

HORTONVILLE AREA SCHOOL DISTRICT

Title: Open Enrollment

Date Adopted: 1/12/98

Policy No. 5065

Date Revised: 2/11/02, 1/24/05

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Policy Statement:

The Board of Education will consider all applicants for Open Enrollment in the District in compliance with Wisconsin State Statutes 118.145(4).

Rationale:

This policy allows parents and students an opportunity to seek admission to schools and educational programs of their choice.

Scope: District-wide

Responsibility: District Administrator and Board of Education

Implementation:

All completed application forms for Open Enrollment (either full-time or part-time) or Tuition Waivers must be submitted to the District Administrative Office of the non-resident school district.

Full-time Open Enrollment

1. Application Procedures: The Hortonville Area Board of Education (“Board”) shall accept Open Enrollment applications from nonresidents for the next school year. Applications shall be submitted on the form provided by the Department of Public Instruction (“DPI”) and must be received between the first Monday in February and the third Friday in February. Copies of all nonresident pupil applications will be sent to the resident school board of each nonresident pupil and DPI by the fourth Monday in February. The Board must receive copies of all applications by District pupils seeking Open Enrollment in other school districts. These copies must be sent by other school districts no later than the fourth Monday in February.
2. Acceptable Criteria: Acceptance of nonresident and resident Open Enrollment applications shall be made according to criteria specified and shall be made no sooner than after the third Friday in February and no later than the Friday following the first Monday in April. (Note: In order for a pupil to participate in Open Enrollment, both the resident school board and the nonresident school board must approve the application.)
 - A. Nonresident Acceptance Criteria: The Board shall initially determine which Open Enrollment applications to deny based upon the criteria specified as follows *in section B*. Applications denied under any of the criteria shall be removed from the pool of eligible applications. If, after removing the denied applications, there are more applications than there are spaces available, the Board shall give first priority to nonresident pupils already attending District schools and to the siblings of nonresident pupils already attending District schools. The Board may choose to accept a currently-attending applicant or sibling if space is not available. Any remaining applications shall be selected on a random basis.

President _____ Date _____

Clerk _____ Date _____

The Board may consider only the following criteria for nonresident applications:

1. The availability of space in the District, in the school, the program, class or grade desired by the nonresident pupil, including consideration of class size limits, pupil-teacher ratios, pupils attending the school district for whom tuition is paid under section 121.78(1)(a) and enrollment projections. (Note: The Board may give preference in attendance at school, program, class or grade to residents of the District who live outside of the school's attendance zone.)
 2. Whether the nonresident pupil has been expelled from any school district within the current school year or the two (2) preceding school years.
 3. Whether any disciplinary proceeding involving the nonresident pupil which is based on any of the following activity, is pending:
 - a. Conveying or causing to be conveyed any threat or false information concerning an attempt or alleged attempt to destroy school property by means of explosives;
 - b. Engaging in conduct while at school or under school supervision which endangers the health, safety or property of others;
 - c. Engaging in conduct while not at school or under school supervision which endangers the health, safety or property of others at school or under school supervision or any school employee or school board member; or
 - d. Possessing a dangerous weapon (as defined in s.s. 939.22(10) Wisconsin Stats.) while on school property or under school supervision. (Note: 1) Notwithstanding the Board's acceptance of a nonresident pupil's application, the Board may withdraw acceptance if prior to the beginning of the first school year in which the nonresident pupil will attend a school in the District, he/she is determined to fall under paragraphs II(A)(2) or II(A)(3). 2) The Board may request a copy of a nonresident's pupil's disciplinary records from the resident school board.)
 4. Whether the Special Education program or related services described in the nonresident pupil's individualized class size limits, pupil-teacher ratios in the District.
 5. Whether there is space available in the District's Special Education program identified in the nonresident pupil's IEP, including class size limits, pupil-teacher ratios and enrollment projections.
 6. Whether the nonresident pupil has been screened by his/her resident school board to determine if there is reasonable cause to believe that he/she is a child with exceptional educational needs ("EEN").
 7. Whether the nonresident pupil has been reported to the resident school board as having possible EEN, but not yet evaluated by a multi-disciplinary team. (Note: If a nonresident pupil'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 nonresident may be returned to the school district.)
- B. Resident Acceptance Criteria: The Board shall initially determine approval of applicants by District residents seeking to attend other school districts based upon the criteria specified below. The applications of District residents denied under the criteria shall be removed from the pool of eligible applications. If, after removing the denied applications, the number of District pupils applying to attend school in other school districts exceeds three percent (3%) of the projected enrollment during the succeeding school year and an additional one percent (1%) in each of the seven (7) succeeding years, the Board shall give first priority to District pupils already attending school in other school districts. The remaining District pupil applications shall be approved on a random basis.

The Board shall consider only the following criteria for resident applications:

1. Whether the resident pupil has EEN and the IEP as proposed to be implemented by the resident school district would impose an undue financial burden on the District. (Note: Notwithstanding the Board's approval of a resident pupil's application, the Board may

withdraw approval if, after the District pupil has begun in the other school district, the IEP as implemented by the nonresident school district would impose an undue financial burden on the District.)

