



# **Instructional Policy Review**

Instruction Work Group

March 31, 2014

# **Policy 3310 (Program extension Courses) and Policy 3547 (Credit and Tuition for UW Courses)**

- Vacate both policies
- Issues related to enrollment and payment for courses at post-secondary institutions are adequately addressed in Policy 4027 (Part-time Open Enrollment/Course Options) Policy 4029 (Youth Options)



# Policy 3537 (Promotion)

- Remove outdated references to prior implementation dates
- Remove references to Wisconsin Model Academic Standards and replaced with “District-accepted standards”
- Remove references to WKCE and replace with term “state-mandated assessment of student attainment of knowledge and concepts”

# Policy 3540 (Graduation Requirements)

- Effective July 1, 2016, increase math and science graduation requirements by 1 credit each and eliminate specific math course requirements
- Remove references to the High School Graduation Test (HGST)
- Add language permitting course equivalencies

# Policy 3541 (Enrollment and Credit for Middle School Students Taking High School Courses)

- Incorporate statutory language permitting 7<sup>th</sup> and 8<sup>th</sup> grade students to earn high school credit if:
  1. Prior to enrolling in the course the student has demonstrated academic preparedness for the course;
  2. The course is taught by an appropriately licensed teacher;
  3. The course is taught using equivalent curriculum and assessments

(Effective September 1, 2014)





# Policy 4014 (Non-public School Students)

- Incorporate language regarding home-schooled students allowing such students to enroll in up to 2 courses per semester





# Policy 4027(Course Options)

- Previously Part-time Open Enrollment
- Incorporate new Course Options, which expands the institutions into which a student can enroll in on a part-time basis
- Expanded options include 1) another public school district, 2) a charter school, 3) the UW system, 4) the technical college system and 5) nonprofit colleges/universities



## April Policy Suite Proposal

<u>Policy #</u>	<u>Policy Title</u>	<u>Reasons for Potential Changes/Amendments</u>	<u>Recommended Changes</u>
3310	Program Extension Courses	Statutory Changes (Part-time Open Enrollment)	Vacate Policy 3310  Policy 4029 (Youth Options) <sup>1</sup> and Policy 4027 (Part-time Open Enrollment/Course Options) address enrollment in post-secondary institutions
3537	Promotion  Wis. Stat. sec. 118.30(6)	Statutory Changes	Removed references to original implementation dates (September 2002)  Removed WKCE references and replaced with "State-mandated assessment"  Removed references to Wisconsin Model Academic Standards (WMAS) and replaced with "District-accepted standards"
3540	Graduation Requirements  Wis. Stat. sec. 118.33 PI 18.02	Statutory Changes	Added new math and science credits for post-June 30, 2016 graduates, which resulted in some organizational/formatting changes

<sup>1</sup> Policy adopted in 2008, never posted to website or made public.



			<p>Removed specific math course requirements for post-June 30, 2016 graduates</p> <p>Removed references to High School Graduation Test, which was repealed in 2003</p> <p>Removed references to WMAS and replaced with "District-accepted standards"</p> <p>Added course equivalency language, which is required if equivalent courses are to be allowed</p>
3541	<p>Enrollment and Credit for Middle School Students Taking High School Courses</p> <p>Bill Signed by Gov. on 3.13.14</p>	Statutory Changes	<p>Incorporated legal language that allows for awarding of HS credit at MS if three factors satisfied</p> <p>Effective September 1, 2014</p>
3547	Credit and Tuition for UW Courses	Align to Statutory Obligations	<p>Vacate Policy 3547</p> <p>Policy 4029 (Youth Options) and Policy 4027 (Part-time Open Enrollment/Course Options) address enrollment in post-secondary institutions</p>
4014	Pupil (Non-public School	Statutory Change	Added specific

	Students)  Wis. Stat. sec. 118.53		references to home-school students due to change in law that permits such students to count toward enrollment
4027	Open Enrollment-External Transfer Policy for Part-time Students  Wis. Stat. sec. 118.52	Statutory Changes (Institutions in which a student may part-time open enroll)	Complete rewrite of policy to reflect statutory changes  New program works in tandem with Youth Options to allow students to part-time open enroll (up to two classes per semester) into 1) another public school district 2) a charter school 3) the UW system 4) the technical college system 5) nonprofit colleges/universities  DPI determines the amount of "tuition" the resident district must pay the receiving institution
NEW	Course Equivalency Policy	Folded into Policy 3540 (Graduation Requirements)	

Extension Courses

- ~~1. A pupil may enroll in and receive high school credit for a University of Wisconsin Extension Division course if such course is not available in the course offerings of the high school.~~
- ~~2. A pupil's enrollment in an extension course must have the approval of the PRINCIPAL and the appropriate ASSISTANT SUPERINTENDENT.~~
  - ~~a. If the pupil anticipates high school credit for the course; and~~
  - ~~b. If the pupil anticipates reimbursement of the course costs by the Madison Metropolitan School District upon the pupil's successful completion of the course.~~
- ~~3. The cost of an extension course(s) shall be less than the cost of employment of a teacher.~~

## POLICY

## YOUTH OPTIONS PROGRAM 4029 Pupils

Madison Metropolitan School District students enrolled in grades 11 and 12 shall be eligible to participate in the Youth Options Program in accordance with state law and established District procedures. The Youth Options Program provides eligible students an opportunity to take courses at technical colleges and institutions of higher education while in high school. An "institution of higher education" is an institution within the University of Wisconsin system, a tribally controlled college or a private, nonprofit institution of higher education located in this State.

## PROCEDURE

## YOUTH OPTIONS PROGRAM 4029 Pupils

### 1. Eligibility Requirements

- a. In order for a student to be eligible to attend a technical college under the Youth Options Program, the student must:
  - (1) Have completed the 10th grade and be enrolled in the MMSD.
  - (2) Be in good academic standing.
  - (3) Not be a child at risk of not graduating from high school as defined by state law.
  - (4) Not be ineligible for participation by virtue of failing to complete a course or receiving a failing grade in a course at an institution of higher education or a technical college and failing to reimburse the MMSD the amount the MMSD paid on the student's behalf for that course.
- b. In order for a student to be eligible to attend an institution of higher education under the Youth Options Program, the student must:
  - (1) Be enrolled in the 11th or 12th grade and be enrolled in the MMSD.
  - (2) Not attending a technical college.
  - (3) Admitted to the institution of higher education.

Students may apply for participation in the Youth Options Program if they satisfy the requirements in state law, including admission requirements set by participating technical colleges and institutions of higher education.

### 2. Request to Participate in Youth Options Program

- a. To apply for participation, the student must notify the Director of Student Services and Alternative Education in writing of his/her intention to attend a technical college or institution of higher education under the Youth Options Program. This notification must be made through the submission of the PI 8700A form provided by Department of Public Instruction by March 1 of the previous school year for first semester courses and by October 1 for second semester courses. Notification must include the following information:
- (1) Student's name, address, date of birth, telephone number and grade in school.
  - (2) The name of the student's parent or guardian.
  - (3) The name of the institution of higher education or technical college the student plans to attend.
  - (4) The title of the post secondary course(s) in which the student intends to enroll and alternate course selections (list on the back side of the form).
  - (5) The number of post secondary credits for each course. Youth Options Program applications may be obtained in the high school guidance office. The completed application must be received in the office of the Director of Student Services and Alternative Education by the deadline dates. No exceptions to the deadline dates will be granted. A separate application must be submitted for each semester that a student applies to participate in the Youth Options Program. Only those courses listed in the application will be considered.
- b. The Youth Options Committee shall be responsible for approving or denying the student's application. The Youth Options Committee consists of the Director of Student Services and Alternative Education and the four high school guidance department chairs. Upon receiving a student's application, the Youth Options Committee shall determine whether the student is eligible to participate in the Youth Options Program, and whether the post secondary course(s) selected by the student will be awarded high school credit and how much credit will be awarded. This determination shall be made in accordance with this policy and PI 40 of the Wisconsin Administrative Code. Youth Options Program courses will be recorded on the student's transcript and the grade earned in such courses will be figured into the student's grade point average. Students should be aware that Youth Options Program course grades could affect the student's class rank and thus affect consideration for certain scholarships.

c. The Youth Options Program application shall be approved and the District shall be responsible for the tuition and fees for courses taken by students under the Youth Options Program only if:

- (1) The course is taken and approved for high school credit.
- (2) The course is not comparable to a course offered in the District. A comparable course is defined as:

- Offered between the time of the pupil's request and the pupil's graduation.
- The high school course content, as determined by curriculum guidelines, expectations, goals, scope and sequence, is 80% equivalent to the content of the post-secondary course as determined by the course syllabus, if available, and course description.
- The high school course is available for enrollment.

