

BOARD POLICY 222.3

222.3 - Retirement Program for Administrators (Employed Prior to July 1, 1997)

It shall be the policy of the School District of Fort Atkinson to make it possible for administrators to retire who are at least fifty-five (55) years of age, are currently employed in the District, and have been so for at least the last ten (10) years.

Written notice of intent to retire shall be submitted to the District Administrator on or before February 1 in the school year in which the retirement is to become effective. The Board of Education reserves the right to grant or deny any or all retirement requests, based upon the needs of the District.

The Board of Education shall pay the retiree deferred compensation in the amount of \$3,000 per year for a period of five (5) years or until the retiree dies, whichever occurs first, up to a maximum of \$15,000. The stipend will be payable monthly. The retiree may participate in the group hospital-medical insurance at District expense until the retiree is eligible for Medicare or until the retiree dies, whichever occurs first.

For retirement requests that are submitted after February 1, 2015, the District shall pay 87.4% of the cost of such single or family coverage for each retiree through the end of the month in which the retiree dies, becomes eligible for Medicare, or fails to make payment for the premium, whichever occurs first.

The retiree may further participate in the hospital-medical insurance after this period but shall pay the full annual premium. The premiums for such insurance shall be paid by the retiree to the District business office, in advance, on a quarterly basis. Said payments are due on or before the fifteenth (15th) day of September, December, March, and June of each year. In the event of a retired employee's death, the employee's spouse may participate in the group hospital-medical insurance program at his/her own expense until the spouse is eligible for Medicare, provided this is acceptable to the District's insurance carrier.

This policy shall go into effect July 1, 1997 and shall apply to those individuals whose initial date of hire as a certified employee of this District is prior to July 1, 1997. This policy shall remain in effect as long as it applies to current employees.

The School District of Fort Atkinson does not discriminate in employment on any basis protected by federal, state or local laws.

Approved: February 20, 1997
Revised: April 22, 2004
Revised: March 20, 2008
Revised: May 19, 2011
Revised: April 18, 2013 Pending Board Approval

BOARD POLICY 222.31

222.31 - Retirement Program for Administrators (Employed Between July 1, 1997 and June 30, 2011)

It shall be the policy of the School District of Fort Atkinson to make it possible for administrators to retire who are at least fifty-five (55) years of age, are currently employed in the District, and have been so for at least the last ten (10) years.

Written notice of intent to retire shall be submitted to the District Administrator on or before February 1 in the school year in which the retirement is to become effective. The Board of Education reserves the right to grant or deny any or all retirement requests, based upon the needs of the District.

The retiree may participate in the group hospital-medical insurance at District expense for up to 48 months through the end of the month in which the retiree dies or becomes eligible for Medicare, whichever occurs first.

For retirement requests that are submitted after February 1, 2015, the District shall pay 87.4% of the cost of such single or family coverage for each retiree through the end of the 48th month, the end of the month in which the retiree dies, becomes eligible for Medicare, or fails to make payment for the premium, whichever occurs first.

The retiree may further participate in the hospital-medical insurance after this period but shall pay the full annual premium. The premiums for such insurance shall be paid by the retiree to the District Business Office, in advance, on a quarterly basis. Said payments are due on or before the fifteenth (15th) day of September, December, March, and June of each year. In the event of a retired employee's death, the employee's spouse may participate in the group hospital-medical insurance program at his/her own expense until the spouse is eligible for Medicare, provided this is acceptable to the District's insurance carrier.

This policy applies to those individuals who begin their duties as a certified employee of this District on or after July 1, 1997, and before July 1, 2011. This policy shall remain in effect as long as it applies to current employees.

The School District of Fort Atkinson does not discriminate in employment on any basis protected by federal, state or local laws.

Approved: February 20, 1997
Revised: April 22, 2004
Revised: March 20, 2008
Revised: January 15, 2009
Revised: May 19, 2011
Revised: April 18, 2013 Pending Board Approval

BOARD POLICY 343.2

343.2 - Class Size

The Board of Education shall maintain class sizes in accordance with sound educational practices. The following guidelines are offered to the administration to assist them in staffing decisions:

A. Elementary

Early Childhood (EC) – No more than eight students per classroom;

Four-Year-Old Kindergarten (4K) – No more than 18 students per classroom section;

Five-Year-Old Kindergarten (5K) – 15-25 students per regular classroom;

Grades 1-3 - 18-25 students per regular classroom;

Grades 4-5 - 18-30 students per regular classroom;

B. Secondary

Department Average - 18-32 students per regular classroom

In areas of limiting physical facilities, areas where safety is a factor, and/or where staff currently employed is available, class size may be altered subject to the approval of the District Administrator.

Cross Ref.: ~~Teacher Contract~~

Approved: June 19, 1997

Reviewed: November 1, 2006

Revised: May 16, 2013 Pending Board Approval

BOARD POLICY 423

423 - Open Enrollment Program

The Board of Education may allow nonresident students whose parent(s)/guardian(s) does not reside in the District, and who qualify, to enroll in the District through an Open Enrollment Program during the forthcoming school year. The Board of Education may allow resident students whose parent(s)/guardian(s) reside in the District, and who qualify, to enroll in a nonresident district through an Open Enrollment Program during the forthcoming school year.

