

## EXPLANATION OF BY-LAW & POLICY CHANGES

DECEMBER 2017 PACKET:

**By-Law:**

0155 - Committees – Added - of the meeting. A committee shall require a quorum, consisting of a majority of its members, to take any action. A committee may conduct a closed meeting

**Policy:**

7430 – Safety Standards – Removed – of Education; added – students, and visitors; added – and report such actions; removed – Said employee shall also have the authority to organize and direct the activities of a District safety committee.

JANUARY 2018 PACKET:

**By-Law:**

0142.7 – Orientation – Added – and a copy of each current employee handbook.

0144.1 – Compensation – Removed – Board members shall receive an annual salary for the year.; added – As approved by the electors at the annual meeting; removed – Upon authorization by the School District at the District Annual Meeting; added – Board members shall receive an annual salary for the year,

151.2 – Required Student Academic Standards Agenda Item – Added – In accordance with 120.12(13), Wis. Stats.,

0152 – Officers – Added – Secret ballots may be utilized only for election of officers.

**Policies:**

2271 – Youth Options Program – all wording has been deleted and the following new wording added: (Technical College)

**START COLLEGE NOW PROGRAM (Technical College)**

The Hortonville Area School District permits any 11<sup>th</sup> and 12<sup>th</sup> grade student who is in good academic standing the opportunity to take college courses at Wisconsin Technical Colleges. Due to the need for high school students to take college-level courses while in high school, this new program has been developed.

The Hortonville Area School District does not discriminate against pupils based on sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability or handicap in its education programs or activities.

Attendance at Technical College is outlined under Wisconsin State Statutes 38.12(14). The Hortonville Area School District will absorb the cost of non-comparable courses approved by the high school principal (tuition, books) up to a maximum of eighteen (18) credits during the student's lifetime of eligibility. (The Hortonville Area School District will pay costs not to exceed the Wisconsin Technical College established rate for tuition. Please clarify with 118.55.5.2) The Hortonville Area School District is not financially responsible for any coursework or related costs resulting from a student's attendance at a Wisconsin Technical College beyond the eighteen (18) credit maximum.

**Implementation:**

- A. The High School Principal will annually, by October 1<sup>st</sup>, provide information about the Start College Now Program to all pupils enrolled in the School District in the 10<sup>th</sup> and 11<sup>th</sup> grades.
- B. The students must be in good academic standing. A student in good academic standing is determined by the following criteria:

1. For Technical College coursework: a 2.0 cumulative GPA at the time of application for the Start College Now Program, positive school attendance and behavior.
- C. The student does not meet the statutory definition of a “child at risk”.
- D. By March 1<sup>st</sup> for the fall semester and by October 1<sup>st</sup> for the spring semester, pupils must notify the Principal of their intention to participate in the program. They must submit a completed Start College Now application which can be obtained in the Counseling Office or on the Wisconsin Technical College System website.
- E. The Principal will meet with the High School Counseling Staff to review all Start College Now applications to approve specific course requests and ensure that the student meets eligibility for the program. The Principal will make the determination as to whether a college course requested is comparable to a class offered at the high school. The student must meet the college of higher education’s requirements and pre-requisites of the course(s) for which the student has applied.
- F. The student is eligible to enroll in a maximum of eighteen (18) credits of non-comparable coursework during their lifetime of eligibility for which the Hortonville Area School District is responsible for payment of tuition, books, and fees necessary and directly related to the course. Students and their parent/legal guardians may ask that the District approve their request that they (student, parent/legal guardian) assume financial responsibility for any college coursework beyond the District’s eighteen (18) credit maximum.
- G. The student and his/her parent/legal guardian shall notify the Principal in writing prior to the start of the semester in which the class is offered of the request that neither the college class, credit nor grade be included on their high school transcript. The student and his/her parent/legal guardian acknowledge that the class will not count towards the minimum number of enrolled classes as prescribed by high school and Board policy.
- H. The student/and or parent/legal guardian assume responsibility for all costs incurred for transportation of the student to the institution of higher education. Should the student’s parents/legal guardian not be able to pay the cost of such transportation, he/she may apply to the State Superintendent for reimbursement of the cost of transporting the student between the high school and institution of higher education. The State Superintendent shall give preference under subsection 118.55(7)(g) to those students who are eligible for a free or reduced-price lunch under 42 U.S.C. 1758(b).
- I. The Board will hold the student and his/her parent/legal guardian responsible for the reimbursement of all costs incurred by the Hortonville Area School District for any course in which the student drops the course without approval of the high school principal, discontinues regular attendance in the course or courses or receives a failing grade in the course. The student and his/her parent/legal guardian acknowledge that should a student be requested to reimburse the District for non-successfully completed Start College Now coursework, that they will surrender future eligibility for the State College Now Program. The Hortonville Area School District reserves the right to rescind approval of a student’s eligibility for Start College Now or withdraw a student from an enrolled Start College Now course at a Wisconsin Technical College if the District becomes aware that the student has failed a previously enrolled course. The District will seek reimbursement from the student, parent/legal guardian for the cost of any new classes of enrollment which have been paid for using District funds.
- J. By October 15<sup>th</sup> (for spring semester classes) or March 15<sup>th</sup> (for fall semester classes), the Hortonville Area School District Board of Education will act on all requests and notify the pupil if Start College Now coursework will be approved for high school credit and how much credit will be awarded. (Students enrolled in a college approved credit class will receive .25 high school credits for each one (1) credit of college coursework successfully completed.) All Board action will be dependent on reports and recommendations of the High School Principal.