- (3) The proper application and approval process was followed.

d. The office of the Director of Student Services and Alternative Education shall notify the student regarding course approval(s) by May 15 of the previous school year for first semester courses and by November 15 for second semester courses.

e. Within 10 days of notification, if a student is not satisfied with the Youth Options Committee decision, he/she may appeal the decision to the Director of Student Services and Alternative Education. A student may appeal the decision of the Director of Student Services and Alternative Education to the State Superintendent of Public Instruction within 30 days of the decision.

f. Students with a disability are encouraged to participate in the Youth Options Program. The School Board may, however, refuse to permit a student with a disability to attend a technical college if the cost would impose an undue financial burden on the School District.

### 3. Student and Parent Responsibilities

a. The student must notify the School District of his/her intention to attend a technical college or institution of higher education under the Youth Options Program as outlined above.

b. As soon as possible, the student must notify the High School Principal or designee that he/she has been admitted to an institution of higher education or a technical college and is registered to attend a post

secondary course through the Youth Options Program. The District shall enroll a student full time in the District until it receives notification from the student that he/she is actually registered to attend a post-secondary course.

- c. Each student is limited to 18 post secondary credits during his/her high school career.
- d. The student's parent(s)/guardian shall be responsible for the student's compliance with compulsory school attendance requirements under state law.
- e. Transportation shall be the responsibility of the parent/guardian and student. State reimbursement may be available through direct application by the parent/guardian or student to the Department of Public Instruction.
- f. The District will pay only for the courses that are successfully completed. If a student receives a failing grade in a course or fails to complete the course, the student's parent/guardian or the student, if an adult, is responsible for reimbursing the District for payment of the tuition and fees paid by the District on behalf of the student. If this reimbursement is not made, the student on whose behalf the payment was made is ineligible for any further participation in the Youth Options Program.

11/20/07

## POLICY

PROMOTION 3537  
Instruction

The Madison Metropolitan School District is committed to assuring that every student has the knowledge and skills needed for academic achievement and a successful life. As students progress from grade to grade, it is the responsibility of the School District to provide them with multiple opportunities to learn and then to certify that they have the knowledge and skills needed for academic achievement at the next level. This promotion policy, specifying criteria for promotion from Grade 4 to Grade 5 and from Grade 8 to Grade 9, is designed to afford students several different ways to demonstrate their knowledge. At the same time, the policy provides flexibility so students with disabilities may continue to be included with their non-disabled peers. ~~Beginning in the school year 2002-2003, students must meet the criteria below to be promoted from 4<sup>th</sup> to 5<sup>th</sup> grade and from 8<sup>th</sup> to 9<sup>th</sup> grade.~~

## PROCEDURE

PROMOTION 3537  
Instruction

### **Fourth Grade:**

1. ~~Beginning September 1, 2002,~~ to be promoted from fourth grade, a student must have a grade of "2" or higher on the 4<sup>th</sup> grade report card in each of the core content areas (Language Arts, Mathematics, Science, Social Studies) aligned to the 4th Grade DISTRICT-accepted standards~~Wisconsin Model Academic Standards~~. For the purpose of this Policy, if a teacher or teachers give a student report card grades that meet the promotion standard that is set forth above, such report card grades are considered a formal teacher recommendation to promote the student.
2. If a student has a grade of "1" on his/her 4<sup>th</sup> grade report card in any of the core content areas, the school shall review the student's performance on the State-mandated assessment of student attainment of knowledge and concepts~~Wisconsin Knowledge and Concepts Examination (WKCE)~~. If the student has a score of "basic" or above in each content area where the report card grade was "1," the student shall be promoted. ~~Either the Reading or the Language Arts subtest score on the WKCE may be used in lieu of the student's Language Arts report card grade.~~
3. If a student meets neither the report card grade nor the State-mandated assessment~~WKCE~~ criteria, the student may be promoted if the student's academic performance is such that he/she passes a District-approved District summer school program that the student takes between his/her 4th and 5th grade school years. The summer school program must be approved by the District as a program that is a learning opportunity for the purpose of the student meeting the District's requirement(s).
4. If a student does not meet the criteria relative to report card grades, the State-



~~mandated assessment~~WKCE or the summer school program, the student may, with District approval, (1) repeat the 4th grade school program, or (2) remain in 4th grade until the student attends and satisfies the District's requirement(s) in a District program that has been approved by the District as a learning opportunity for the purpose of the student meeting such requirement(s). If a student repeats the above-referenced 4th grade school program, and/or attends and satisfies the District's requirement(s) in the above-referenced District program, the student shall be promoted to 5th grade. A 4th grade student who meets the District's requirement(s) shall be promoted as soon as practicable.

5. The general student promotion requirements apply to a student with disabilities who is eligible for services under the Individuals with Disabilities Education Act (IDEA) unless modified or alternative criteria are designated in the student's Individualized Education Program (IEP) by appropriate team members. Students with disabilities who meet the requirements of their promotion criteria in the IEP as determined by each student's individualized education program team will be promoted.
6. If a decision to retain a student is made over the objections of the parent/guardian, the decision may be appealed to the Assistant Superintendent responsible for that level, whose decision shall be final.

#### **Eighth Grade:**

1. ~~Beginning September 1, 2002,~~ to be promoted from eighth grade, a student must have a 1.67 cumulative GPA during seventh and eighth grade in courses aligned to the 8<sup>th</sup> Grade Wisconsin Model Academic Standards DISTRICT-accepted standards in each of the core content areas (English/Language Arts, Mathematics, Science, Social Studies). For the purpose of this Policy, if a teacher or teachers give a student report card grades that meet the promotion standard that is set forth above, such report card grades are considered a formal teacher recommendation to promote the student.
2. If a student has less than a 1.67 cumulative GPA from 7<sup>th</sup> and 8<sup>th</sup> grade in any of the core content areas, the school shall review the student's performance on the State-mandated assessment of student attainment of knowledge and concepts~~Wisconsin Knowledge and Concepts Examination (WKCE)~~. If the student has a score of "basic" or above in each content area where the GPA was below 1.67, the student shall be promoted. ~~Either the Reading or the Language Arts subtest score on the WKCE may be used in lieu of the student's English/Language Arts GPA.~~
3. If a student does not meet the criteria relative to his/her report card grade point average or the State-mandated assessment~~WKCE~~, the student may be promoted if the student's academic performance is such that he/she passes a District-approved District summer school program that the student takes between his/her 8th and 9th grade school years. The summer school program must be

approved by the District as a program that is a learning opportunity for the purpose of the student meeting the District's requirement(s).

4. If a student does not meet the criteria relative to the report card grade point average, the State-mandated assessment WKCE or the District's summer school program, the student may, with District approval, (1) repeat the 8th grade school program, or (2) remain in 8th grade until the student attends and satisfies the District's requirement(s) in a District program that has been approved by the District as a learning opportunity for the purpose of the student meeting such requirement(s). If a student repeats the above-referenced 8th grade school program, and/or attends and satisfies the District's requirement(s) in the above-referenced District program, a student shall be promoted to 9th grade. An 8th grade student who meets the District's requirement(s) shall be promoted as soon as practicable.
5. The general student promotion requirements apply to a student with disabilities who is eligible for services under the Individuals with Disabilities Education Act (IDEA) unless modified or alternative criteria are designated in the student's Individualized Education Program (IEP) by appropriate team members. Students with disabilities who meet the requirements of their promotion criteria in the IEP as determined by each student's individualized education program team will be promoted.
6. If a decision to retain a student is made over the objections of the parent/guardian, the decision may be appealed to the Assistant Superintendent responsible for that level, whose decision shall be final.

s. 118.30  
s. 118.33

4/1/02

Amended: \_\_\_\_\_

(6)

Policy 3537  
(Promotion)

(a)

1. Each school board shall adopt a written policy specifying the criteria for promoting a pupil from the 4th grade to the 5th grade and from the 8th grade to the 9th grade. The criteria shall include the pupil's score on the examination administered under s. 118.30 (1m) (a) or (am), unless the pupil has been excused from taking the examination under s. 118.30 (2) (b); the pupil's academic performance; the recommendations of teachers, which shall be based solely on the pupil's academic performance; and any other academic criteria specified by the school board. Except as provided in par. (b) 1. and 3., the criteria apply to pupils enrolled in charter schools located in the school district.
2. Except as provided in par. (b) 2. and 3., a school board may not promote a 4th grade pupil enrolled in the school district, including a pupil enrolled in a charter school located in the school district, to the 5th grade, and may not promote an 8th grade pupil enrolled in the school district, including a pupil enrolled in a charter school located in the school district, to the 9th grade, unless the pupil satisfies the criteria for promotion specified in the school board's policy adopted under subd. 1.

