

Policy

BOARD OF EDUCATION
HORTONVILLE AREA SCHOOL DISTRICT

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OPEN ENROLLMENT

The Hortonville Area School District will participate in the Wisconsin Public School Open Enrollment Program in accordance with applicable law and the relevant policies and rules of the District, all as amended from time to time. More specifically, the District, in administering its participation will give priority to its resident students regarding open enrollment opportunities; and take account, as appropriate, of individual rights under the Wisconsin and United States Constitution.

Definitions:

The following definitions will apply to the District's Open Enrollment Program:

- A. Non-Resident District – A school district located in Wisconsin which is not a student's district of residence.
- B. Non-Resident Student – A student who does not reside within the geographic boundaries of the District and who seeks admission to this District under the Open Enrollment Program.
- C. Tuition Student – A non-resident student who attends school in the District and pays tuition in accordance with State Law.
- D. Full-Time Enrollment – A student is enrolled for the entire school day and receives all of his/her required education in this District.
- E. Class Size – The District's determination of the maximum number of students who can be accommodated properly in a particular classroom without jeopardizing the quality of the instructional program and mitigating circumstances for a particular school, class, or program, including enrollment projections established by the Administrator.
- F. Program Size – The enrollment of size restrictions in a specific program within a class or building. The District reserves the exclusive right to establish program size and to limit enrollment based upon the capability to properly allocate available resources, create and maintain a proper learning environment, and comply with contracts, grants, and applicable laws and regulations.
- G. Resident Student – A student who is a legal resident of this District and is consequently entitled to attend school in this District in accordance with Policy #5111 – Eligibility of Resident / Non-resident Students.
- H. Absences – See Policy - #5200 – Attendance
- I. Truancy and Habitual Truancy – See Policy - #5200 – Attendance
- J. Part of the School Day – See Policy - #5200 – Attendance
- K. Tardiness – See Policy - #5200 - Attendance

FULL TIME OPEN ENROLLMENT

- A. Application Procedures for Nonresident Students
Applications from nonresidents for full-time open enrollment into a District school must:
 - 1. be submitted on the form provided by the Department of Public Instruction ("DPI"); and
 - 2. be received between the first Monday in February and the last weekday in April, unless otherwise provided by the DPI or as described in Section K, below – Alternative Application Procedures.

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If a student submits applications to more than three (3) nonresident school districts, all applications submitted are invalid.

Untimely applications will not be processed, nor will the review process be delayed by failure to submit supporting documentation. Copies of all nonresident student applications will be sent to the resident school district of each nonresident student and the DPI no later than the first weekday after the last weekday in April, unless otherwise provided by the DPI.

The District shall provide to any nonresident district to which a resident student with a disability has applied for open enrollment a copy of the student's Individualized Education Program no later than the first Friday following the first Monday in May.

B. Timetable for Decisions on Applications

District decisions on full-time open enrollment applications will be made after April 30th and no later than the Friday following the first Monday in June, unless otherwise provided by the DPI.

C. Procedures for Processing of Open Enrollment Applications

In establishing current enrollment numbers for open enrollment availability purposes, the Board does not guarantee open enrollment approvals to any non-resident students. If there are more applications than spaces, the Board will fill the available spaces by random selection, provided that first priority will be given to non-resident students already attending District schools and their siblings.

If the District determines that space is not otherwise available for open enrollment students in the grade or program to which an individual has applied, the District may nevertheless accept a student or the sibling of a student who is already attending in the District.

The District will establish a numbered waiting list of all applicants. When all available slots have been filled by randomly selecting names from all applicants, the remaining names will be drawn randomly and placed on the waiting list in order of selection.

The following is the District's random selection process for students and open enrollment:
District class sizes were developed in 2008 at the optimal capacity level by the District's Strategic Planning Team. These optimal class size numbers will be used for the non-resident open enrollment additions to class size. All resident district students and their siblings will be included in the count before any non-resident student spaces would be available.

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Grade	Max Capacity including OE Applications	Board Action Add Teacher
4k	20	
5k	20	23
1	20	23
2	20	23
3	24	25
4	24	25
5	27	28.5
6	27	28.5
7	27	28.5
8	27	28.5
FWA	20	
9, 10, 11, 12	**25	Determined by Student Requests Yearly

***Class size may be adjusted based on building space.**

****Class size maybe determined by available equipment, capped due to college/dual credit agreements, and safety for students.**

If the Board determines that no special education space is available in any grade or program, the District must still review each student's IEP in it entirety to determine the following:

1. Whether the District has space available in the special education and related services required in the student's IEP;
2. Whether the District has special education and related services available as required in the student's IEP.

