



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

April 6, 2015

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. Retirements
 - B. Resignations
- IV. Policy Review and Approval
 - A. Policy 345.51 - Graduation Requirements as of 2005
 - B. Policy 345.5 - Graduation Requirements
 - C. Policy 345.51 Exhibit - Graduation Requirement Flow Chart
 - D. Policy 345.52 - Early Graduation
 - E. Policy 420 Rule - Guidelines for Admission of Transfer Students
 - F. Policy 420 - School Admissions
 - G. Policy 343.4 - Course Options Program
 - H. Policy 412 - Full-Time Students
- V. Updates and Reviews
 - A. Substitute Teacher Compensation
 - B. Supplemental Pay for Professional Staff Employees
- VI. Consent Agenda
- VII. 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.



Wisconsin Rapids Board of Education
Personnel Services Committee

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BACKGROUND

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

April 6, 2015

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. Retirements

The administration recommends approval of the following support staff retirements:

Christopher Strope Location: East Junior High School
Position: Custodian (8 hrs/day)
Effective Date: June 30, 2015
Date of Hire: October 25, 1994

Rae Ann Boston Location: East Junior High School
Position: IMC Aide (7 hrs/day)
Effective Date: June 4, 2015
Date of Hire: December 2, 1991

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

Debra Bohn Location: Lincoln High School
Position: Library Aide (7 hrs/day)
Effective: June 4, 2015
Date of Hire: September 16, 1991

B. Resignations

The administration recommends approval of the following professional staff resignations:

Bridget Miller Location: Washington Elementary School
Position: Grade 1 (1.0 FTE – Leave of Absence 2014-15)
Effective: June 5, 2015
Date of Hire: August 22, 2001

Amy Pearl Location: THINK Academy
Position: Teacher – Grade 2 (1.0 FTE)
Effective: June 5, 2015
Date of Hire: August 28, 2002

The administration recommends approval of the following support staff resignation:

Jessi Billington Location: Grove Elementary School
Position: Noon Aide (1.5 hrs/day)
Effective: March 27, 2015
Date of Hire: September 29, 2014

IV. Policy Review and Approval

A. Policy 345.51 - Graduation Requirements as of 2005

This policy was reviewed and approved for first reading at the regular Education Services Committee meeting on March 2, 2015. The administration recommends approval of Policy 345.51 - Graduation Requirements as of 2005 for second reading. (*Attachment A*)

B. Policy 345.5 - Graduation Requirements

This policy was reviewed and approved for first reading at the regular Education Services Committee meeting on March 2, 2015. The administration recommends approval of Policy 345.5 - Graduation Requirements for second reading. (*Attachment B*)

C. Policy 345.51 Exhibit - Graduation Requirement Flow Chart

This policy was reviewed and approved for first reading at the regular Education Services Committee meeting on March 2, 2015. The administration recommends approval of Policy 345.51 Exhibit - Graduation Requirement Flow Chart for second reading. (*Attachment C*)

D. Policy 345.52 - Early Graduation

This policy was reviewed and approved for first reading at the regular Education Services Committee meeting on March 2, 2015. The administration recommends approval of Policy 345.52 - Early Graduation for second reading. (*Attachment D*)

E. Policy 420 Rule - Guidelines for Admission of Transfer Students

This policy was reviewed and approved for first reading at the regular Education Services Committee meeting on March 2, 2015. The administration recommends approval of Policy 420 Rule - Guidelines for Admission of Transfer Students for second reading. (*Attachment E*)

F. Policy 420 - School Admissions

This policy was reviewed and approved for first reading at the regular Education Services Committee meeting on March 2, 2015. The administration recommends approval of Policy 420 - School Admissions for second reading. (*Attachment F*)

G. Policy 343.4 - Course Options Program

This policy was reviewed and approved for first reading at the regular Education Services Committee meeting on March 2, 2015. The administration recommends approval of Policy 343.4 - Course Options Program for second reading. (*Attachment G*)

H. Policy 412 - Full-Time Students

This policy was reviewed and approved for first reading at the regular Education Services Committee meeting on March 2, 2015. The administration recommends approval of Policy 412 - Full-Time Students for second reading. (*Attachment H*)

V. Updates & Reviews

A. Substitute Teacher Compensation

The Committee will review substitute teacher compensation information and discuss potential adjustments.