(b)

1. Each operator of a charter school under s. 118.40 (2r) shall adopt a written policy specifying the criteria for promoting a pupil from the 4th grade to the 5th grade and from the 8th grade to the 9th grade. The criteria shall include the pupil's score on the examination administered under s. 118.30 (1r) (a) or (am), unless the pupil has been excused from taking the examination under s. 118.30 (2) (b); the pupil's academic performance; the recommendations of teachers, which shall be based solely on the pupil's academic performance; and any other academic criteria specified by the operator of the charter school.
2. Beginning on September 1, 2002, an operator of a charter school under s. 118.40 (2r) may not promote a 4th grade pupil to the 5th grade, and may not promote an 8th grade pupil to the 9th grade, unless the pupil satisfies the criteria for promotion specified in the charter school operator's policy undersubd. 1.
3. If a school board enters into an agreement with a federally recognized American Indian tribe or band in this state to establish a charter school, the criteria specified in the policy adopted by that school board under par. (a) 1. apply to pupils enrolled in the charter school and that school board is subject to the prohibitions in par. (a) 2. with respect to pupils enrolled in the charter school, regardless of the location of the charter school.

**POLICY**

**GRADUATION REQUIREMENTS 3540**  
Instruction

**Graduation Requirements**

It is the policy of the BOARD to establish minimum requirements for graduation from the Madison Metropolitan School District. These minimum requirements provide consistent standards for graduation for all Madison high school students and, at the same time, allow a variety of options through which students may meet the requirements.

The BOARD will not grant a high school diploma to any pupil unless, during the high school grades, the pupil has been enrolled in a class or has participated in an activity approved by the BOARD during each class period of each school day, or the pupil has been enrolled in an alternative education program, as defined in Wisconsin statute and administrative codes, 115.28 (7) (e). Approved activity includes any course or activity under the responsibility of the school, with the school having flexibility in defining an accountability system which shows whether students are where they are supposed to be.

Credit requirements are designed to provide 9th and 10th grade students with additional elective choices. The requirements are also intended to move critical curricular decisions to the individual teaching staff. For example, although three credits of social studies and two credits of science are required, an individual school may choose to require four credits of social studies or may specify biology to fulfill one of the science requirements.

**PROCEDURE**

**GRADUATION REQUIREMENTS 3540**  
Instruction

**1. Number of Required Credits**

a. — A student will have earned a minimum of twenty-two (22) credits as one criterion for graduation from a Madison high school unless a Madison high school has implemented a program that has a four-block schedule. If a Madison high school has implemented a four-block schedule, a student who is enrolled in such a school for at least three consecutive school years shall be required to have a minimum of 26 credits as one criterion for graduation and a student who is enrolled in such program for at least two consecutive school years shall be required to have a minimum of 24 credits as one criterion for graduation.

a.4) A student and the staff of the high school the student is attending may develop a mutually acceptable program leading to early attainment of credits.

- b.2) A student and the staff of the high school the student is attending may develop a mutually acceptable program leading to early enrollment in a college program.

## 2. Distribution of Credits

### b. a. For Students Graduating from a Madison High School Prior to June 30, 2016

The following credits shall be requirements for graduation from a Madison high school:

- i. 4) One and a half (1½) credits of physical education, which incorporate instruction in the effects of exercise on the human body, health-related physical fitness, and activities for lifetime use;
- ii. 2) Earned in grades 7 to 12, at least .5 credit of health education which incorporates instruction in personal, family, community, and environmental health;
- iii. 3) Four (4) credits of English, which incorporate instruction in written communication and composition, oral communication, grammar, and usage of the English language, and literature;
- iv. 4) Three (3) credits of social studies, which shall include including instruction in state and local government and one (1) credit of U.S. history at grade 9 and one-half (1/2) credit of contemporary U.S. history at grades 10, 11 OR 12;
- v. 5) Two (2) credits of mathematics, [one in Algebra and one in Geometry or two in Integrated Mathematics which interweave strands of algebra and functions, statistics and probability, geometry, trigonometry and discrete mathematics;
- vi. 6) Two (2) credits of science, which incorporate instruction in the biological and physical sciences;
- vii. Electives as follows:

Formatted: Indent: Left: 0.45", First line: 0"

Formatted: Indent: Left: 0.5", First line: 0"

Formatted: Indent: Left: 0.45", First line: 0"

Formatted: Indent: Left: 0.5", First line: 0"

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: i, ii, iii, ... + Start at: 1 + Alignment: Left + Aligned at: 1.5" + Indent at: 2"

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: i, ii, iii, ... + Start at: 1 + Alignment: Left + Aligned at: 1.5" + Indent at: 2"

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: i, ii, iii, ... + Start at: 1 + Alignment: Left + Aligned at: 1.5" + Indent at: 2"

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: i, ii, iii, ... + Start at: 1 + Alignment: Left + Aligned at: 1.5" + Indent at: 2"

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: i, ii, iii, ... + Start at: 1 + Alignment: Left + Aligned at: 1.5" + Indent at: 2"

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: i, ii, iii, ... + Start at: 1 + Alignment: Left + Aligned at: 1.5" + Indent at: 2"

Formatted: Indent: Left: 0.5", No bullets or numbering, Tab stops: Not at 0.45" + 0.99" + 1.5" + 1.97" + 2.5" + 2.96" + 3.49" + 3.94" + 4.47" + 5" + 5.46"

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: i, ii, iii, ... + Start at: 1 + Alignment: Left + Aligned at: 1.5" + Indent at: 2"

Formatted: Indent: Left: 0.5", No bullets or numbering, Tab stops: Not at 0.45" + 0.99" + 1.5" + 1.97" + 2.5" + 2.96" + 3.49" + 3.94" + 4.47" + 5" + 5.46"

### Regular Schedule

<u>Required Credits</u>	<u>Elective Credits</u>
<u>4 in English</u>	<u>9</u>
<u>3 in Social Studies</u>	
<u>2 in Mathematics</u>	
<u>2 in Science</u>	
<u>1 1/2 in Phy Ed.</u>	
<u>1/2 in Health</u>	
<u>Subtotals: 13</u>	<u>9</u>

#### TOTAL CREDIT REQUIREMENT:

22 Credits for a Regular program (13 required credits + 9 elective credits = 22 credits)

### 4-Block Schedule

<u>Required Credits</u>	<u>Elective Credits</u>
<u>4 in English</u>	<u>12.5</u>
<u>3 in Social Studies</u>	
<u>2 in Mathematics</u>	
<u>2 in Science</u>	
<u>1 1/2 in Phy Ed.</u>	
<u>1/2 in Health</u>	
<u>1/2 in Computer Ed.</u>	
<u>Subtotals: 13.5</u>	<u>12.5</u>

#### TOTAL CREDIT REQUIREMENT:

26 Credits for a 4-Block program (13.5 required credits + 12.5 elective credits = 26 credits)

Formatted Table

Formatted Table

Formatted Table

Formatted Table

Formatted: List Paragraph, Indent: Left: 2", First line: 0"

Formatted: Indent: Left: 0.5", No bullets or numbering, Tab stops: Not at 0.45" + 0.99" + 1.5" + 1.97" + 2.5" + 2.96" + 3.49" + 3.94" + 4.47" + 5" + 5.46"

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: i, ii, iii, ... + Start at: 1 + Alignment: Left + Aligned at: 1.5" + Indent at: 2"

c. ~~The required credits of social studies shall include one (1) credit of U. S. history at grade 9 and one-half (1/2) credit of contemporary U. S. history at grades 10, 11 or 12.~~

Formatted: Indent: Left: 0.45", First line: 0"

b. For Student Graduating from a Madison High School After July 1, 2016:

Formatted: Indent: Left: 0.45", Hanging: 0.05"

- i. One and a half (1½) credits of physical education, which incorporate instruction in the effects of exercise on the human body, health-related physical fitness, and activities for lifetime use;
- ii. Earned in grades 7 to 12, at least .5 credit of health education which incorporates instruction in personal, family, community, and environmental health;
- iii. Four (4) credits of English, which incorporate instruction in written communication and composition, oral communication, grammar, and usage of the English language, and literature;
- iv. Three (3) credits of social studies, which shall include instruction in state and local government and one (1) credit of U.S. history at grade 9 and one-half (1/2) credit of contemporary U.S. history at grades 10, 11 OR 12;
- v. Three (3) credits of mathematics;
- vi. Three (3) credits of science, which incorporate instruction in the biological and physical sciences;
- vii. Electives as follow:

