



Book	2 - Administrative Policies and Regulations
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School District of La Crosse Administrative Policies and Regulations

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STUDENT SCHOOL PLACEMENT AND INTRA-DISTRICT TRANSFERS

The School District of La Crosse uses Board, community, and staff input to establish and review student school placements and intra-district transfer guidelines. Placement and intra-district transfers have been developed by school levels (elementary, middle, and high school) to address the unique facility and programmatic issues at each level.

I. Student Placement by Boundaries

- A. The School District of La Crosse considers the following overall goals as guidelines when determining school boundaries (not in priority order):
1. Maximize the ability to best utilize staffing resources at each school
 2. Maximize access to comparable programs and facilities
 3. Maximize classroom usage in each building without overcrowding
 4. Provide the greatest level of socioeconomic balance at each school
 5. Maximize the likelihood that students from the same neighborhood attend the same school
 6. Reduce enrollment disparity within similar grade configured schools
 7. Determine placements in a manner that will minimize the possible need for future boundary alignments

II. Alternatives to Placement by Boundaries

- A. If a student attends a school outside the student's boundary for other than district-wide programming, choice, or charter options, an intra-district transfer must be completed and approved. Each educational level has its own criteria and processes for obtaining intra-district transfers. Parents are responsible for providing transportation when a student requests and is approved for an intra-district transfer (excluding choice/charter schools). Regular attendance and adherence to school rules are required to maintain the privilege of an intra-district transfer. An intra-district transfer may be revoked for habitual truancy and/or behavior. Intra-district transfers are granted for individual students not for families. Thus, there is no guarantee that siblings will also be granted a transfer.

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STUDENT PLACEMENT AND INTRA-DISTRICT TRANSFER REGULATIONS

I. Student Placement Guidelines

A. Boundary School:

1. By default, students are assigned to attend their boundary school.

B. Alternatives to the Boundary School:

1. Choice Schools:

a) Choice schools follow district approved admission criteria. Current choice schools are as follows:

- i. Elementary: North Woods International, Hamilton Early Learning Center, Summit Environmental School
- ii. Middle: Logan Middle
- iii. If a student discontinues in a choice/charter school, the student will return to their boundary school.

2. Charter Schools:

a) Charter schools follow district approved admission criteria. Current charter schools are as follows:

- i. Elementary: Coulee Montessori Elementary School and School of Technology and Arts I
- ii. Middle: Coulee Montessori Adolescent Program, School of Technology and Arts II, La Crosse Polytechnic
- iii. High: La Crosse Polytechnic
- iv. If a student discontinues in a charter school, the student will return to their boundary school.

3. District-wide Programs:

a. Not all district-wide programs are offered in each school. A student may be placed in a school other than the student's boundary school to meet individual educational needs and/or staffing or space constraints. Examples of district-wide programs include: preschool (4 year-old kindergarten), English language learners, and some special education programs. School enrollment counts will include students in district-wide programs educated in that school.

b. Siblings of students placed in district-wide programs:

Students may attend the same school as their sibling who is placed in a district-wide program when the program placement is outside the boundary school. If the district-wide program student exits the program or school, the student and/or siblings may:

- i. Continue through the highest grade level at that school,
- ii. Attend their boundary school,
- iii. Follow the student to the new district-wide program school.

4. Additional Enrollment Options:

a. Elementary School

Students residing in the Hintgen/Southern Bluffs Buffer Zone have the option of attending either school.

b. Middle School

Logan Middle School, Lincoln Middle School and Longfellow Middle School accepts students based on space available at the school. An Intra-District Transfer must be completed and approved.

c. High School

The 45/55 Enrollment Management Plan approved by the Board of Education was established to reduce the enrollment gap between the two high schools in order to maximize students' access to comparable programs at both high schools. The high school enrollment management plan is designed to gradually bring Logan High School enrollment up to at least 45% and Central to no more than 55% of the total district high school enrollment. The annual 2nd Friday in January student count will be used to calculate the percent enrolled at each school. Each January, the numbers are evaluated to determine whether the goal has been met. This determines the options for 9th grade students for the following school year (current 8th graders).

i. Scenario I: The 45/55 Enrollment Balance has NOT been attained.

Grades 10 -12: Students may apply to attend Logan or Central.
Grade 9: Students in the Central attendance area may apply to attend Logan.

ii. Scenario II: The 45/55 Enrollment Balance has been attained.

Grades 10 -12: Students may apply to attend Logan or Central.
Grade 9: Students from both Central and Logan may apply to attend the non-boundary school. Once the Enrollment Management Plan has been attained, up to 8 students in the Logan attendance area will be allowed to attend Central. In determining the 8 students placed, "extenuating circumstance" cases are given first priority. (Siblings of students currently attending Central will not be counted in the 8 if the older sibling was not a transfer student from Logan to Central in grades 10-12.) If more "seats" remain, a lottery will be used to determine the remaining students. The second Friday count in January will be used to determine whether the 45/55 balance has been attained. Eighth grade students and parents will be informed by letter (from the middle schools) on or before February 1st. Additional communication will be by newsletters and parent/student meetings.

For each of these situations, an Intra-District Transfer must be completed and approved.

II. Intra-District Transfer Guidelines

A. Family Moves

If a family moves once a student has started at a particular school, the student may finish attendance at that school provided the parent provides transportation and there is regular attendance and adherence to school rules. This provision does not apply to siblings not yet attending the school. However, if younger siblings later seek an intra-district transfer, they will be given preference.

B. Extenuating Circumstances

Extenuating circumstances to the intra-district transfer policy are reviewed by the principals at the applicable educational level.

C. Intra-District Transfer Process and Application Window

The intra-district transfer process provides the opportunity for students to attend a School District of La Crosse school that is outside the student's current attendance boundary. The intra-district transfer is an electronic application available on the School District of La_Crosse website. If you would like your student to be considered for a transfer, the application window is as follows.

Intra-District Transfer Window -- First Monday in February through last Friday in April.

- Applications submitted during this window will be considered at the same time as applications submitted through the Department of Public Instruction's Open Enrollment application window.

- Applications will not be accepted before the first Monday in February.
- Notification of acceptance or denial will be made via e-mail or USPS by the end of May.
- We do not maintain a waitlist for preschool through 12th grade.
- Applications submitted after April 30 will be considered on an individual basis.

1. Evaluation of Intra-district Transfer Requests:

Intra-district transfer requests are reviewed by the principals at the applicable educational level.

2. Appeal of Decision:

Level 1- Executive Director of Business Services

Level 2- Superintendent

Reviewed, Revised and Approved: 01/22/21