

## 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.: Board Policy 423 – Open Enrollment Program  
AR423 – Open Enrollment Program

Approved: June 19, 1997

Reviewed: November 1, 2006

Revised: May 16, 2013

## 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  
Revised: May 16, 2013

## BOARD POLICY 443.2

### 443.2 - Student Conduct on School Buses

#### A. Bus Regulations

Bus rider regulations, as developed by the District, shall be posted in each bus at all times and given to each rider on an annual basis.

#### B. Discipline on the Bus

No student shall be ~~abandoned~~ *dropped off* at a point other than his/her ~~normal destination~~ *pick up or drop off point* by a bus driver. All discipline problems encountered on the bus shall be referred to the supervisor of bus transportation and building principal for appropriate action.

Legal Ref.: Sections 120.13(1) and 121.52, Wisconsin Statutes

Cross Ref.: Student Handbook

Approved: August 21, 1997

Revised: June 20, 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. In January, the District Administrator or his/her designee shall present to the Board of Education for its approval, 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. [Wis. Stats. 118.51(5)]
  - 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, including Tuition Waiver students, who are currently attending school in the District shall be guaranteed approval.*
2. *Siblings of currently attending students shall be guaranteed approval.*
3. *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 of the student's last name.*
  - 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.*
4. *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*



## 2012-13 Policy Changes

<u>Date</u>	<u>Policy Action</u>	<u>Admin Rule</u>	<u>Policy</u>	
04/2013	Revised	None	222.3	- <u>Retirement Program for Administrators</u> <u>(Employed Prior to July 1, 1997)</u>
04/2013	Revised	None	222.31	- <u>Retirement Program for Administrators</u> <u>(Employed Between July 1, 1997</u> <u>and June 30, 2011)</u>
06/2013	Revised	None	232	- <u>Director of Business Services</u>
05/2013	Revised	None	343.2	- <u>Class Size</u>
03/2013	Revised	None	363.2	- <u>Access to and Use of Electronic</u> <u>Communication and the Internet</u>
05/2013	Revised	Revised	423	- <u>Open Enrollment Program</u>
06/2013	Revised	None	443.2	- <u>Student Conduct on School Buses</u>
10/2012	Revised	None	662.1	- <u>Site Activity Funds Management</u>
03/2013	Revised	None	662.3	- <u>Fund Balance</u>

**Totals:**

Added (0)	Added (0)
Revised (9)	Revised (1)
Reviewed (0)	Reviewed (0)
Renumbered (0)	Renumbered (0)
Deleted (0)	Deleted (0)

**Total Policies Worked On = 9**

**Other topics were also discussed with  
no policy changes.**

SERIES 100: BOARD OF EDUCATION (0)  
 SERIES 200: ADMINISTRATION (3)  
 SERIES 300: INSTRUCTION (2)  
 SERIES 400: STUDENTS (2)

SERIES 500: PERSONNEL (0)  
 SERIES 600: FISCAL MANAGEMENT (2)  
 SERIES 700: SUPPORT SERVICES (0)  
 SERIES 800: SCHOOL-COMMUNITY RELATIONS (0)

