



Book	POLICY MANUAL
Section	400 STUDENTS
Title	Elementary and Secondary Attendance
Code	432 AR
Status	Active
Adopted	February 10, 2003
Last Revised	February 13, 2017
Last Reviewed	July 8, 2024

In interpreting Board Policy 432, the following administrative guidelines are appropriate:

Every effort shall be made to continue to enroll students in the school located in the specific attendance area of that school; that is Decorah, Fair Park, Green Tree, Jackson and McLane Elementary Schools attendance areas shall be as designated on the official boundary map located in the district office. The decision regarding the school that a student is to attend shall be based upon their place of residence at the time they enroll. The district will attempt to accommodate families *by allowing requests for intradistrict transfers*. Exceptions to the policy 432 shall be considered only upon the recommendation of the principal to the superintendent.

Eligible four-year-old Kindergarten (4K) students shall enroll at one of the elementary sites or the Education Service Center. If transportation is required, parents must select a partner site that falls within the 4K regional boundary of the family's home or childcare center, whichever is the drop off/ pick up point for the child. If transportation is not required, parents are able to communicate their top three preferences to the WBSD during the enrollment period. The West Bend School District does not guarantee that all requests will be honored.

Assignment of the community 4K site will be made based on the following criteria:

1. Students who currently attend the partner school for childcare;
2. Students who require wrap around childcare at a partner school;
3. Students who require special education services;
4. Date & Time of enrollment.

All incoming kindergarten children should register at the school located in the specified attendance area of their residence. Parents of K-5 students requesting a different school must put the request in writing to the superintendent with a copy forwarded to the requested school. Parents will be notified in writing of the placement decision by the district office *on or before* the week of July 15<sup>th</sup>. Requests from students who attended the school the prior year to continue to attend will be processed as received.

Our 9<sup>th</sup> – 12<sup>th</sup> grade students will attend East or West High School. At the high schools, a student whose older brother, sister, stepbrother, or stepsister is attending, has attended, or was graduated from either of the two high schools must attend that high school. In cases where older brothers, sisters, stepbrothers, and stepsisters have attended both high schools, the incoming student must attend the high school last attended by a child in that family. Unique family circumstances (e.g., two families combining who have attended different high schools) brought to the attention of the site administrator may be considered for attendance at the unassigned high school. These decisions will be determined on a case by case basis and will be at the discretion of the principal.

High School students who desire to attend the other high school, shall submit the request in writing or via e-mail to the Superintendent. The parent will be notified of action taken on a request by the superintendent *on or before* the week of July 15<sup>th</sup>.. Resulting transportation for intra-school transfers shall be provided by the parent/guardian.

School district employees, including coaches, may request an exception to this policy, i.e., employees at the elementary level can request an exception of assignment for their elementary child, middle school employees for their middle school child, and high school employees for their high school child. Resulting transportation for intra-school transfers shall be provided by the parent. Requests for exceptions must be made prior to entering the appropriate school level.