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: i, ii, iii, ... + Start at: 1 + Alignment: Left + Aligned at: 1.5" + Indent at: 2"

Formatted: Indent: Left: 0.5", No bullets or numbering, Tab stops: Not at 0.45" + 0.99" + 1.5" + 1.97" + 2.5" + 2.96" + 3.49" + 3.94" + 4.47" + 5" + 5.46"

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: i, ii, iii, ... + Start at: 1 + Alignment: Left + Aligned at: 1.5" + Indent at: 2"

Formatted: Indent: Left: 0.5", No bullets or numbering, Tab stops: Not at 0.45" + 0.99" + 1.5" + 1.97" + 2.5" + 2.96" + 3.49" + 3.94" + 4.47" + 5" + 5.46"

#### Regular Schedule

<u>Required Credits</u>	<u>Elective Credits</u>
<u>4 in English</u>	<u>9</u>
<u>3 in Social Studies</u>	
<u>3 in Mathematics</u>	
<u>3 in Science</u>	
<u>1 1/2 in Phy Ed.</u>	
<u>1/2 in Health</u>	
<u>Subtotals: 13</u>	<u>9</u>

**TOTAL CREDIT REQUIREMENT:**

22 Credits for a Regular program (13 required credits  
+ 9 elective credits = 22 credits)

**4-Block Schedule**

<u>Required Credits</u>	<u>Elective Credits</u>
<u>4 in English</u>	<u>12.5</u>
<u>3 in Social Studies</u>	
<u>2 in Mathematics</u>	
<u>2 in Science</u>	
<u>1 1/2 in Phy Ed.</u>	
<u>1/2 in Health</u>	
<u>1/2 in Computer Ed.</u>	
<u>Subtotals: 13.5</u>	<u>12.5</u>

**TOTAL CREDIT REQUIREMENT:**

26 Credits for a 4-Block program (13.5 required  
credits + 12.5 elective credits = 26 credits)

3. d. — Failure of a required course by a student can be made up through the selection of another course within the same academic discipline.
4. e. — Failure of an elective course by a student can be made up through the selection of another course within or outside of the academic discipline in which the student failed.



5. f. — Seniors are required to carry at least four (4) credits during the entire senior year.

6. g. — Physical education credit may be earned through semester work or via an independent study program determined by the administrative team at each high school.

7. h. — One-half (1/2) credit is granted for successful completion of a semester of band, orchestra, and chorus meeting the equivalent of five traditional class periods per week.

8. i. — One-half (1/2) credit is granted for successful completion of a semester of health education unless a student is enrolled in a four-block schedule program. If a student is enrolled in a four-block schedule program, s/he is granted a one-half (1/2) credit for successful completion of a quarter of a school year of health education.

9. j. — One-quarter (1/4) credit is granted for successful completion of the classroom phase of driver education.

10. k. — A STUDENT who participates in a WIAA sanctioned athletic activity may, upon application and approval, be permitted to complete an additional one-half credit (.5) in English, social studies, mathematics or science in lieu of one half credit (.5) of physical education. In order to be eligible for a credit substitution a STUDENT must:

a.4) have prior written approval from the PRINCIPAL or his/her designee;

b.2) participate in a WIAA athletic activity for an entire season during grade 11 or the fall season of grade 12;

c.3) be an athlete in good standing during the entire season including regular attendance at all practices and competitions;

d.4) not have been suspended for any period during the season as a result of a violation of the athletic code;

e.5) remain academically eligible during the entirety of the season;

f.6) not have missed more than two weeks or 25% of the season, whichever is less, due to illness or injury; and,

g.7) submit a written application for approval prior to enrolling in the substitute course.

If a request to substitute credit for physical education is denied, a written appeal may be submitted to the ASSISTANT SUPERINTENDENT for SECONDARY SCHOOLS within 10 calendar days of the denial. The ASSISTANT SUPERINTENDENT shall issue a written decision within 5 business days. The ASSISTANT SUPERINTENDENT'S decision is final.

#### Regular Schedule

Required Credits	Elective Credits
4 in English	9
3 in Social Studies	
2 in Mathematics	
2 in Science	
4 1/2 in Phy Ed.	
1/2 in Health	
Subtotals: 13	9
TOTAL CREDIT REQUIREMENT:	
22 Credits for a Regular program (13 required credits + 9 elective credits = 22 credits)	

#### 4-Block Schedule

Required Credits	Elective Credits
4 in English	12.5
3 in Social Studies	
2 in Mathematics	
2 in Science	
4 1/2 in Phy Ed.	
1/2 in Health	
1/2 in Computer Ed.	
Subtotals: 13.5	12.5
TOTAL CREDIT REQUIREMENT:	

26 Credits for a 4-Block program (13.5 required credits + 12.5 elective credits = 26 credits)

# 11. Course Equivalency

Students may earn credit in English Language Arts, science, social studies, and/or mathematics through an equivalent course(s). An equivalent course is a BOARD-approved course that contains significant content for one of these areas but is taught in a technical or applied setting. Equivalent courses must contain the time allotment and substantially similar learning objectives as the course for which it serves as an equivalent.

# 12. Additional Graduation Requirements

~~2A. A.~~ In addition to successfully completing the credit requirements set forth in paragraph number 1 above, a student must also have a 1.67 or higher cumulative Grade Point Average (GPA) in each of the four core content areas (English, Mathematics, Science, Social Studies) in any 2 credits earned in classes aligned to the 12<sup>th</sup> Grade Wisconsin Model Academic Standards (WMAS). A diploma will be granted to a student who meets the credit requirements and has at least a 1.67 cumulative GPA as set forth above.

~~B.~~ Beginning September 1, 1988, the BOARD will not grant a high school diploma to any pupil unless, during the high school grades, the pupil has been enrolled in a class or has participated in an activity approved by the BOARD during each class period of each school day. Approved activity includes any course or activity under the responsibility of the school, with the school having flexibility in defining an accountability system which shows whether students are where they are supposed to be.

~~3.~~ If a student has met the credit requirements for graduation but does not have a 1.67 GPA or higher cumulative GPA as set forth in paragraph number 2 above, the student must pass the High School Graduation Test (HSGT) in each of the four content areas in which the student's GPA is less than 1.67. Students will be given four opportunities to pass the test, twice during both their Junior and Senior years on testing dates determined by the Department of Public Instruction. A diploma will be granted to a student who meets the credit requirements and, for each of the four core content areas either has a 1.67 cumulative GPA as set forth in paragraph number 2 above, or passes the HSGT in each of the four core content areas in which the student's GPA is less than 1.67 in any two credits earned in each content area in classes aligned to the 12th grade WMAS.

~~B. 4.~~ If a student has met the credit requirements but does not meet the academic performance criteria as set forth in paragraph A number 2 above and does not pass the HSGT as set forth in paragraph number 3 above, the student may obtain a teacher recommendation by completing a district-defined portfolio

Formatted: Indent: First line: 0"

of academic work that provides evidence the student has met the District-accepted standards ~~WMAS~~ for 12<sup>th</sup> grade in the content area(s) in which the student ~~does not have~~ ~~has neither~~ a 1.67 GPA ~~as set forth in number 2 above nor~~ a "pass" on the HSGT ~~as set forth in paragraph 3 above~~. A student may use a portfolio to provide evidence of meeting 12th Grade District-accepted standards ~~WMAS~~ in one non-~~core~~ assessed content area (e.g. Fine Arts, Foreign Language) ~~in lieu of one of the assessed content areas of the HSGT~~. A non-assessed content area includes all academic and non-academic subject areas ~~except the four assessed content areas of the HSGT~~. A diploma will be granted to a student who meets all of the portfolio requirements as set forth above.

13. ~~5.~~ — The general student graduation requirements apply to a student with disabilities who is eligible for services under the Individuals with Disabilities Education Act (IDEA) unless modified or alternative graduation criteria are designated in the student's Individualized Education Program (IEP) by the appropriate team members. A student with a disability who meets the requirements for graduation in the IEP as determined by the student's individualized education program team will be granted a diploma.