- III. Notice of Decision: Written notice of acceptance or denial must be sent to all applicants no later than the Friday following the first Monday in April. Notice of denial shall include a reason for the determination.
 - A. Nonresident Pupil Applications: In addition to sending notice of decision to the applicants, if the Board approves an Open Enrollment application of a nonresident pupil it shall also send the following notices: 1) written notice to the applicant no later than the second Friday following the first Monday in May of the specific school or program that the applicant may attend in the following school year; and 2) notice to the resident school board no later than June 30th containing the name of the pupil. The parents or guardians of an accepted nonresident pupil shall, in turn notify the Board no later than the first Friday following the first Monday in June of the pupil's intent to attend school in the District in the following year.
 - B. Resident Pupils Applying to Other Schools: In addition to sending notice of decision to the District pupil, if the Board denies approval it shall send a notice with reasons for the denial to the nonresident school board initially receiving the application.
- IV. Reapplication Procedures: The Board may require nonresident pupils to reapply under the Open Enrollment policy when the nonresident pupil enters middle school or high school. Each nonresident pupil shall not be required to reapply more than once. (Note: A nonresident pupil does not have to reapply each year once they have notified the District they will be attending a District school, except that the Board may require a nonresident pupil to reapply one time.)
- V. Transportation: The parent or guardians of a pupil attending in a nonresident school district shall be solely responsible for providing transportation, unless the nonresident pupil has EEN and transportation is required by the nonresident pupil's IEP.
- VI. Tuition Payment: The Board shall pay to the nonresident school board tuition calculated under s.s. 121.83, Wisconsin Statutes, for District EEN pupils attending school in the nonresident school district.
- VII. Rights and Privileges of Nonresident Pupils: Nonresident pupils attending school in the District on a full-time basis will have all the rights and privileges of resident pupils and will be subject to the same rules and regulations as resident pupils.

Part-time Open Enrollment

- I. Application Procedures: The Board shall accept Open Enrollment applications from nonresidents enrolled in a public school in the high school grades for individual courses. Applications shall be submitted on the form provided by the DPI. Nonresidents may not attend more than two (2) courses at any time in the District. The applications must be made no later than six (6) weeks prior to the start of the course. Copies of all nonresident pupil applications will be sent to the resident school board of each nonresident pupil. The Board must receive copies of all applications by District pupils seeking part-time enrollment in other school districts.
- II. Acceptance Criteria: Acceptance or denial of nonresident and resident part-time Open Enrollment applications will be made according to criteria specified and shall be made no later than one (1) week prior to the start of the course. (Note: In order for a pupil to participate in Open Enrollment, both the resident school board and the nonresident school board must approve the application.)
 - A. Nonresident Acceptance Criteria: The Board shall initially determine approval of applications by nonresidents based upon the criteria specified as follows: The applications of nonresidents denied under the criteria shall be removed from the pool of eligible applicants. If, after removing the denied applicants, the number of nonresident pupils, District pupils and pupils enrolling pursuant to section 118.145(4) Wisconsin Statutes, applying for a course exceeds the number of spaces available in the course, the Board shall give first priority to District pupils and then to pupils enrolling pursuant to section 118.145(4), Wisconsin Statutes. The remaining nonresident pupil applications shall be approved on a random basis.

The Board shall consider only the following criteria for nonresident Open Enrollment applications:

1. The same criteria applied to District pupils selecting courses.
2. Whether the nonresident pupil is already enrolled in two (2) courses in the District.
- B. Resident Acceptance Criteria: The Board shall consider applications of residents enrolled in the high school grades seeking to attend courses in other school districts based upon the following criteria:
 1. Whether the cost of the course would impose an undue financial burden on the District in light of its economic circumstances.
 2. Whether the course would conflict with the IEP of the pupil.
- III. Notice of Decision: Written notice of acceptance or denial must be sent to all applicants no later than one (1) week prior to the start of the course. Notices of denial shall include a reason for the determination.
 - A. Nonresident Pupil Applications: In addition to sending notices of decision to the applicant, if the Board approves an Open Enrollment application of a nonresident pupil it shall send a notice to the resident school board no later than one (1) week prior to the start of the course. The Board shall notify accepted nonresident applicants and the resident school board of the school at which the pupil will attend the course.
 - B. Resident Pupils Applying to Other Schools: The Board shall notify the resident pupil no later than one (1) week prior to the start of the course whether the course in the nonresident district would satisfy District high school graduation requirements. In addition to the notice of decision sent to the District pupil, if the Board denies approval it shall send notice with the reasons for the denial to the nonresident school board initially receiving the application.
- IV. Reapplication Procedures: Approval of part-time Open Enrollment for a course only applies to the semester, year or other sessions in which the course is offered. The Board shall require nonresident pupils to reapply under the part-time Open Enrollment policy for each additional semester, year or session in which a course is offered.
- V. Transportation: The parents of guardians of a pupil attending a course in a nonresident school district shall be solely responsible for providing transportation.
- VI. Tuition Payment: The Board shall pay to the nonresident school board tuition in an amount equal to the cost of providing the course for District pupils attending courses in the nonresident district.
- VII. Rights and Privileges of Nonresident Pupils: Nonresident pupils attending courses in the District on a part-time basis will have all the rights and privileges of resident pupils and will be subject to the same rules and regulations as resident pupils.

Tuition Waivers:

A "Tuition Waiver" permits a student who has moved out of a school district to continue his/he education in that school district long enough to apply for Open Enrollment.

1. Three types of Tuition Waivers:
 - a. Current Year Permissive
 - b. Current Year Mandatory
 - c. "Additional Year" Mandatory
2. The parent is responsible for transportation. Low-income families may apply to the Department of Public Instruction for reimbursement for additional year waivers only.

Associated Information: Chapter PI 36

Wisconsin State Statutes: 118.51, 118.52, 121.77, 121.78, 121.83, 121.84