

**OREGON SCHOOL DISTRICT
BOARD OF EDUCATION
POLICY COMMITTEE MEETING
2023-24**

DATE: April 10, 2024
TIME: 5:30 P.M. - 7:00 P.M.
PLACE: via Google Meet and Conference Calls
Virtual Meet: meet.google.com/bsb-vbeh-cjz
Conference Call Number: (518) 897-9199
PIN: 164 310 883#

Order of Business

Call to Order

Roll Call

Proof of Notice of Meeting and Approval of Agenda

Approval of Minutes of Previous Meeting(s)

AGENDA

A. Public Comment Regarding Agenda Items

B. Old Business

1. None

C. New Business

1. Policy 323 - Students Who are Homeless and Unaccompanied Youth
2. Policy 751 - Transportation
3. Policy 314 - Open Enrollment (Transportation)

D. Future Business:

1. To Be Determined (TBD)

E. Future Meeting: TBD

F. Adjournment

Notice is hereby given that a majority of the Oregon School Board may be present at the meeting of the Policy Committee scheduled to discuss subjects over which they may have decision-making responsibility. This constitutes a meeting of the Oregon School Board and must be noticed as such although the School Board will not take any formal action at this meeting.

Go to: [www.OregonSD.org/board meetings/agendas](http://www.OregonSD.org/board%20meetings/agendas) for the most updated version agenda.

Book	School Board Policies
Section	300 Instruction
Title	Homeless Children
Code	323
Status	Active
Adopted	July 14, 2003
Last Revised	August 10, 2015
Prior Revised Dates	January 9, 2006; July 23, 2007

323: Homeless Children

323.01 Students who are homeless shall have equal access to the same free and appropriate public education as provided to other students who reside in the District. This policy will be implemented in accordance with federal and state laws, and the District's non-discrimination policy 157 which prohibit discrimination on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, gender preference or identity or physical, mental, emotional or learning disability. Discrimination complaints shall be processed in accordance with established procedures. (See Section 157)

323.02 Children who are homeless as defined in Title X of the Federal Elementary and Secondary Education Act (reauthorized, January 8, 2002) (which generally means lacking a fixed, regular and adequate nighttime residence due to economic hardship), are provided certain protections guaranteeing access to appropriate educational opportunities.

- **323.02.1** The District must designate a Homeless Liaison.

1. The Homeless Liaisons for the District are:

Amie Mitchell (608-835-4471)

or

Caitlin Petersen (608-835-1370)

Oregon School District

123 E Grove Street

Oregon, WI 53575

2. The Homeless Liaison is charged with the following responsibilities:

(1) Ensure that homeless children and youth (including unaccompanied youth)

- Are identified and enrolled through coordination with school staff and community agencies;
- Are segregated or stigmatized; and

- Enroll and have equal opportunity to be successful in school.

(2) Inform homeless parents/guardians and unaccompanied youth of:

- Available educational opportunities;
- Enrollment and transportation rights;
- The right to appeal enrollment and transportation decisions;
- Meaningful opportunities to participate in the education of their child; and
- Community health and social service programs

(3) Assist homeless parents/guardians and unaccompanied youth to:

- Obtain medical and academic records for school enrollment;
- Secure preschool placement for their young children;
- Mediate enrollment and transportation disputes; and
- Verify eligibility for participation in child food nutritional programs.

(4) Coordinate

- With schools and community agencies to inform them of the educational rights of homeless children and youth.

- With the state Education for Homeless Children and Youth (EHCY) program coordinator to help homeless children and youth obtain the academic services they require to allow them to meet the same challenging State academic achievement standards to which all students are held.

- **323.02.2** The District will immediately enroll a homeless child or youth, even if medical and/or academic records are not available. A student in an enrollment dispute situation must be immediately enrolled until the dispute can be resolved. The parent or guardian (or unaccompanied youth) must be provided with a written explanation, with appeal rights, of the school's placement decision if the decision is contrary to their wishes. Unaccompanied youth (homeless students who are not in the physical custody of parents or a guardian) may enroll themselves in school.
- **323.02.3** Upon the enrollment of a homeless child or youth, school officials will, in consultation with the parent(s) or guardian(s), make a placement decision in the best interests of the child or youth. To the extent feasible, the District will continue the enrollment of a homeless child or youth in their school of origin for the duration of their homelessness, except when doing so is contrary to the wishes of the parent(s) or guardian(s). For the purpose of this policy, School of Origin is defined as the school the homeless child or youth attended when permanently housed, or the school in which the child or youth was last enrolled.
- **323.02.4** At the request of the parent or guardian, transportation will be provided for a homeless child or youth (or unaccompanied youth) to the student's school of origin. If the student remains living in the District, the District is responsible for transportation. If the homeless student continues enrollment in their school of origin, and that school is not in the District, the District will coordinate transportation with the other district and the two districts will share the cost through the duration of the homelessness. If the two districts cannot agree on how to share the transportation cost, they will share the expenses equally. Transportation disputes should be referred to the Homeless

Liaison for resolution.

