency record information.

2. Court records obtained by the District must be disclosed to district employees who work directly

with the juvenile named in the records or who have been determined by the Board to have legitimate educational interests, including safety interests, in the information. An employee cannot further disclose the information, and the information cannot be used as the sole basis for suspending or expelling a student from school, or as the sole basis for taking any other disciplinary action against a student, including action under the District's co-curricular code.

- l. Upon the written permission of an adult student, or the parent or guardian of a minor student, the school shall make available to the person named in the permission form, the student's progress records or such portion of the behavioral records as determined by the person authorizing the release. Law enforcement records may not be made available under this exception unless specifically identified by the adult student or by the parent or guardian of a minor student in the written permission form.
- m. Student records shall be provided to a court in response to a subpoena by parties to an action for in camera inspection, to be used only for purposes of impeachment of any witness who has testified in the action. The court may turn said records or parts thereof over to parties in the action or their attorneys if said records would be relevant and material to a witness's credibility or competency. The District shall make a reasonable effort to notify the parents/guardians or adult student of the subpoena in advance of compliance therewith, except when otherwise provided by law.
- n. The Board may provide the DPI or any public officer with any information required under Chapters 115 to 121 of the state statutes. The Board shall provide the DPI with any student record information that relates to an audit or evaluation of a federal or state-supported program or that is required to determine compliance with state law provisions.
- o. Notwithstanding their confidential status, student records may be used in suspension and expulsion proceedings and by the IEP team under state and federal law.
- p. Information from a student's immunization records shall be made available to state and local health officials to carry out immunization requirements.
- q. Upon request, the names of students who have withdrawn from school prior to graduation shall be provided to the technical college district board in which the public school is located or, for verification of eligibility for public assistance, to the Department of Health and Family Services, the Department of Children and Families or a county department under sections 46.215, 46.22 or 46.23 of the state statutes.
- r. Except as otherwise provided below, directory data may be disclosed to any person, if the school has (a) notified the adult student or parent/legal guardian of a minor student of the categories of information which it has designated as directory data, (b) informed such persons that they have 14 days to inform the school that all or any part of the directory data may not be released without their prior consent, and (c) allowed 14 days for such persons to inform the school in writing that all or any part of the directory data may not be released.

Parents/guardians will be provided a "Directory Data Consent" form to complete (the parent/guardian or adult student need not complete the District form to opt out and instead may simply place their request in writing) which will remain in effect until the student transitions to a new building in the district, such as elementary to middle school; ~~or middle school to junior high, junior high to~~ high school. Parents/guardians or adult students will be reminded annually that they are free to change their directives with regard to the release of directory data at any time by completing a new consent form or by placing their request in writing. If no request to withhold directory data is received, directory data will be released in accordance with federal and state law. The District will not release directory data earlier than 14 days after the initial written notice for the adult student or parents/guardians, or after the District has been restricted from doing so by any of the parties.

1. If the District has followed the notification procedure outlined above, and the adult student or parent/legal guardian does not object to the directory data being released, a college board must be

provided, upon request, with the name and address of each student who is expected to graduate from high school in the current school year.

2. If the District has followed the notification procedure outlined above, and the adult student or parent/ legal guardian does not object to the directory data being released, the Board Clerk or his/her designee shall, upon request, provide any representative of a law enforcement agency, city attorney, district attorney or corporation counsel, county department under sections 46.215, 46.22, or 46.23, a court of record or municipal court with such directory data information relating to any such student enrolled in the District for the purpose of enforcing that student's school attendance, to respond to a health or safety emergency, or to aid in the investigation of alleged criminal or delinquent activity by a student enrolled in the district.
 3. Directory data shall not be released for commercial or promotional purposes. "Commercial" shall be defined as the intent or design to make a financial profit or gain. "Promotional" shall be defined as contributing to the growth or prosperity of the party making the request.
 4. Directory data may be released to organizations such as colleges and universities, technical colleges and armed forces recruiters when the request is for educational or career opportunity purposes.
 5. A secondary school student or the parent of the student may request (using the Directory Data Release form or by placing their request in writing) that the student's name, address and telephone listing not be released to military recruiters or institutions of higher education without prior written parental/adult student consent. Requests of this nature will be honored by our district.
- s. The Board may disclose personally identifiable information from an adult student's records to the student's parent(s) or guardian, without the adult student's written consent, if the adult student is a dependent of his/her parent(s) or guardian under the Internal Revenue Code. An exception shall be made when an adult student has informed the school, in writing, that the information may not be disclosed.
- t. The Board shall, on or before August 15 of each year, report to the appropriate county departments under sections 51.42 and 51.437 the names of students who reside in the district, are at least 16 years of age, are not expected to be enrolled in an educational program two years from the date of the report and who may require services under sections 51.42 or 51.437 (community mental health, development disabilities, alcoholism and drug abuse). The parent(s)/guardian(s) of such students shall be contacted to obtain informed consent prior to making such a report.
- u. Student patient health care records may be released only to persons specifically designated in state law or to other persons with the informed consent of the patient or a person authorized by the patient. Student patient health care records maintained by the District may only be released without informed consent to a district employee or agent if he/she is responsible for the preparation or storage of such records or access to such records is necessary to comply with a state or federal law requirement. Any student record that concerns the results of a test for the presence of human immunodeficiency virus (HIV) shall be confidential and may be disclosed only with the informed written consent of the test subject or his/her authorized representative.
- v. The District shall, upon request, provide student disciplinary records necessary for purposes of student enrollment in another public school district as permitted by law. These records may include:
- (1) A copy of any expulsion findings and orders or records of any pending disciplinary proceedings involving the student;
 - (2) A written explanation of the reasons for the expulsion or pending disciplinary proceedings; and

- (3) The length of the term of the expulsion or the possible outcomes of the pending disciplinary proceedings.

Parent Access to Records

A parent, regardless of whether the parent has legal custody of the child, shall have access to a child's medical, dental and school records unless the parent has been denied access to such records as outlined by state law (e.g., denied periods of physical placement with the child, ordered by the court).

Amendment of Records at Parent's/Guardian's Request

A parent(s)/guardian(s) or adult student who believes that information contained in the student's records is inaccurate, misleading, or otherwise in violation of the student's rights of privacy may request in writing that the District to amend the records. Within a reasonable time after receiving the request, the District shall decide whether to amend the records in accordance with the request and inform the parent(s)/guardian(s) or adult student of the decision.

If the District refuses to amend the records, it shall inform the parent(s)/guardian(s) or adult student of the refusal and advise him/her of the right to a hearing. The request for a hearing shall be filed in writing with the District Administrator or designee. The parent(s)/guardian(s) or adult student shall be given notice of the date, place, and time of the hearing reasonably in advance of the hearing.

The parent(s)/guardian(s) or adult student shall be informed of the decision within a reasonable period of time after the hearing. If the District decides that the information is inaccurate, misleading or otherwise in violation of the student's privacy rights, the education records of the student shall be amended accordingly. If the District decides that the information is not inaccurate, misleading or otherwise in violation of the student's privacy rights, the parent(s)/guardian(s) or adult student shall be informed of the right to place a statement commenting upon the information in the education records and/or describing reasons for disagreeing with the decision of the District. The explanation shall be maintained as part of the records as long as the record or contested portion is maintained by the District. If the records of the student, or the contested portion are disclosed to any party, the explanation shall also be disclosed to that party.

Maintenance, Disclosure, and Destruction of Records

- a. While students are attending school, their progress, behavioral, and health records will be maintained in the school of attendance while special education records in their original form are maintained at the District central administrative office. Law enforcement unit records, pupil services records, and student physical health and patient health care records shall be maintained separately from a student's other student records. Upon transfer of the student to another school operated by the District, the records shall be transferred to that school. When the student ceases to be enrolled in a school operated by the District, his/her records will be maintained in accordance with the Wisconsin Records Retention Schedule. Pupil records are the property of the District, and will be maintained by the school until a transfer request is received from another school or school district at which the pupil has enrolled.
- b. The building principal shall have primary responsibility for maintaining the confidentiality of all student records kept at the school. Except as otherwise provided, all requests for inspection or for transfer to another school district should be directed to the building principal who will determine whether inspection or transfer is permitted under state and federal law and these procedures. Upon transfer of student records to the central administrative office, the District Administrator or his/her qualified designee shall assume these duties.
- c. Records should be kept under lock and key at all times, under the supervision of the designated

employee. Computerized data banks pose special problems of maintenance, security and access. Any procedures developed for handling information located in computerized data banks shall be in accordance with all procedures outlined herein.