14. ~~6.~~ ~~C~~ Pursuant to ~~§ 118.33(4)(d) (1 and 2)~~, credit and distribution of credit requirements may be waived by the BOARD for pupils enrolled in an alternative education program, as defined in Wisconsin statutes and administrative codes ~~115.28 (7) (e)~~, and who the BOARD determines have demonstrated a level of proficiency in the four core content areas and in physical education equivalent to that which the student would have attained had the student satisfied credit requirements.

15. ~~7.~~ — If a decision is made to deny graduation, over the objections of the student or parent/guardian, the student or parent/guardian may appeal the school's decision to the Assistant Superintendent responsible for that level, whose decision shall be final.

~~8.~~ Paragraphs 2A, 3, 4, 5 and 6 of this policy become effective on the date that Wisconsin state law mandates that school districts (1) administer the HSGT and (2) implement other provisions related thereto.

s. 118.30

s. 118.33

11/26/12

Amended: \_\_\_\_\_

Policy 3540  
(Graduation)

# **118.33 High school graduation standards; criteria for promotion.**

(1)

- (a) Except as provided in pars. (d) and (e), a school board may not grant a high school diploma to any pupil unless the pupil has earned:
  - 1. In the high school grades, all of the following:
    - a. At least 4 credits of English including writing composition.
    - b. At least 3 credits of social studies including state and local government.
    - c. At least 3 credits of mathematics. The school board shall award a pupil up to one mathematics credit for successfully completing in the high school grades a course in computer sciences that the department has determined qualifies as computer sciences according to criteria established by the department. The school board shall award a pupil up to one mathematics credit for successfully completing in the high school grades a career and technical education course that the school board determines satisfies a mathematics requirement, but may not award any credit for that course if the school board awards any credit for that same course under subd. 1. d.
    - d. At least 3 credits of science. The school board shall award a pupil a science credit for successfully completing in the high school grades each course in agriculture that the department has determined qualifies as science according to criteria established by the department. The school board shall award a pupil up to one science credit for successfully completing in the high school grades a career and technical education course that the school board determines satisfies a science requirement, but may not award any credit for that course if the school board awards any credit for that same course under subd. 1. c.
    - e. At least 1.5 credits of physical education.
  - 2. In grades 7 to 12, at least 0.5 credit of health education.
- (am) The state superintendent shall encourage school boards to require an additional 8.5 credits selected from any combination of vocational education, foreign languages, fine arts and other courses.
- (b) A school board may not grant a high school diploma to any pupil unless, during the high school grades, the pupil has been enrolled in a class or has participated in an activity approved by the school board during each class period of each school day, or the pupil has been enrolled in an alternative education program, as defined in s. 115.28 (7) (e) 1. Nothing in this paragraph prohibits a school board from establishing a program that allows a pupil enrolled in the high school grades who has demonstrated a high level of maturity and personal responsibility to leave the school premises for up to one class period each day if the pupil does not have a class scheduled during that class period.
- (c) A school board may require a pupil to participate in community service activities in order to receive a high school diploma.
- (d) A school board may grant a high school diploma to a pupil who has not satisfied the requirements under par. (a) if all of the following apply:
  - 1. The pupil was enrolled in an alternative education program, as defined in s. 115.28 (7) (e) 1.
  - 2. The school board determines that the pupil has demonstrated a level of proficiency in the subjects listed in par. (a) equivalent to that which he or she would have attained if he or she had satisfied the requirements under par. (a).
- (e) A school board may allow a pupil who participates in sports or in another organized physical activity, as determined by the school board, to complete an additional 0.5 credit in English, social studies, mathematics, science, or health education in lieu of 0.5 credit in physical education.

(f)

1. By September 1, 2004, each school board operating high school grades shall develop a written policy specifying criteria for granting a high school diploma that are in addition to the requirements under par. (a). The criteria shall include the pupil's academic performance, and the recommendations of teachers. Except as provided in subds. 2. and 4., the criteria apply to pupils enrolled in charter schools located in the school district.
2. By September 1, 2004, each operator of a charter school under s. 118.40 (2r) that operates high school grades shall develop a policy specifying criteria for granting a high school diploma. The criteria shall include the pupil's academic performance, and the recommendations of teachers.
- 2m. The governing body of each private school participating in the program under s. 119.23 shall develop a policy specifying criteria for granting a high school diploma to pupils attending the private school under s. 119.23. The criteria shall include the pupil's academic performance and the recommendations of teachers.
- 2r. The governing body of each private school participating in the program under s. 118.60 shall develop a policy specifying criteria for granting a high school diploma to pupils attending the private school under s. 118.60. The criteria shall include the pupil's academic performance and the recommendations of teachers.
3. Beginning on September 1, 2005, neither a school board nor an operator of a charter school under s. 118.40 (2r) may grant a high school diploma to any pupil unless the pupil has satisfied the criteria specified in the school board's or charter school's policy under subd. 1. or 2. Beginning on September 1, 2010, the governing body of a private school participating in the program under s. 119.23 may not grant a high school diploma to any pupil attending the private school under s. 119.23 unless the pupil has satisfied the criteria specified in the governing body's policy under subd. 2m. The governing body of a private school participating in the program under s. 118.60 may not grant a high school diploma to any pupil attending the private school under s. 118.60 unless the pupil has satisfied the criteria specified in the governing body's policy under subd. 2r.
4. If a school board enters into an agreement with a federally recognized American Indian tribe or band in this state to establish a charter school, the criteria specified in the policy developed by that school board under subd. 1. apply to pupils enrolled in the charter school, regardless of the location of the charter school.

(g)

1. A school board may grant a technical education high school diploma to a pupil who does all of the following:
  - a. Satisfies the requirements under par. (a).
  - b. Earns in the high school grades the same total number of credits that the school board requires of other pupils for high school graduation.
  - c. Successfully completes a technical education program, established by the school board, in a subject or subjects.
2. In establishing a technical education program under subd. 1. c., the school board may incorporate standards for industry-recognized certifications. Annually, the department shall provide to each school board operating high school grades a list of such certifications. The school board shall indicate on a pupil's technical education high school diploma the certifications attained by the pupil.

## POLICY

## CURRICULUM 3541 Instruction

### Enrollment and Credit for Middle School Students Taking High School Courses

It is the policy of the Board to allow middle school students to enroll in courses offered in the high school or in courses that are the equivalent to courses offered in the high school, which may be delivered at a student's middle school or via a virtual learning modality as provided in Procedure 3541. ~~MSuch middle school students in grades 7 and 8 may~~ shall receive credit(s) for successfully completing a high school course(s) if (1) prior to enrolling in the course the student demonstrated academic preparedness for the coursework as demonstrated by performance on the most recently administered State-mandated assessment of student attainment of knowledge and concepts or similar examination, (2) the course was taught by a teacher who is licensed to teach the subject in the high school grades and (3) the course was taught using curriculum and assessments equivalent to the curriculum and assessments used to teach the subject in the high school grades. ~~the credit(s) is needed for graduation and the course(s) for which credit could be given was not offered as part of the middle school program at the time such course was taken in high school.~~

## PROCEDURE

## CURRICULUM 3541 Instruction

### Enrollment and Credit for Middle School Students Taking High School Courses

1. A teacher or parent/guardian may recommend to a middle school principal that a student be allowed to enroll in a high school course(s).
2. Upon receipt of the recommendation, of the middle school principal, and in consultation with her/him, the appropriate high school principal of the school in which the course(s) is offered, shall use the Student Services guidelines to determine whether the student may enroll in the recommended high school courses. grant the request if:
  - a. The course(s) is not offered at the middle school in which the student is enrolled;
  - b. It is determined that it is in the best educational interests of the student(s) to enroll in the high school course(s) after considering a number of factors that include but are not limited to the following: the student's test scores, grades, maturity, educational history and progress in the middle school and in the subject area(s) of the course(s) recommended to be taken at the high school, the ability of the student to succeed in the high school course(s), etc.;

Formatted: Indent: Left: 0.45", Hanging: 0.53"

Formatted: Indent: Left: 0.45", Hanging: 0.53"

c. ~~There is space available in the course(s) at the high school to accommodate the student's enrollment; and~~

d. ~~There are no scheduling conflicts that would interfere with the student's ability to regularly attend the course(s) at the high school.~~

Formatted: Indent: Left: 0.45", Hanging: 0.53"

3. At the time a middle school student successfully completes the high school course work, the student's parent/guardian may request that the student be granted credit for the course. The student may be granted credit if (1) prior to enrolling in the course the student demonstrated academic preparedness for the coursework as demonstrated by performance on the most recently administered State-mandated assessment of student attainment of knowledge and concepts or similar examination, (2) the course was taught by a teacher who is licensed to teach the subject in the high school grades and (3) the course was taught using curriculum and assessments equivalent to the curriculum and assessments used to teach the subject in the high school grades.