- **323.02.5** Should a child become permanently housed during the school year, the child will be given the opportunity to stay in their district for the remainder of the school year.
- **323.02.6** If a child resides with a relative for an extended period of time (6 months or longer), the child will be considered to be permanently housed if: the family is sharing housing due to preference or convenience; the child is living with the relative in order to attend school in that district; or for other reasons the District determines the child no longer meets the definition of homeless under federal law. Under this circumstance, transportation will be discontinued for out of district students at the end of that school year.
- **323.02.7** If a dispute arises under this policy, and the Homeless Liaison is not able to resolve it, appeals shall go to the District Superintendent. If the parent, guardian or unaccompanied youth is not satisfied with the decision, he or she may timely appeal to the decision to the Office of Coordinator for Education of Homeless Children and Youths in the Wisconsin Department of Public Instruction.

Adopted: July 14, 2003

Revised: January 9, 2006

July 23, 2007

August 10, 2015

323: Students Who Are Homeless and Unaccompanied Youth

323.01 Students of homeless individuals and unaccompanied homeless youth (youth not in the physical custody of a parent/guardian) residing in the Oregon School District (District) shall have equal access to the public school educational programs and services that allow them to meet the same challenging state academic standards to which all students are held. Homeless students and youth shall not be required to attend a separate school or program for homeless students and shall not be stigmatized by school personnel.

323.02 Definition of Homeless Students and Unaccompanied Youths

The term “homeless students” means individuals who lack a fixed, regular and adequate nighttime residence due to loss of housing, economic hardship, or similar reason. It includes, but is not limited to, students and youths (preschool-grade 12) who are:

- Living in an emergency shelter or transitional housing.
- Living in motels, hotels, trailer parks or campgrounds due to lack of alternative adequate accommodations.
- Living in cars, parks, public or private spaces not designed for humans to live, abandoned buildings, substandard housing, bus or train stations or similar settings.
- “Doubled up” by living with friends or family.
- Unsuitable living conditions, such as lack of utilities, mold, infestations, or dangers.

323.03 Migratory students and unaccompanied youth may be considered homeless if they meet the above definition.

323.04 Homeless status is determined in cooperation with the parent/guardians, or in the case of unaccompanied youth, the local educational agency liaison or through direct contact with District staff. The final decision about status is made by the Homeless Liaison. Homeless status is documented in the District’s student information system.

323.05 For students, federal law prohibits discrimination or harassment of students on the basis of religion, race, color, or national origin (including shared ancestry or ethnic characteristics), sex and disability. State law prohibits discrimination or harassment on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, parental status, marital status, sexual orientation, and disability. The Board prohibits discrimination or harassment based on transgender status including gender expression, gender identity and gender nonconformity. Discrimination complaints shall be processed in accordance with Board policies and procedures..

Legal References:

Student Nondiscrimination 157

Wisconsin State Statute 118.13
PI9, Wisconsin Administrative Code
Title IX, Education Amendment of 1972
Title VI, Civil Rights Act of 1964
Section 504, Rehabilitation Act of 1973
American with Disabilities Act of 1990
Individuals with Disabilities Education Act
Civil Rights Act of 1991
McKinney-Vento Homeless Education Assistance Act
42 U.S.C. 11432(g)(3)(E)

Adopted: July 14, 2003
Revised: January 9, 2006
July 23, 2007
August 10, 2015
 , 2024

323: Homeless Students: Administrative Guidelines

323.06.1 School Selection

The District shall determine the student's school placement based on the best interest of the student who is homeless.

- The student's education may continue in the school of origin for the duration of homelessness and/or in any case in which a family becomes homeless between academic years or during an academic year, or for the duration of the academic year, if the student becomes permanently housed during an academic year.
- The student may enroll in a school that non-homeless students who live in the attendance area in which the student is actually living are eligible to attend.

The school of origin means the school that the student attended when last permanently housed or the school in which the student was last enrolled and attending, including a preschool and including the designated receiving school at the next grade level for feeder schools.

In determining the best interests of the student, the preference is for the student to be kept in the school of origin for the duration of the homelessness unless there are other mitigating factors. Student-centered factors will be considered, including the impact of mobility on achievement, education, transportation, health, and safety, and the wishes of the student, and the student's parent or guardian.

In the case of unaccompanied youth, the local educational agency liaison or designee will assist in placement or enrollment decisions considering the requests of such unaccompanied youth. The District will make the final decision.

If the District determines that it is not in the student's best interest to attend the school of origin or the school requested by the parent/guardian or student, the District shall provide a written explanation of the reason(s) for its determination, in a manner and form understandable to such parent/guardian, or unaccompanied youth, including information regarding the right to appeal.

323.06.2 Enrollment

A school chosen on the basis of a best interest determination must immediately enroll the homeless student, even if the student does not have the documentation typically necessary for enrollment, such as immunization and other required health records, proof of residency, proof of guardianship, birth certificate or previous academic records, or even if the student has missed application or enrollment deadlines, has outstanding fees, fines, or absences, or applies without a parent/guardian.