- d. When a student ceases to be enrolled, records shall be maintained in accordance with the Wisconsin Records Retention Schedule for School Districts.
- e. The Director of Pupil Services shall be responsible for reviewing records of students with disabilities before they are destroyed. Parents/guardians and adult students shall be informed of information that is no longer needed to provide educational services to the student with a disability, and of their right to obtain a copy of such information before it is destroyed.
- f. A record of each request for access to and each disclosure of personally identifiable information from the education records of a student shall be maintained with such student's records, except when the request is from or the disclosure is to the following person/party:
 - The parent(s)/guardian(s) of adult students;
 - A school official;
 - A party with written consent from the parent(s)/guardian(s), or adult student;
 - A party seeking or receiving records as directed by a federal grand jury or other law enforcement subpoena and the issuing court or other issuing agency has ordered that the existence or the contents of the subpoena or the information in response to the subpoena not be disclosed; or
 - A party seeking directory data.

Transfer of Student Records

Progress, behavioral, health, and special education records relating to a specific student shall be transferred to another school or school district ~~within five (5) working days~~ **no later than the next working day** of receipt of notice as follows:

- a. upon written notification from an adult student or the parent(s)/guardian(s) of a minor student that the student intends to enroll in a school in another school district;
- b. upon written notification from the other school district that the student has enrolled; or,
- c. upon written notification from a court that a student has been placed in a secured correctional facility, secured child caring institution, or a secured group home.

Complaints Regarding Alleged Noncompliance With Federal Requirements

Adult students or parents/guardians of minor students may file a complaint with the Family Policy Compliance Office of the U.S. Department of Education for alleged District noncompliance with requirements of the federal Family Educational Rights and Privacy Act (FERPA).

Annual Public Notice

Parents/guardians and students shall be notified annually of the following: (a) their rights to inspect, review and obtain copies of student records; (b) their rights to request the amendment of the student's school records if they believe the records are inaccurate or misleading or otherwise in violation of the students' rights of privacy; (c) their rights to consent to the disclosure of the student's school records, except to the extent state and federal law authorizes disclosure without consent; (d) the categories of student record information which have been designated as directory data and their right to deny the release of such information; and, (e) their right to file a complaint with the Family Policy and Compliance office of the U.S. Department of Education.

Parents/guardians of secondary school students shall also be notified of their option to request the District not to release the secondary school student's name, address or telephone listing to military recruiters or

institutions of higher education without prior written parental consent.

When a student transfers into the District after the above notice has been given, the student and his parent(s)/guardian(s) shall receive a copy of the notice.

LEGAL REF.: Wisconsin Statute Sections 48.396
 115.792 115.812(2)
 118.125 118.126
 118.127 118.51(8)
 118.52(10) 146.81 – 146.84
 252.04 252.15
 767.41(7) 938.396
 950.08(2w)

Chapter 19, Subchapter IV
Family Educational Rights and Privacy Act [20 U.S.C. Section 1232g, 34 C.F.R. Sec. 99]
Individuals with Disabilities Education Act [34 C.F.R. part 300]
Elementary and Secondary Education Act [20 U.S.C. § 7908]
National School Lunch Program
No Child Left Behind Act of 2001 (Section 9528)
Protection of Pupil Rights Provision of General Education Provisions Act
U.S.A. Patriot Act
Wisconsin Act 309

CROSS REF.: 347 – Student Records
 347 Rule (2) – Student Records Files
 347 Exhibit – Request to Disclose Directory Information
 823 – Access to Public Records
 (WI DPI Publication) - Student Records & Confidentiality
 Wisconsin Records Retention Schedule

APPROVED: November 11, 1974

REVISED: September 1985
 September 1993
 April 9, 2001
 September 9, 2002
 September 12, 2011
 September 8, 2014
 August 10, 2015
 TBD

522.3 EMPLOYEE MISCONDUCT REPORTING

Any employee who has engaged in specified misconduct shall be reported to the State Superintendent of Public Instruction. The Superintendent shall make such reports in accordance with state law and established procedures. If a report concerns the Superintendent, the Board President shall file the report.

LEGAL REF.: Section 115.31 Wisconsin Statutes

CROSS REF.: ~~522.3 Rule, Employee Misconduct Reporting Procedures~~
~~WREA Agreement~~
~~AFL-CIO Local 1075 Agreement (Lunch, Custodians and Maintenance)~~
~~AFL-CIO Local 95 Agreement (Office and Professional Employees)~~
~~Substitute Teachers' Agreement~~

APPROVED: January 14, 2002
TBD

522.3-RULE EMPLOYEE MISCONDUCT REPORTING PROCEDURES

A licensed employee shall be reported to the State Superintendent of Public Instruction if he/she:

1. has been charged with a crime against children, a felony with a maximum prison term of at least five years or a crime in which the victim was a child;
2. has been convicted of a crime described in (1) or of fourth degree sexual assault;
3. has been dismissed by the District, or his/her contract *is not* ~~has been non-renewed~~, based in whole or in part on evidence that the employee engaged in immoral conduct. For purposes of state law, "immoral conduct" means conduct or behavior that is contrary to commonly accepted moral or ethical standards and that endangers the health, safety, welfare or education of any student and includes the intentional use of District equipment to download, view, solicit, seek, display, or distribute pornographic material; assisting a school employee, contractor, or agent to obtain a new job in a school or with a local educational agency if the individual knows or has a reasonable suspicion to believe that the school employee, contractor, or agent committed a sex offense and the victim was a minor or a pupil. It is not immoral conduct if any of the following apply: a) the assistance is the transmittal of administrative or personnel files; b) the information the individual knows or that is the basis of the individual's suspicion has been properly reported to law enforcement and law enforcement has closed any resulting case or investigation without a conviction; or
4. has resigned and the Superintendent (or Board President if applicable) has reasonable suspicion that the resignation relates to the employee having engaged in immoral conduct. If the employee has been requested to resign by the superintendent, and immoral conduct is suspected, the superintendent will inform the employee that he/she has a duty to report the resignation to the State Superintendent.

Any non-licensed school district employee who is convicted of a crime described in item (1) above or of fourth degree sexual assault shall be reported to the State Superintendent.

Reports will be made within 15 days after the Superintendent (or Board President if applicable) becomes aware of the charge, conviction, dismissal, non-renewal or resignation. When a report is made to the State Superintendent, the report must include a complete copy of the licensed employee's personnel file and all records related to any investigation of the licensee conducted by or on behalf of the District. The employee who is the subject of a report will be given a copy of the report.

LEGAL REF.: Section 115.31 Wisconsin Statutes

CROSS REF.: ~~WREA Agreement~~
~~AFL-CIO Local 1075 Agreement (Lunch, Custodians and Maintenance)~~
~~AFL-CIO Local 95 Agreement (Office and Professional Employees)~~
~~Substitute Teachers' Agreement~~

APPROVED: January 14, 2002
TBD

~~343.4 COURSE OPTIONS PROGRAM~~

~~Resident Students Attending Individual Courses in Other Educational Institutions~~

~~Any student enrolled full-time in a public school in the District may apply to take a course(s) in another educational institution under the “Course Options” program in accordance with state law. A student may attend no more than two courses at the same time in another educational institution under this program.~~

~~The District shall deny a resident student’s application to attend a course(s) in another educational institution under the “Course Options” program if:~~

- ~~1. The student’s application was not submitted in the manner and within the time limits established by state law;~~
- ~~2. The course conflicts with the student’s individualized education program (IEP);~~
- ~~3. The course does not conform to or support the student’s formal academic and career plan, if the student has developed any such plan; or~~
- ~~4. The course does not satisfy a high school graduation requirement.~~

~~Course Options application forms should be submitted to the Course Options Coordinator located at the District office who will, in turn, involve any other relevant personnel to process the application. A decision concerning the acceptance or denial of an application will be made in collaboration with the Building Principal after consideration of the application.~~

~~Excluding any personal use items, if any books or other necessary materials are required for the course but not provided by the educational institution that is offering the course, the District will pay in accordance with the requirements set out in State Statutes. Books, materials, and equipment purchased by the school district must be returned to the District upon completion of the course unless other arrangements are made. If a student intends to keep the books, materials or equipment, or loses, damages, or destroys them, the District’s policy on return of books and equipment applies, and students will be responsible to pay for any books, materials and equipment paid for by the District.~~

~~To the extent required by any state law or by the Department of Public Instruction (DPI) regulation or DPI procedure, the District shall process the “Course Options” application of any nonresident student whose primary school enrollment and attendance is within the public schools of the District as though the student were a resident student seeking to take a course outside the District. In other words, in any situation where the District is required to fulfill the requirements of a resident school district under the “Course Options” program, the District shall do so.~~

~~Entrance Requirements for Students Applying to Attend Educational Institution~~

~~Students are responsible to meet any entrance and prerequisite requirements for the institution to which they are applying to attend under Course Options. This includes the scheduling and payment for any necessary placement testing and/or transcripts.~~

Dropping/Withdrawing from Course Options Courses

Students who applied and have indicated their intent to participate in a Course Options course are expected to attend and adhere to all requirements of the course. If a student withdraws from the course during the first seven (7) instructional days of the term at the school they enrolled in through Course Options, the student will receive a “W” on his/her high school transcript. After day seven (7) of the term at the school in which the student enrolls through Course Options, a student who drops the course will receive a grade of “F” on his/her high school transcript unless there are extenuating circumstances determined by the administration.

