

NOTICE

**SCHOOL DISTRICT OF NEW GLARUS
BOARD OF EDUCATION
POLICY, COMMUNICATION & ADVOCACY COMMITTEE
MONDAY, JUNE 10, 2019
HIGH SCHOOL CONFERENCE ROOM
6:15 PM**

AGENDA

- I. CALL MEETING TO ORDER - DEBRA FAIRBANKS
- II. POLICY 2420 - EDUCATION FOR EMPLOYMENT 3
- III. POLICY 3140 - TERMINATION, NON-RENEWAL, AND RESIGNATION 5
- IV. POLICY 5111 - ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS 8
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- VII. POLICY 7510 - USE OF DISTRICT FACILITIES 19
- VIII. POLICY 7510.01 - FACILITY USE FEE SCHEDULE 22
- IX. USE OF SCHOOL DISTRICT EQUIPMENT AND FURNITURE
- X. FACILITY USE ON WEDNESDAY NIGHTS AND SUNDAYS
- XI. ADJOURNMENT

POSTED :

NG HIGH SCHOOL
NG MIDDLE SCHOOL
NG ELEMENTARY SCHOOL
NG POST OFFICE
BANK OF NEW GLARUS
UB&T BANK OF NEW GLARUS
MARINE CREDIT UNION

PUSUANT TO APPLICABLE LAW, NOTICE IS HEREBY GIVEN THAT A QUORUM OR A MAJORITY OF THE NEW GLARUS SCHOOL DISTRICT COMMITTEE MEMBERS MAY ATTEND THIS MEETING. INFORMATION PRESENTED AT THIS MEETING MAY HELP FORM THE RATIONALE BEHIND FUTURE ACTIONS THAT MAY BE TAKEN BY THE NEW GLARUS SCHOOL DISTRICT BOARD. UPON REQUEST TO THE DISTRICT OFFICE, SUBMITTED TWENTY-FOUR (24) HOURS IN ADVANCE, THE DISTRICT SHALL MAKE REASONABLE ACCOMODATIONS INCLUDING THE PROVISION OF INFORMATIONAL MATERIAL IN AN ALTERNATIVE FORMAT FOR A DISABLE PERSON TO BE ABLE TO ATTEND THIS MEETING. THIS AGENDA IS PRELIMINARY AND MAY BE MODIFIED OR SUPPLEMENTED TO PROVIDE THE FINAL AGENDA AND NOTICE FOR THIS MEETING. THE FINAL AGENDA WILL BE POSTED AND DISTRIBUTED AS REQUIRED BY CHAPTER 19 OF THE WISCONSIN STATUTES.

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Book	Policy Manual
Section	Ready for Policy Committee
Title	NEW POLICY - EDUCATION FOR EMPLOYMENT
Code	po2420
Status	Policy Committee Review

2420 - EDUCATION FOR EMPLOYMENT

- A. The education for employment program provides career awareness for elementary grade levels by developing an understanding of the following:
1. Why people work;
 2. The kinds of conditions under which people work;
 3. The levels of training and education needed for work;
 4. Common expectations for employees in the workplace;
 5. How expectations at school are related to expectations in the world of work.
- B. Career exploration at the middle school grade levels includes developing an understanding of the continuum of careers across work environments, duties, and responsibilities and how a student's personal interests and skills relate to those careers. Career exploration may also include work-based learning experiences and career research identifying personal preferences in relation to occupations and careers students may pursue.
- C. Career planning and preparation at the high school grade levels, which shall include the following:
1. Conducting career research to identify personal preferences in relation to specific occupations.
 2. School-supervised, work-based learning experiences.
 3. Instruction in career decision making.
 4. Instruction that provides for the practical application of academic skills, applied technologies, economics, including entrepreneurship education and personal financial literacy.
 5. Student access to career and technical education programs, including programs at technical colleges.
 6. Student access to accurate national, regional, and State labor market information, including labor market supply and demand.
 7. Instruction and experience in developing and refining the skills and behaviors needed by students to obtain and retain employment.
- D. An education for employment program shall include a long-range plan approved by the Board and developed by a team of District staff and community stakeholders, which may include businesses, postsecondary education institutions, and workforce development organizations. The Board will annually review the plan and, if necessary, update the long-range plan and education for employment program under s. PI 26.03. This review shall evaluate student postsecondary outcomes. At the conclusion of the review, the Board shall prepare a report on the District's education for employment program. The report shall describe the education for employment program's current progress and future goals related to improving student postsecondary outcomes. The Board will publish its long-range plan and the report on the District's website. The District shall annually notify parents of its education for employment program. The notice shall inform parents of the information and opportunities available to students under s. PI 26.03 (2) and (3), including the availability of programs at technical colleges.

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Legal

P.I. 26.03, Wis. Admin. Code

Book	Policy Manual
Section	Ready for Policy Committee
Title	TERMINATION, NON-RENEWAL AND RESIGNATION
Code	po3140
Status	Policy Committee Review
Adopted	March 13, 2017
Last Revised	June 26, 2017

3140 - **TERMINATION, NON-RENEWAL AND RESIGNATION**

TERMINATION AND NON-RENEWAL

A critical function of the Board is maintaining personnel necessary to carry out the District's educational program and mission. In the course of carrying out this function, the Board will at times find it necessary to end an employment relationship with a member of the professional staff. This policy governs the process of nonrenewal and termination of employees, as well as the conditions under which a resignation may be accepted.