- K. The student and his/her parent/legal guardian acknowledge that the Wisconsin institute of higher education or the Hortonville Area School District is under no obligation to provide a chair for a student in a college class. Student access to the class is based on space available.
- L. The student/parent/legal guardian shall notify the Principal if space is not available in the approved class. The student may request, through written notice to the Principal, to approve a substitute or alternate class or the previously approved course.
- M. A pupil participating in the program may appeal the Hortonville Area School District Board of Education's decision not to award high school credit to the State Superintendent of Public Instruction within thirty (30) days of the decision.
- N. The State Superintendent has final authority to decide if the pupil should be awarded high school credit for Start College Now course work pursued under this program.
- O. The Hortonville Area School District acknowledges it shall make a good faith effort to abide by all requirements as started in Wisconsin State Statute 118.55 and PI Wisconsin Administrative Code PI 40.04(3)(a).

Responsibilities are as follows:

**Student/Parent Specific Responsibilities:**

1. Complete 10<sup>th</sup> grade and be in good academic standing. (Program is available to 11<sup>th</sup> and 12<sup>th</sup> grade students.)
2. Complete the application for the Start College Now Program which may be obtained in the Counseling Office or on the Wisconsin Technical College System website.
3. Submit the completed form (including student/parent/guardian signatures) no later than March 1 for fall semester courses and October 1 for spring semester courses to Counseling Office.
4. The high school principal will review and submit to the Board of Education in the district in which the student resides for approval or denial.
5. If the student disagrees with the school board's decision regarding comparability of courses or satisfaction of high school graduation requirements, the student may appeal the school board's decision to the state superintendent within 30 days after the decision.
6. Transportation to and/or from the technical college is the student's responsibility.

**High School District Responsibilities:**

1. Collaborate with the technical college in which the student is enrolled, at least 30 days before the beginning of the technical college semester to ensure comparable course and graduation requirements.
2. Confirm the technical college application due date.
3. Submit payment to the technical college, in two installments payable upon initial enrollment and at the end of the semester, for those courses taken for high school credit. The amount charged should be equal to the cost of tuition, course fees, and books for a student who is attending the technical college and is a resident of this state.
4. Engage in ongoing communication and support with the student enrolled in the technical college.
5. **Coordinate with the technical college's career prep coordinator.**

**Technical College Responsibilities:**

1. Admit the student to the technical college if he or she meets the requirements; prerequisites of the course or courses and if there is space available in the course for which the student applied. Space availability will be determined once all other eligible recipients have been admitted to the course.

2. Collaborate with the high school district at least 30 days before the beginning of the technical college semester in which the student will be enrolled. Notify the student, in writing, if a course in which the student will be enrolled does not meet the high school graduation requirements and whether the course is comparable to a course offered in the high school district.
3. Ensure that the student's educational program meets the high school graduation requirements under s.118.33.

Wis. Stats. 118.15(1)(b)

PI 40.04(3)(a) Wisconsin Administrative Code

2271.01 – Youth Options Program – all wording has been deleted and the following new wording added:  
(Universities)

### Early College Credit Program

The Board recognizes the value to students and to the District of students participating in programs offered by University of Wisconsin system institutions, tribally controlled colleges and private, non-profit high education institutions in Wisconsin.