After the first seven (7) days of the Lincoln High School trimester, a student who withdraws/drops out of a Course Options course will return to Lincoln and be placed in a study hall. The student will not be able to add a class at Lincoln High School or earn high school credit for the time they would have been in the Course Options course.

Transfer of Credit

Students may transfer in a maximum equivalent of 3.0 Lincoln High School credits. Each 1.0 credit that is earned at an institution of higher education will be counted and transfer in as .25 of high school credit.

Credits earned at a recognized and accredited public or private high school may be accepted as recorded by said school. Religion courses are generally not accepted.

In order to receive credit for the coursework, it is the student’s responsibility to provide an official transcript from the educational institution they attended under Course Options. The transcript is to be received by the high school within two weeks of course completion, or a grade of “F” will be posted on the student’s high school transcript, and no credit will transfer in.

Nonresident Students Attending Individual Courses in the District

Nonresident public school students residing within the State of Wisconsin may apply to take a course(s) in the District under the “Course Options” program in accordance with state law and established procedures. Students may attend no more than two courses at the same time in the District and/or in any other educational institution under the “Course Options” program. The District will deny any application that is not submitted in the manner and within the time limits established under state law and applicable District procedures.

Course Options application forms from nonresident students should be directed to the Course Options Coordinator located at the District office. The Building Principal of the school at which a student has applied to take a course will be involved in reviewing any Course Options applications which pertain to their school. A determination to accept or deny the application will be made in accordance with the same criteria used for making course related eligibility decisions for students who are District residents (e.g., space availability in the course, meeting course prerequisites, academic requirements, conduct related requirements, etc.). Preference shall, however, be given for attendance in a course to any otherwise eligible student whose primary school enrollment and attendance is within the public schools of the District, then to applicants under the Course Options program, and then to residents of the District who are otherwise entitled to apply to take the course under state law or under any Board policy. If the District receives more student applications to

~~attend a course than there are spaces available, determination of which students to accept shall be made on a random basis in accordance with established procedures.~~

~~A nonresident student shall not be permitted to take a 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 his/her expulsion. Other conduct related criteria that the District would apply to determine the course eligibility of a resident student shall also be applied to nonresident student applications.~~

~~The District shall provide equal opportunities for students with disabilities to attend courses in the District under the "Course Options" program. However, if a question arises as to possible course accommodations or modifications for a student with a disability, or as to the District's ability to implement the student's IEP, the District shall contact the student's parent or guardian and involve representatives of the school(s) responsible for the IEP to the extent necessary and appropriate.~~

~~Nonresident students attending courses in the District will have all of the rights and privileges of similarly situated resident students and will be subject to the same policies and rules as similarly situated resident students, except that the District shall not charge to or receive from the student any payment other than the payment that the student's resident school district makes to the District pursuant to state law.~~

Provisions Applicable to All Students Seeking to Attend Courses Under This Policy

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

~~Following the District's initial acceptance of any course application(s) under this policy, the parent or guardian must provide timely written notice to the District confirming the student's intent to attend the specific course(s). If this confirming notice is not received by the District prior to the date the course is scheduled to begin, the student will not be permitted to attend the course under this policy.~~

~~LEGAL REF.: Wisconsin State Statutes Sections
118.13, 118.145(4), 118.52, 118.53, 118.55~~

~~CROSS REF.: 343.3 Rule Procedures for Handling Course Applications Through Course
Options Program~~

~~APPROVED: November 10, 2014~~

~~REVISED: April 13, 2015~~

~~343.4 RULE PROCEDURES FOR HANDLING COURSE APPLICATIONS
THROUGH COURSE OPTIONS PROGRAM~~

~~A. Definitions~~

For purposes of these procedures implementing the “Course Options” program within the District, the following definitions apply:

- ~~1. **District** means the Wisconsin Rapids School District.~~
- ~~2. **Educational Institution** includes a public school in a nonresident school district, the University of Wisconsin System, a technical college, a nonprofit institution of higher education, a tribal college, a charter school, and any nonprofit organization that has been approved by the Wisconsin Department of Public Instruction (DPI).~~
- ~~3. **Resident School District** means the school district in which the student who is taking a course or making a course application resides for purposes of determining school attendance.~~
- ~~4. **District Student** means a student whose primary school enrollment and attendance is within the public schools of the District (including, for example, all full-time students of the District and all students who are attending school in the District under full-time open enrollment).~~
- ~~5. **Resident Student** means a public school student for whom the District is required to fulfill the requirements of the resident school district under the “Course Options” program when the student is seeking to take a course outside the District.~~
- ~~6. **Nonresident Student** means a public school student who does not reside in the District and who is permitted by law to apply to take a course in the District under the “Course Options” program.~~

~~B. Resident Student Applications to Take Courses Outside the District~~

- ~~1. Students who are seeking to take a course outside of the District under the “Course Options” program shall use the DPI approved application form and shall initially submit the application form to the educational institution that is offering the course in the time period required by the institution. The educational institution offering the course is responsible for forwarding a copy of the application to the District central office, but the District recommends that the applicant contact the District to confirm that the District has, in fact, received a copy of the application.~~
- ~~2. Upon receipt of a copy of a resident student’s application to attend a course(s) in another educational institution under the “Course Options” law, the Course Options Coordinator shall forward the application to the Building Principal for review and action. For students with disabilities who have an Individualized Educational Plan (IEP), a staff person with sufficient knowledge of the requirements of the student’s IEP shall be involved in processing the course application(s).~~
- ~~3. All applications received shall be reviewed using the criteria outlined in Board policy.
 - ~~a. If the student’s application was not submitted in the manner and within the time limits established by state law, it shall be denied.~~~~

- b. ~~If the course application is from a student with a disability who has an IEP, the application shall be reviewed with the IEP to determine whether the student's attendance in the course would result in a denial of a free appropriate public education (FAPE) as defined with reference to the IEP, or otherwise conflict with the goals, placement, or other material provisions within the IEP. The course application shall be denied if it conflicts with the student's IEP.~~
 - c. ~~If the course does not conform to or support the student's formal academic and career plan, if the student has developed any such plan, the course application shall be denied.~~
 - d. ~~If the course does not satisfy a high school graduation requirement, the course application shall be denied.~~
4. ~~If the application is denied, the applicant's parent or guardian and the educational institution to which the application was made shall be notified, in writing, that the application has been denied. This notification shall be made no later than one week prior to the date the course is scheduled to commence and shall include the reason(s) for the denial and notify the parent or guardian of the applicant's right to appeal the denial to the DPI.~~
 5. ~~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 specific course(s). If this confirming notice is not received by the District prior to the date the course is scheduled to begin, the student will not be permitted to attend the course under the "Course Options" program. Parents/students will acknowledge (by signature) their understanding of the Course Options process and any potential effects on the student's educational outcome as a result of participating in the Course Options program.~~

C. ~~Nonresident Student Applications to Take Courses in the District~~

1. ~~The parent or guardian of a nonresident student who wishes to take a course(s) in a public school in the District shall submit the DPI-approved application form to the District. The application shall specify the course that the student wishes to take and may specify the school(s) at which the student wishes to take the course. The District will deny the application if it is submitted less than six weeks prior to the date the course is scheduled to commence.~~
2. ~~The District shall promptly send a copy of the application to the student's resident school district, along with a request that the resident school district immediately send the District a copy of the student's relevant education records, including applicable disciplinary records.~~
3. ~~Upon receipt of the application, it will also be forwarded internally to the Building Principal, who will be responsible for reviewing and acting on the course application. All applications shall be reviewed and acted upon using the criteria outlined in Board policy. If the District receives more registration/applications for a course from students who are otherwise eligible to attend the course than there are spaces available, the District shall give preference in attending the course to students in the following priority order:~~