Full-Time Teachers

All full-time teachers are required to be under contract with the District. A full-time teacher's employment contract is automatically void and employment ended if the teacher does not have an appropriate teaching license issued by the DPI. Otherwise, a full-time teacher's employment shall be subject to non-renewal, termination, or resignation as follows:

A. **Non-Renewal**

In the event that the District Administrator intends to recommend the non-renewal of a full-time teacher's contract, all applicable statutory non-renewal procedures and timelines will apply, including both preliminary and final notice of nonrenewal. No teacher may be non-renewed solely on the basis of the results of mandatory student examinations. The District Administrator shall be responsible for notifying the affected teacher of his/her rights relative to the non-renewal process.

Teacher contracts may be ~~terminated or~~ non-renewed upon a majority vote of the full membership of the Board of Education.

B. **Termination**

A full-time teacher's contract may be terminated only by a majority vote of the full membership of the Board. The District Administrator shall, if deemed appropriate, recommend a teacher's termination to the Board. The District Administrator is responsible for providing the teacher with appropriate notice regarding the hearing and for taking the necessary steps to present any such recommendation to the Board.

The District Administrator may engage in negotiations with the teacher for purposes of resignation short of a hearing, subject to final Board approval.

C. **Resignation**

A full-time teacher may resign from his/her position only upon approval of a majority of the full membership of the Board. The District Administrator may negotiate terms of resignation with such a teacher as appropriate and present those terms to the Board in an appropriately noticed, regular or special Board

meeting, as necessary. A resignation is only in effect once approved by the Board. A resignation, once accepted by the Board, may not be rescinded without approval by the Board.

~~All employees are at will employees who may be terminated or whose contracts may be non-renewed for any reason provided that the decision is not arbitrary or capricious, or in violation of any applicable law. In the event the District Administrator intends to recommend the non-renewal of a teacher's contract, s/he shall comply with applicable statutory non-renewal procedures. No teacher may be terminated or non-renewed solely on the basis of the results of mandatory student examinations. Any decision to terminate or non-renew a staff member's employment contract shall be subject to review consistent with the grievance procedure in Policy 3340 -- Grievance Procedure.~~

Part-Time Teachers

Teachers employed less than full-time, but not including substitute teachers whose employment is covered by Policy 3120.04, and whose employment contract does not specify procedures for termination of contract, may be terminated either by the District for appropriate reasons or through resignation to the District Administrator. A resignation, once accepted, may not be rescinded by the teacher.

A part-time teacher whose contract does not specify otherwise is not entitled to notice of intent to renew or of intent not to renew his/her contract for a subsequent school year.

The terms of the part-time teacher contract shall apply when the contract provides for procedures different than those noted in this policy.

Administrators

The Board employs administrative employees under a variety of employment arrangements. Generally, those arrangements include those administrators who, by law, are required to have an employment contract and are provided statutory rights with respect to those contracts; those that are not required to have contracts by law, but are nonetheless employed pursuant to a written contract approved by the Board; and those who perform administrative functions, but who do not have a contract which specifies the terms of employment as they relate to termination, resignation, and nonrenewal of the employment arrangement.

1. Statutory Administrators

The Board shall employ by contract the following persons: the District Administrator, business manager, school principals, and assistants to such persons, as well as the following persons employed solely to perform administrative functions: personnel administrators and supervisors, curriculum administrators, and assistants to such administrative personnel.

Such administrators may only be terminated, either due to appropriate circumstances justifying termination of employment or by tendered resignation, by a majority of the full membership of the Board.

Such administrators are entitled to contract renewal or notice of intent not to renew the administrator's contract pursuant to applicable statutory procedures, and any additional procedures incorporated into the said contract.

The District Administrator shall be responsible for assuring compliance with the procedures necessary for Board action to terminate or to non-renew an administrator's contract. In the case of the District Administrator's contract, the Board President with the assistance of Board legal counsel, shall be responsible for assuring procedural compliance with termination or non-renewal processes.

A resignation, once accepted by the Board, may not be rescinded except by approval of the majority of the full membership of the Board.

2. Administrators with Contracts including Provisions Governing Termination

The Board may employ administrators who are not statutorily entitled to an employment contract or to statutory termination and non-renewal procedures, but who nonetheless are issued employment contracts

with provisions governing this process applicable to the manner in which the employment relationship is concluded, either by resignation, termination, or non-renewal. In such cases, the District Administrator shall be responsible for assuring adherence to applicable contractual procedures.

3. Administrative Personnel with no Contractual or Statutory Coverage

Employees performing administrative functions, but who are not covered by applicable statutory termination or non-renewal procedures, and who have not been issued an employment contract with provisions governing the termination or non-renewal process, are not entitled to notice of intent to renew or not to renew an employment agreement. In such a case, an employment agreement shall expire and the employee shall have no expectation of continued employment beyond the term of the agreement.

Such an administrative employee's employment may be terminated by the District Administrator, and such an administrative employee's resignation may be accepted by the District Administrator. A resignation, once accepted, may not be rescinded without agreement.