B. Supplemental Pay for Professional Staff Employees

The Committee will discuss supplemental pay options for professional staff employees.

VI. 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.

VII. Adjournment

345.51 GRADUATION REQUIREMENTS AS OF 2005

2001 Wisconsin Act 109 (the budget repair bill) calls for a two-year delay in the administration of the High School Graduation Test.

In order to be eligible for a high school diploma after September 1, 2005, from the Wisconsin Rapids Public School District, students must meet the following graduation requirements:

1. Students must earn ~~24~~ 22.5 credits ~~to if attending graduate from~~ Lincoln High School, and ~~20~~ 21.5 credits ~~if attending to graduate from~~ River Cities High School in grades 9-12, and pass the sub-tests of language arts, mathematics, science, and social studies on the High School Graduation Test. This criterion does not apply if the student has been excused from taking the examination as provided by law. Students who have completed goals on the IEP or ~~SEC~~ Section 504 Plan, ~~or~~ completed individual English as a Second Language goals, completed goals on a Differentiated Plan through the Gifted and Talented program, or completed the requirements of the High School Equivalency Diploma (HSED) at River Cities High School, may also be awarded a diploma.
2. If a student has not taken the High School Graduation Test or has not met the credit requirement described above, 12 diploma points must be earned for graduation. Parental Notification will be required to earn the diploma points. Diploma points will be awarded in the following areas: ~~the following academic performance criteria will apply:~~

| CRITERIA | FACTOR | POINTS |
|--|--|---|
| HSGT | Passed sub-tests | Three diploma points may be earned in each content area (mathematics, science, English/language arts, social studies) in which the student "meets" or "exceeds" the state high school graduation test standard. |
| Total GPA at the end of 6 semesters of at least 2.0 or higher | Four diploma points may be earned for an accumulated grade point average of 2.0 or higher in all courses taken at the 9-12 level | Four |
| Completed Remedial Computer Program | Three diploma points may be earned in each content area (mathematics, science, reading language, social studies) for completion of the individualized computer program approved and established by the School District. (An example of this would be the PLATO program that now exists.) | Three points each in each completed area |
| Tutoring | Two diploma points may be earned in a documented, recognized peer-adult tutoring program approved by the high school administration | Two |
| Passed Summer School Course in failed area | Two diploma points may be earned for each WRPSD summer school course passed in failed area. | Two |
| Language Arts Performance Tasks | Two diploma points may be earned for a score of Basic in 9 of the 13 areas represented on the grades 9-11 Language Arts Performance Tasks. | Two |
| WKCE (Tenth Grade State Test) | One diploma point may be earned in each content area that was failed on the HSGT (mathematics, science, reading language, social studies) in which the student scores Basic or higher | One to four points |
| 22.5 credits (LHS) or 20 credits (RCHS) earned at the end of high school | One diploma point may be earned for 22.5/20 or more credits earned at the end of high school | One |
| Volunteer Work (9-12) | One diploma point may be earned for 60 hours of documented, recognized community service approved by the LHS Student Volunteer Community Service Program | One |
| 11 th Grade Writing Assessment | One diploma point may be earned for a score which meets the District writing standard | One |

- ~~✓—Passed Summer School Course (failed area).~~
- ~~✓—Passed Regular Year Course (failed area).~~
- ~~✓—Tenth Grade WKCE (Score of Basic in failed area).~~
- ~~✓—11th Grade Writing Assessment (Pre, post holistic score growth).~~

3. ~~Teachers may also provide recommendations **for graduation** based upon the student's academic performance. The teacher recommendations will be facilitated through a Student Study Team process. The Student Study Team will consist of a building principal, school psychologist, parent, counselor, and teacher(s) working closely with the student.~~

~~Recommendations for graduation will be based on, but not limited to, the following considerations:~~