The statewide caseload formula was modified to reflect servicing students in the Least Restrictive Environment. The formula is used to determine Open Enrollment Caps for Special Education Teacher caseloads. All enrollments are based on 1.0 FTE teacher. (*Please refer to the guiding DPI document; Options for Determining Caseloads in Special Education.)

Workload and Open Enrollment Criteria for Special Education:

A "Service Matrix" score is assigned to each student by determining the amount of services they need.

The "Student Factoring Table" assigns a multiplying factor based on the student's grade level. A student who does not require special education services has a baseline of one (1). Special education students would then receive an overall score based on grade level and the service matrix score. The sum of the students' overall scores for each caseload should not exceed the policy per HASD general education grade level seat placement.

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SPECIAL EDUCATION SERVICE MATRIX

CURRICULUM <input type="checkbox"/> 0 Regular curriculum with no accommodations <input type="checkbox"/> 1 Regular Curriculum with minimal accommodations <input type="checkbox"/> 2 Regular curriculum with moderate accommodations <input type="checkbox"/> 3 Regular curriculum with significant accommodations and some modifications of the power standards <input type="checkbox"/> 4 Alternate Curriculum – Essential Standards	BEHAVIOR <input type="checkbox"/> 0 Expected grade level behavior-behavior intervention does not differ from that of any other general education student <input type="checkbox"/> 1 Occasional behavioral interventions – required 1-2 monthly <input type="checkbox"/> 2 Routine behavioral interventions – weekly intervention required <input type="checkbox"/> 3 Frequent behavioral interventions – FBA/BIP/Crisis plan – daily intervention
INSTRUCTION <input type="checkbox"/> 0 No specialized instruction required <input type="checkbox"/> 1 Specialized Instruction and/or in-class support (1 time weekly or up to 30 minutes) <input type="checkbox"/> 2 Specialized Instruction or in-class support (2 times weekly or up to 60 minutes) <input type="checkbox"/> 3 Specialized Instruction or in-class support (3 times weekly or up to 90 minutes) <input type="checkbox"/> 4 Specialized Instruction or in-class support (Daily or up to 150 minutes weekly) <input type="checkbox"/> 5 Adult support needed 100% of the time	HEALTH <input type="checkbox"/> 0 No exceptional health needs <input type="checkbox"/> 1 Minimal health concerns: medication, allergies, diet <input type="checkbox"/> 2 Health concerns that require “attendance care” – toileting, feeding, general self-care needs <input type="checkbox"/> 3 Health concerns that require nursing “care” (seizure management, diabetes management, or care that can only be delegated with careful training) <input type="checkbox"/> 4 Significant Health concerns that require an extensive or daily “health plan” (catheterization, tube feeding, 1-1 care for medical needs)
COMMUNICATION/PLANNING <input type="checkbox"/> 1 Conferences per regular schedule, quarterly IEP reports, annual IEP, teacher consultation/planning approximately 15-30 min/week <input type="checkbox"/> 2 Monthly conferences, occasional IEP revisions, teacher consultation/planning time 30-60 min/week <input type="checkbox"/> 3 Weekly conferences, frequent IEP revisions, teacher consultation/planning time 60-90 min/week <input type="checkbox"/> 4 Daily conferences, frequent IEP revisions, teacher consultation/planning time 90-120 min/week	SAFETY <input type="checkbox"/> 0 No safety concerns beyond those that are needed for any other general education student <input type="checkbox"/> 1 Requires support during unstructured or unfamiliar situations to ensure safety of self and/or others <input type="checkbox"/> 2 Requires extensive supervision during recess, hall transitions, specials, etc. to ensure safety of self and others <input type="checkbox"/> 3 Requires 1-1 supervision at all times to ensure safety of self and others <input type="checkbox"/> 4 Requires more than one adult for off campus supervision

Total Matrix Score:
<input type="checkbox"/> Minimal support 1-6 <input type="checkbox"/> Moderate support 7-12 <input type="checkbox"/> Extensive support 13-18 <input type="checkbox"/> Comprehensive support 19-24