The term “enroll” and “enrollment” are defined to mean attending school and participating fully in school activities..

323.06.3 Residency

A homeless student is a resident if the student is personally staying overnight somewhere within the district with a purpose to remain but not necessarily to remain permanently. The student shall be considered a resident when living with a parent/guardian, or person in loco parentis not solely for school purposes or for participation in extracurricular activities. Homeless students who do not live with their parent/guardian may enroll themselves in school.

The address listed on the enrollment forms becomes documentation of residency. If residency is questioned by the District, immediate enrollment will occur with follow up to clarify residency.

323.06.4 Comparable Services

Each homeless student or youth shall be provided services comparable to services offered to other students in the school selected, such as:

- Early childhood programs
- Transportation services
- Educational services for which the student meets eligibility criteria such as multi-lingual or special education programs
- Programs for students at-risk
- Programs and courses for advanced learners
- School nutrition programs
- Title I services
- Before and after-school programs
- Tutoring programs
- Summer school programs
- Online learning
- Extracurricular activities

323.06.5 Transportation

Transportation support needs will be assessed by the Homeless Liaison and provided by the District to ensure that transportation needs are not a barrier to attending school. Parent/guardian or the unaccompanied youth requests and/or student best interest will be considered.

Transportation will be provided by the District for the homeless student(s) to and from the school of origin for the duration of homelessness and for the remainder of the academic year even if the child, youth, or unaccompanied homeless youth becomes permanently housed. The school district providing transportation will ensure homeless students are receiving transportation comparable to non-homeless peers.

Once permanent housing is found, the family has a choice to stay in the school of origin or attend the school in the attendance area where they found housing. If a family chooses to stay in the school of origin, transportation will be provided until the end of that given school year.

In the case where the school of origin and current residence are located in different school districts, the two school districts will agree on a method for transportation and share costs. In the event the districts do not agree, they will work with DPI for a resolution.

323.06.6 School Meals

Homeless students are automatically eligible for free school meals for the remainder of that given school year. This does not include a la carte items.

323.06.7 Homeless Liaison

The District will designate a liaison to work with students who are homeless and unaccompanied youth. The Homeless Liaison or their designee shall ensure that:

1. Homeless students are voluntarily identified by school personnel and through coordination with other entities and agencies.
2. Homeless students enroll in and have a full and equal opportunity to succeed in schools in the district.
3. Homeless students receive educational services for which they are eligible and referrals to other appropriate services.
4. The parent/guardian of homeless students and any unaccompanied homeless youth are informed of the educational and related opportunities available to them and are provided with meaningful opportunities to participate in the education of the student/youth.
5. Public notice of the educational rights of homeless students, written in an understandable format, is disseminated in such public places as schools, meal sites, food pantries, and other locations frequented by low-income families.
6. There is compliance with all policies and procedures and mediates enrollment disputes.
7. The parent/guardian of homeless students any unaccompanied homeless youth are informed of all transportation services, including transportation to the school of origin.
8. Coordination of services between the District and other homeless family service providers.
9. Homeless students receive referrals to care services, dental services, mental health and substance abuse services, housing services, and other appropriate services.
10. Homeless students are provided assistance with basic school requirements (ie. records transfer, health and immunization records, residency).
11. Students are not segregated on the basis of their status as homeless.
12. Programs for homeless students are coordinated with other federal and local programs.

13. There is support for academic success, including credit accrual and transition to higher Education.
14. School personnel receive information about the educational rights of homeless children, youth, and unaccompanied youth.

323.06.8 Dispute Resolution


Parents or guardians of students experiencing homelessness or unaccompanied homeless youth have the right under McKinney-Vento to dispute decisions made by the District regarding eligibility, school selection, or enrollment.

In the event of a dispute, the District must:

- Immediately enroll the student in the school in which enrollment is sought pending final resolution of the dispute, including all appeals. While the appeals are pending, the student has the right to full participation in school activities.
- Provide the parent, guardian, or unaccompanied homeless youth with a written explanation of any dispute-related decisions, including the right to appeal such decisions up to the State Superintendent at the Wisconsin Department of Public Instruction.
- The written explanation must include the reason for the determination and must be in a manner and form understandable to the parent, guardian, or unaccompanied homeless youth.
- Refer the parent, guardian, or unaccompanied homeless youth to the homeless liaison who is required to assist parents, guardians, or unaccompanied homeless youth with the district's dispute resolution process.
- Follow the process outlined below.

323.06.09 Dispute Resolution Process

If a Parent / Guardian of a student experiencing homelessness or an unaccompanied homeless youth has a dispute regarding eligibility for services, the school selection or enrollment, they may dispute the decision to the District Superintendent.

To start the process, they should complete the  Policy 323 Homeless Dispute Resolution Form and return it to the District Superintendent at the District Office by email, mail or in-person delivery. The Form must be emailed, delivered or postmarked within 10 calendar days after the date of the decision.