~~**First Priority:** District students, who shall be approved to attend the course on a rolling basis pursuant to the District's regular course registration procedures.~~

~~**Second Priority:** Nonresident public school students who have applied to attend courses at the District under the Course Options program shall have their application reviewed next. If there are more applications than spaces available, the determination of who will be approved shall be made on a random basis. The random process will be conducted by numbering each eligible application and placing the application numbers in a container, and conducting a blind drawing. The random selection process shall be conducted in the presence of at least two staff members.~~

~~If there is still space in the course for additional students, consideration will then be given to students who, although not District students, are residents of the District and are otherwise entitled to apply to take the course under state law or under any applicable Board policy, including resident private school students and District residents attending home-based private education programs who apply to attend the course under any part-time public school attendance option established by state law, and provided that the District has received the student's application or registration request at least six weeks prior to the date the course is scheduled to begin. If there are more applications than spaces available, the determination of who will be approved shall be made on a random basis. The random process will be conducted by numbering each eligible application and placing the application numbers in a container, and conducting a blind drawing. The random selection process shall be conducted in the presence of at least two staff members.~~

- ~~4. Not earlier than the District processes each group of applications as identified above, and no later than one week prior to the date the course is scheduled to commence, the District shall notify the applicant and any relevant resident school board, in writing, of whether the application has been accepted or denied. If accepted, the acceptance shall identify the school at which the student may attend the course. The acceptance applies only for the following semester, school year, or other session in which the course is offered. If the application is denied, the notice shall include the reason for the denial. If it is a Course Options application being denied, notification will also be provided of an applicant's right to appeal the denial to the DPI.~~
- ~~5. 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 specific course(s). If this confirming notice is not received by the District prior to the date the course is scheduled to begin, the student will not be permitted to attend the course under the "Course Options" program.~~

~~**D. Appeals of Course Denial Decisions**~~

~~The parent or guardian of any student whose Course Options application was denied by the District may appeal the decision to the DPI within 30 days of notification of denial from the District.~~

~~LEGAL REF.: Wisconsin State Statutes Sections
118.13, 118.145(4), 118.52, 118.53, 118.55~~

~~CROSS REF.: 343.4 Course Options Program~~

~~APPROVED: November 10, 2014~~

NOTE: ENTIRE POLICY TO BE DELETED

342.8 YOUTH OPTIONS PROGRAM

The Wisconsin Rapids Public Schools shall administer the Youth Options Program in accordance with state law and regulations. The Director of Pupil Services shall be responsible for administering the Youth Options Program. Students in grades 11 and 12 may participate in the Youth Options Program. This program provides eligible students an opportunity to take courses at technical colleges and institutions of higher education while in high school. Students interested in participating shall inform the Wisconsin Rapids Public Schools of their intention to take post secondary courses under this program, prior to enrollment in the course(s) and within designated timelines. Timelines for notifying the school board of the intention to participate in the Youth Options Program are by March 1 for the fall semester, and October 1 for the spring semester.

The Board shall determine whether a course taken through the Youth Options Program is comparable to a course offered in the District, whether it satisfies graduation requirements and what, if any, high school credits will be awarded to the student.

Courses taken as part of the Youth Options Program shall be paid for as follows

1. If the course is taken for high school credit and the course is not comparable to a course offered in the District, the Board shall pay the tuition and fees for the course.
2. If the course is taken for post secondary credit only or the course taken is comparable to a course offered in the District, the student shall pay the tuition and fees for the course.
3. If the student attending courses at a technical college under this program is a child with a disability, the Board shall also pay the costs of any special services required for the student as determined jointly by the District and technical college. The District may refuse to permit a child with a disability to attend a technical college under this program if it determines that the cost to the District would impose an undue financial burden on the District.
4. The District shall pay for no more than the equivalent of 18 post secondary semester credits (4 ½ high school credits) per student. The District shall not, however, limit the number of post secondary semester credits a student may take at his/her own expense. §118.55(7t)(a)
5. The District will pay only for the courses that are successfully completed. If a student receives a failing grade in a course or fails to complete the course, the student's parent/guardian or the student, if an adult, is responsible for reimbursing the Wisconsin Rapids Public Schools for payment of the tuition and fees paid by the District. If this reimbursement is not made, the student on whose behalf the payment was made is ineligible for any further participation in the Youth Options Program. §118.55(7t)(e) and § 118.55(7r)(a)(5)
6. The District is responsible for tuition, course fees, and books. (§118.55(5), (6), and (7r) Wisconsin Statutes and Article X, Section 3) However, books and equipment purchased by the school district must be returned to the District upon completion of the course unless other arrangements are made. If a student intends to keep the books or equipment, or loses, damages, or destroys them, the District's policy on return of books and equipment applies.
7. Students participating in the Youth Options Program shall be responsible for providing their own transportation to and from post secondary courses under this program. The student must also pay for incidental fees (activity pass, fines) and for equipment, tools, and supplies that will become property of the student.

All 9th, 10th, and 11th grade students enrolled in the Wisconsin Rapids Public Schools shall be informed of the Youth Options program annually.

Legal Reference: 2003 Wisconsin Act 131
 Sections 118.55 (5), (6), (7r), and (7t), Wisconsin Statutes and Article X
 Section 3 of the Wisconsin Constitution
 Wisconsin Statutes as amended by 2003 Assembly Bill 183

Cross Reference:

APPROVED: September 13, 2004

343.45 TECHNICAL COLLEGE COURSE PROGRAM (“START COLLEGE NOW”)**PURPOSE**

The School District of Wisconsin Rapids supports providing quality educational opportunities to ensure District students graduate college and career ready. Consistent with state law, high school students in the 11th and 12th grade who meet the eligibility requirements defined in applicable statutes, regulations and District policies, and who submit timely and complete applications and notices, may be permitted to enroll in one or more nonsectarian courses at a technical college through the technical college “Start College Now” (SCN) Program.

DEFINITIONS

- A. Comparable Course. A comparable course means all of the following:
 - a. The high school course is offered during the period of time after the student notifies the Board of his or her intention to participate in the Start College Now Program under Wisconsin law and prior to the student’s graduation.
 - b. The high school course is available for enrollment.
 - c. The high school course content, as determined by curriculum guides, expectations, goals, scope and sequence, is equivalent to the content of the postsecondary course as determined by the postsecondary course syllabus, if available, and course description.
- B. Credit. A unit of measure given for the successful completion of a course of study as defined in Board of Education policy.
- C. Good Academic Standing. For purposes of this policy, good academic standing shall mean a cumulative high school grade point average of at least 2.5 (or the equivalent) at the time of the determination. Exceptions to this expectation may be granted at the discretion of the Administration.
- D. Start College Now Program. The Start College Now Program shall refer to the Technical College Course Program authorized under the Wisconsin Statutes.
- E. Successfully Completed or Successful Completion. For purposes of this policy, successfully completed or successful completion shall mean a student has completed the course with a passing grade.
- F. Term. For purposes of this policy, term shall mean either a semester or a trimester, as applicable.

IMPLEMENTATION

- A. The Superintendent of Schools or his/her designee shall establish administrative procedures for the administration of the Start College Now Program, which shall include, but not be limited to:
 - a. Student eligibility for the program;
 - b. Guidelines for determining a student’s good academic standing; and
 - c. To the extent not adequately addressed by state statutes or regulations, guidelines for determining whether a course that a student wishes to take through the SCN Program is eligible for high school credit and/or is comparable to a course offered by the District.
 - d. Ensure that the District appropriately processes requests/applications related to the SCN Program; and
 - e. Except for refusal of permission to take a course that is based on an undue financial burden, determining whether the District will approve individual applications and pay for specific courses based on the criteria established in state law, any applicable state regulations and applicable District policies and procedures.
- B. While the District may refuse to allow a student with a disability to attend a technical college through the Start College Now Program if the costs related to any special services required for the student would impose an undue financial burden on the District, the determination of an undue financial burden shall be made by the Superintendent of Schools or his/her designee.