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Student Factoring Table

Service Matrix Score	Early Childhood Level Multipliers	Elementary Level Multipliers	Middle Level Multipliers	High Level Multipliers
Minimal	2	2.5	2	1.5
Moderate	3	3.5	3	2.5
Extensive	4	4.5	4	3.5
Comprehensive	5	5.5	5	4.5

D. Decisional Criteria for Non-resident Applications

Decisions on non-resident open enrollment applications will be based only on the following criteria:

1. Whether the Board has determined that there is of space in the schools, programs, classes, or grades within the District for non-resident students. The Board shall determine during a regular meeting each January the number of regular education and special education spaces available at each level, each building, and in each program, or shall determine that it will not set space limitations for open enrollment at any building, level, or program. The non-resident district shall determine which HASD elementary or middle school an applicant will attend. In determining the amount of space available, the District will count resident students, students attending the District for whom tuition is paid under 121.78(1)(a), Wis. Stats., and may include in its counted occupied spaces of students who have applied under Section 118.5131(3)(a) or (3m)(a) and are already attending public school in the District.

Other factors the District Administrator may consider in determining the availability of space include:

- a. District practices, policies, procedures or other factors regarding class size ranges for particular programs or classes.
 - b. District practices, policies, procedures or other factors regarding faculty-student ratio ranges for particular programs, classes or buildings.
 - c. Enrollment projections for the schools of the District which include, but are not limited to, the following factors: the likely short and long-term economic development in the community, projected student transfers in and out of the District, preference requirements for siblings of non-resident open enrollment students and open enrollment students and current and future space needs for special programs, laboratories (e.g. in technology or foreign languages) or similar District educational initiatives.
2. Whether an applicant for a pre-kindergarten, four (4) year old kindergarten, early childhood or school operated day care program resides in a district which offers the program for which application is made.

If a student is approved for 4K within the non-resident district, the non-resident district will determine the 4K center and 5K elementary school they will attend.

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3. Whether the non-resident student is currently under an order of expulsion for any reason; or has been expelled from any school district within the current school year or the two (2) preceding school years but the period of expulsion has ended, or is pending any disciplinary proceeding, based on any of the following activities:
 - a. Conveying or causing to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy school property by means of explosives.
 - b. Engaging in conduct while at school or under school supervision that endangered the health, safety or property of others.
 - c. Engaging in conduct while not at school or while not under the supervision of a school authority that endangered the health, safety, or property of others at school or under the supervision of a school authority or of any school employee or Board member.
 - d. Possessing a dangerous weapon (as defined in Section 939.22(10), Wis. Stats.) while on school property or under school supervision.

Notwithstanding the Board's acceptance of a non-resident student's application, the Board may withdraw acceptance if, prior to the beginning of the first school year in which the non-resident student will attend a school in the District, the student is determined to fall under paragraph D.3.

The Board may request a copy of a non-resident student's disciplinary records from the resident School Board.

The resident Board shall provide to the nonresident Board a copy of any expulsion order or findings, a copy of any pending disciplinary proceedings, a written explanation of said proceeding, the length or the expulsion or possible outcomes of a pending proceeding, and/or such records as permitted by law.

4. Whether the special education program or related services described in the non-resident student's individualized education program ("IEP"), are available in the District. Whether a service is available depends on whether existing staff in the District are qualified to provide the service or whether the district has facilities and/or equipment required for the service. A service is not available in the District if that service is currently provided to resident students through contract with a third party. Whether a service is available is not a function of whether there is space available in any program or service. A service may be unavailable even if not space limitations have been established.
5. Whether there is space available in the District to provide the special education or related services identified in the non-resident student's IEP, after consideration of class size limits, student-teacher ratios, and enrollment projections.
6. Whether the non-resident student has been referred to the non-resident student's resident Board under Wis. Stat. 115.777(1) or identified by the non-resident student's resident school board under Wis. Stat. 115.77(1m)(a), but not yet evaluated by an individualized education program team.

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(Note: If a non-resident student's IEP is developed or changed after starting in the District and it is then discovered that the District does not have necessary programs available or does not have space in the special education program, the District may notify the student's parent and the student's resident Board. If such notice is provided, the non-resident may be transferred to their resident school district.)