- ~~4 Prior retentions~~
- ~~4 Social/emotional behavioral issues~~
- ~~4 Learning disabilities~~
- ~~4 Attendance~~
- ~~4 Cultural and linguistic differences~~
- ~~4 Availability of support services~~
- ~~4 Alternative programs available to the student~~
- ~~4 Student's attitude~~
- ~~4 Parent's input~~
- ~~4 Academic performance~~
- ~~4 Extra-curricular activity involvement~~

2. ***In order to graduate from Wisconsin Rapids Public Schools, a student must earn the following credits in grades 9-12: (beginning with the class of 2017)***

| | |
|---------------------------------|---|
| <u>English</u> | <u>4.0 credits</u> |
| <u>Mathematics</u> | <u>3.0 credits</u> |
| <u>Science</u> | <u>3.0 credits</u> |
| <u>Social Studies</u> | <u>3.0 credits</u> |
| <u>Physical Education</u> | <u>1.5 credits</u> |
| <u>Health</u> | <u>.5 credits</u> |
| <u>IT Fundamentals I</u> | <u>.5 credits (beginning with the class of 2018)</u> |
| <u>Financial Literacy</u> | <u>.5 credits</u> |
| <u>Electives - Lincoln</u> | <u>8.5 credits (8.0 beginning with the class of 2018)</u> |
| <u>Electives - River Cities</u> | <u>6.0 credits (5.5 beginning with the class of 2018)</u> |

3. ***Students transferring from non-accredited schools must attend the full senior year in Wisconsin Rapids Public Schools in order to obtain a diploma.***

4. ***Students will be enrolled in a class or participating in an activity approved by the School Board during each class period of each day unless the pupil is enrolled in an alternative education program as defined by Wis. Stat. 115.28(7)(e)(1), or has exhibited a high level of maturity and personal responsibility referenced in Wis. Stat. 118.33(1)(b) and as determined by building procedures.***

4-5. Exceptions to these requirements are outlined below:

- a. Students may be eligible for early graduation in accordance with ~~established procedures~~ **Board Policy 345.52.**
- b. Students transferring from another school system who have completed four or more semesters of course work and have made normal progress toward graduation will have their credit requirements determined by the high school principal and counseling staff. All other such transfer students will meet regular District credit requirements.
- c. Students transferring into the District from a home-based private educational program may be eligible for a high school diploma if they have met the District credit requirements, ~~the High School Graduation Test score requirement described above or its alternative~~ and have successfully

completed at least the final three semesters in full-time study at Lincoln High School their full senior year in Wisconsin Rapids Public Schools.

d. The high school principal may provide other accommodations for students with special education or English as a Second Language needs or requirements determine eligibility for a diploma for students who have demonstrated a level of proficiency in required credited subjects (Wisc. Stat. 118.33(d)(2)).

~~5- 6.~~ The high school principal shall be responsible for ensuring that students meet the requirements necessary for high school graduation. Decisions related to requirements, graduation, or participation in the graduation ceremony is the responsibility of the high school principal. Accommodations may be made for students with exceptional educational interests, needs or requirements in accordance with established guidelines.

~~6- 7.~~ No student will participate in the graduation exercise that has not successfully completed the graduation requirements of the District. Participation in the graduation ceremony is a privilege. Students must comply with the established building procedures to participate. Students and their parents/guardians shall be kept informed of the students' graduation status at regularly scheduled intervals.

~~8.~~ Any appeal of the decision made not to award a diploma would be made to the Superintendent of Schools.

~~7.~~ Accommodations to these requirements may be made for students with special education or English as a Second Language needs or requirements consistent with state law and established District policies and requirements.

~~8- 9.~~ The Superintendent (or his/her designee) shall be responsible for the general supervision and management of the graduation of students under this policy.

The Superintendent (or his/her designee) shall develop, review, and recommend policies so that the schools of the District can help prepare students to satisfy the criteria in this policy and otherwise implement this policy.

The Superintendent (or his/her designee) shall develop practices and procedures to inform students and parents/guardians of the policy requirements and to inform students and parents/guardians of the academic progress of students.