The District Superintendent shall make a decision within 10 calendar days of receiving the Dispute Resolution Form. The parties may agree to an extension.

If a dispute is not resolved after the District Superintendent's decision, the parent/guardian or unaccompanied youth may send a request for resolution to the Superintendent's Office of the Wisconsin Department of Public Instruction. Requests for resolution should be sent to:

State Superintendent of Public Instruction

P.O. Box 7841

Madison, WI 53707-7841

<https://dpi.wi.gov/homeless/guidance#Complaint%20Procedure>

Legal References: Wisconsin State Statute 118.13
PI9, Wisconsin Administrative Code
Title IX, Education Amendment of 1972
Title VI, Civil Rights Act of 1964
Section 504, Rehabilitation Act of 1973
American with Disabilities Act of 1990
Individuals with Disabilities Education Act
Civil Rights Act of 1991
McKinney-Vento Homeless Education Assistance Act

HOMELESS EDUCATION STUDENT DISPUTE FORM
Board Policy 323 (to be linked)

If a Parent / Guardian of a student experiencing homelessness or an unaccompanied homeless youth has a dispute regarding eligibility for services, the school selection or enrollment, they may dispute the decision to the District Superintendent by completing this form. This form should be returned to the District Superintendent at the District Office by email, mail or in-person delivery. The Form must be emailed, delivered or postmarked within 10 calendar days after the date of the decision. The District Superintendent shall make a decision within 10 calendar days of receiving the Dispute Resolution Form. The parties may agree to an extension.

Student's First Name	Student's Last Name	Grade / School

Person filing dispute:		Phone:
Relationship to student(s):		
Please write a brief explanation of your dispute:		
Signature:		Date:

Note: The student will attend the school requested (school of origin or school of residence) by the parent/caregiver or unaccompanied youth until the dispute is resolved.

Homeless Coordinator Signature	Date Received:

WRITTEN NOTICE OF DISPUTE RESOLUTION

Date: _____

To: Parent/caregiver or unaccompanied youth

In reference to: Section 722(g)(3)(E) of the McKinney-Vento Homeless Assistance Act of 2001.

After reviewing your request to enroll the student listed above at
_____ School,

the enrollment request is ___ Denied ___ Approved

This determination was based upon: _____

Student is assigned to _____ Start Date _____

You have the right to appeal this decision to the Wisconsin Department of Public Instruction. You may contact the State Coordinator for Homeless Education at the Wisconsin Department of Public Instruction at (608) 261-6822. You may also seek the assistance of an advocate or attorney.

Sincerely,

Oregon School District Superintendent

751: Transportation

751.01 The District will provide a safe, efficient and economical school transportation program.

751.02 Pupil Transportation

- **751.02.1** The District shall provide free transportation for all pupils in grades 4K-8 who live more than one-half mile from their school and for all 9-12 students who live over two miles from the high school. Mileage distances for pupil transportation eligibility will be measured by using vehicle odometer readings over the shortest route between school and home or by use of a measuring wheel if there is a dispute as to the distance.
- **751.02.2** The District will attempt to limit a ~~student's one-way~~~~student's one-way~~ bus ride time to no more than 60 minutes measured from the time a student gets on the bus to the time that a student gets off the bus.
- **751.02.3** For students with Exceptional Educational Needs, (E.E.N.), and special transportation provisions will be arranged based upon the Individualized Educational Plan (IEP). In certain situations where pupil transportation may be required prior to completion of the IEP Team evaluation, temporary transportation provisions may be arranged upon the request of the Director of Special Education. Peer Models may be transported if there is space available and no mileage is added to the route.
- **751.02.4** A student may be prohibited from riding a school bus, either temporarily or permanently, when the actions activities or behavior of the student necessitate such action. Temporary removal from the bus requires the same due process as suspension from school (see Policy 434). Permanent removal requires the same process as an expulsion if it effectively prevents a child from attending school (see Policy 434).
- **751.02.5** When school administration or a teacher deems it necessary to keep a student after school, thus missing his/her bus trip home, the ~~student's parent~~ ~~/student's parents or~~ guardian must be notified in sufficient time to allow the parent/~~guardian~~ to arrange for alternative transportation.
- **751.02.6** The Director of Transportation reserves the right to change any of the bus routes at any time during the school year.
- **751.02.7** Bus routes shall be established so that the walking distance to the bus route shall not ~~exceed a mile~~~~exceed mile~~ wherever possible.
- **751.02.8** Subdivisions outside of Village limits that have ten or more students being transported shall be reviewed to determine point or points of pickup.
- **751.02.9** The administration and/or Director of Transportation shall make decisions regarding early or late dismissal of students because of hazardous roads or weather conditions.

- **751.02.10** The District shall contract for school buses. Bus contracts may only be awarded to District residents ~~unless no district residents apply after an advertisement is placed in the District's Official newspaper.~~
- **751.02.11** A bus contractor may only be awarded a maximum of ~~five~~ **four (54)** contracts, unless circumstances exist to warrant an exception.
- **751.02.12** All bus contractors shall adhere to the Transportation Contractor Agreement.