7. If the Board has made a determination that a non-resident student attending the District under the Open Enrollment Program is habitually truant from the District during either semester of the current school year, the Board may prohibit the student from attending in the succeeding semester or school year, after complying with the requirements of PI 36.09(2).

(NOTE: The truancy determination shall be made on the sole basis of enrollment in the non-resident district. Open enrollment may not be denied based on the student's truancy from any other district.)

8. The District reserves the exclusive right to establish program size and to limit enrollment based upon the capability to properly allocate available resources, create and maintain a proper learning environment, and comply with contracts, grants, and applicable laws and regulations.

E. Procedure for Evaluating Applications by District Residents to Transfer to Another District

The Board will consider only the following criteria for denying resident applications:

The Board reserves the right to assign accepted non-resident students to one of the elementary or middle schools.

F. Notice of Decisions

Written notice of acceptance or denial of non-resident applications must be sent to all applicants on or before the first Friday following the first Monday in June. Non-resident students whose applications are accepted shall be notified of the specific school or program that the student may attend the following school year.

The District shall notify any resident student and the non-resident school district if the Board denies enrollment in the non-resident district in writing by the second Friday following the first Monday in June.

Notices of denial will include a reason for the determination. Notice of denial for non-resident students will also include notice as to the student's specific place on the waiting list.

1. Additional Notices When a Non-resident Student is Accepted

If the Board approves an open enrollment application of a non-resident student it will also send the following notices:

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- a. Written notice to the applicant no later than the first Friday following the first Monday in June of the specific school or program that the applicant may attend during the following school year; and
 - b. Notice to the resident School Board no later than July 7th stating the name of the student. The parents or guardians of an accepted non-resident student must notify the Board no later than the last Friday in June of the student's intent to attend school in the District during the following school year.
 - c. If an accepted non-resident student has not attended school in the district by the third Friday in September, the open enrollment is terminated.
2. Additional Notice if a Resident Student's Application to Another District is Denied
If the Board denies a resident's application to attend another district, it shall send a copy of the notice of denial to the other district on or before the second Friday following the first Monday in June.

Additional Notice When a Non-Resident Student is Not Accepted but Placed on the Established Waiting List

If space becomes available, the student on the waiting list will be notified in the order in which she/he appears on the list. The student will be sent notice that space is now available and the school to which the student will be placed. The notice will also state that the applicant has ten (10) days to accept the offer of open enrollment from the postmarked date on the notice.

When a selected applicant notifies the District that the open enrollment position is being rejected or fails to respond within ten (10) days, the offer will be rescinded and the space will be offered to the next applicant on the waiting list. The District will continue to notify students on the waiting list of available spaces up to the third Thursday in September. A non-resident student accepted for enrollment once the school year has begun, may attend the District even if the student has already attended school in the resident school district, but not if the student has enrolled in the current term in another non-resident school district.

Disciplinary Records

The District shall provide the disciplinary records of any resident student that applies for enrollment in a non-resident school district; a copy of any expulsion findings and orders pertaining to the student, a copy of any records or any pending disciplinary proceedings and the length of term of the expulsion or the possible outcomes of the pending disciplinary proceedings. Such records shall be provided no later than the first Friday following the first Monday in May or within ten (10) days of an application under the Alternative Application Procedures (Section K below).

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G. Reapplication Procedures

The Board will not require accepted non-resident students to reapply under the open enrollment policy as long as the students are continuously enrolled in the District.

The Board reserves the right to accept non-resident students (including 4K to 5K) and places the student at one of the 4K locations, elementary and/or middle schools.

H. Termination of Open Enrollment

If the Board determines that a student is habitually truant during either semester of the current school year, the Board may prohibit the nonresident student from attending in the succeeding school year. The District Administrator shall assure compliance with DPI regulations pertaining to open enrollment termination found in Wis. Admin code PI 36.09.

If the parent or nonresident student believes that student has been marked absent, tardy, or truant in error, the parent or student may contact the school attendance officer and provide a written explanation of the circumstances believed to be in error. The attendance officer shall review the matter and provide a response to the parent or student either correcting the attendance record, confirming the accuracy of the records, or requesting additional information upon which a decision will then be made. If additional information is request, it must be provided within five (5) school days of the request or not additional information will be considered in the decision.