4. If the student's parent/guardian does not request that the student be granted credit or if any of the factors set forth in paragraph 3 above are not satisfied, the course will not appear on the student's transcript and will not count towards the student's minimum graduation requirements (Board Policy 3540), only the name of the course and the grade the student received in such course will appear on the student's transcript which will be maintained at the high school.

4. ~~No credit(s) shall be given to the student for successfully completing the course(s) and no credit(s) shall be included on the student's transcript unless the high school principal determines when the student is in high school (1) that such student needs the credit(s) to graduate from high school and (2) that the course(s) for which credit could be given was not offered as part of the middle school program at the time such course was taken in high school.~~

Formatted: Indent: Left: 0", Hanging: 0.45"

5. ~~If the high school principal determines that the credit(s) is needed in order for the student to graduate and that such course for which credit could be given was not offered as part of the middle school program at the time such course was taken in high school, the principal shall include the credit(s) on the transcript of the student.~~

4/24/89

Amended: \_\_\_\_\_



Policy 3541  
(HS Credit for MS Course)

Date of enactment:

2013 Senate Bill 284 Date of publication\*:

\* Section 991.11, WISCONSIN STATUTES: Effective date of acts. "Every act and every portion of an act enacted by the legislature over the governor's partial veto which does not expressly prescribe the time when it takes effect shall take effect on the day after its date of publication."

## 2013 WISCONSIN ACT

AN ACT *to amend* 118.33 (1) (a) (intro.); and *to create* 118.33 (1) (em) of the statutes;  
relating to: allowing pupils in grades 7 and 8 to earn high school credit.

*The people of the state of Wisconsin, represented in senate and assembly, do enact as follows:*

SECTION 1. 118.33 (1) (a) (intro.) of the statutes is amended to read:

118.33 (1) (a) (intro.) Except as provided in pars. (d) and, (e), and (em), a school board may not grant a high school diploma to any pupil unless the pupil has earned:

SECTION 2. 118.33 (1) (em) of the statutes is created to read:

118.33 (1) (em) A school board may count a credit that a pupil earns in grade 7 or 8 towards the requirements under par. (a) 1. or (am) if all of the following are satisfied:

1. The pupil's performance on an examination under s. 118.30 or a similar examination approved by the school board demonstrates that the pupil is academically prepared for coursework that is offered in the high school grades.

2. The credit is earned in a course that is taught by a teacher who is licensed to teach the subject in the high school grades.

3. The credit is earned in a course that is taught using a curriculum and assessments that are equivalent to the curriculum and assessments used to teach the subject in the high school grades.

SECTION 3. Initial applicability.

(1) This act first applies to a course completed by a pupil in grade 7 or 8 during the 2014-15 school year.

POLICY

CURRICULUM 3547

Instruction

Credit and Tuition for UW Courses

The BOARD shall pay the tuition for any pupil enrolled in the Madison Metropolitan School District and attending a center or institution within the University of Wisconsin system if the course the pupil is attending at the University is not offered in the District and the pupil will receive high school credit for the course.

It is the POLICY of the BOARD to give credit to students when a determination is made by the District that the courses offered in the District are not sufficient to meet the needs of the student.

PROCEDURE

CURRICULUM 3547

Instruction

Credit and Tuition for UW Courses

Request to pay tuition for a student to attend UW courses and receive credit shall be submitted to the SUPERINTENDENT, or her/his designee.

After receiving the request, the SUPERINTENDENT, or her/his designee, shall determine whether the request shall be approved based on the requirements of the BOARD'S POLICY for granting credit.

When the SUPERINTENDENT or her/his designee makes such determination, the SUPERINTENDENT or her/his designee shall communicate her/his determination to the person making the request.

s. 120.12(17)

s. 118.35(3)

s. 121.02 (1) (t)

8/22/88

## POLICY

ATTENDANCE 4014  
Pupils

### Non-Public School and Home-School Students

1. Students enrolled in and attending non-public schools who reside within the boundary of the Madison Metropolitan School District (MMSD) who meet minimum standards for admission into high school in the MMSD shall be allowed to take up to two courses (core or non-core courses) during each school semester.
2. Students enrolled in and attending non-public schools who reside within the boundary of the MMSD who do not meet the minimum standards for admission into high school in the MMSD may enroll in up to two courses that are offered by a school or school program in the MMSD during the regular school year.
- 2-3. Students enrolled in a home-based private educational program (home-school students), may enroll in up to two courses that are offered by a school or school program in the MMSD during each semester, provided such courses are enrichment, advanced, remedial, supplementary, or in a specialized MMSD program.
- 3-4. Non-public school students and home-school students who enroll in MMSD courses are required to adhere to all District, School, and Board policies, procedures, and rules including such policies, procedures, and rules related to the payment of fees.
- 4-5. This policy does not apply to the enrollment of non-public school students or home-school students in the MMSD summer programs.

Formatted: List Paragraph, No bullets or numbering

## PROCEDURE

ATTENDANCE 4014  
Pupils

1. Parents of non-public school students and home-school students who are interested in having their school- aged children enroll in a course offered at a school in the MMSD shall apply to attend such school by annually filling out the MMSD non-public school/home-school enrollment form and filing the form for approval at the school in which the course is offered on or before March 1 of the year preceding the school year in which that student would be enrolled in the MMSD.
2. Should a parent of a non-public school student file the non-public school/home-school enrollment form with the school in which the course is offered after March 1, the request to enroll the non-public school student may be denied by the District if sufficient space is not available.

Formatted: Indent: Hanging: 0.5"

s. 118.145  
s. 118.53  
8/26/02

Amended: \_\_\_\_\_

**118.53 Attendance by pupils enrolled in a home-based private educational program.**

- (1) In this section, "course" means study which has the fundamental purposes of developing the knowledge, concepts, and skills in a subject.
- (2) In addition to the standards for admission under ss. 118.14, 118.145 (1), and 120.12 (25), the school board of a district shall determine the minimum standards for admission to a course offered by the school district at each grade.
- (3) A school board shall allow a pupil enrolled in a home-based private educational program, who has met the standards for admission to the course under sub. (2), to attend up to 2 courses at a public school in the district during each school semester if the school board determines that there is sufficient space in the classroom.
- (4) A pupil enrolled in a home-based private educational program and attending a public school under this section may attend one course in each of 2 school districts, but may not attend more than 2 courses in any semester.

**118.145 Admission to high school.**

- (1) The school board of a district operating high school grades shall determine the minimum standards for admission to high school.
- (2) A certificate or diploma or other written evidence issued by a school board showing that the pupil has completed the course of study in the elementary grades of the school district in which the pupil resides shall entitle the pupil to admission to high school. Such certificate or diploma or a certified copy thereof or a certified copy of a list of graduates shall be filed with the school district clerk of the school district operating the high school.
- (3) If the superintendent of a private school or of a tribal school files with the department the course of study for elementary grades prescribed by such school and if such course of study is substantially equivalent to the course of study prepared for elementary grades by the department, a certificate or diploma or other written evidence issued by the superintendent of the private school or tribal school showing that the pupil has completed such course of study shall entitle the pupil to admission to a public high school. The certificate or diploma or a certified copy thereof or a certified copy of a list of graduates shall be filed with the school district clerk of the school district operating the high school.
- (4) The school board of a school district operating high school grades shall allow a pupil enrolled in a private school or a pupil enrolled in a tribal school, who has met the standards for admission to high school under sub. (1), to take up to 2 courses during each school semester if the pupil resides in the school district in which the public school is located and if the school board determines that there is sufficient space in the classroom.

**History:** 1975 c. 39, 199; 1995 a. 27 s. 9145 (1); 1997 a. 27, 240; 2009 a. 302; 2013 a. 20.

# **MMSD Policies and Procedures: 4027**

## **POLICY**

## **ATTENDANCE**

**4027**  
**Pupils**

### **Open Enrollment - External Transfer Policy for Part-time Students**

It is the policy of the Board, if the criteria that are set forth below are met, (1) to allow a non-resident high school student who resides within the State of Wisconsin to enroll as a part-time high school student in a Madison School District program or school and (2) to release a Madison School District resident high school student to enroll as a part-time high school student in another school district.

### **DEFINITIONS**

#### **1. Part Time Student:**

A part-time student for purposes of this policy is a high school student who attends or wishes to attend no more than two courses at any one time in a school district.