751.063 Transportation Guidelines for Children To/From ~~Schools-Child Care Providers~~ (MOVE TO BOTTOM)

- **751.063.1** Transportation is available only within the school district boundaries.
- **751.036.2** Mileage will not be added to a bus route for transportation to a child care provider after routes are established. Bus routes are established for the upcoming year by ~~Mid-August~~ **July 31.**
- ~~751.03.3 Requests for transportation to daycare providers after July 31 will be handled on a first come first serve basis.~~
- **751.063.34** Transportation will be provided between Brooklyn Elementary and Forest Edge Elementary and daycare providers in Oregon that are licensed to serve 30 or more. Stops will be available at 276 Soden Drive (After School Club), 665 E. Netherwood Rd. (LaPetite Academy), 537 N. Main St. (Starlight Academy), and 172 N. Main St. (Oregon Daycare Inc.), **125 Rosewood Ave (Trasnos Childcare Center), 852 Janesville St, Oregon, WI 53575 (Karate America)**
- **751.063.45** Transportation may be provided for **resident** students attending a school out of their established attendance area if space is available and no additional miles are added to the route. **Transportation regarding open enrolled students is detailed in Policy 314.**
ff
- **751.063.56** Students are expected to ride the same route to and from school. However, ~~if the parent/guardian may request~~ **requests an** alternate drop off/pick up locations via the online transportation system **for up to _____**, the District will consider transporting the student to ~~no more than two~~ **three** different drop off/pick up points in one week **per household.**
- **751.063.67** Requests for permanent changes in the established drop off/pick up point(s) must be made in writing through the online transportation system to the school district transportation director forty-eight hours before the change is to occur.
- **751.063.78** With unexpected temporary changes, notice should be given to the building secretary prior to 12:00 noon for change in the ~~student's delivery~~ **student's delivery** to other than the regular drop off point. If there is room on school transportation vehicles, the district will attempt to accommodate the request.

751.034 Kindergarten Provisions (including four-year-old Kindergarten) Parents/**Guardians** can request to have their kindergarten student transported from home or from a child care provider. A transportation verification form must be completed if transportation is other than to or from the home residence. Questions regarding this policy should be directed to the transportation director.

751.045 Ridership Eligibility The half-mile (4K-8) and two-mile radius (9-12) will be measured using:

Start Point:	Curb (in town)	Mailbox (in country)
End Point:	Oregon High School	Front Curb
	Oregon Middle School	Front Curb
	Rome Corners Intermediate School	Front Curb
	Brooklyn Elementary	Front Door or Drop off Point
	Prairie View Elementary	Oak Street Entrance
	Netherwood Knoll Elementary	Oak Street Entrance
	Forest Edge Elementary	Front Curb

Adopted: January 24, 2005

Revised: February 25, 2013



Book	School Board Policies
Section	300 Instruction
Title	Open Enrollment
Code	314
Status	Active
Adopted	January 26, 1998
Last Revised	January 11, 2016
Prior Revised Dates	October 26, 1998; March 12, 2001; July 28, 2003; January 9, 2006; February 11, 2013; January 26, 2015

314: Open Enrollment

314.01 Open Enrollment Program (Non-resident Students)

If the Board determines there is availability in its schools, classes, and/or programs, it shall allow non-resident students residing in the State of Wisconsin, and who qualify, to enroll in the Oregon School District through an Open Enrollment Program during the forthcoming year in accordance with Wisconsin law.

- **314.02.01 Definitions**

The following definitions will apply to the Open Enrollment Program of the Oregon School District.

1. *Non-resident District:* A school district located in Wisconsin which is not a student's district of residence.
2. *Non-resident Student:* A student who is a legal resident or otherwise legally entitled to attend school in another school district in Wisconsin and who seeks admission to the Oregon School District under the Open Enrollment Program.
3. *Tuition Student:* A non-resident student who is a resident of the state of Wisconsin and tuition is being paid in accordance with statute.
4. *Full-time Enrollment:* A student is enrolled for the entire school day and receives all of his/her required education in the Oregon School District.
5. *Part-time Enrollment:* Limited to high school students who may participate in no more than two (2) courses offered by the Oregon School District.
6. *Class Size:* The Oregon School 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 of mitigating circumstances for a particular school, class, or program including enrollment

projections established by the Superintendent.

7. *Program Size*: The enrollment or size restrictions within a class or building. The District reserves the exclusive right to establish program size and limit enrollment based upon the ability to properly allocate available resources, create and maintain a proper learning environment, and comply with contracts, grants, and applicable laws and regulations.
8. *Resident Students*: A student who is a legal resident of the Oregon School District and is consequently entitled to attend school in the Oregon School District.