Open enrollment of a student in a virtual charter school may also be terminated if, on three (3) occasions during a single semester the student has failed to respond to a school assignment or directive within five (5) school days not counting any days excused by the student's parents up to a maximum of ten (10) school days per year, and after each occurrence the virtual charter school notified the student's parents. After the third incident, the virtual charter school program shall notify the Board of the nonresident students' failure to participate in the program. The Board may terminate the student's open enrollment.

I. Transportation

The parents of a student attending a non-resident school district will be solely responsible for providing transportation to and from the school site or to a scheduled in-District bus stop, unless the non-resident student is a special education student and transportation is required by student's IEP.

The Board **will not** permit a neighboring district to bus resident student from within its boundaries for attendance at the non-resident neighboring district. The District Administrator shall develop procedures for implementing this provision.

J. Tuition Payment

1. The Board shall pay to the non-resident school board, tuition calculated under Section 121.83, Wis. Stats., for District special education students attending school in non-resident school district.

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2. Tuition Waivers

Students are eligible for tuition waivers as follows:

a. Current Year Permissive

When the student was:

- 1) a resident of the School District on July 1st;
- 2) enrolled in the School District on July 1st of the current school year; and
- 3) after July 1st changes residence by moving to a new school district.

The District may permit the student to complete the school year. The school district of attendance (the non-resident school district) counts the student in membership. However, the child may only continue to attend the District in future years if the pupil applies and is approved for Open Enrollment through the District.

b. Current Year Mandatory

When the student:

- 1) was a resident of the School District and enrolled on either the third Friday in September or the second Friday in January of the current school year;
- 2) was enrolled in the School District for at least twenty (20) school days during the current school year; and
- 3) changes residence by moving to a new school district.

The District must permit the student to complete the school year. The school district of attendance (the non-resident school district) counts the student in membership. However, the child may only continue to attend the District in future years if the pupil applies and is approved for Open Enrollment through the District.

c. "Additional Year" Mandatory

When the student:

- 1) was a resident of the School District on the second Friday in January of the previous school year;
- 2) was enrolled in the School District continuously from the second Friday in January of the previous school year to the end of the school term of the previous school year;
- 3) ceased to be a resident of the School District after the first Monday in February of the previous school year; and
- 4) continues to be a resident of Wisconsin.

The District must permit the student to attend the school year following the year in which the criteria are met. The resident district counts the student in membership and DPI transfers the open enrollment amount to the non-resident district.

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K. Rights and Privileges of Non-resident Students

Non-resident students attending school in the District on a full-time basis will have all of the rights and privileges of resident students and will be subject to the same rules and regulations as resident students. (Inter-Scholastic athletics are governed by the (WIAA) Wisconsin Inter-Scholastic Athletic Association.)

L. Alternative Application Procedures

The parent of a non-resident student who wishes to attend a school in the District may apply at any time throughout the current school year by submitting an application under the Alternative Application Procedure (July 1 – Last day of school) if the student satisfies at least one (1) of the statutory criteria and has not applied to more than three (3) non-resident school districts:

- a. The resident school board determines that the non-resident student has been the victim of a violent criminal offense, as defined by the Department of Public Instruction. An application is not valid unless the District receives the application within 30 days after the determination of the resident school board.
- b. The student is or has been a homeless student in the current or immediately preceding school year. In this subdivision, “homeless student” means an individual who is included in the category of homeless children and youths.
- c. The non-resident student has been the victim of repeated bullying or harassment and all of the following apply:
 - 1) The student’s parent has reported the bullying or harassment to the resident school board.
 - 2) Despite action taken by the parents and / or the resident school district the repeated bullying and harassment continues.
- d. The place of residence of the student’s parent or guardian and of the student has changed as a result of military orders. An application is not valid unless the District receives the application no later than 30 days after the date on which the military orders changing the place of residence were issued.
- e. The student moved into the state but resided in another District. An application made on the basis is not valid unless the District receives the application no later than 30 days after moving into this state.
- f. The place of residence of the student has changed as a result of a court order or custody agreement or because the student was placed in a foster home or with a person other than the student’s parent or removed from a foster home or from the home of a person other than the student’s parent. An application is not valid unless the District receives the application no later than thirty (30) days after the student’s change in residence.
- g. The parent of the non-resident student, the resident school board, and the Board agree that attending school in the District is in the best interests of the student.
- h. The parent of a non-resident student and the Board agree, upon application by the parent, that attending school in the District is in the best interests of the student.