RESPONSIBILITY FOR COSTS AND LIMITATIONS ON DISTRICT PAYMENTS

- A. To the extent required by state law, the District shall pay the costs associated with students' enrollment in a technical college under this policy if the course is taken for high school credit and the course is not comparable to a course offered in the District.
- B. Limitations on the District's responsibility for payment include the following:
 - a. The District shall pay only such tuition, fees and course materials costs as are required by law.
 - b. If the District is required to pay the technical college for the cost of a book or similar resource that is not a one-time use item, the student may be required to return the resource(s) to the District upon completion of the course.
 - c. The District shall pay for no more than the equivalent of a combined total of 18 postsecondary semester credits per student for any courses that are taken through the Start College Now Program or the Early College Credit Program. Courses that the District paid for under the former Youth Options Program and/or Course Options Program count toward this credit limit.
 - d. The District shall only pay for courses that are successfully completed. If a student receives a failing grade in a course or fails to complete the course, the student's parent or guardian, or the student if over the age of 18, is responsible for reimbursing the District for the tuition, fees and other costs paid by the District. If this reimbursement is not made upon request, the student is ineligible for any further participation in the Start College Now Program and the Early College Credit Program.
- C. Unless otherwise required by law, the District is not responsible for providing transportation to technical college courses taken under this policy or paying for transportation-related costs.

NOTICE

- A. Information about the Start College Now Program shall be provided to high school students annually by October 1. Start College Now Program information shall also be included in the high school course description book and student expectations handbook.
- B. The District shall not discriminate in admission to any school, class, program or activity on the basis of sex, age, race, religion, color, national origin, ancestry, creed, pregnancy, marital status, parental status, homelessness, sexual orientation, gender identity, gender expression, physical, mental, emotional or learning disability/handicap, or any other legally-protected status or classification. Discrimination complaints shall be processed in accordance with established complaint procedures.

LEGAL REF: Sections 38.12(14) Wisconsin Statutes
 115.385(4)
 118.15(1)(b)
 118.15(1)(d)
 118.153(1)(a)
 118.33
 118.55
 118.57
 PI 40, Wisconsin Administrative Code

CROSS REF.: 343.45 Rule – Start College Now Program Procedures
 343.6 – Early College Credit Program
 343.6 Rule – Early College Credit Program Procedures
 345.5 – Graduation Requirements

APPROVED: **TBD**

**343.45 RULE TECHNICAL COLLEGE COURSE PROGRAM
("START COLLEGE NOW") PROCEDURES****ELIGIBILITY TO ATTEND INDIVIDUAL COURSES AT TECHNICAL COLLEGES**

- A. In addition to meeting any other applicable eligibility requirements, a student who wishes to enroll in a course through a technical college under the Start College Now (SCN) Program must:
 - a. Submit all required notices, parent permissions (if student is under 18) and college applications on a timely basis;
 - b. Have successfully completed 10th grade in accordance with District policy by the end of the high school term in which the student gives notice of his/her intent to take a technical college course;
 - c. Not be a child at risk of not graduating from high school, as defined by state law; and
 - d. Be in good academic standing within the District. Exceptions to this expectation may be granted at the discretion of the Administration.
- B. A technical college district board may deny a high school student admission to the technical college or registration in a specific course for any of the reasons provided in state law, including the technical college's determination that the student has an unacceptable record of disciplinary problems. To the extent consistent with student records laws and the District's student records policies and procedures, the District will certify student disciplinary information that is necessary for completing and processing a student's application to enroll in and take a course at a technical college under the Start College Now Program.
- C. A student who is participating in the Start College Now Program may attend only one technical college in any postsecondary semester.
- D. A student who is participating in the Start College Now Program in any postsecondary semester may not simultaneously participate in the Early College Credit Program.
- E. The District may refuse to allow a student with a disability to attend a technical college through the Start College Now Program if the costs related to any special services required for the student would impose an undue financial burden on the District.
- F. Students in home-based private educational programs, residents of the District who are private school students, and nonresident students who are participating in the part-time open enrollment program are not eligible to participate in the Start College Now Program through the District, even if they are taking or have taken individual courses in a District high school.

COURSE APPLICATION PROCESS

- A. Any District student interested in attending individual courses at a technical college under the Start College Now Program must complete all of the following to start the application process:
 - a. Students must notify their high school counselor of the student's intention to participate in the Start College Now Program by completing the appropriate form.
 - i. This notification shall subsequently be submitted to the Director of Curriculum & Instruction for final approval.
 - ii. A separate notification form must be completed and processed for each postsecondary semester that a student applies to participate in the Start College Now Program.
 - iii. This notification must be made by March 1 for fall postsecondary semester courses and by October 1 for spring postsecondary semester courses.
 - b. Students must apply to a technical college during the school term prior to enrollment in the technical college.

- c. If the student who intends to take a technical college course is a minor, student's parent or guardian must provide signed permission for the student to participate in the Start College Now Program.
- B. As soon as such information is available, the student shall further notify their high school counselor if the student has been:
 - a. Admitted to the technical college to which the student applied;
 - b. Successfully enrolled in and registered to attend individual courses; and
 - c. If any of the course information provided on the initial notification has changed.
- C. Students are required to cooperate with the District in providing any information that may be necessary to determine their eligibility for the Start College Now Program and process individual course requests.
- D. Upon receiving a student's written notification of intent to participate in the Start College Now Program, the high school counselor shall process the student's request, including determining the following:
 - a. Whether a student meets the minimum eligibility criteria for participation in the Start College Now Program;
 - b. Whether the student will be eligible to receive high school credit for the successful completion of a proposed course and, if so, how much high school credit;
 - c. Whether the proposed course is comparable to a course already offered in the District; and
 - d. Whether the proposed course and any resulting credit meets any of the District's high school graduation requirements.
- E. The District shall notify the student's parent or guardian, or the student if age 18 or older, of the District's determination regarding approval/credit status of postsecondary coursework and the right to appeal a negative determination made by the District to the State Superintendent of Public Instruction.
 - a. Provided that none of the course information submitted on the student's initial notice of intent has changed, such notice shall normally be issued by May 15 for initial notices that were received by March 1 for fall courses, and by November 15 for initial notices that were received by October 1 for spring courses.
 - b. If the District determines that it is impractical to provide notice of the District's course-related determinations in the regular timeframe identified immediately above, such notice shall, at a minimum, be issued at least 30 days before the beginning of the technical college semester in which the student will be enrolled for the course(s).

SATISFACTION OF GRADUATION REQUIREMENTS AND AWARDING HIGH SCHOOL CREDIT FOR TECHNICAL COLLEGE COURSES

- A. The determination of whether a course satisfies a high school graduation requirement shall be made with reference to District policies that set forth such requirements and by applying the standards and guidelines that the District applies to its own course offerings and to courses that are submitted for a similar assessment by students who are transferring into the District.
- B. Pending the development of any new state regulations applicable to the Start College Now Program that address the granting of high school credit for a course taken at a technical college under this policy, or the adoption of other specific local standards for such credit determinations, the District shall apply the mandatory and discretionary standards for granting credit that are found in PI 40.07(1) of the Wisconsin Administrative Code, as such standards were in effect as of December 31, 2017.
 - a. The District may deny high school credit for a technical college course if any of the following apply:

- i. The District offers a comparable course. Although a student may still elect to take a technical college course that the District has determined is comparable to a District course, the District is not responsible for paying any portions of the costs related to such a course.
 - ii. The course repeats the course content for which a student has already received a passing grade and high school credit.
 - iii. The course repeats the content of a postsecondary course that the student has already taken and failed.
 - b. If credit is not denied for any of the reasons identified above, the District will grant high school credit for a technical college course if the course meets any of the District's high school graduation requirements, as identified in District policies, and if any of the following conditions apply:
 - i. The course is complementary to, consistent with or expands on a course of study or sequence of courses offered by the District.
 - ii. The course expands an opportunity for the student to move to another level of an academic or vocational course of study.
 - iii. The course curriculum meets or exceeds the same standards for rigor and content as other courses approved by, but not offered by, the District for credit toward graduation.
 - iv. The postsecondary course supports rather than prevents a student from completing high school graduation requirements.
- C. In order for a student to receive high school credit for a course taken at a technical college under the Start College Now Program, the student must complete the course and receive a passing grade, as determined by the technical college. It is the responsibility of the parent or guardian of a student, or the student if age 18 or older, to notify the District if they do not enroll and attend a Start College Now course for which they were approved to participate in. Additionally, it is the responsibility of the student to provide an official transcript of the grade received for the course, or to confirm with the high school registrar that the school has received grading information directly from the technical college.
- D. If students withdraw from the postsecondary course within one week of the start of the course, they will be rescheduled for the appropriate high school courses, and no record of the postsecondary course will appear on the high school transcript. From the second week through the sixth week of the course, students may withdraw with no record of the postsecondary course on a high school transcript, but may not be able to reschedule a high school class to take its place. If students withdraw from the postsecondary course after the sixth week, the course will appear on the high school transcript and will show a grade of Withdraw/Failing.
- E. To the extent required by state regulations, or to the extent the District does not adopt a different rule for any course-credit conversions that are not addressed by state regulations, a student shall be granted $\frac{1}{4}$ high school credit per 1 postsecondary semester of conversion-eligible postsecondary credit for a course taken under the Start College Now Program.

