

SCHOOL ADMISSIONS

All persons between the ages of four and 20 years, (at least three years old but not yet 22 years old in the case of persons with disabilities) who reside in the School District of Jefferson and have not graduated from high school may attend the Jefferson Public Schools without payment of tuition. Special education students who become 22 years old during a school year may complete that school year.

Persons qualified to enter a class in grades one through 12 may be admitted at any time during the school term upon application to the principal of the school in the attendance area in which they reside. Children shall be admitted to kindergarten in accordance with Board policy, or, if the child moves to the district during the school term, upon verification by the building principal that the child was enrolled in an approved kindergarten program and meets the age requirements of Board policy.

It shall be the responsibility of each student of legal age or parent/guardian of each child entering the district to complete official registration forms prior to assignment by the principal to a grade or schedule of classes.

Students transferring from other public schools or private schools are required to provide a transcript of academic accomplishments at the previous school, or the address from which this data may be secured. Students transferring from home-based private educational programs shall provide the district with transcripts and/or other records evidencing their level of academic achievement, subjects completed, credits earned and results of standardized testing. Students transferring from home-based private educational programs shall be placed in the appropriate grade level and/or courses in accordance with established procedures.

Students of legal age and parent(s)/guardian(s) of minors admitted to the district's schools shall present immunization records as required by law.

The administration shall verify the age and residence of all persons enrolling in the district's schools.

The district may deny the enrollment of a student during his/her term of expulsion from another district.

The School District of Jefferson shall not discriminate in admissions to any school, class, program or activity or facilities usage on the basis of sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap. All educational facilities in the district shall be equally available to all students according to the same criteria, under the same conditions and during comparable time intervals. This shall include separate and comparable locker rooms, shower and rest facilities for boys and girls. Discrimination complaints shall be processed in accordance with established procedures.

ADOPTED: November 26, 1979

REVISED: October 28, 1985
July 27, 1987
October 23, 1989
December 17, 1990
June 24, 1991
January 28, 2002
April 22, 2013

LEGAL REF.: Wisconsin Constitution, Article X, Section 3
Wisconsin Statutes: 115.001(3g) 115.80
118.13 118.14
120.13(1)(f) 120.44(2)
252.04
Wisconsin Administrative Code: PI 9.03(1)

CROSS REF.: JEC-R(1), Admission of Students Transferring from a Home-Based Private Educational Program
JEC-R(2), Procedures for Enrollment and Placement of Homeless Children and Youth
JB-R, Discrimination Complaint Procedures
JEB, Entrance Age
JECA, Admission of Non-Resident Students Other Than Open Enrollment Students
JECB, Full-time Public School Open Enrollment Program
JECBA, Part-time Public High School Open Enrollment Program
JECC/JECD, Assignment of Students to Schools and Classes

REVIEW DATE: April 22, 2013

ADMISSION OF STUDENTS TRANSFERRING FROM A HOME-BASED PRIVATE EDUCATIONAL PROGRAM

For the purpose of these procedures, a home-based private educational program shall be that which is defined in state law. These procedures apply to students who enter or re-enter the School District of Jefferson after having participated in a home-based private educational program in accordance with state law.

A. Documentation

Students transferring to the School District of Jefferson from a home-based private educational program shall provide the district with transcripts and/or other records evidencing their level of academic achievement, subjects completed, credits earned and results of standardized testing. Students shall be placed in the appropriate grade level and/or courses based on the district's assessment of all appropriate information identified in these procedures.

Students who have been in attendance in a home-based private educational program shall furnish the building principal or designee with the following documentation of the home-based private educational program:

1. A copy of the home-based private educational form (Wisconsin DPI Form PI-1206, Rev. 1-86);
2. A copy of the school calendar that verifies that each school term of home-based education instruction consisted of a minimum of 875 hours;
3. Copies of the sequential curriculum that was taught in the mandated subject areas; and
4. Records of student performance for each course taken.

B. Placement

Upon receipt and review of the above documentation, the building principal or designee may require that a placement examination evaluation be completed so that the student will be placed at the appropriate grade level. This evaluation may consist of:

1. Wide Range Achievement Test - Revised (WRAT-R)
2. Peabody Picture Vocabulary Test (PPVT)
3. Peabody Individual Achievement Test (PIAT)
4. Woodcock Tests of Achievement
5. WKCE or its equivalent
6. Counselor interview
7. Other relevant criteria
8. MAP Testing

In making the placement decision under the above provisions, the building principal or designee may also consider the age, mental ability, social and emotional development and academic progress of the student. Placement shall be discussed with the adult student or the parent/guardian of a minor before becoming effective.

C. Appeals

An adult student, or the parent/guardian of a minor, may appeal a student placement in writing to the Superintendent based upon the belief that the examination is inappropriate, unreliable and/or irrelevant. The appeal shall state the specific ground(s) for such belief. The tests and the placement shall be reviewed by the Board of Education. No other documentation not submitted prior to the initial placement decision shall be considered unless the Board determines otherwise. The decision for placement shall be made by the Board of Education and shall be final.