10. The School District of Wisconsin Rapids does not discriminate 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.

Legal references:

| Wisconsin Statutes: | Administrative Code |
|---|---|
| <u>115.28</u> <u>Alternative Education Program</u> | PI8 School District Standards |
| 115.77(bg) Children with Disabilities | PI9 Pupil Nondiscrimination |
| 115.915 School Age Parent | PI11 Children With Exceptional Educational Needs |
| 115.97 Bilingual-bicultural Education Programs | <u>Disabilities</u> |
| 118.15 Compulsory School Attendance | PI13 Bilingual-Bicultural Programs <u>Limited English</u> |
| 118.153 Children At-Risk | <u>Proficient Pupils</u> |
| 118.30 Pupil Assessment | PI16 Testing LEP or EEN Pupils in the 8 th & 10 th Grades |
| 118.33 High School Standards: Criteria for Promotion | PI18 High School Graduation Standards |
| 118.35 Gifted & Talented Programs | PI19 <u>Education for</u> School Age Parents |
| 120.12(22) Advanced Placement Examinations | PI25 Children At-Risk <u>Plans and Program</u> |
| 112.02 <u>121.02</u> School District Standards | PI40 Youth Options Programs |

CROSS REFERENCES: ~~Policy 345.5~~ Graduation Requirements
345.52 – Early Graduation

420 Rule – Guidelines for Transfer Students

APPROVED:

July 9, 2001

REVISED:

November 11, 2002

January, 2004

TBD

ENTIRE POLICY INTEGRATED/COMBINED WITH Policy 345.51
(345.51 and 345.51 Exhibit to be deleted)

345.5 GRADUATION REQUIREMENTS

In order to graduate from Lincoln High School, a student must earn a minimum of 22.5 credits in grades 9-12, including the following credits:

| | |
|-----------------------|-------------|
| — English | 4.0 credits |
| — Mathematics | 2.0 credits |
| — Science | 2.0 credits |
| — Social Studies | 3.0 credits |
| — Physical Education | 1.5 credits |
| — Health | 0.5 credits |
| — Math or Science | |
| — or Computer Science | 0.5 credits |
| — Electives | 9.0 credits |

~~Credit toward graduation will be granted in other programs as defined and detailed in state law.~~

~~Students transferring from non-accredited schools must attend the full senior year at Lincoln High School in order to obtain a Lincoln High School diploma.~~

~~Junior high school 9th grade credits are combined with 10-12 grade credits and counted toward high school graduation.~~

~~The following credits should be earned in grade 9:~~

| | |
|----------------------|------------|
| — English | 1.0 credit |
| — Mathematics | 1.0 credit |
| — Science | 1.0 credit |
| — Social Studies | 0.5 credit |
| — Health (optional) | 0.5 credit |
| — Physical Education | 0.5 credit |
| — (optional) | |

~~Regarding students with 1.5 or more required credit deficiencies during 9th grade, the administrators from the junior high and high school will determine the 9th grader's proper placement for the following school year. If agreement cannot be reached, students satisfactorily completing 2.5 or more required credits will make up credit deficiencies at Lincoln High School. The age of the student will not be a factor in terms of his or her retention or promotion from junior high school.~~

~~In meeting the criteria above, the following requirements apply:~~

- ~~1. Physical education courses must be taken in I—II—III sequence. Upon completion of the sequence, students may elect to take additional physical education classes as elective credit.~~
- ~~2. Students will be enrolled in a class or participating in an activity approved by the School Board during each class period of each day.~~
- ~~3. All students in grades 9-12 are required to carry a minimum of 5.5 credits per year.~~

~~The high school principal shall be responsible for ensuring that students meet the requirements necessary for high school graduation. Decisions related to requirements, graduation, or participation in the graduation ceremony, is the responsibility of the high school principal. Accommodations may be made for students with exceptional educational interests, needs or requirements in accordance with established guidelines.~~

Additional Criteria

~~By Sept. 1, 2004, each school board shall develop a written policy specifying criteria for granting a high school diploma that are in addition to the credit requirements listed in section 118.33 (1)(a) of the statutes. The criteria shall include the student's academic performance, and the recommendations of teachers.~~