The Board will allow any high school student who satisfies the eligibility requirements to participate in the Early College Credit Program (ECCP) to enroll in an approved course at an ECCP-approved institution of higher education while attending in the District. Students will be eligible to receive college and high school credit for completing course(s) at authorized institutions of higher education provided they complete the course(s) and receive a passing grade.

The School District's responsibility to pay for tuition, fees, books, and other necessary materials shall be limited to eighteen (18) postsecondary credits per student.

The District Administrator shall establish administrative guidelines to ensure that the District's Early College Credit Program comports with applicable State law and the administrative rules of the Department of Public Instruction. The District Administrator shall also ensure that high school students and their parents are provided with information regarding the Program by October 1<sup>st</sup> each year.

NEOLA 2018

Wis. Stats. 118.37, 118.55

P.I. 40

2411 – Counseling Program and Academic and Career Planning – Added - The plan shall be developed by licensed school counselors in collaboration with student services staff, teachers, parents, and community health and human service professionals. The developed plan will be adopted by the Board and maintained by the District. Added - The plan should be developmentally appropriate and enable counselors to effectively communicate with students who have limited English proficiency and/or are sensory impaired. Added - The District Administrator shall implement the school program which carries out these purposes and:

- Involves appropriate staff members at every level;
- Honors the individuality of each student;
- Is integrated with the total educational program;
- Is coordinated with available resources of the community;
- Cooperated with parents and recognizes their concern and ideas for the development of their children;

- Provides means for such sharing of information among such appropriate staff members as may be in the best interests of the student;
- Provides means for such sharing of information among such appropriate staff members as may be in the best interests of the student;
- Provides that an appropriate amount of time and effort shall be given to providing school counseling services to those students sixteen (16) to nineteen (19) years of age who do not intend to enroll in an institution of higher education after graduating from high school or who require or desire employment in connection with their continued education;
- Establishes a referral system which utilizes all the aid the schools and community offer, guards the privacy of the student, and monitors the effectiveness of such referrals.

The Board shall provide the following services, through the counselors' office, for the student who has limited English proficiency:

- An effective instructional program and supportive services appropriate to meet the needs of the student;
- The opportunity to access supportive services, such as language development and speech therapy as appropriate to the individual needs of the student; and
- Programs and services that reflect the cultural background of students who have limited English proficiency. This may include instruction intended to improve skills of such student in use of their native language to assist the student in becoming proficient or advanced in all subject areas.

School counseling personnel are directed to provide information and direction to students with limited English proficiency regarding access to English Learner (EL) programs and offerings within the District. Such personnel are also directed to provide information and direction to students with sensory impairments regarding available resources and access to those resources.

121.02(1)(e) Wis. Stats.

P.I. 80.01(2)(e), Wis. Adm. Code

34 C.F.R. 100.3(b)

34 C.F.R. 106.36

34 C.F.R. 104.37(b)

28 C.F.R. 35.130

Vocational Educational Guidelines, Appendix B, Title 6

3160 & 4160 – Physical Examination – Removed – of Education; removed – test for; added – **screening questionnaire, subject to further tests**, removed – of an; added – **a physical**

3217 & 4217 – Weapons – Added – **to the extent permitted by law**. Added sub titles – **Concealed Carry Permit Holders and Definition of “Weapon”**

5113.02 – Course Options – which has been changed to **Part-time Open Enrollment**; (added the Board Designee in place of approval by Board) removed - of Education; added - **public school in high school grades in**; removed - through one or more other educational institutions, including in a non-resident public school district, the University of Wisconsin system institution, a technical college, a nonprofit high education institution, a tribal college, a charter school, and any other nonprofit organization approved by the Department of Public Instruction; added - **in a non-resident public school district.**; added - **student in a public school in the high school grades**

A. General Procedures

Added - **in public school**; added - **a non-resident school district**; removed - another educational institution; added - **non-resident school district**; removed - other institution

Added – at the same time as the application is made to the non-resident school district

B. Decisional Criteria for Resident Applications

Added – a non-resident school district; removed - an outside educational institution; added - non-resident school district; removed - educational institution; added - Designee

2. Added - *Undue Financial Burden*. The Board Designee may reject an application if the cost of the course would impose an undue financial burden on the District considering the totality of the District’s economic circumstances, including applicable revenue limits, ability to pay the cost of tuition, and the per student cost of educating all District Students. Removed - *High School Graduation Requirements*. If the Board determines that the proposed course does not satisfy graduation requirements, the Board may reject the application.