D. Modification of Initial Placement

An initial placement decision may be modified as appropriate if the school principal or designee deems such modification to be in the student's best interest.

E. Transfer of Credit

Students transferring into the district from home-based private educational programs, and who are placed in grades nine, 10, 11 or 12 pursuant to these procedures may be granted equivalent units of credit toward graduation upon furnishing transcripts or other records evidencing the successful completion of courses meeting the credit requirements set forth by the Board of Education, including the same time allotment and substantially the same course content and objectives, and state law.

Acceptable evidence of home-based instruction shall be recorded as credit only. Grades and grade point averages for home-based instruction students shall not be used in calculating the student's class standing.

F. High School Diploma

A Jefferson High School diploma shall be awarded to a student who has attended Jefferson High School (grades nine through 12) for a minimum of four full semesters, two of which must be the last semesters preceding graduation. For students who do not meet the requirement for enrollment, eligibility for a diploma shall be determined by the high school principal based upon a review of the student's history.

4/22/13

PROCEDURES FOR ENROLLMENT AND PLACEMENT OF HOMELESS CHILDREN AND YOUTH

Children of homeless individuals and unaccompanied homeless youth (youth not in the physical custody of a parent/guardian) residing in the District shall have equal access to the same free, appropriate public education as provided to other children and youths who reside in the District. They shall be provided services comparable to services offered other children attending District schools, including transportation services, educational services for which the children/youths meet eligibility criteria (e.g., special education, Title I programming, gifted and talented programming), vocational and technical education programs and school nutrition programs. No homeless child or youth shall be required to attend a separate school or program for homeless children and shall not be stigmatized by school personnel.

I. District Liaison for Homeless Children and Youths

The Director of Special Education and Pupil Services has been designated as the District's liaison for homeless children and youths and will ensure that:

- A. Homeless children and youths residing in the District are identified by school personnel and through coordination activities with other entities and agencies.
- B. Homeless children and youths enroll in, and have a full and equal opportunity to succeed in schools in the District.
- C. Homeless families, children and youths receive educational services for which they are eligible and referrals to other appropriate services (e.g., health care services).
- D. The parent/guardian of a homeless child and any unaccompanied homeless youth is informed of the educational and related opportunities available to them and are provided with meaningful opportunities to participate in the education of the child/youth.
- E. Public notice of the educational rights of homeless children and youths is disseminated where such children and youths receive services such as the schools and family shelters.
- F. Enrollment disputes are mediated in accordance with legal requirements.
- G. The parent/guardian of a homeless child and any unaccompanied homeless youth is fully informed of transportation services that may be available to them under the law and assist them in accessing such transportation services.

II. Admission and Placement of Homeless Child or Youth

When a homeless child or youth seeks enrollment in the District, these procedures shall be followed:

- A. The homeless child's parent/guardian or any unaccompanied homeless youth shall be advised of their choice of schools. The homeless child/youth shall be allowed to either continue his/her education in the

school of origin for the duration of the homelessness or be placed in the school that nonhomeless children/youths who live in the attendance area in which the child/youth is actually living are eligible to attend. School selection decisions shall be made based on the best interest of the homeless child/youth.

If the District assigns a homeless child to a school other than the school of origin or a school requested by the parent/guardian, the District shall provide the child's parent/guardian with a written explanation, including a statement regarding the right to appeal the school selection decision. An unaccompanied homeless youth shall also be provided notice of his/her right to appeal the school selection decision. School selection disputes shall be handled as outlined in Section III below.

- B. The homeless child/youth shall be immediately enrolled in the assigned school. This must be done even if the child/youth is unable to produce records normally required for enrollment, such as previous academic records, medical records, proof of residency or other documentation. The enrolling school shall immediately contact the school last attended by the child/youth to obtain relevant academic and other records. If the child/youth needs to obtain immunizations, or immunization or medical records, the enrolling school shall immediately refer the parent/guardian or the unaccompanied homeless youth to the District's liaison for homeless children and youths, who is expected to assist in obtaining the necessary immunization or medical records.
- C. The homeless child/youth shall be placed in an appropriate grade level by the school principal or designee, using the same procedures that are used for placing nonhomeless children and youth attending that school. Educational programming and services shall be provided for the child/youth consistent with legal requirements and established District policies and procedures.
- D. Once enrolled, homeless children/youths shall have all the rights and privileges of nonhomeless children attending school in the District and shall be subject to the same school rules and regulations.

III. School Selection or Enrollment Disputes

If a dispute arises over school selection or enrollment in a school:

- A. The homeless child, youth, parent/guardian shall be referred to the District's liaison for homeless children and youths, who shall carry out the dispute resolution process outlined by the Department of Public Instruction as expeditiously as possible after receiving notice of the dispute.
- B. The homeless child or youth shall be immediately enrolled in the school in which the enrollment is sought, pending resolution of the dispute.

10/27/03