~~LEGAL REF.: Sections 115.92 Wisconsin Statutes
118.153
118.33
118.33(1)(f) amended through the 2001 Wisconsin Act 109
118.37 amended through the 2003 Wisconsin Act 33
120.12(17)
120.44
121.02(1)(p)
PI 18, Wisconsin Administrative Code
PI 40~~

~~CROSS REF.: 420 Rule Guidelines for Transfer Students~~

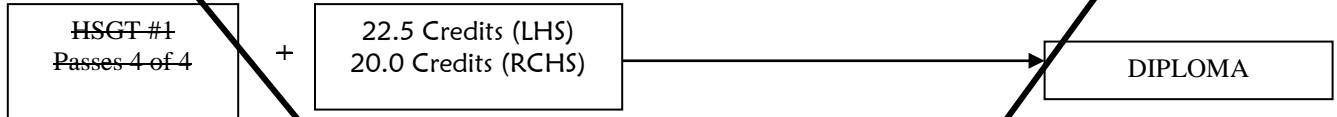
~~APPROVED: June 9, 1986~~

~~REVISED: April 9, 2001
November 11, 2002
January, 2004~~

345.51 EXHIBIT - GRADUATION REQUIREMENT FLOW CHART

One of the following options (A,B, or C) *Option A or B* must be successfully completed for graduation:

A)



ACADEMIC PERFORMANCE OPTIONS-CRITERIA

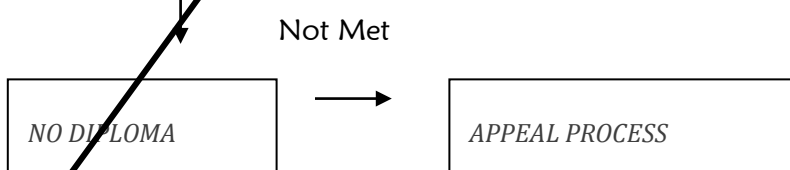
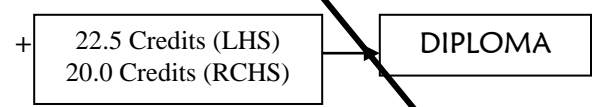
Students who have not passed one or more sub-tests of the HSGT or opted out of the HSGT may earn a diploma by successfully completing 12 POINTS from the following choices. 22.5 credits (LHS) or 20 credits (RCHS) must also be earned. Parental notification is required in this process.

| | |
|--|------------|
| HSGT: Passed sub-test(s) | 3 pts each |
| Cumulative GPA at end of 6 semesters of 2.0 or or higher | 4 pts |
| Complete Computer Program (failed area) | 3 pts each |
| Tutoring (failed area meets specific requirements) | 2 pts |
| Passed Summer School course (failed area) | 2 pts each |
| Passed Regular Year course (failed area) | |
| Language Arts Performance Task Assessment (meets specific requirements) | 2 pts |
| Tenth Grade WKCE (score of Basic in failed areas <i>Score of Basic in failed course area</i>) | 4 pts |
| Credits >P 22.5/20 at end of high school | 1 pt |
| Volunteer Work (documented 9-12) of a minimum of 60 hours | 1 pt |
| 11 th Grade Writing Test Assessment (meets District standard) (<i>Pre, post test holistic score growth of 1.0 or above</i>) | 1 pt |



STAFF EVALUATION TEAM

A Staff Evaluation Team will examine the student's academic performance *criteria* and develop a plan *make a recommendation for graduation.*



B)

Completion of IEP or Sec. 504 Plan or completion of individual English as a Second Language goals



DIPLOMA

C)

Parental Opt-out process is followed, 12 points are earned from the Academic Performance Options, and 22.5 (LHS) / 20 (RCHS) credits are earned.