APPEALS OF DISTRICT DECISIONS

If a parent or guardian of a student, or the student if age 18 or older, who has submitted an application under the Start College Now Program disagrees with the decision of the high school counselor regarding comparability of courses, satisfaction of high school graduation requirements, or the number of high school credits to be awarded, the determination letter will inform the party of their right to appeal a negative determination made by the District to the State Superintendent of Public Instruction. In order to work collaboratively with the parent/guardian to seek a timely and amicable resolution, the District requests an appeal first to the Superintendent of Schools prior to submitting an appeal to the State Superintendent of Public Instruction.

LEGAL REF: Sections 38.12(14) Wisconsin Statutes
 115.385(4)
 118.15(1)(b)
 118.15(1)(d)
 118.153(1)(a)
 118.33
 118.55
 118.57
 120.12(17)
 PI 40, Wisconsin Administrative Code

CROSS REF.: 343.46 – Early College Credit Program
 343.46 Rule – Early College Credit Program Procedures
 345.5 – Graduation Requirements

APPROVED: **TBD**

343.46 EARLY COLLEGE CREDIT PROGRAM

PURPOSE

The School District of Wisconsin Rapids supports providing quality educational opportunities to ensure District students graduate college and career ready. Consistent with state law, high school students who meet the eligibility requirements defined in applicable statutes, regulations and District policies, and who submit timely and complete applications and notices, may be permitted to enroll in one or more nonsectarian courses at an institution of higher education through the Early College Credit Program (ECCP).

DEFINITIONS

- A. Comparable Course. A comparable course means all of the following:
 - a. The high school course is offered during the period of time after the student notifies the Board of his or her intention to participate in the Early College Credit Program under Wisconsin law and prior to the student’s graduation.
 - b. The high school course is available for enrollment.
 - c. The high school course content, as determined by curriculum guides, expectations, goals, scope and sequence, is equivalent to the content of the postsecondary course as determined by the postsecondary course syllabus, if available, and course description.
- B. Credit. A unit of measure given for the successful completion of a course of study as defined in Board of Education policy.
- C. Early College Credit Program. A program under Wisconsin law that allows Wisconsin public and private high school students to take one or more courses at an institution of higher education for high school and/or college credit.
- D. Institution of Higher Education (IHE). Institution of higher education shall refer to an institution within the University of Wisconsin System, a tribally controlled college, or a private, nonprofit institution of higher education located in Wisconsin.
- E. Successfully Completed or Successful Completion. For purposes of this policy, successfully completed or successful completion shall mean a student has completed the course with a passing grade.
- F. Term. For purposes of this policy, term shall mean either a semester or a trimester, as applicable.

IMPLEMENTATION

- A. The Superintendent of Schools or his/her designee shall establish administrative procedures for the administration of the Early College Credit Program, which shall include, but not be limited to:
 - a. Student eligibility for the program;
 - b. Guidelines for determining a student’s good academic standing; and
 - c. To the extent not adequately addressed by state statutes or regulations, guidelines for determining whether a course that a student wishes to take through the ECCP is eligible for high school credit and/or is comparable to a course offered by the District.
 - d. Ensure that the District appropriately processes requests/applications related to the ECCP; and
 - e. Determines whether the District will approve individual applications and pay for specific courses based upon the criteria established in state law, any applicable state regulations and applicable District policies and procedures.
- B. Limitations on the District’s responsibility for payment include the following:
 - a. If a student takes a course at an IHE that is comparable to a course offered in the District, the District will make no payment for the course. Instead, the student taking the

comparable course, or the student's parent or guardian, is responsible for paying the tuition and fees for the course.

- b. The District shall pay only such tuition, fees and course materials costs as are required by law. If the District is required to pay the IHE for the cost of a book or similar resource that is not a one-time use item, the student may be required to return the resource(s) to the District upon completion of the course.
- c. Dual enrollment postsecondary program offerings by the District are exempt from counting towards the ECCP credit limit.
- d. The District shall pay for no more than the equivalent of a combined total of 18 postsecondary semester credits per student for any courses that are taken through the Technical College Course Program ("Start College Now") or the Early College Credit Program. Courses that the District paid for under the former Youth Options Program and/or Course Options Program count toward this credit limit. However, the limitation on total paid credits does not prohibit a student from:
 - i. Taking other courses through a postsecondary institution where the District has authorized the coursework under a separate program or separate source of authority; or
 - ii. Taking other District-approved high school courses, outside of the specific state programs, that may result in eligibility for postsecondary credit(s).
- e. The District shall only pay for courses that are successfully completed. If a student receives a failing grade in a course or fails to complete the course, the student's parent or guardian or the student, if over the age of 18, is responsible for reimbursing the District for the costs paid by the District. If this reimbursement is not made upon request, the student shall be ineligible for any further participation in the Start College Now Program and the Early College Credit Program.

C. Recovery of Tuition Paid by District for Courses Taken at IHE for Postsecondary Credit Only. If a student takes a course at an IHE for postsecondary credit only, and the course is not comparable to a course offered in the District, the student or the student's parent or guardian shall pay to the District 25% of the tuition amount that the District is required to pay to the IHE, unless such 25% payment is determined to pose an undue financial burden on the student's family under standards and procedures set by the Department of Public Instruction. If applicable to a course and not waived pursuant to state law, the following provisions further govern the timing and method for making the 25% payment to the District:

- a. The student or his/her parent or guardian may make payment for such courses online through the parent portal of the District's student information system. A small convenience fee is applied for each transaction.
- b. In addition to making payments online, payments can be made via cash, check or money order. Payments can be received during normal school hours in the main office of the building where the student attends school in the District.
- c. The District charges a fee for each check that is returned or denied payment by a financial institution. After a check is returned or denied payment, the District may refuse to accept payment by personal check in the future.
- d. Unless the District's Business accounting office has agreed in writing to a different plan of scheduled payments, payment is due in full within 30 days of the date on which the District provides the student (or student's parent or guardian) with notification of the specific amount due. If a family wishes to arrange a payment plan, the family shall submit a request to the School office before the start of the course(s). If the District receives any payment from the student or the student's parent or guardian as a share of tuition, and it is later determined that the District is not responsible for paying tuition for the course, or if the amount received as payment exceeds the amount of the student's

actual payment obligation, the District shall refund the appropriate amount to the student or his/her parent or guardian.

- D. In order for a student to avoid a payment obligation (where applicable) for a course taken through the ECCP, it is the sole responsibility of the student and his/her parent or guardian to ensure that the student withdraws from the course prior to the applicable IHE's withdrawal deadline so that the IHE will not charge the District any tuition for the course.
- E. If students withdraw from the postsecondary course within one week of the start of the course, they will be rescheduled for the appropriate high school courses, and no record of the postsecondary course will appear on the high school transcript. From the second week through the sixth week of the course, students may withdraw with no record of the postsecondary course on a high school transcript, but may not be able to reschedule a high school class to take its place. If students withdraw from the postsecondary course after the sixth week, the course will appear on the high school transcript and will show a grade of Withdraw/Failing.
- F. Unless otherwise required by law, the District is not responsible for providing transportation to IHE courses taken under this policy or paying for transportation-related costs.

NOTICE

- A. Information about the Early College Credit Program shall be provided to high school students annually by October 1. Early College Credit Program information shall also be included in the high school course description book and student expectations handbook.
- B. The District shall not discriminate in admission to any school, class, program or activity on the basis of sex, age, race, religion, color, national origin, ancestry, creed, pregnancy, marital status, parental status, homelessness, sexual orientation, gender identity, gender expression, physical, mental, emotional or learning disability/handicap, or any other legally-protected status or classification. Discrimination complaints shall be processed in accordance with established complaint procedures.

