

Policy

BOARD OF EDUCATION
HORTONVILLE AREA SCHOOL DISTRICT

STUDENTS
5113.02 / Page 1 of 3

PART-TIME OPEN ENROLLMENT

The Board will provide students enrolled in public school in high school grades in the District with the ability to take up to two (2) courses at any given time in a non-resident public school district. Likewise, the Board will consider the enrollment of a non-resident student in a public school in the high school grades up to two (2) courses per term under the criteria set forth in this policy and any criteria required by law.

Middle or Elementary students cannot participate in part-time enrollment. However, if a public-school student not yet in the high school grades is interested in taking courses in another public school district, the nonresident district can enter into a tuition agreement with the resident district or the district of full-time attendance for the cost of the course or the parent can pay for the cost themselves. (Wis. Stat. §118.52(2))

Resident Student Applications for Part-Time Open Enrollment

A. General Procedures

The parent of any student enrolled in public school as a resident of the District that wishes to attend one or two (2) courses at a non-resident school district under this policy shall make a written application to such non-resident school district no less than six (6) weeks prior to the beginning of the term in which the course(s) are offered. The application:

1. must be on a form provided by the Wisconsin Department of Public Instruction;
2. must be copied to the Board Designee at the same time as the application is made to the non-resident school district

B. Decisional Criteria for Resident Applications

The Board Designee shall review all applications received by resident students to attend courses at a non-resident school district under the criteria below. Both the non-resident school district of proposed attendance and the Board Designee must approve the course.

Acceptance or denial of any resident student's application shall be made no later than one (1) week prior to the start of the course. Rejection of a resident student's application to attend such courses shall be made in writing and shall provide an explanation of the reason for rejecting the application. One of the following reasons must be the basis for such rejection:

1. *Individualized Education Program (IEP)*. If the Board Designee determines that the proposed course conflicts with student's IEP, the Board Designee shall reject the course.
2. *Undue Financial Burden*. The Board Designee may reject an application if the cost of the course would impose an undue financial burden on the District considering the totality of the District's economic circumstances, including applicable revenue limits, ability to pay the cost of tuition, and the per student cost of educating all District Students.

Policy

BOARD OF EDUCATION
HORTONVILLE AREA SCHOOL DISTRICT

STUDENTS
5113.02 / Page 2 of 3

If the District determines that the course does not satisfy the District's high school graduation requirements, it shall notify the student in writing of this determination at least one (1) week prior to the start date of the course. This notice shall be provided whether the application is approved or rejected.

Non-Resident Student Applications for Part-Time Enrollment

A. General Procedures

The parent of any non-resident student that wishes to attend one (1) or two (2) courses offered by the District shall make a written application to the Board no less than six (6) weeks prior to the beginning of the term in which the course(s) are offered. The application:

1. must be on a form provided by the Wisconsin Department of Public Instruction;
2. must be copied to the student's resident School Board Designee at the same time as the application is made to the non-resident School Board.

B. Decisional Criteria

The Board Designee will determine acceptance or rejection of a non-resident student's application to attend courses in the District using the same criteria and policies for entry into the course that apply to resident students, except that preference for attendance shall be given to resident students. Applications from non-resident students that are already accepted into two (2) courses in a particular term will be rejected on that ground. If a particular course has limited enrollment, those spots not taken by resident students will be allocated to non-resident applicants under this policy that otherwise qualify for enrollment on a randomly selected basis.

The parents and the resident school district are to be notified, in writing, not later than one (1) week prior to the commencement of the course whether the application has been accepted or rejected. If accepted, the notification is to include the name of the school the student is to attend and that the enrollment is valid only for the forthcoming semester or school year or special time period during which the course(s) will be offered. If rejected, the notice shall state the reason for the rejection.

Private school students cannot participate in part-time open enrollment; however, private school students in the high school grades are eligible to take up to two (2) courses per semester in their resident district under the part-time attendance law. (Wis. Stat. §118.145(4))

General Requirements

A. Notice of Intent to Enroll

The parents of the student attending a public school in high school grades must notify both the resident school district and the district in which the student has applied for part-time open enrollment of the student's intent to enroll after receipt of the decision to accept the application but before the beginning of the applicable course.

Board Approved 5/12/14, 4/27/15, 12/14/15, 2/22/16, 4/23/18; 3/10/25
Adoption Resolution 10/13/14

Policy

BOARD OF EDUCATION
HORTONVILLE AREA SCHOOL DISTRICT

STUDENTS
5113.02 / Page 3 of 3

B. Transportation

By enrolling in a course under this policy either as a resident or non-resident, the parent understands that the parent is responsible for transporting the student to and from any courses attended under this policy, unless the Department of Public Instruction agrees to reimburse the parent directly for such costs.

C. Tuition

Tuition costs shall be paid for by the resident school district in an amount equal to the cost of the course(s) as determined by the Department of Public Instruction.

D. Appeal of Rejection

Any application that is rejected under this policy may be appealed to the State Superintendent of Public Instruction within 30 days of the decision. The Superintendent's decision is final and will only reverse the initial decision if that decision was arbitrary or unreasonable.

118.52, Wis. Stats.

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