- **314.02.02 Enrollment of Non-resident Students**

1. At a January Board meeting, the Board shall designate the number of regular education spaces by grade, and the number of special education spaces, by programs or services, in the District. Consideration shall be given to class-size limits, student-teacher ratios, overall building capacity, desired program-size limitations, known or projected limitations on staffing, students attending the Oregon School District for whom tuition is paid under Wis. Stat. sec. 121.78 (1)(a), enrollment projections, and other resources. The Board authorizes the Superintendent or the Superintendent's administrative level designee, to make all other decisions and determinations that necessary and permitted in connection with any open enrollment application or any open enrollment student under this policy and its administrative guidelines. This delegation of authority does not prohibit the Superintendent from bringing any such decision or determination to the Board as the Superintendent deems necessary.
2. If the number of applications for admission from non-resident students exceeds the number of available enrollment opportunities, non-resident students shall be selected for admission using a random selection process established by the Superintendent. A waiting list will be maintained for those non-resident students not initially selected for admission.
3. Enrollment priority shall be given to any non-resident student already admitted and his/her sibling(s).
4. A parent of a non-resident student who wishes his/her child to attend school in the Oregon School District in the subsequent school year shall submit a request on the State Department of Public Instruction issued form to the Superintendent no earlier than the first Monday in February and no later than 4:00 p.m. on the last weekday in April of the school year immediately preceding the school year in which the pupil wishes to attend. The District shall forward a copy of each application to the district of residence and the Department of Public Instruction by no later than the end of the first weekday following the last weekday in April. The application may include a request to attend a specific school or program offered by the Oregon School District, but any preferences cannot be guaranteed.
5. The Superintendent shall establish guidelines for the analysis of the applications to determine the grades and programs for which there are applications and for making the determination as to which grades and programs applications can be accepted.
6. The District may not act on the applications before May 1. The District shall notify the applicant on or before the first Friday after the first Monday in June whether or not the application has been accepted. Except as provided by Wis. Stat. s. 118.51, if the application is accepted, the District shall provide written notification to the applicant on or before the first Friday following the first Monday in June, of the specific grade, program or class, and/or school the student will be attending. If the application is not accepted, the District shall include the reason in the written notice.
7. On or before the 2nd Friday following the first Monday in June following the receipt of a copy of the application, if a resident school board denies a pupil's enrollment in a non-resident school district pursuant to state law, the resident school board shall notify the applicant and the non-resident school board in writing, that the application has been denied and include in the notice the reason for the denial.

8. Except as otherwise provided by Wis. Stat. sec. 118.51, if an application is accepted, on or before the last Friday in June following receipt of a notice of acceptance, or within 10 days of receiving a notice of acceptance if a pupil is selected from a waiting list, the pupil's parent shall notify the Board of the pupil's intent to attend school in that school district in the following school year. If the parent does not respond, the District may rescind approval and offer the space to another pupil pursuant to this policy.
9. No later than July 7, the District shall provide the district of residence with the name of each student who will be attending school in the Oregon School District in the forthcoming school year.
10. The District may evaluate a non-resident open enrollment applicant for possible early admission to 5-year old kindergarten. If the parent or guardian would like to request an evaluation, the parent or guardian should contact the Superintendent's office as soon as possible after submitting the application but no later than April 30.

- **314.02.03 Criteria for Non-Admission**

Enrollment will not be permitted for any non-resident student who meets one or more of the following criteria.

At any time prior to the beginning of the school year, the Superintendent shall determine whether any of these factors apply. The Superintendent will notify the family if the student is not accepted based upon one of these reasons.

The student has been expelled from any public school, independent charter school in Wisconsin, or out-of state-public school, and the term of the expulsion overlaps with the proposed period of open enrollment.

1. The student has been expelled from school by any school district during the current or two (2) preceding school years or disciplinary proceedings are pending based on any of the following reasons:
 - 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 any school property by means of explosives;
 - b. engaging in conduct while at school or while under supervision of a school authority 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 employee of the School District or member of the School Board;
 - d. possessing a dangerous weapon, as defined in s.939.22(10), while at school or while under the supervision of a school authority;
2. The student has disciplinary matters that are pending or become pending while the application is under consideration that meet the criteria specified in paragraphs B1-4. If the student's application is denied due to pending disciplinary matters, the District, upon written request of the student's parent or guardian, will reconsider the status of the application if: 1) prior to July 1, the District is able to determine that the prior disciplinary matter has been concluded in favor of the student; and 2) considering possible acceptance of the application would not be prejudicial to any other applicant.
3. Applicants must continue to meet discipline-related criteria approval after initial acceptance. The District shall revoke the prior acceptance of an open enrollment application if the District determines that the student is subject to a current expulsion order or disciplinary proceeding criteria that would have disqualified the student's application.
4. The special education program or related services described in the child's individualized education program is not available in the District or there is no space available in the appropriate special education program. In

any instance where an application is submitted by a student with a disability but there is no current IEP available for the student, the District shall use the procedures specified by DPI to determine whether the District has the appropriate special education program or space for the student. If the student's IEP changes or if a student subsequently receives an IEP after initial application or enrollment, then the student may be returned to the student's resident district if the District determines that the special education or related services required for the student are not available in the District or that there is no space available.