LEGAL REF: Sections 38.12(14) Wisconsin Statutes
115.385(4)
118.15(1)(b)
118.15(1)(d)
118.153(1)(a)
118.33
118.55
118.57
120.12(17)
PI 40, Wisconsin Administrative Code

CROSS REF.: 343.45 – Start College Now Program
343.45 Rule – Start College Now Program Procedures
343.46 Rule – Early College Credit Program Procedures
345.5 – Graduation Requirements

APPROVED: **TBD**

343.46 RULE EARLY COLLEGE CREDIT PROGRAM PROCEDURES

ELIGIBILITY TO ATTEND INDIVIDUAL COURSES AT INSTITUTIONS OF HIGHER EDUCATION (IHE)

- A. In addition to meeting any other applicable eligibility requirements, a student who wishes to enroll in a course through an IHE under the Early College Credit Program (ECCP) must:
 - a. Submit all required notices, parent permissions (if student is under 18) and college applications on a timely basis; and
 - b. Be enrolled as a high school student.
- B. An IHE may deny a high school student admission to the IHE or registration in a specific course at the IHE for any of the reasons provided by law.
- C. A student participating in the Early College Credit Program may attend only one IHE in any postsecondary semester.
- D. A student who is participating in the Early College Credit Program in any postsecondary semester may not simultaneously participate in the Start College Now Program.

COURSE APPLICATION PROCESS

- A. Any District student interested in attending individual courses at an IHE under the Early College Credit Program must complete all of the following to start the application process:
 - a. A student must notify their high school counselor of the student's intention to participate in the Early College Credit Program by completing the appropriate form.
 - i. This notification shall subsequently be submitted to the Director of Curriculum & Instruction for final approval.
 - ii. In addition to any other required information, the initial notice must indicate whether the student intends to take the course(s) for high school credit, postsecondary credit or both.
 - iii. A separate notification form must be completed and processed for each postsecondary semester that a student applies to participate in the Early College Credit Program.
 - iv. This notification must be made by March 1 for summer and fall postsecondary semester courses and by October 1 for spring postsecondary semester courses.
 - b. Students must apply to an IHE during the school term prior to enrollment in the IHE.
 - c. If the student who intends to take an IHE course is under the age of 18, student's parent or guardian must provide signed permission for the student to participate in the ECCP.
- B. As soon as such information is available, the student shall further notify their high school counselor if the student has been:
 - a. Admitted to the IHE to which the student applied;
 - b. Successfully enrolled in and registered to attend individual courses; and
 - c. If any of the course information provided on the initial notification has changed.
- C. Students are required to cooperate with the District in providing any information that may be necessary to determine their eligibility for the ECCP and process individual course requests.
- D. Upon receiving a student's written notification of intent to participate in the ECCP, the high school counselor shall process the student's request, including determining the following:
 - a. Whether a student meets the minimum eligibility criteria for participation in the Program;
 - b. Whether the student will be eligible to receive high school credit for the successful completion of a proposed course and, if so, how much high school credit;
 - c. Whether a proposed course is comparable to a course already offered in the District; and
 - d. Whether the proposed course and any resulting credit meets any of the District's high school graduation requirements.

- E. The District shall notify the student's parent or guardian, or the student if age 18 or older, of the District's determination regarding approval/credit status of postsecondary coursework and the right to appeal a negative determination made by the District to the State Superintendent of Public Instruction.
 - a. Provided that none of the course information submitted on the student's initial notice of intent has changed, such notice shall normally be issued by May 15 for initial notices that were received by March 1 for summer and fall courses, and by November 15 for initial notices that were received by October 1 for spring courses.
 - b. If the District determines that it is impractical to provide notice of the District's course-related determinations in the regular timeframe identified immediately above, such notice shall, at a minimum, be issued at least 30 days before the beginning of the IHE semester in which the student will be enrolled for the course(s).

SATISFACTION OF GRADUATION REQUIREMENTS AND AWARDING HIGH SCHOOL CREDIT FOR IHE COURSES

- A. The determination of whether a course satisfies a high school graduation requirement shall be made with reference to District policies that set forth such requirements and by applying the standards and guidelines that the District applies to its own course offerings and to courses that are submitted for a similar assessment by students who are transferring into the District.
- B. Pending the development of any new state regulations applicable to the Early College Credit Program that address the granting of high school credit for a course taken at an IHE under this policy, or the adoption of other specific local standards for such credit determinations, the District shall apply the mandatory and discretionary standards for granting credit that are found in PI 40.07(1) of the Wisconsin Administrative Code, as such standards were in effect as of December 31, 2017.
 - a. The District may deny high school credit for an IHE course if any of the following apply:
 - i. The District offers a comparable course. Although a student may still elect to take an IHE course that the District has determined is comparable to a District course, the District is not responsible for paying any portions of the costs related to such a course.
 - ii. The course repeats the course content for which a student has already received a passing grade and high school credit.
 - iii. The course repeats the content of a postsecondary course that the student has already taken and failed.
 - b. If credit is not denied for any of the reasons identified above, the District will grant high school credit for an IHE course if the course meets any of the District's high school graduation requirements, as identified in District policies, and if any of the following conditions apply:
 - i. The course is complementary to, consistent with or expands on a course of study or sequence of courses offered by the District.
 - ii. The course expands an opportunity for the student to move to another level of an academic or vocational course of study.
 - iii. The course curriculum meets or exceeds the same standards for rigor and content as other courses approved by, but not offered by, the District for credit toward graduation.
 - iv. The postsecondary course supports rather than prevents a student from completing high school graduation requirements.
- C. In order for a student to receive high school credit for a course taken at an IHE under the Early College Credit Program, the student must complete the course and receive a passing grade, as determined by the IHE. It is the responsibility of the parent or guardian of a student, or the

student if age 18 or older, to notify the District if they do not enroll and attend an ECCP course for which they were approved to participate in. Additionally, it is the responsibility of the student to provide an official transcript of the grade received for the course, or to confirm with the high school registrar that the school has received grading information directly from the IHE.

- D. To the extent required by state regulations, or to the extent the District does not adopt a different rule for any course-credit conversions that are not addressed by state regulations, a student shall be granted $\frac{1}{4}$ high school credit per 1 postsecondary semester of conversion-eligible postsecondary credit for a course taken under the ECCP.

APPEALS OF DISTRICT DECISIONS

If a parent or guardian of a student, or the student if age 18 or older, who has submitted an application under the Early College Credit Program disagrees with the decision of the high school counselor regarding comparability of courses, satisfaction of high school graduation requirements, or the number of high school credits to be awarded, the determination letter will inform the party of their right to appeal a negative determination made by the District to the State Superintendent of Public Instruction. In order to work collaboratively with the parent/guardian to seek a timely and amicable resolution, the District requests an appeal first to the Superintendent of Schools prior to submitting an appeal to the State Superintendent of Public Instruction.

LEGAL REF: Sections 38.12(14) Wisconsin Statutes
115.385(4)
118.15(1)(b)
118.15(1)(d)
118.153(1)(a)
118.33
118.55
118.57
120.12(17)
PI 40, Wisconsin Administrative Code

CROSS REF.: 343.45 – Start College Now Program
343.45 Rule – Start College Now Program Procedures
343.46 – Early College Credit Program
345.5 – Graduation Requirements

APPROVED: **TBD**

424 **PARTICIPATION OF NON-PUBLIC SCHOOL STUDENTS IN DISTRICT PROGRAMS AND DISTRICT SERVICES ACTIVITIES**

Resident private high school students and resident or non-resident K-12 home-schooled students wishing to take up to two courses in one semester in the District shall apply, in writing, to the principal of the public school they desire to attend. The application form (to be obtained from the principal) shall include the name of the course(s) requested, and be submitted ~~at least six weeks prior to the beginning of the course to be processed at the same time as other course requests~~ **no earlier than six weeks before the date the course is scheduled to start, and no later than one week before the date the course is scheduled to start.**

Approval of the students' requests shall be based upon the following criteria:

1. A private school student may participate in all courses or programs that are specifically mandated by federal law (examples include Title I and special education services as defined by IDEA **and ESSA** for services offered to private schools). **Non-public school students who are residents of the District may participate in other programs or services as required by law; for example, summer school programs or certain services for students with disabilities.**
2. The public school class and/or program requested is not at the maximum number of students for that grade level, and/or space is available without overcrowding the existing class and/or program as determined by the principal and/or program director.
3. The student must be academically qualified and meet the course requirements. A number of factors may be considered to determine whether a student is academically qualified and able to meet course requirements, including but not limited to: age of student, developmental readiness, prior retentions and academic performance, social/emotional development, maturity level, and attendance. A testing requirement may also be included as a component to determine eligibility for participation. **In evaluating a student's eligibility to take a course under these procedures, the District may ask the parent/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/guardian may be the only person who has access to such information.**
4. **Non-public school students 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. 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.**
4. The student and/or parent/guardian ~~agrees to~~ **will** abide by public school rules and regulations, and pay all applicable fees. A student who is repeatedly absent, truant, or continually breaking school rules will have their enrollment in the course(s) revoked. The student is only to be on the public school premises during the time that the class is in session, unless the building principal gives permission in certain instances.
5. ~~Participation will not be allowed in co-curricular activities, dual credit offerings, or the youth apprenticeship programs.~~ **A home-schooled student who is a resident of the District may participate in District interscholastic athletics and co-curricular activities on the same basis and to the same**

extent that it permits pupils enrolled in the school district to participate. Participation in athletics will be in accordance with Wisconsin Interscholastic Athletic Association (WIAA) rules and regulations. The home-based educational program in which the pupil is enrolled will provide the school board with a written statement that the pupil meets the school board's requirements for participation in interscholastic athletics based on age and academic and disciplinary records. No person shall provide a false statement under this paragraph.