RESIGNATION

~~A professional staff member may resign in accordance with the terms of his/her employment contract. A resignation, once submitted and accepted by the Board, is final and may not be rescinded without approval by the Board.~~

~~An administrator who is not employed pursuant to an employment contract governed by Section 118.24, Wis. Stats., may resign by filing a written resignation with the District Administrator, and such resignation once accepted by the District Administrator may not be rescinded.~~

~~The District Business Manager, Principal, and any assistant principals employed by the District, as well as any other administrator employed pursuant to a contract governed by section 118.24, Wis. Stats. may resign employment with the District in accordance with the terms of his/her contract. A resignation, once submitted and accepted by the Board, may not be rescinded without further action by the Board.~~

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Legal 118.22, Wis. Stats.
 118.24, Wis. Stats.

Book	Policy Manual
Section	Ready for Policy Committee
Title	ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS
Code	po5111
Status	Policy Committee Review
Adopted	March 13, 2017
Last Revised	October 8, 2018

5111 - ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS

The Board establishes the following policy for determining the eligibility of students to attend the schools of this District.

- A. The Board will educate, tuition-free, students who are residents of the District. Proof of residency will be required for registration in the District. If residency is with individuals other than a parent, the living arrangement may not be solely for purposes of attending the District's schools.
- B. The District shall not make residency determinations on the basis of an individual's alienage.
- C. The District shall consider those students who are homeless or in foster placement to be residents unless residency is determined to be in another district.
- D. Upon request of a student's parent, or the request of an adult student, students who have gained twelfth grade status and who no longer reside within the District shall be permitted to complete their high school education tuition free.
- E. Resident students in grades 9-12 who attend a tribal school, private school, or home-based private educational program shall be accepted into the District's educational programs for up to two (2) classes if the student satisfies the high school admission standards and sufficient space is available in the classes.
- F. A high school student who now resides in a different school district as a result of a reorganization under Chapter 117 and who has completed 9th and 10th grade at his/her former school district shall be allowed to complete his/her education at the former school district, provided the other district agrees. The school board of residence shall pay the student's tuition. The school of attendance shall count the student in its membership.
- G. If a parent (or adult student) presents information to the District certifying that the parent (or adult student), his/her child, or a member of the parent's household is a participant in the Safe at Home/Address Confidentiality Program administered by the Wisconsin Department of Justice, the Board shall use the address designated by the Department of Justice to serve as the student's address for enrollment purposes. The District shall place a copy of any certification provided by the parent in the enrollment files.
- H. Children of joint custody orders may attend school without payment of tuition if the student otherwise meets residency requirements, unless a court order specifies a different District of attendance. ~~one (1) parent resides in this District or the order designates as the residential parent the parent with legal residence in the District.~~
- I. Foreign students, participating in a bona fide, foreign-exchange program, ~~and living with a resident host family,~~ may be admitted consistent with Federal law.
- J. Students whose parents do not reside within the District, but who present evidence that they will move into the District within a short period of time, may enroll in the schools of this District as tuition students for the time not in residence. Tuition will be refunded in accordance with State law.
- K. Minor students residing in the District, but not living with a parent, may be required to provide information sufficient to allow the administration to properly determine resident status under law.
- L. Tuition students may be accepted in accordance with State law and the approval of the District Administrator.

- M. Nonresidents may be accepted into the District's Adult Education classes upon payment of the appropriate fees.
- N. Nonresident students may be accepted into the District's Summer or Interim Session School Program upon payment of appropriate fees.
- O. Nonresident students may be accepted into the District's program under the Part-Time or Full-Time Open Enrollment Programs.
- P. The following provisions apply to any student who has been expelled from another school or district and seeks to enroll in the District during the term of the expulsion order:
1. If the student has been expelled from another Wisconsin public school district, the student is not entitled to enroll.
 2. If the student has been expelled by a public school in another state or by a Wisconsin charter school, the Board may choose to enroll the student, but if the decision is not to enroll the student, the Board must determine that the conduct giving rise to expulsion would have been grounds for expulsion from the District under Policy 5610. The student, or if the student is a minor, the student's parent, shall request that the governing body of the charter school or the public school in another state provide the Board with a copy of the expulsion findings and order, a written explanation of the reasons why the student was expelled, and the term of the expulsion.
 3. Conditional Enrollment

If a student has been expelled by another Wisconsin or out of State public school district, and will not be otherwise enrolled under this policy, the student may be enrolled during the period of expulsion if the Board, following input from the District Administrator, sets forth one (1) or more conditions of enrollment that are related to the reasons for the student's expulsion, and which are agreed to by the student, or if the student is a minor, the student's parents. Acceptance of the enrollment conditions is evidenced by continued enrollment during the period of expulsion. During any period of conditional enrollment, if an alleged violation of any enrollment condition occurs:

- a. Within five (5) school days after the revocation of a student's conditional enrollment, the student or, if the student is a minor, the student's parent may request a conference with the District Administrator who shall be someone other than a principal, administrator, or teacher in the student's school. If a conference is requested, it shall be held within five (5) school days following the request. If, after the conference, the District Administrator finds that the student did not violate an enrollment condition or that the revocation was inappropriate, the student shall be enrolled in school under the same enrollment conditions under the order previously issued and the conditional enrollment revocation shall be expunged from the student's record. If the District Administrator finds that the student violated an enrollment condition and that the revocation was appropriate, s/he shall mail separate copies of the decision to the student and, if the student is a minor, to the student's parent. The decision of the District Administrator is final.
- b. If a student's conditional enrollment is revoked, the student's expulsion shall continue to the expiration of the term of the expulsion specified in the expulsion order unless the student or, if the student is a minor, the student's parent and the school board that expelled the student, or the independent hearing panel or independent hearing officer, or the out-of-state public school, agree, in writing, to modify the expulsion order.
- c. If a student granted conditional enrollment violates an enrollment condition that the student was required to meet after his/her conditional enrollment but before the expiration of the term of expulsion, the District Administrator may revoke the student's conditional enrollment. Before revoking the student's conditional enrollment, the District Administrator shall advise the student of the reason for the proposed revocation, including the enrollment condition alleged to have been violated, provide the student an opportunity to present his/her explanation of the alleged violation, and make a determination that the student violated the enrollment condition and that revocation of the student's conditional enrollment is appropriate. If the District Administrator revokes the student's conditional enrollment, the District Administrator shall give prompt written notice of the revocation and the reason for the revocation, including the enrollment condition violated, to the student and, if the student is a minor, to the student's parent.
- d. If the District Administrator determines that the student has met the enrollment conditions established in a written order, the District Administrator may grant the student conditional enrollment in a school in the District. The determination of the District Administrator is final.
- e. The Board may specify in a written order one (1) or more enrollment conditions instead of or in addition to any early

reinstatement conditions, if any, imposed by the school board that expelled the student or instead of or in addition to any conditions imposed, if any, by the out-of-state public school that expelled the student. Any enrollment conditions must relate to the reasons for the student's expulsion and may not extend the term of expulsion specified in the expulsion order. The School District Clerk shall mail two (2) copies of the order to the student or, if the student is a minor, to the student's parent. The expelled student or, if the student is a minor, the student's parent shall sign and return one (1) copy of the order to the Board. Within fifteen (15) days after the date on which the order is issued, the expelled student or, if the student is a minor, the student's parent may appeal the determination regarding whether an enrollment condition specified in the order is related to the reasons for the student's expulsion to the Board. The decision of the Board regarding that determination is final and not subject to appeal.

Q. Students who have begun the school year as residents and who no longer reside in the District may be permitted to complete the school year tuition-free.

R. Nonresident students may be accepted into the District's program under the Part-Time Open Enrollment Program. Nonresident students accepted into the District's Part-Time Open Enrollment Program may attend no more than two (2) courses at any time.

Revised 10/9/17

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Legal	118.51, Wis. Stats.
	118.52, Wis. Stats.
	120.13(1), Wis. Stats.
	121.77, Wis. Stats.
	121.78(2)(a), Wis. Stats.
	121.81, Wis. Stats.
	121.84, Wis. Stats.
	42 U.S.C. 11431, et. seq.

Book	Policy Manual
Section	Ready for Policy Committee
Title	ENTRANCE AGE
Code	po5112
Status	Policy Committee Review
Adopted	March 13, 2017

5112 - ENTRANCE AGE

The Board of Education shall establish student entrance age requirements which are consistent with Wisconsin Law and sound educational practice and which ensure equitable treatment.

A. Kindergarten

1. A child is eligible for entrance into four (4) year old kindergarten if s/he attains the age of four (4) on or before September 1st
2. A child is eligible for five (5) year old kindergarten when s/he attains the age of five (5) on or before September 1st

of the year in which s/he applies for entrance and meets residence requirements. The child may not be placed in an alternative program without permission of the parent.

B. First Grade

A child must be six (6) years of age on or before September 1st in the year in which s/he enrolls. A student must have completed a kindergarten program or must receive a waiver of this requirement.

Any student who has not completed a five (5) year old kindergarten program, but seeks to enroll into first grade must receive a waiver of the requirement. The following students are eligible to receive a waiver:

1. Any student who has moved to the District from another state or country where completion of a five (5) year old kindergarten program is a prerequisite to enrollment in first grade and that student has received a waiver of the requirement in his or her prior state or country.
2. Any student who has moved to the District from another state or country that does not require the completion of five (5) year old kindergarten prior to enrollment in first grade.
3. Any student who, at the discretion of the building principal, in consultation with the first grade teacher(s) of the District, determines that, notwithstanding that the student has not completed a five (5) year old kindergarten program, the student has demonstrated sufficient aptitude in all core competencies normally required of kindergarten students in the District upon completion of the kindergarten program.

The Principal shall perform any required testing to establish the student's academic capabilities and shall prepare a written evaluation that either grants or denies the waiver and provides explanation as to the decision.

C. Appeal of Denial of Waiver

The parents of any student denied a waiver under this section by the building principal may appeal that decision to the District Administrator by submitting a written request to the Administrator within ten (10) days of the decision of the principal.

The parents of any student denied a waiver by the District Administrator may appeal the decision to the Board by submitting a written request to the District Administrator within ten (10) days of the decision by the Administrator. The District Administrator shall notify the Board President and a meeting shall be scheduled with the parents. The decision of the Board is final.

D. **Initial Entry**

Children entering the District for the first time must comply with State law. Students must have an immunization record on file at the school. Any student who does not have the proper immunization may be excluded or permitted to remain in school pursuant to Policy 5320 - Immunization.

A child may be exempt from the required immunization upon written request of the parent of such child stating the objection to immunization requirements on religious grounds, personal conviction, or for medical reasons certified by a competent medical authority.

Any student and/or his/her parent(s) who enters the District for the first time must disclose the following information at the time of enrollment:

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1. prior school expulsions;
2. arrests resulting in a charge;
3. juvenile justice actions.

Any student who discloses any of the above-referenced matters is subject to the provisions of the Code of Student Conduct, Policy 5500, and Policy 5610 relating to disciplinary placement and/or assignment of students.