DIPLOMA

***Policy 5123 - Promotion and Retention of Students** describes the factors used to determine retention for a student.

345.52 EARLY GRADUATION

Wisconsin Rapids Public Schools accepts a philosophy of education that recognizes the individual differences among students. It is recognized that the more schooling that a pupil receives, the greater their chances for a successful future. We also recognize that students learn and mature at widely differing rates. To this end, Lincoln High School (LHS) desires to maximize, and not minimize, a pupil's educational opportunities. For this reason, LHS will only permit early graduation following completion of the junior year or first ~~semester~~ **two terms** of the senior year dependent upon the following factors:

1. The building principal and high school counselor have granted permission following conferences with faculty members who have worked with the student. (Social and emotional factors are to be evaluated in addition to academic achievements.)
2. The parent/guardian and pupil demonstrate a feasible plan designed to satisfactorily fulfill the required courses for the diploma desired.
3. The parent/guardian and pupil presents a plan that outlines their future plans and how early graduation facilitates these plans.

The following procedure for obtaining approval for early graduation must be followed:

1. The pupil must discuss the early graduation possibilities with his/her school counselor.
2. The pupil must write a letter to the principal stating the following:
 - a) Request for early graduation to include the date of graduation.
 - b) Reasons for the request.
3. A parent or guardian must return the early graduation form to the principal stating support and approval of their pupil's early graduation request.
4. The principal and counselor will review the student's letter and parent form.
5. A conference will be held with a parent or guardian, the pupil, the principal, and the school counselor to discuss the request.
6. The principal's favorable recommendation will be based upon the following criteria: maturity, academic ability and progress, etc. Denial of the request will be completed in writing by the principal and a copy provided to the student and his/her parent or guardian.
7. Pupils wishing to graduate in May/June of their junior year are required to initiate this process in writing by October 1 of the junior year. Pupils wishing to graduate ~~in January~~ **after completion of two terms** of their senior year are required to initiate this process in writing by the end of the junior year (no later than June 5th). Special circumstances will be evaluated individually.

8. All approvals are made contingent upon required courses and credit requirement fulfillment. Upon credit requirement fulfillment, the student will be removed from the enrollment of Lincoln High School.
9. ~~No~~ Commencement exercises will be held in January only be held at the end of the academic year. However, a ~~January graduate~~ senior graduating after two terms will be permitted to participate in the regular spring commencement activities. A junior year graduate will graduate with current-year seniors and may participate in the graduation ceremony.
10. Class rank for students approved for early graduation will be finalized upon calculation of class rank for the entire graduating class utilizing the early graduate's grades at the time he/she leaves.
11. Pupils who graduate early will not be permitted to take part in any organized school activity except for those open to the general public. While visiting LHS they will be expected to follow all procedures required of other adults in the community. Early graduates may enroll in higher education classes at the university, colleges, or technical schools. All courses, fees, and financial obligations become the responsibility of the early graduate, not the Wisconsin Rapids Public Schools.
12. Final approval of an early graduation request is based on the following criteria being met:
 - a) 3.0 grade point average in the last two ~~semesters~~ terms of school (extenuating circumstances will be considered);
 - b) all graduation requirements fulfilled;
 - c) no truancy, attendance or discipline issues; and
 - d) evidence of a documented plan of action.

Failing to meet any of these factors will place the application in jeopardy.

CROSS REF: 345.5 – Graduation Requirements

APPROVED: May 13, 2013
TBD

420 RULE GUIDELINES FOR ADMISSION OF TRANSFER STUDENTS

Placement

1. All transfer students from out of district schools, private schools, or home-based private educational programs, are required to provide transcripts or other records evidencing their level of academic achievement, subjects completed, credits earned, and results of standardized testing.
 - a. At the time a student transfers to a school in this district from one outside the district, a request shall be made to the sending school district requesting all records on the student (~~cumulative records,~~ **progress records, behavioral records,** physical health records, ~~test scores,~~ etc.)
2. If such records are unavailable or incomplete, the District may administer standardized and or academic tests before making a placement decision. Such tests will insure that all transferring students are placed according to age, at a level commensurate with their ability, and where the best opportunity for successful learning can occur.
3. The grade placement shall be determined by the principal of the school to which the student would normally be assigned, or his/her designee.
4. Once a placement decision is made, a student is subject to a probationary period of 90 days. If school officials determine the placement needs to be revised, the school may make a placement revision at any time following notification of the parent/guardian.
5. In the event that there is an appeal on behalf of the student regarding the placement, the district appeal process must be followed. The appeal and supporting rationale shall be in written form and shall progress as follows until resolution is reached:
 - a. Building Principal
 - b. Director of Curriculum
 - c. Superintendent
 - d. Board of Education

Transfer of Credits and Graduation

If the placement is made at the ninth grade level or higher, school officials may allow equivalent courses toward high school graduation as long as the courses contain the same time allotment and substantially the same objectives as the courses required by law for graduation.