#### **2. External Transfer:**

An external transfer is a transfer involving a part-time student who resides in another school district and who wishes to take or is taking no more than two courses in a Madison School District school or program.

#### **3. Internal Transfer:**

An internal transfer is a transfer involving a part-time student who resides within the Madison School District and who wishes to take or is taking no more than two courses in a MMSD school or program that is not within the attendance area of the school or program within which the student legally resides.

#### **4. Nonresident School District:**

A non-resident school district is a district located in the State of Wisconsin which is not the school district within which a part-time student legally resides.

#### **5. Nonresident School Board:**

A non-resident School Board is the governing body of a non-resident School District.

#### **6. Nonresident Student:**

A non-resident student is a part-time student who is a legal resident of another school district and who applies to take no more than two courses in a Madison School District school or program.

7. Resident School District:

A resident school district is a district located in the State of Wisconsin that is the school district within which a part-time student legally resides.

8. Resident School Board:

A resident School Board is the governing body of a resident School District.

9. Resident Student:

A resident student is a part-time student who legally resides within the Madison School District and who applies to take no more than two courses in another school district.

## PROCEDURE

1.

- a. A parent or legal guardian of a student who wishes the student to externally transfer to the Madison School District shall file an application on a form provided by Department of Public Instruction (DPI) with the Madison School Board for a transfer to the Madison school district no later than six weeks prior to the date on which the course is scheduled to commence.
- b. The application shall specify the course(s) that the pupil wishes to attend and may specify the school or schools at which the pupil wishes to attend the course(s).
- c. The Madison School Board shall send a copy of the application to the student's resident school board along with a request that the resident school board send immediately to the Registrar of the Madison School District a copy of the student's academic and disciplinary records, which includes but are not limited to the following: suspension/expulsion record; transcript; Individual Educational Program (IEP Team) Evaluation; 504 plan; Individual Educational Plan (IEP).

2.

- a. No later than one week prior to the date on which the course is scheduled to commence, the Madison school board shall notify the applicant and the resident school board, in writing, whether the application has been accepted or rejected.
  1. If the Madison School Board approves the application of the parent or legal guardian of the student who applies to externally transfer, the board shall notify the applicant, in writing, that:



- ~~a. the application has been accepted.~~
    - ~~b. the school at which the student may attend the course.~~
    - ~~c. acceptance applies only for the following semester, school year or other session in which the course is offered.~~
  - ~~2. If the application of an external transfer is denied by the Madison School Board, the Board shall include the reason(s) for the rejection.~~
- ~~3. If a student who resides within the Madison School District applies to take a course in another school district, no later than one week prior to the date on which the course is scheduled to commence, the Madison School Board shall do all of the following:~~
  - ~~a. Notify the applicant in writing of whether the application has been accepted or rejected.~~
    - ~~1. If the application of a Madison School District student to take a course in another public school is denied by the Madison School Board, the Board, in the written notification to the applicant that the application has been denied, shall include the reason(s) for the rejection.~~
    - ~~2. If it determines that the course to be taken by the Madison School District student in the non-resident school district does not satisfy high school graduation requirements in the resident Madison school district, the Madison School Board shall notify the applicant in writing.~~
- ~~4. Following the receipt of a notice of acceptance, but prior to the date on which the course is scheduled to commence, the pupil's parent or legal guardian shall notify the Madison school district of the pupil's intent to attend the course(s) in either the Madison School District or the other school district.~~
- ~~5. Rejection/Acceptance Criteria for Madison as a Non-resident School District The criteria used for determining whether to accept/reject applications for part time students to take a course in the Madison school district as a non-resident school district shall be the same criteria the Madison school district uses to accept/reject applications of pupils who reside within the Madison Metropolitan School District and who want to take a course at another school in the MMSD, except preference shall be given to residents of the Madison School District. However, should the Madison School Board receive more applications for external transfers into a particular course than there are spaces available in the course, the Madison School Board shall determine which non-resident student(s) to accept on a random basis.~~
- ~~6. Rejection/Acceptance Criteria for Madison as a Resident School District~~
  - ~~a. If Madison as a resident school district determines that the course conflicts with an applicant's Individualized Educational Program (IEP), the Madison School Board shall reject the application.~~
  - ~~b. Madison as a resident school board shall reject an application of a resident student to attend a course in a public school in a non-resident school district if the cost of the course would impose an undue financial burden on the Madison School District.~~

7. ~~Appeal of Rejection. If an external transfer request is denied, the applicant requesting the external transfer may appeal the decision to DPI within 30 days after the decision. DPI shall confirm the decision unless DPI finds that the decision was arbitrary and unreasonable.~~
8. ~~A non-resident student attending a course in a Madison School District school or program has all of the same rights and privileges as pupils residing in the Madison school district and is subject to the same rules and regulations as pupils residing in the Madison school district.~~
9. ~~The parent or legal guardian of a non-resident pupil attending a course in a Madison public school or program is responsible for transporting the pupil to and from the course that the pupil is attending. The parent or legal guardian of a Madison resident pupil attending a course in another school district school or program is responsible for transporting the pupil to and from the course that the pupil is attending.~~
10. ~~The resident school board shall pay to the non-resident school board for each pupil attending a course in a public school in the non-resident school district an amount equal to the cost of providing the course to the pupil as calculated by DPI.~~
11. ~~The Superintendent or her/his designee shall be responsible for the implementation of this policy and procedure which includes but is not limited to the following:~~

8/26/02

MMSD Policies and Procedures: 4027

Policy	Attendance	4027
		Pupils

#### Course Options-Attendance in Non-Resident Educational Institution

It is the policy of the Board, if the criteria that are set forth below are met, (1) to allow a non-resident student enrolled in a public school to attend up to two courses in any semester in a Madison Metropolitan School District program or school and (2) to permit a Madison Metropolitan School District student to attend up to two courses in any semester at another educational institution.

#### DEFINITIONS

1. Educational Institution:  
An Educational Institution for the purposes of this policy includes a Wisconsin public school in a nonresident school district, the University of Wisconsin System, a Wisconsin technical college, a Wisconsin nonprofit institution of higher education, a Wisconsin tribal college, a Wisconsin charter school, and any Wisconsin nonprofit organization that has been approved by the Wisconsin Department of Public Instruction.
2. Nonresident school board:

A nonresident school board for the purposes of this policy is a school board of a nonresident school district.

3. Nonresident school district:

A nonresident school district for the purposes of this policy is a school district, other than a student's resident school district, in which a student is attending a course or has applied to attend a course under this policy.

4. Nonresident student:

A nonresident student for the purposes of this policy is a student who resides within another public school district and who applies to attend classes in the Madison Metropolitan School District.

5. Resident school board:

A resident school board for the purposes of this policy is the governing body of a resident school district.

6. Resident school district:

A resident school district for the purposes of this policy is the school district within which the student resides.

7. Resident student:

A resident student for the purposes of this policy is a student who resides within the Madison Metropolitan School District and who applies to attend classes in an educational institution other than the Madison Metropolitan School District.

8. Reside:

To reside for the purpose of this policy means the place where a student lives, unless the student is there for the sole purpose of having the privileges of the public school of the district to which the student may be transferred.

9. Open enrolled students:

For the purposes of this policy, the district of attendance for full-time open enrolled students is considered the resident district.

## **PROCEDURE**

### **Nonresident student applications to attend MMSD**

1. A parent or legal guardian of a nonresident student seeking to attend the Madison Metropolitan School District under this policy shall submit an application, on a form provided by the Department of Public Instruction, to the MMSD Board of Education not later than 6 weeks prior to the date on which the course is scheduled to commence. The application must be received

by the District by the required date. Late applications will not be accepted and will be returned to the sender.

2. The application shall specify the course or courses that the student wishes to attend and may specify the school or schools at which the student wishes to attend the course(s).
3. Upon receipt of an application to attend the MMSD under this policy the Board of Education shall send a copy of the application to the student's resident school board.
4. No later than one week prior to the date on which the course is scheduled to commence, the Board of Education shall notify the applicant and the resident school board, in writing, whether the application has been accepted or denied and, if the application is accepted, the school at which the pupil may attend the course.
5. If a nonresident student's application is accepted, the acceptance shall apply only for the following semester or session in which the course is offered.
6. If a nonresident student's application is denied, the MMSD shall include the reason for denial in the notice.
7. If the MMSD receives more applications for a particular course than there are spaces available, MMSD shall give preference to resident students and any remaining space may be filled with nonresident applicants chosen on a random basis.
8. All Board of Education policies and criteria applicable to resident students for entry into a particular course shall also apply to any nonresident student applying for that course under this policy.
9. The parent or legal guardian of a student attending the MMSD under this policy is responsible for transporting the student to and from the course that the student is attending.
10. A student attending the MMSD under this policy shall have all the rights and privileges of other students attending the MMSD and is subject to the same rules and regulations as those students.
11. The MMSD shall seek payment, in an amount equal to the cost of providing the course to the pupil as calculated by the Wisconsin Department of Public Instruction, from the resident school district of any student attending a course in the MMSD under this policy.