E. **Verification of Residence**

Verification of a parent's residence shall be required at the time the child registers in a District school. Verification of residence may also be required at any other time at the discretion of the District Administrator.

C. **Early Admission**

The District shall prescribe procedures, conditions, and standards for early admission to kindergarten and first grade.

1. Procedure for Early Entrance to Kindergarten

Wisconsin Statutes provide that students must be five years of age on or before September 1st in the year that he or she proposes to enter kindergarten. Local school boards have the ability to allow early entrance to some children. In such cases, the District must conduct an evaluation and the child must demonstrate superior emotional stability, social and mental maturity, and physical health. The following describes the policies for early entrance to kindergarten in the School District of New Glarus.

2. Eligibility for Early Entrance

Children whose fifth birthday falls between September 2 and December 31 of the year in which they desire to attend kindergarten are eligible for early entrance.

3. How to Start the Process

Parents shall contact the Elementary Principal to inquire about early entrance. The Principal will explain the process, determine parent reasons for early entrance, and initiate a referral to the Early Entrance Committee. The Committee will consist of the following staff: Elementary Principal, TAG director, speech pathologist, school psychologist, early childhood teacher, kindergarten teacher. If a referral is made, the Principal will give the parents a questionnaire to complete which should be brought to the first session of the screening process.

4. Timelines

In order to best meet the needs of the student, the following timelines will be followed:

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5. Steps in the Screening Process

The screening process for early entrance into kindergarten is rigorous and comprehensive. This is necessary in order for a decision to be made that is in the best interests of the child.

Step One (1): If the child did not participate in the CDD screening in February/March, the child will be given the same screening instrument that is given during that screening. A kindergarten or early childhood teacher and speech and language specialist will administer this screener in the school. A score at the 90th percentile or higher (based on the child's chronological age) on this screening instrument moves the child to the next phase in Step One (1) – a phonemic awareness test. The phonemic awareness test is administered by the speech and language therapist, and assesses language development. If the child performs at kindergarten readiness levels, s/he moves on to Step Two (2).

Step Two (2): The school psychologist administers an individual cognitive assessment to the child, either at the child's home, in a day care setting, or at a mutually agreed upon location. An intelligence quotient of 125-130 qualifies the child to move on in the screening process.

Step Three (3): The school psychologist observes the child in a natural setting (daycare or playgroup) looking for appropriate social skills and transitions. At the same time, a standardized questionnaire that assesses social skills is given to parents to complete.

If a child does not meet the criteria in any of the steps during the screening process, the process is concluded and the family is notified by the Principal. At the conclusion of all three (3) steps, the Early Entrance Committee meets and makes a decision, based on the data. The Principal will notify the parents of the Committee's decision within ten (10) business days of the completion of the screening process. Every effort will be made to finish referrals in a timely manner.

The Principal will make recommendations for early entrance to the Board for final approval. If the Early Entrance Committee denies the early entrance request, the parent/guardian has the right to appeal to the Board.

o **Review of the First Grade Entrance Committee**

The First Grade Entrance Committee will gather and review student information in order to answer the question: "Is this student ready for first grade?" How to Start the Process Parents should contact the Elementary Principal by April 1 prior to the year for which they are requesting entrance. The Principal will explain the process to the parents and initiate a referral to the First Grade Entrance Committee. This committee will consist of the following staff: Elementary Principal, speech pathologist, school psychologist, reading specialist, and first grade teacher.

Timelines:

In order to best meet the needs of the student, the following timelines will be followed:

- o April 1: This is the preferred time to begin the first grade entrance process. Referrals received by this deadline will be reviewed by the Committee and a recommendation made to the Principal within 45 days.
- o April 2 – August 31: Referrals received within this time frame will be reviewed by the Committee and a recommendation made by September 30. The student will remain in kindergarten until the decision is made.

No referrals for first grade entrance will be considered after the first day of the school year. The only exception is if a student transfers in from another district and the first grade entrance process was started in that district.

D. Older Students

A person who is a resident of the District and over twenty (20) years of age may enroll providing the District Administrator does not think his/her enrollment will interfere with the education of the other students.

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Legal

Wis. Stats 118.14, 118.15, 120.12(25)

Book	Policy Manual
Section	Ready for Policy Committee
Title	OPEN ENROLLMENT PROGRAM (Inter-District)
Code	po5113
Status	Policy Committee Review
Adopted	March 13, 2017

5113 - OPEN ENROLLMENT PROGRAM (Inter-District)

The School District ("District") will participate in the Wisconsin Public School Open Enrollment Program in accordance with applicable law and the relevant policies and rules of the District, all as amended from time-to-time.

DEFINITIONS

The following definitions will apply to the District's Open Enrollment Program.

A. Non-Resident District

A school district located in Wisconsin which is not a student's district of residence.

B. Non-Resident Student

A student who does not reside within the geographic boundaries of the District and who seeks admission to this District under the Open Enrollment Program.

C. Tuition Student

A non-resident student who attends school in the District and pays tuition in accordance with State law.

D. Full-Time Enrollment

A student is enrolled for the entire school day and receives all of his/her required education in this District.

E. Class Size

The District's determination of the maximum number of students who can be accommodated properly in a particular classroom without jeopardizing the quality of the instructional program and mitigating circumstances for a particular school, class, or program, including enrollment projections established by the District Administrator.