5. The child has not been properly screened by the resident school district to determine if there is reasonable cause to believe that the child has disabilities or has been reported or identified by the resident school district but not yet evaluated by an individualized educational program team appointed by the resident district.
6. The child has been habitually truant during any semester of attendance in the current or previous school year. If the District determines that a non-resident student is habitually truant pursuant to the District's applicable attendance and truancy policies during either semester in a given school year, the District may prohibit the student from continuing to attend school in the District as an open enrollment student in the succeeding semester or school year. The District must have clear documentation that the parent or guardian or student: 1) had notice of the truancy and attendance policies; 2) was allowed to explain why they believed there were any errors in the list of unexcused absences; 3) know or should have known that the student's open enrollment could be terminated for habitual truancy and the student had at least one notice; and 4) received an opportunity to correct the truant behavior before being found to be habitually truant or before terminating the open enrollment.

314.03 Alternative Application Procedures under Certain Circumstances

A parent or guardian of a student may apply for open enrollment under the alternative application procedures and criteria specified in Wisconsin Statute (118.51(3m)). A copy of this statute shall be provided to a parent or guardian upon request. All other applicable provisions of this policy apply.

The District may not approve an alternative application submitted prior to the 3rd Friday in September if the District did not approval all applications for the pupil's grade that were submitted during the regular application period for the same school year. The District may not approve an alternative application submitted after the January Board meeting for a current school year if the Board limited the number of spaces available for applications submitted under the regular application procedure for the following school year.

314.04 Release of Resident Students

- 1. Resident students may apply for full-time open enrollment in another public school district in accordance with Wisconsin law. The District may deny the application if the resident student is ineligible for open enrollment under state law or if the application is determined to be invalid because it is incomplete, untimely or in excess of the number of allowable applications.
 2. If a student in need of special education seeks to apply for enrollment in a non-resident school district, the District may not deny the application the application due to any undue financial burden.
 3. If the student has applied for open enrollment under the alternative open enrollment criteria and procedures, the District shall deny the student's open enrollment if the District determines that none of the criteria relied upon by the student to submit the application apply to the student. Prior to denial, the District shall offer the parent or guardian the opportunity to provide additional information necessary for the District to make that determination.
 4. The parent or guardian of a resident open enrollment student shall be responsible for student transportation to the non-resident school district, except as otherwise provided by law. Requests from other school districts to provide optional transportation to resident open enrollment students to/from locations within the

boundaries of the District may be denied.

5. The Superintendent shall ensure that the records of a transferring student are sent promptly to the receiving school district.
6. If at the time of application, the applicant was enrolled in a private school or home-based private educational program or did not reside in the District, he/she must formally enroll in the District prior to attending school in a non-resident school district under the full-time open enrollment program.

314.05 Appeals of Open Enrollment Decisions

The student's parent(s) or guardian may appeal a District's decision regarding full-time open enrollment to the DPI.

314.06 Tuition Waivers and Open Enrollment

Under certain circumstances, state law permits a child to continue to attend school in a district even after he/she moves out of the school district. Please refer to Board Policy 320.

314.07 The Admission Process for Students Participating Under Open Enrollment

- **314.07.01 Application for Admission:**

All applications for admission under this program are to be sent to the Office of the Superintendent where they will be date-stamped and examined to ensure that all the application requirements listed on the State form have been met properly. Those that are not properly completed will be returned to the applicant. No applications are to be accepted or date-stamped until the first Monday in February and none after the last weekday in April of the school year immediately preceding the school year in which the pupil wishes to attend.

All properly-completed applications as well as a record of any incomplete applications are to be sent to the resident school district and the Department of Public Instruction by no later than the end of the first weekday following the last weekday in April.

All properly-completed applications are to be sent to the District Registrar who will be responsible for organizing them by grade-level and/or program, whatever is applicable.

Any application received prior to or after the deadline dates are to be returned to the applicant with a notice of the proper application dates.

Projected enrollment of resident-school students for the next one (1) school year is to be determined by each principal and the Director of Special Education by no later than January 15 and sent to the Superintendent in preparation for the January Board meeting

A committee consisting of the Superintendent, Director of Special Education, Building Principals, Director of Instruction and District Registrar will meet by no later than May 15 to review all applications, organized by grade-level/class/program to determine for which grade-levels/classes/programs there are significant factors that will affect the quality of the instructional program. Such factors include projected future year enrollments for resident students, projected next year school enrollment of non-resident students, special learning requirements or conditions for projected resident student enrollees and the like. The Committee will then determine which grade-levels/classes/programs for which applications will not be accepted. The Committee will also determine which grade-levels/classes/programs are available and the number of applicants that can be accepted for the forthcoming year.

All applicants denied acceptance will be notified on or before the first Friday following the first Monday in June following receipt of the application. Each student's resident district will also be informed

For those grade-levels/classes/programs for which applications will be accepted, the following procedure is to be used.