Section 118.51, 120.13, 121.78(1)(a), 939.22(10), Wisconsin Statutes, PI 23, PI 36, Wisconsin Administrative Code and the Department of Instruction Public School Open Enrollment Program guidelines will be used when considering open enrollment applications.

Acceptance and Rejection – Criteria as defined in Administrative Rule #423.

Required Preference – Criteria as defined in Administrative Rule #423.

Transportation – Non-resident students' transportation shall not be the responsibility of the District. However, the District may discretionarily provide transportation to non-resident student(s) when mutually agreed upon with the non-resident District Administrator.

Reapplication – The Board shall not require non-resident students who are attending school in this District under this policy to reapply.

Legal Ref.: Section 118.51, 120.13, 121.78(1)(a), 939.22(10), Wisconsin Statutes
PI 23, PI 36, Wisconsin Administrative Code

Cross Ref.: Administrative Rule 423 – Open Enrollment
Board Policy 112 - Discrimination
Board Policy 343.2 – Class Size

Approved: February 19, 1998

Reviewed: February 2, 2005

Revised: March 15, 2007

Renumbered: December 16, 2010

Revised: April 19, 2012

~~Reviewed: February 1, 2013~~

Revised: May 16, 2013 Pending Board Approval

ADMINISTRATIVE RULE 423

AR423 – Open Enrollment Program

Acceptance and Rejection – *The District may deny open enrollment for the following reasons:*

1. *Space is not available in the school, program, class or grade the student would attend.*
 - a. *Projected enrollment of resident school students is to be determined by the District Administrator or his/her designee by no later than the third Friday in December.*
 - b. *The District Administrator or his/her designee shall determine the availability of openings for non-resident students based on the established maximum number of students that can be accommodated in each school, class, and program.*
 - c. *The availability of space in the schools, programs, and classes may be based upon:*
 - i. *Class size guidelines (Policy #343.2 – Class Size)*
 - ii. *Student-teacher ratios*
 - iii. *Census data*
 - iv. *Enrollment projections*
 - d. *The number of openings in a particular program for non-resident students will be determined by optimum size for a particular program or classroom which is the number of students that can be accommodated without causing undue instructional or financial hardship for the district. This includes all regular and special education programs.*
 - e. *Assignment of students under open enrollment within the District is based upon space availability. Every effort will be made to accommodate requests for specific schools as space permits. [Wis. Stats. 118.51(5)(a)1.]*
2. *The student is currently expelled and the expulsion will extend into the school year for which the application is submitted. [Wis. Stats. 120.13(1)(f)]*
3. *The student has been expelled during the current or preceding two school years for certain conduct specified in statute. [Wis. Stats. 118.51(5)(a)2.]*
4. *The student was habitually truant from the non-resident district during any semester in the current or previous school year. [Wis. Stats. 118.51(5)(a)3.]*
5. *The special education or related services required by the student's individualized education program (IEP) are not available in the non-resident school district or there is not space in the special education or related services required by the student's IEP. [Wis. Stats. 118.51(5)(a)4]*
6. *The student has been referred for a special education evaluation but has not been evaluated. [Wis. Stats. 118.51(5)(a)6.]*

Each application shall be evaluated on a case-by-case basis.

Required Preference

Selection of Applications - Should the number of applications for open enrollment into the District exceed the number of slots available for open enrollment, non-resident student names will be selected for admission using a random selection process. The District Administrator or his/her designee shall use the following process:

1. *Students who are currently attending school in the District shall be guaranteed approval.*
2. *Siblings of currently attending students shall be guaranteed approval.*
3. *Tuition Waiver students who have attended school in the District during the past school year shall be given priority over applications from other non-resident students.*
4. *The remaining non-attending student applications shall be approved by the following random selection process:*
 - a. *All submitted applications are assigned a number starting with 1 by alphabetical order.*
 - b. *Using an electronic randomization tool, the numbers shall be entered and randomized.*
 - c. *The randomly ordered numbers shall be printed for the record and used in determination of approval of applications.*
 - d. *If a student is selected and space is not available in said class or program, they shall be placed on a waiting list in the same order that they were randomly selected.*
 - e. *If a student whose application was randomly selected has sibling(s) in the same random selection process, said sibling(s) shall immediately be granted approval if space is available in said class(es) and/or program(s). If space is not available, the sibling(s) shall be placed on the waiting list in the order they were considered for approval.*
5. *The waiting list shall be maintained and utilized through the third Friday in September, but only if the student will be in attendance on the third Friday in September.*

Students and families shall be notified of approval/denial per State Statute.

*Legal Ref.: Section 118.51, 120.13, 121.78(1)(a), 939.22(10), Wisconsin Statutes
PI 23, PI 36, Wisconsin Administrative Code*

*Cross Ref.: Board Policy 423 – Open Enrollment
Board Policy 112 - Discrimination
Board Policy 343.2 – Class Size*