F. Program Size

The enrollment or size restrictions in a specific program within a class or building. The District reserves the exclusive right to establish program size and to limit enrollment based upon the capability to properly allocate available resources, create and maintain a proper learning environment, and comply with contracts, grants, and applicable laws and regulations.

G. Resident Student

A student who is a resident of this District and is consequently entitled to attend school in this District in accordance with Policy 5111 - Eligibility of Resident/Non-resident Students.

FULL TIME OPEN ENROLLMENT

A. Procedures for Processing of Open Enrollment Applications

If there are more applications than spaces, the Board will fill the available spaces by random selection, provided that first priority will be given to non-resident students already attending District schools and their siblings.

If the District determines that space is not otherwise available for open enrollment students in the grade or program to which an individual has applied, the District may nevertheless accept a student or the sibling of a student who is already attending in the District.

The District will establish a numbered waiting list of all applicants. When all available slots have been filled by randomly selecting names from all applicants, the remaining names will be drawn randomly and placed on the waiting list in order of selection.

1. After the date specified in s. 118.51(3)(a)3., Wis. Stats., the nonresident school board may approve applications it had initially denied if any of the following cause spaces to become available:

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1. A parent notifies the nonresident school board that the student will not attend the nonresident school district.
-
2. A parent fails to provide the notification required in s. 118.51(3)(a)6., Wis. Stats.
-
3. The Board determines that additional spaces have become available since its determination at the January Board meeting.

In accordance with 118.51(3)(a)3, Wis. Stats., except as provided under sub. (5)(d)1., on or before the first Friday following the first Monday in June following receipt of the application, the nonresident school board shall notify the applicant, in writing, whether it has accepted the application

B. Decisional Criteria for Non-Resident Applications

Decisions on non-resident open enrollment applications will be based only on the following criteria:

1. The availability of space in the schools, programs, classes, or grades within the District. The ~~School~~Board shall determine during a regular meeting each January the number of regular education and special education spaces available. In determining the amount of space available, the District will count resident students, students attending the District for whom tuition is paid under 121.78(1)(a), Wis. Stats., and may include in its counted occupied spaces students and siblings of students who have applied under Section 118.51(3)(a) or (3m)(a) and are already attending public school in the District.

Other factors the District Administrator may consider in determining the availability of space include:

- a. District practices, policies, procedures or other factors regarding class size ranges for particular programs or classes.
 - b. District practices, policies, procedures or other factors regarding faculty-student ratio ranges for particular programs, classes or buildings.
 - c. Enrollment projections for the schools of the District which include, but are not limited to, the following factors: the likely short and long-term economic development in the community, projected student transfers in and out of the District, preference requirements for siblings of non- resident open enrollment students, the required length of K-12 attendance opportunities for open enrollment students and current and future space needs for special programs, laboratories (e.g. in technology or foreign languages) or similar District educational initiatives.
2. Whether an applicant for a pre-kindergarten, four (4) year old kindergarten, early childhood or school operated day care program resides in a district which offers the program for which application is made.
 3. Whether the non-resident student has been expelled from any school district within the current school year or the two (2) preceding school years, or is pending any disciplinary proceeding, based on any of the following activities:

- a. Conveying or causing to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy school property by means of explosives.
- b. Engaging in conduct while at school or under school supervision that endangered the health, safety or property of others.
- c. Engaging in conduct while not at school or while not under the supervision of a school authority that endangered the health, safety, or property of others at school or under the supervision of a school authority or of any school employee or Board member.
- d. Possessing a dangerous weapon (as defined in Section 939.22(10), Wis. Stats.) while on school property or under school supervision.

Notwithstanding the Board's acceptance of a non-resident student's application, the Board may withdraw acceptance if, prior to the beginning of the first school year in which the non-resident student will attend a school in the District, s/he is determined to fall under paragraph B. 3.

The Board may request a copy of a non-resident student's disciplinary records from the resident School Board.

The resident Board shall provide to the nonresident Board a copy of any expulsion order or findings, a copy of any pending disciplinary proceedings, a written explanation of said proceeding, the length of the expulsion or possible outcomes of a pending proceeding, and/or such records as permitted by law.

4. Whether the special education program or related services described in the non-resident student's Individualized Education Program ("IEP") are available in the District. Funding for the education of students with disabilities will be made to the non-resident school district by the Department of Public Instruction in accordance with State law.
5. Whether there is space available in the District to provide the special education or related services identified in the non-resident student's IEP, after consideration of class size limits, student-teacher ratios, and enrollment projections.
6. Whether the non-resident student has been referred to his/her resident Board under Wis. Stat. 115.777(1) or identified by his/her resident school board under Wis. Stat. 115.77(1m)(a), but not yet evaluated by an individualized education program team.

(Note: If a non-resident student's IEP is developed or changed after starting in the District, and it is then discovered that the District does not have necessary programs available or does not have space in the special education program, the District may notify the student's parent and the student's resident Board. If such notice is provided, the non-resident may be transferred to his/her resident school district.)

7. If the Board has made a determination that a non-resident student attending the District under the Open Enrollment Program is habitually truant from the District during either semester of the current school year, the Board may prohibit the student from attending in the succeeding term or school year.

C. Reapplication Procedures

The Board will not require accepted non-resident students to reapply under the open enrollment policy when the non-resident student enters middle school, or high school.