If there are fewer applications for enrollment than the number of spaces available, all those who meet acceptance criteria are to be notified of acceptance. The Superintendent shall notify the applicants on or before the first Friday following the first Monday in June following receipt of the application. Each student's resident district is also to be informed. Included in the notification shall be a request to the parents and the resident school district that the student's records be sent to the District no later than June 30. This information will be essential for determining placement.

If there are more applications than spaces available, the District will:

- Identify students who do not meet the acceptance criteria established in Board policy;
- Identify any siblings of non-resident students who are attending a District school. These siblings are to be enrolled prior to the random-selection process.

Special education students shall be included in the general random selection of applications for spaces in particular grades before the District considers the availability and spaces within the special education programs or services required by the student's IEP. If a pupil is on both the regular education and special education waiting lists, and the pupil's name is reached on only one waiting list, the pupil shall remain in place at the top of that list until the pupil's name is reached on the other list.

If a student is selected in the random process and the application is approved, the sibling-applicants of that student shall be granted an immediate preference to any spaces remaining in the sibling's grade.

Assign a number to each application and place the numbers in a container. In the presence of at least one (1) other staff member, conduct a blind drawing of the numbers and list each number drawn in the order they are drawn. The drawing is to continue until all numbers have been drawn.

Based on the results of the blind drawing, determine which applications are to be selected and notify those parents. Notify all parents whose applications have to be rejected. This notification must be completed on or before first Friday following the first Monday in June following receipt of the application.

Included in the notification shall be a request to the parents and the resident school district that the student's records be sent to the District by no later than June 30. This information will be essential for determining placement.

- **314.07.02 Waiting List**

The District shall establish a numbered waiting list in those instances where applications exceed the number of available seats. Normal acceptance and rejection criteria will be followed when establishing the waiting list. Non-resident pupils placed on the waiting list will be assigned numbers through a random selection process. If space becomes available, students will be selected from the waiting list according to: 1. Rank order of the waiting list; and 2. Match between grade requested and seat availability. Preferences will be given to currently attending students and their siblings. The District does not create or administer waiting lists for applications under the alternative application procedure or for the assignment of open enrollment applications to specific schools/programs for which the applicant has expressed a preference.

1. Denied non-resident applications placed on the District's waiting list will receive notification of their waiting list status, including their rank on the waiting list. Waiting list rank and status will also be indicated on the DPI denial forms.
2. Acceptance from Waiting List: Wait list applicants will be notified of an opening as soon as possible by no later than the third Friday in August. If a student is accepted from the waiting list, parents will be notified by

mail. Parents must provide notice that their child will attend school as assigned no later than two (2) weeks from the notice of selection, but in no case shall such notice be provided after the first day of the school year. The District's notification of the acceptance of non-resident students' application shall contain: (1) Notice that the pupil has been accepted from the waitlist; (2) Name of the school to which the student is assigned and (3) Date by which the parent(s) must notify the Board of whether the pupil will attend and the proper procedure for notifying the Board. If the parents do not respond within two (2) weeks, the offer of admission will be rescinded and the open space offered to the next applicant on the waiting list if time permits.

3. The District shall maintain the waiting list until September 1.

- **314.07.03 Determination of Placement**

All accepted applications are to be maintained by the District Registrar for review and proper placement. By no later than June 30, the following administrators will meet to determine placement:

Building Principals
Director of Instruction
Director of Special Education
Superintendent

Placement decisions will be made based on the same factors that were used to determine acceptance and the information contained in the applicant's records.

Each applicant will be informed of placement for the next school year on or before the second Friday following the first Monday in May. If the placement is different than requested on the application, the applicant is to be so informed and provided with the reasons why the requested placement cannot be made. Such reasons are to be related to the factors that were used in determining placement for resident students, e.g. prerequisites.

The following information is also to be included with the notification of placement:

1. The District's regular enrollment procedure which is to be followed when enrolling a non-resident student.
2. Participation in interscholastic athletics must comply with applicable regulations of the Wisconsin Interscholastic Athletic Association (WIAA) and any relevant league standards regarding eligibility of transfer students for participation in interscholastic athletics.
3. Enrollment in a school shall be subject to an agreement that transportation of the non-resident student to the school is provided by the student, his/her parents, or the resident district. (Exceptions to this requirement may be necessary for students with disabilities as stipulated in a student's IEP.)
4. The building principal shall determine academic assignment or placement based upon completion of courses or grades in the student's home school and the awarding of transfer academic credit, if applicable.

- **314.07.04 Subsequent Years**

The same procedure described above for the selection and placement of non-resident students is to be followed each school year.

- **314.07.05 Transfer of Resident Students**

When a resident student is accepted for enrollment in a non-resident district's open enrollment program, the procedure for withdrawal/transfer from school is to be followed.

If, during the school year, a resident student wishes to transfer back to the home school, the student may do so. If the student has a record of academic difficulty, the principal may wish to assess the student's current level of

performance.

Legal References: Wis. Stats. 121.78(1)(a), 118.51, 121.84, 115.76(5), DPI PI 36

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