6. Transportation of the non-public school student shall not be the responsibility of the District.

As to any course where there are more otherwise eligible students interested in taking the course than there are spaces available, students will be placed according to the following priority:

- First Priority: Students whose primary school enrollment and attendance is within the District's public schools, including full-time students of the District and nonresident students who are attending schools in the District under full-time open enrollment.
- Second Priority: 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.
- Third Priority: Student 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 a course under state law or under any applicable Board policy.

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

No later than one week prior to the date the course is scheduled to begin, the District shall notify the applicant's parent/guardian whether the application has been approved or denied. For applications submitted one week prior to the date the course is scheduled to begin, notice will be given as soon as practicable. When applications have been approved, parents/guardians 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 approval and the applicant will not be permitted to attend the course(s).

Testing

Resident home-schooled students may, upon written request to the Director of Instruction, participate in the District's and/or State achievement testing. A fee will be charged for each test administered. Testing is to occur at school at the same time as the student's peer group is being tested.

The School District of Wisconsin Rapids does not discriminate in the participation of any school or class, program or activity or in facilities usage on the basis of gender, race, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, gender identity, gender expression, physical, mental, emotional, or learning disability or handicap. Discrimination complaints should be placed in writing and directed to the building principal.

LEGAL REF.: Sections 118.04 Wisconsin Statutes
118.13

118.133
118.145(1)(4)
118.165(1)(d)
118.53
~~2013 Wisconsin Act 20, Section 1828~~

CROSS REF.: 411 - Discrimination, Harassment & Bullying Prevention *Student Non-Discrimination and Anti-Harassment*
422 – Admission of Nonresident Pupils
423 – Public School Open Enrollment
423 Rule – Procedures for Processing Public School Open Enrollment Applications
425 – Part-Time Open Enrollment

ADOPTED: October 12, 1977

REVISED: December, 1980
August, 1987
September, 1989
January 8, 1990
June 3, 1999
August 13, 2001
June 17, 2002
January 12, 2015
TBD

ATTACHMENT M
PSC - 11/5/2018

WRAMS 2018-19			
Area	Assignment	%	Proposed
Annual	Head	5	
Annual	Assistant	3	
Art Club	Head	3	
Band - 8th Grade	Head	2	
Band - 7th Grade	Head	2	
Band - 6th Grade	Head	2	
Jazz Band	Head	2	
Orchestra	Head	2	
Chorus	Head	2	
Show Choir	Head	2	
FBLA	Head	4	
FCCLA	Head	4	
Forensics	Head	4	
Forensics	Assistant	2	
WEB	Head	2	5
WEB	Head	2	5
Student Council	Head	5	
Student Council	Assistant	3	
Engineering Club	Head	1	
Engineering Club	Head	1	
Engineering Club	Head	1	
Engineering Club	Head	1	
Engineering Club	Head	1	
Engineering Club	Head	1	
Archery Club	Head	2	
Homework Club	Head	2	
Homework Club	Head	2	
Homework Club	Head	2	
Homework Club	Head	2	
Homework Club	Head	2	
Visions and Voices	Head	0	1

TOTAL	69	76
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Lincoln High School 2018-19			
Area	Assignment	%	Proposed
Annual	Head	7	
Annual	Assistant	5	
Art Club	Head	3	
Art Services	Head	2	
Band	Head	5	
Band	Assistant	2	
Marching Band	Head	5	
Pep Band	Head	5	
Jazz Ensemble	Head	5	
Orchestra	Head	5	
Chamber Player/Mariachi	Head	5	
Chamber Jazz Singers	Head	5	
Choir	Head	2	
Musical (Vocal)	Head	2	
Musical (Instrumental)	Head	2	
Drama (Theatrical Prod)	Head	5	
Drama (Theatrical Prod)	Assistant	3	
Thespians (Drama Club)	Head	5	
Literary Magazine	Head	3	
Literary Magazine	Head	3	
DECA/FBLA	Head	5	
DECA/FBLA	Head	5	
DECA/FBLA	Head	5	
FCCLA	Head	5	
Forensics	Head	10	
Forensics	Assistant	3	
Link Crew	Head	5	
Link Crew	Head	5	
Student Council	Head	5	
Student Council	Head	5	
SkillsUSA	Head	5	
Business Education School Store	Head	3	
FFA	Head	5	
HOSA	Head	5	
Key Club	Head	2	
Prom Advisory	Head	2	
Letterwinners	Head	2	
Mock Trial	Head	3	
National Honor Society	Head	2	

TOTAL	161	161
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OPEN ENROLLMENT/66.030 INFORMATION FOR 2018-2019 SCHOOL YEAR
 Anticipated OE Amunt Per K-12 Student = \$7379.00; Per 4K Student = \$4427.00

Attachment N
 PSC Meeting - 11/5/2018

District	Applications Received April 2018		Alternative Exception Apps. Received 2018		2018-2019 New Attending				Continuing from 17-18		Total Open Enrolled 2018-2019						
	In	Out	In	Out	In		Out		In	Out	Open Enrolled In	66.03 In Virtual & 4K			Open Enrolled Out	66.030 Out 4K	
					4K	K-12	4K	K-12				In	In	K-12		Out	4K
Adams-Friendship	-	-	1	1	1	-	-	-	1	4	1	5	-	2	2	-	-
Almond-Bancroft	-	-	2	-	-	2	-	-	-	2	-	4	-	1	-	-	-
Amherst	-	-	-	-	-	-	-	-	-	-	-	-	-	4	-	-	-
Appleton (Virtual)	2	10	-	-	-	-	-	-	-	3	-	-	-	-	3	-	-
Auburndale	1	6	1	3	1	1	1	8	1	18	3	-	1	27	-	-	-
DC Everest	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-
Eau Claire	-	-	7	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Grantsburg (Virtual)	-	-	-	3	-	-	-	1	-	2	-	-	-	-	3	-	-
Kenosha	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Marshfield	-	6	-	2	-	-	3	5	-	-	-	-	-	2	8	-	-
McFarland (Virtual)	-	9	-	10	-	-	-	4	-	7	-	-	-	-	11	-	-
Medford	-	3	-	2	-	-	-	2	-	3	-	-	-	-	5	-	-
Merrill	-	5	-	-	-	-	-	1	-	1	-	-	-	-	1	-	-
Necedah	-	-	-	-	-	-	-	-	-	-	-	2	14	-	-	-	-
Nekoosa	24	11	6	14	3	22	1	15	37	33	62	3	3	49	4	-	-
Northern Ozaukee	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Pittsville	-	4	-	-	5	-	1	7	-	19	-	-	-	-	27	-	-
Port Edwards	11	17	4	5	-	9	1	10	43	54	52	2	10	65	6	-	-
Siren	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Spencer	-	-	-	-	-	-	-	-	-	-	-	1	2	-	-	-	-
Stevens Point	3	21	8	8	3	7	11	14	13	19	23	5	54	44	-	-	-
Sturgeon Bay	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Tomorrow River	-	5	-	-	-	-	2	2	-	7	-	-	-	11	-	-	-
Tri-County	-	1	1	-	-	1	-	1	4	4	5	1	2	5	-	-	-
Waukesha	-	5	-	2	-	-	-	3	-	4	-	-	-	7	-	-	-
Wautoma	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-
Wauwatosa	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Westfield	-	-	-	-	-	-	-	-	-	-	-	-	2	-	-	-	-
Wisconsin Dells	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Totals	47	105	30	56	8	42	20	74	104	174	154	14	99	268	10	0	0
											267			278			
											Ins	4K	22	\$4,427.00		\$97,394.00	
												K-12	245	\$7,379.00		\$1,807,855.00	
											Total Revenue In					\$1,905,249.00	
											Outs	4K	30	\$4,427.00		\$132,810.00	
												K-12	248	\$7,379.00		\$1,829,992.00	
											Total Revenue Out					\$1,962,802.00	
											Revenue Difference					-\$57,553.00	