D. Transportation

The parents of a student attending a non-resident school district will be solely responsible for providing transportation to and from the school site. The District will permit a non-resident student to ride District transportation if space is available on a regularly-scheduled bus route. The District will provide transportation for a non-resident student with an identified disability for whom transportation is required by his/her IEP.
~~The parents of a student attending a non-resident school district will be solely responsible for providing transportation to and from the school site, or to a scheduled in-District bus stop, unless the non-resident student is a special education student and transportation is required by his/her IEP.~~

- E. The Board will not permit a neighboring District to bus resident students from within its boundaries for attendance at the non-resident neighboring District. The District Administrator shall develop procedures for implementing this provision.

ALTERNATIVE APPLICATION PROCEDURES

The parent of a non-resident student who wishes to attend a school in the District may apply at any time throughout the year by submitting an application under the alternative application procedure if the student satisfies at least one (1) of the statutory criteria and has not applied to more than three (3) non-resident school districts.

[Applications from a non-resident student under the alternative application procedures received after the Board's January meeting, at which it sets open enrollment space availability numbers for the subsequent year, may be approved if space is available in the current year and in the subsequent year in the student's subsequent grade level.](#)

ANNUAL REVIEW

The Board shall review its Open Enrollment Program annually.

General Provisions

- A. A student, who has been accepted under this program, who has not met the academic prerequisites for participation in a particular program in which the student wishes to enroll shall not be placed in that program.
- B. The District's Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity shall apply to all applicants under this program. In addition, the District will not discriminate on the basis of an applicant's intellectual, academic, artistic, athletic, or other ability, talent, or accomplishment, or based on a mental or physical disability, except as provided for in the statute authorizing this program.

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Legal

118.51, Wis. Stats.

Wis. Adm. Code Ch. P.I. 36

Book	Policy Manual
Section	7000 Property
Title	USE OF DISTRICT FACILITIES
Code	po7510
Status	Active

7510 - USE OF DISTRICT FACILITIES

The Board of Education believes that the school facilities of this District should be made available for lawful non-school purposes, provided that such use does not interfere with use for school purposes, by school related groups, or for school-related functions. No non-school related group or entity may promote an activity to occur on school grounds under this policy in any manner that conveys the impression that the School District supports, endorses, or is a partner with the group or individual's cause.

The Board will permit the use of school facilities when such permission has been requested in writing by a responsible, individual, organization or a group of citizens and has been approved by the Principal.

General conditions relating to school use are as follows:

- A. Application for the use of a school building or any part of the building or grounds is to be made at least seven days in advance. School program- related applications should be made to the building Principal. Community program related applications should also be made to the building Principal.
- B. A "Facilities Schedule" shall be kept by each school Principal or his/her designee and be available for inspection and review. A District schedule will be kept in the building Principal's office.
- C. Every non-school group using a facility must have an adult (non-K-12 student) designated as in charge of the activity or event.
- D. Non-school events which take place on a Saturday generally are not charged custodial time. However, certain events may result in the user being charged for custodial costs.
- E. Every non-school individual, group, and/or organization using a school facility, by accepting a use permit, must agree to guarantee orderly behavior and to indemnify the District for any damages to the school and its property caused by any participant and public involved as well as provide a signed liability waiver document.
- F. Individuals, groups and/or organization renting school facilities are required to file a certificate of insurance with the District insuranc naming the District as an additional insured. The certificate of insurance must be in the possession of the Superintendent or his/her designee before school facilities may be used.

Liability waiver documentation and a certificate of insurance shall not be required of Village of New Glarus Recreation Department or its participants.

- G. The District discourages the use of facilities for youth groups after 9:00 p.m. on nights before a school day.
- H. School facilities shall exist primarily to serve school District educational, co-curricular, recreational and administrative activities. Upon the satisfaction of the public school District's need and use, District facilities shall then be made available to other groups based on the structure outlined below.
- I. The Village Recreation Program shall enjoy a priority status among non- school facility users in scheduling events that utilize school District facilities for recreational purposes only. No rental fee shall be charged to the Village Recreation Program for these programs. All youth and adult members of the school District participating in village recreation programs which utilize school District facilities shall be treated equally in all aspects of program participation. Such programs shall not be in direct conflict with programs conducted by the school District. The Building Principal shall determine compatibility of programming. The director of the village recreation program and his/her designee(s) shall be granted access to District buildings and grounds including the appropriate keys to said individuals and approval of them to have security codes where needed. The Village Recreation Program will be subject to all Board of Education

policies in the operation of all of its programs that take place on school District property.

J. Exemptions

In the event of multiple requests to use the same facility, earliest requests will normally have priority. Facilities cannot be scheduled earlier than the dates established by administrative guidelines. Facilities shall be made available to the widest variety of community members. The building Principal shall determine such use. Appeals may be made to the Superintendent.

- K. Any group that believes it should be exempted from a rental fee has the option of filing a written request with the Superintendent. The Board shall consider the circumstances and stated reasons for seeking an exemption and make a decision at the next regularly scheduled Board meeting where the request can be placed on the agenda in time for proper meeting notification. Exemptions shall only be granted for good cause and shall only be for one year. Groups or individuals may re-apply annually for consideration for an exemption.

CUSTODIAL CHARGES:

When a custodian is not scheduled to be on duty and one needs to be assigned there will be a \$30/hour charge to the group. This fee applies to ALL GROUPS.