3. ~~Student Plan~~. If the Board determines that the proposed course does not satisfy the student’s academic and career plan, the Board may reject the application.

A. Notice of Intent to Enroll

Added - attending a public school in high school grades must notify

C. Tuition

Added - in an amount equal to the cost of the course(s) as determined by the Department of Public Instruction. Removed - Parents may not be charged any cost by either the resident school district or educational institution of attendance under this policy.

Removed -

~~D. Tuition for Attendance at an Institution of Higher Education~~

~~A student that attends course(s) at an institution of higher education may be charged additional tuition by the institution in the student will receive postsecondary credit for successful completion of the course. The Board and the institution must agree on the permissible amount of tuition the institution of higher education may charge for applicable courses.~~

~~Only an institution of higher education (IHE) may charge a student, or parent if the student is a minor, additional tuition and fees for attending a course at the IHE for postsecondary credit. This amount charged by the IHE is in addition to the amount paid to the IHE by the resident district under state law.~~

Removed -

Release of Resident Students

The Board shall release any resident student who wishes to apply for Course Options in another school district except that the District must refuse to allow a student to enroll if the course conflicts with the provisions of an IEP for the student.

5460.04 - Diploma Deferral – NEW - Social graduation is an opportunity for students with individualized education programs (“IEPs”) to participate in high school graduation ceremonies without obtaining an official diploma. Students with IEPs who have completed all academic requirements for high school graduation, but who have not yet completed their transition-related IEP goals may be eligible for social graduation. Students may participate in social graduation only upon the recommendation of their respective IEP teams. If social graduation is recommended, the student may engage in all aspects of the graduation celebration (e.g., wearing a cap and gown; sitting with the graduating class; have his/her name printed in the program and read aloud at the ceremony; walking across the stage to receive a faux diploma). Instead of receiving an official diploma, however, the student will receive an unsigned diploma or a certificate of participation.

The determination of whether social graduation is recommended for any particular student will be made on an individual basis during the first semester of any year in which the student's chronological peer group is eligible to receive a high school diploma. The IEP team may raise the issue, or the student and/or his/her parent may raise the issue. The IEP team members should consider whether social graduation is appropriate to further the student's progress with regard to IEP goals. The team may also consider any objectives the student will be required to accomplish before s/he is eligible to participate. Finally, the team should determine additional arrangements or preparations, if any, that will need to be made to enable the student to participate in the ceremony. If the team determines that social graduation is recommended, the District Administrator shall be notified. The IEP team makes the final decision with regard to social graduation, in accordance with the student's IEP goals, Federal and State laws and regulations and Board policies. Students for whom participation in graduation ceremonies is precluded for disciplinary issues (when the discipline was not a manifestation of the student's disability) or nonpayment of school fines may not participate in social graduation.

After participating in the ceremony, the student is expected to continue working on his/her IEP transition goals and objectives. The student will also continue to receive services to address his/her transitional, vocational, and/or independent living skills as delineated in his/her IEP. An official high school diploma will be granted to the student when the IEP team determines that the transition goals have been met.

When the student turns twenty-one (21) during the school year, s/he will be permitted to complete the current school year.

**(Note: School year and school term are synonymous. School term is defined pursuant to 115.001(12), Wis. Stats.)**

#### **NEOLA 2018**

8605 – Use of Electronic Wireless Communication Devices by District Employees Who Operate Board-Owned or Operated Vehicles – Added – use for navigation directions, provided such directions are inputted into the device while the vehicle is not being operated,

#### **OTHER POLICIES TO REVIEW:**

3120.10 & 4210.02 – Job Sharing – Delete both policies

5463.02 – Home-Schooled Children Attending Core or Non-Core Academic Classes and Co-Curricular Activities – Removed – written request; added – **Course Request Application**; removed – made; added – **completed and given**; added – **(Consideration may be taken for new families into the District after the deadline dates.)** Attached new request form.

5840 – Student Groups, Clubs and Activities – updated all the School Sponsored / School Recognizes groups, clubs, and activities as found in the Co-Curricular Schedule in the Teachers Handbook.