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.

Courses taken while in a home-based private educational program shall be recorded on the student's permanent record.

- a. Credits earned in a home-based private instructional program shall be recorded as satisfactory (home-based grades will not be recorded on the admitting high school transcripts). Grades and grade point averages from home-based instruction will not be used for class standing.

- b. In the event that the home-based student has attended a recognized and accredited public or private high school for single or multiple semesters or years, the credits earned at such school(s) may be accepted as recorded by said school.

LEGAL REF.: Sections 118.15(4) Wisconsin Statutes
 118.165(1)
 118.33

CROSS REF.: **345.5 – Graduation Requirements**

APPROVED: November 10, 1986

REVISED: August 13, 2001
 June 17, 2002
 TBD

420 SCHOOL ADMISSIONS

Children will be admitted to kindergarten or first grade who have attained minimum age specified in the law. Exceptions from routine admission may be made on the basis of established early admission standards.

It shall be the responsibility of the parent of each child entering the district to complete official registration forms prior to assignment by the principal to a grade or schedule of classes.

Students who have attended other school systems are required to provide a transcript of academic accomplishments at the previous school or the address from which this data may be secured. An official transcript is required in order to award transfer credits.

Children who apply for initial admission to the district's schools from non-public schools or from schools outside the district will be placed initially on the grade level they would have reached elsewhere pending their observation and evaluation by classroom teachers, guidance personnel and the school principal. After such observations and evaluations have been completed, the principal will determine the final grade placement of the children.

Each school principal shall be responsible for establishing students' residence at the time of admission, and annually thereafter, by recording the student's home address and reason for residing in the district.

Parents/guardians of students admitted to the district's elementary and or secondary schools shall present immunization records as required by law.

The Wisconsin Rapids Public Schools, in accordance with state law, is not required to enroll a student during the term of his/her expulsion from another school district.

The School District of Wisconsin Rapids does not discriminate in admissions to any school, class, program or activity or in facilities usage on the basis of gender, race, ~~color~~, 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 shall be processed in accordance with established procedures.

LEGAL REF.: Sections 118.13 Wisconsin Statutes
118.14
118.145
118.15
118.16
120.13(1)(f)
120.44
252.04
PI 9.03 (1), Wisconsin Administrative Code

CROSS REF.: 420-Rule, Guidelines for Transfer Students
421, Entrance Age
~~893, Relations with Private Schools and Home Based Private Educational Programs~~
~~Special Education Handbook~~

APPROVED: April 9, 1979

REVISED: September 12, 1988
November 11, 1991
August 13, 2001
February 11, 2008
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
TBD

412 FULL-TIME STUDENTS

A full-time student at the high school level (grades 9 through 12) shall be enrolled in four and one-half or more academic credits per year or be enrolled under the special student classification.

A full-time student at the junior high/middle school level (grades 6-8) shall be enrolled in five or more academic credits per year or be classified under the special student classification.

A full-time student at the elementary level shall be enrolled for the hours established as a regular school day.

Special Students

Students may have less than the minimum program if they are enrolled in an alternative program approved by the Board and supported by school district funds. Such students may include, but are not limited to: students with exceptional educational needs, children at risk, truants, school-age parents, homebound students and students who are excused from school attendance to participate in a program leading to high school graduation or high school equivalency.

Resident students attending public school in another school district under the full-time public school open enrollment law shall be considered full-time district students.

LEGAL REF.: Sections 121.004(5) and (7) Wisconsin Statutes
118.51

APPROVED: December, 1980

REVISED: August 13, 2001
TBD