#### **Resident student applications to attend educational institutions other than the MMSD**

12. A parent or legal guardian of a resident student seeking to attend an educational institution other than the MMSD and under this policy shall submit an application, on a form provided by the Wisconsin Department of Public Instruction, to the educational institution not later than 6 weeks prior to the date on which the course is scheduled to commence. The application must be received by the educational institution by the required date. Late applications will not be accepted and will be returned to the sender.
  1. The educational institution shall send a copy of the application to the MMSD Board of Education.
  2. No later than one week prior to the date on which the course(s) is scheduled to commence, the MMSD Board of Education shall notify the applicant and the educational institution, in writing,

that the application has been either approved or denied and, if denied, include in the notice the reason for the denial.

3. The MMSD shall deny an application if the Board determines that the course conflicts with the student's individualized education program requirements.
4. The MMSD shall deny an application if the Board determines that the course does not satisfy a high school graduation requirement under Wis. Stat. 118.33 or the course does not conform to or support the student's academic and career plan under Wis. Stat. 115.28(59)(a).
5. The MMSD may deny an application if the student's application was not submitted in the manner and within the time limits established by state law.
6. If requested by the educational institution, MMSD shall provide to the educational institution a copy of any expulsion findings and orders, a copy of records of any expulsion findings and orders, a copy of records of any pending disciplinary proceeding involving the student, a written explanation of the reasons for the expulsion or pending disciplinary proceeding and the length of the term of the expulsion or the possible outcomes of the pending disciplinary proceeding.
7. The parent or legal guardian of a student attending an educational institution under this policy is responsible for transporting the student to and from the educational institution that the student is attending.
8. The MMSD shall pay an educational institution in which a student is attending a course under this policy an amount equal to the cost of providing the course to the pupil, calculated in a manner determined by the Department of Public Instruction.

#### **Reporting Requirements**

1. The MMSD shall include in its annual performance report the number of MMSD resident students attending an educational institution under this policy, the number of nonresident students attending a course within the MMSD under this policy, and the courses taken by those students.

s. 118.52, 115.38(1)(d)

2/\_\_\_/2014

**118.52 Course options.****(1) DEFINITIONS.** In this section:

- (am) "Educational institution" includes a public school in a nonresident school district, the University of Wisconsin System, a technical college, a nonprofit institution of higher education, a tribal college, a charter school, and any nonprofit organization that has been approved by the department.
- (ar) "Nonresident school board" means the school board of a nonresident school district.
- (b) "Nonresident school district" means a school district, other than a pupil's resident school district, in which the pupil is attending a course or has applied to attend a course under this section.
- (c) "Parent" includes a guardian.
- (d) "Resident school board" means the school board of a resident school district.
- (e) "Resident school district" means the school district in which a pupil resides.

**(2) APPLICABILITY.** A pupil enrolled in a public school may attend an educational institution under this section for the purpose of taking a course offered by the educational institution. A pupil may attend no more than 2 courses at any time at educational institutions under this section.**(3) APPLICATION PROCEDURES.**

- (a) The parent of a pupil who wishes to attend an educational institution for the purpose of taking a course under this section shall submit an application, on a form provided by the department, to the educational institution at which the pupil wishes to attend a course not later than 6 weeks prior to the date on which the course is scheduled to commence. The application shall specify the course that the pupil wishes to attend and may specify the school or schools at which the pupil wishes to attend the course. The educational institution shall send a copy of the application to the pupil's resident school board.
  - (b) If an educational institution receives more applications for a particular course than there are spaces available in the course, the educational institution shall determine which pupils to accept on a random basis.
  - (c) No later than one week prior to the date on which the course is scheduled to commence, the educational institution shall notify the applicant and the resident school board, in writing, whether the application has been accepted and, if the application is accepted, the school at which the pupil may attend the course. The acceptance applies only for the following semester, school year or other session in which the course is offered. If the educational institution rejects an application, it shall include in the notice the reason for the rejection.
  - (d) No later than one week prior to the date on which the course is scheduled to commence, the resident school board shall do all of the following:
    1. If it denies an application to attend an educational institution under sub. (6), notify the applicant and the educational institution, in writing, that the application has been denied and include in the notice the reason for the rejection.
    2. If it determines that the course does not satisfy high school graduation requirements under s. 118.33 in the resident school district, notify the applicant in writing.
  - (e) Following receipt of a notice of acceptance but prior to the date on which the course is scheduled to commence, the pupil's parent shall notify the resident school board and the educational institution of the pupil's intent to attend the course at the educational institution.
- (4) ADOPTION OF POLICIES AND CRITERIA.** By February 1, 1998, each school board shall adopt a resolution specifying the criteria and policies described in subs. (5) and (6). If the school board wishes to revise the criteria or policies, it shall do so by resolution.

**(5) NONRESIDENT SCHOOL DISTRICT ACCEPTANCE AND REJECTION CRITERIA.** School board policies and criteria for

accepting and rejecting applications under sub. (3) from pupils who reside in another school district shall be the same as the policies and criteria for entry into the course that apply to pupils who reside in the school district, except that the school board may give preference in attendance in a course to residents of the school district.

**(6) RESIDENT SCHOOL DISTRICT REJECTION CRITERIA.**

**(a) Individualized education program requirements.** The school board of a pupil's resident school district shall reject a pupil's application to attend a course at an educational institution if the resident school board determines that the course conflicts with the individualized education program for the pupil under s. 115.787 (2).

**(c) Pupil plan; high school graduation requirements.** The school board of a pupil's resident school district may reject an application by a pupil to attend a course at an educational institution if the resident school board determines that any of the following apply:

1. The course does not satisfy a high school graduation requirement under s. 118.33.
2. The course does not conform to or support the pupil's academic and career plan under s. 115.28 (59) (a), if any.

**(8) APPEAL OF REJECTION.** If an application is rejected under sub. (3) (c) or a pupil is prohibited from attending a course at an educational institution under sub. (6), the pupil's parent may appeal the decision to the department within 30 days after the decision. The department shall affirm the decision unless the department finds that the decision was arbitrary or unreasonable. The department's decision is final and is not subject to judicial review under subch. III of ch. 227.

**(9) RIGHTS AND PRIVILEGES OF NONRESIDENT PUPILS.** A pupil attending a course at an educational institution under this section has all of the rights and privileges of other pupils attending the educational institution and is subject to the same rules and regulations as those pupils.

**(10) DISCIPLINARY RECORDS.** Notwithstanding s. 118.125, the resident school board shall provide to the educational institution to which a pupil has applied under this section, upon request by that educational institution, a copy of any expulsion findings and orders, a copy of records of any pending disciplinary proceeding involving the pupil, a written explanation of the reasons for the expulsion or pending disciplinary proceeding and the length of the term of the expulsion or the possible outcomes of the pending disciplinary proceeding.

**(11) TRANSPORTATION.**

**(a) Responsibility.** The parent of a pupil attending a course at an educational institution under this section is responsible for transporting the pupil to and from the course that the pupil is attending.

**(b) Low-income assistance.** The parent of a pupil who is attending a course at an educational institution under this section may apply to the department for reimbursement of the costs incurred by the parent for the transportation of the pupil to and from the pupil's residence or school in which the pupil is enrolled and the educational institution that the pupil is attending for the course if the pupil and parent are unable to pay the cost of such transportation. The department shall determine the reimbursement amount and shall pay the amount from the appropriation under s. 20.255 (2) (cy). The department shall give preference under this paragraph to those pupils who are eligible for a free or reduced-price lunch under 42 USC 1758 (b).

**(12) TUITION.** The resident school board shall pay to the educational institution, for each resident pupil attending a course at the educational institution under this section, an amount equal to the cost of providing the course to the pupil, calculated in a manner determined by the department. The educational institution may not charge to or receive from the pupil or the pupil's resident school board any additional payment for a pupil attending a course at the educational institution under this section.

**History:** 1997 a. 27, 41, 164; 2001 a. 16; 2013 a. 20.

**Cross-reference:** See also ch. PI 36, Wis. adm. code.