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The District shall immediately forward a copy of the application to the student's resident district and shall inform the parent of its decision regarding the student's best interests within 20 days of receipt of the application. If approved, the written decision shall include a designation of which school and / or program the student may enroll in.

Applications from a non-resident student under the alternative application procedures received after the Board's January meeting, at which it sets open enrollment space availability numbers for the subsequent year, may be approved for the current year if the Board has not imposed a space limitation for the student's current year grade level and also has not imposed a space limitation for the subsequent school year in the student's subsequent grade level. Alternative applications received prior to the 3rd Friday in September may be approved if the Board has approved all applications for that grade level which were received during the regular period, including the offer of enrollment to applicants placed on the waiting list, if any.

Decisions Regarding Resident Students Seeking Enrollment out of the District under the Alternative Procedure. The Board shall review all applications received for Open Enrollment out of the District under this section upon receipt. The District shall allow such student's enrollment in a non-resident district unless one of the following applies:

- a. The District determines that the criteria relied on by the applicant to qualify for the alternative application procedure does not apply to the student.
- b. Except for a student using alternative application procedures that has been the victim of a violent crime in the District, the District may reject a resident students application if it determines that the costs of the special education or related services required in the individualized education program for a child with a disability whose parent has submitted an application as proposed to be implemented by the non-resident school district, would impose upon the child's resident school district an undue financial burden in light of the resident school district's total economic circumstances, including its revenue limit, its ability to pay tuition cost for the student, and the per student special education related services costs for children with disabilities continuing to be served by the District.

Appeal Procedures

If the District rejects the application of a resident student despite agreement by the parent and a non-resident school district that the interests of the student are best served by enrollment in the non-resident school district, the parent may appeal the decision to the State Department of Public Instruction. The decision of the State Superintendent will be final.

M. Non-resident Student Expelled

If a student is expelled by the nonresident school district, the nonresident district may notify the student that the open enrollment is terminated. The student shall reapply for open enrollment during the next application period, subject to approval or denial of the District. (Wis. Adm. Code §36.04(13)(e))

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N. Resident Student Expelled

If a student is expelled by a nonresident school district, the resident school district may refuse to allow the student to attend. Once the expulsion period has ended, the resident school district must allow the student to enroll. (Wis. Stats. §120.13(1)(f))

GRADUATION REQUIREMENTS

Non-resident students attending courses in the District on a part-time basis will have all of the rights and privileges of resident students and will be subject to the same rules and regulations as resident students. (Inter-Scholastic athletics are governed by the (WIAA) Wisconsin Inter-Scholastic Athletic Association.)

REVIEW AND REVISION OF POLICY

If, in the course of reviewing the Board's Open Enrollment Program, it opts to modify the policy, any changes shall be made resolution and be adopted prior to the first application of the open enrollment period to which the revisions shall apply.

General Provisions

A student, who has been accepted under this program, who has not met the academic prerequisites for participation in a particular program in which the student wishes to enroll shall not be placed in that program.

The District's Policy #2260 – Nondiscrimination and Access to Equal Educational Opportunity shall apply to all applicants under this program. In addition, the District will not discriminate on the basis of an applicant's intellectual, academic, artistic, athletic, or other ability, talent, or accomplishment, or based on a mental or physical disability, except as provided for in the statute authorizing this program.

The District Administrator shall be responsible for developing and promulgating administrative guidelines to implement this policy. Such guidelines shall address at least the following matters:

1. Participation in interscholastic athletics
2. District transportation services
3. Transfer of academic credit
4. Assignment within the District
5. Payment of fees and other charges

Application of Emergency Orders

All timelines or other procedures described in this policy and in any implementing administrative guidelines are subject to modification in the event that the State or Federal government issues emergency or other temporary orders affecting any of the subject matter of this policy. The policy automatically incorporates the contents of any such order or proclamation, including any discretionary authority provided, and delegates by policy the authority to exercise that discretion to the District Administrator.

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Delegation to District Administrator

The Board delegates to the District Administrator the authority to approve or deny open enrollment applications including alternative procedures consistent with the criteria in this policy based on the Board's space determinations approved in January of each year.

Legal References:

118.51, Wis. Stats

Wis. Adm. Code Ch. P.I. 36

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