No Rental Charge:

- A. School District of New Glarus area youth groups (School District Boundaries) A youth group is defined as a group that is open to all District students.
- B. School District of New Glarus area governmental meetings or programs (School District Boundaries)
- C. Local and Green County non-profit charitable organizations
- D. State and County governmental agencies for meetings or educational programs serving District residents.
- E. A charitable organization is defined as any organization to which donations are tax deductible according to Internal Revenue Service rules.
- F. Village of New Glarus Recreation Programs.
- G. School District of New Glarus non-profit, service organizations (e.g., Chamber, Optimist, Lions, etc., at local level) for service projects only, not fundraising events.

Regular Rental Fee:

Non-Profit Community and Non-Community or For-Profit Community Groups

- A. Other groups, individuals, and agencies residing in the School District of New Glarus. (i.e., service clubs, churches, fraternal organizations)
- B. Other public schools (other than the School District of New Glarus)
- C. Out-of-district governmental agencies.

2.0 Times the Rental Fee For-Profit Non-Community Groups

Non-School District of New Glarus resident individuals, businesses, groups, or agencies.

Negotiated Rental Rate

Technical College(s) or other groups for adult education programs.

The Principal has the discretion to determine rental rates for groups or individuals not covered by the above categories. The Principal also makes a determination as to which category the applicants are assigned.

Book Policy Manual
 Section 7000 Property
 Title FEE SCHEDULE
 Code po7510.01
 Status Active
 Adopted March 13, 2017

7510.01 - FEE SCHEDULE

General Area	For-Profit-Non Community*	Non-Profit Non-Community or Profit Community*	Non-Profit Community User* Per hour unless noted
Gym	\$40.00	\$20.00	**
Elementary			
High School	\$75.00	\$50.00	
Kitchens	\$40.00	\$20.00	**
Room Fee			
Staffing Fee (a)	\$19.50 per hour based on average overtime rate person based on average overtime rate and fringes for kitchen support staff unit.	\$19.50 per hour based on average overtime rate person based on average overtime rate and fringes for kitchen support staff unit.	\$19.50 per hour based on average overtime rate person based on average overtime rate and fringes for kitchen support staff unit.
Staffing Fee (b)	\$19.50 per hour per person for staffing when kitchen facility is used for more than serving, i.e., for use of equipment, etc.	\$19.50 per hour per person for staffing when kitchen facility is used for more than serving, i.e., for use of equipment, etc.	\$19.50 per hour per person for staffing when kitchen facility is used for more than serving, i.e., for use of equipment, etc.
Orientation and Check-In	Charged an hourly rate of \$19.50 for orientation check in and check out with Food Service Director/Manager, if <i>group organization</i> has a licensed/professional chef.	Charged an hourly rate of \$19.50 for orientation check in and check out with Food Service Director/Manager, if <i>group organization</i> has a licensed/professional chef.	Charged an hourly rate of \$19.50 for orientation check in and check out with Food Service Director/Manager, if <i>group organization</i> has a licensed/professional chef.
Equipment Use Fee (per event)	\$75.00 to cover wear and tear on equipment for future replacement costs.	\$75.00 to cover wear and tear on equipment for future replacement costs.	\$75.00 to cover wear and tear on equipment for future replacement costs.
Classroom	\$40.00	\$20.00	**

Computer Lab	\$200.00	\$100.00	Supports costs and supplies.
Outdoor Facilities	Neg./event	Neg./event	**
High School Commons	\$75.00	\$50.00	**

*Community as it relates to the fee schedule means the event is largely made up of New Glarus School District Residents.

** Setup/take down charges and supplies may be charged per use.

Facility Keys

Middle School Multi-Purpose Room	For-Profit-Non Community*	Non-Profit Non-Community or For Profit Community*	Non-Profit Community User*
	Per hour unless noted	Per hour unless noted	Per hour unless noted
a) Non-Audience Hours– Full Lighting and Sound (set-up, rehearsal, etc., prorated in half-hour increments)	\$30.00	\$15.00	\$5.00
b) Non-Audience Hours– Minimal Stage Lighting and Audio (set-up, rehearsal, etc., prorated in half-hour increments)	\$20.00	\$5.00	\$0.00
c) Audience Hours – Full Lighting and Sound (beginning 1 hour prior to event start time, prorated in half-hour increments)	\$120.00	\$30.00	\$10.00
d) Audience Hours – Minimal Stage Lighting and Stage Audio (beginning 1 hour prior to event start time, prorated in half-hour increments)	\$30.00	\$10.00	\$5.00
e) Stage curtain	\$30.00	\$10.00	\$5.00

Equipment Charges	For-Profit-Non Community*	Non-Profit Non-Community or For Profit Community*	Non-Profit Community User*
	Per hour unless noted	Per hour unless noted	Per hour unless noted
Overhead Projector	\$5.00 (per day)	\$1.00 (per day)	\$1.00 (per day)
Power Point Projector	\$25.00	\$10.00 (per day)	\$5.00 (per day)
Projector Screen/SMART Board	\$5.00 (per day)	\$1.00 (per day)	\$1.00 (per day)
Audio/Visual Equipment	\$50.00 (same for all groups)		

LABOR CHARGES

Use of school facilities outside of regular school hours may necessitate custodial personnel to open/close the facility or to provide additional cleaning services. If there is a request for use of the Kitchen, a school employee must be present.

For All Rentals:

- A. Custodial Staff fee of \$30.00/hr (custodial fee required for any use when custodians are not on duty)
- B. Food Service Staff fee of \$30.00/hr.

Fees are subject to change without notice and may be reviewed by the Board of Education annually.