

## PORT EDWARDS PUBLIC SCHOOLS

### Board of Education Policy

#### PUBLIC SCHOOL OPEN ENROLLMENT

This policy shall be administered in accordance with the state public school open enrollment law.

##### Application Requirements

Application requirements shall be according to state law and established procedures.

##### Reapplication Procedures

Once a nonresident is accepted as an open enrollment student in the District, the student will not be required to reapply.

##### Criteria for Acceptance/Rejection

A nonresident student may apply for full-time enrollment in a District school or program under the open enrollment program in accordance with state law. The District shall consider the following criteria when accepting or rejecting a nonresident student's application for full-time enrollment:

- Prior to considering nonresident applications for open enrollment, the Board will determine the number of available slots, taking into consideration class size limits, student-teacher ratios, nonresident students currently attending District schools whose tuition is paid by other school districts, and enrollment projections established by the Board.
- Nonresident Students Already Attending School in the District The District shall give preference in accepting full-time enrollment applications to any nonresident students already attending school in the District and their siblings. Even when it has been determined that slots are not available, the Board may nevertheless accept an applicant who is already attending school in the nonresident school district or a sibling of the applicant.
- Student Expulsion/Disciplinary Proceedings The District will not accept a student if any of the following situations apply:
  - The student is currently serving an expulsion,
  - The student has been expelled by a school district during the current school year or preceding two school years for conduct specified in the law, or
  - The student has disciplinary proceedings pending on such conduct.

Conduct specified in the law includes endangering the health, safety or property of others under certain conditions, conveying or causing to be conveyed a "bomb" threat involving school property, and possessing a "dangerous weapon" while at school or under the supervision of a school authority. If any of the above disciplinary actions occur after initial acceptance of the student and prior to the student starting school in the District, the District will deny the enrollment of the nonresident student.

- Special Education In considering the admission of a student with a disability, the District will consider whether the special education program or related services described in the student's IEP are available in the District or whether there is space available in the special education program identified in the student's IEP including any class size limits, student-teacher ratios, or enrollment projections established by the Board.

If a nonresident student's IEP changes after the student begins attending the District and the special education program or services required by that IEP are not available in the District, or there is no space available in the special education program identified in the IEP, the District will discontinue allowing the student to attend school in the District.

The District will consider whether the student has been screened by his/her resident district to determine if there is reasonable cause to believe that the student is a child with a disability.

The District will also consider whether the student has been reported to the student's resident district or identified by the student's resident school district but not yet evaluated by an IEP team in the student's resident district.

#### Transportation to Nonresident Students Participating in the Full-Time Enrollment Program

The District shall provide transportation to nonresident EEN students attending school in the district on a full-time basis under the open enrollment program if such transportation is required in the student's IEP or otherwise required by law. In addition, the District shall provide transportation to other nonresident open enrollment students under the following conditions:

1. Transportation shall be provided on a first-come-first-served basis.
2. Transportation shall be provided only if approved by the district administrator.
3. Transportation shall be provided only when there is room available on a bus on a regular route. Additional or special routes shall not be established.
4. Students shall be picked up and dropped off at the regular bus stop within the district that is closest to their home.

#### Part-Time Enrollment

A nonresident public high school student may apply for enrollment in a course(s) in the District in accordance with state law and established procedures. The District shall use the same criteria for accepting and rejecting course applications for nonresident students as resident students, except preference may be given in attendance in a course to a resident student.

#### Waiting List

If the District receives more nonresident student applications for full-time or part-time enrollment than there are spaces available, and after students and siblings of students who have applied for open enrollment and are already attending public school in the nonresident school district have been given preference, determination of which students to accept, including those on the existing waiting list, shall be made on a random basis. Students not selected for acceptance as part of the random drawing process will be placed on a revised numbered waiting list.

For those students selected from the waiting list, the following procedures will be followed:

1. A written notice that the student has been accepted from the waiting list and a written notice of the school or program to which the students will be assigned will be sent to the parent/guardian within five (5) working days.
2. The parent/guardian will be notified that a response must be received by the nonresident district within ten (10) days of the date of the district's written notification. The parent/guardian will be notified that if they do not respond within the specified time period, the acceptance will be rescinded and the space will be offered to the next applicant on the waiting list.

#### Nonresident Open Enrollment Students' Rights and Privileges

Nonresident open enrollment students attending school or classes in the District have all the rights and privileges of resident students and are subject to the same rules and regulations as resident students.

#### Resident Open Enrollment Students

Resident students may apply for full-time enrollment in another public school district in accordance with state law.

The District will limit the number of District resident students that will be allowed to attend school in another public school district to the maximum limit established by the law. If the District receives more applications than the maximum allowable, acceptance will be determined on a random basis, except preference will be given to resident students already attending public school in the district to which they are applying and their siblings.

The District will deny attendance in another school district if costs of special education services required in the student's IEP would place an undue financial burden on the District. If a resident student's IEP changes after the student begins attending a nonresident school district and the costs of the special education program or services required by the IEP would place an

undue financial burden on the District, the District will discontinue allowing the student to attend school in the nonresident district.

The District will not provide transportation to resident students participating in the full-time open enrollment program.

District high school students may apply for enrollment in no more than two courses in other public school districts in accordance with state law. The District will reject a student's application to attend a course in another public school district if the course conflicts with the student's individual educational program (IEP), or if the application to attend a course in another public school district would impose an undue financial burden on the District.

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LEGAL REF.: Sections 118.13 Wisconsin Statutes  
118.51  
118.52  
121.54(10)  
121.58(2)(a)  
Chapter 115, Subchapter V

CROSS REF.: 411 – Pupil Discrimination  
420 – School Admissions  
420 – Rule, Guidelines for Transfer Students  
422 – Admission of Nonresident Students

Adopted: 12/10/97  
Reviewed:  
Revised: 11/08/04

**Procedures for Dealing with Public School Open Enrollment Applications:**Nonresident Student Open Enrollment Applications

1. Full-Time Enrollment
  - A. The parent(s)/guardian(s) of a nonresident student who wishes to attend school in the District shall submit the required application to the Port Edwards Public Schools, District Administrator. The application may include a request to attend a specific school or program offered by the District. The application shall be submitted no earlier than the first Monday of February and not later than the third Friday following the first Monday in February in the school year immediately preceding the school year in which the student wishes to attend. The District shall send a copy of the application to the student's resident school board and to the Department of Public Instruction (DPI) on the fourth Monday of February. A student may apply for admittance under the full-time open enrollment program to no more than three nonresident school districts in any school year.
  - B. Upon receipt of the application, it will be forwarded to the District Administrator for review and recommendation. All applications shall be reviewed using the acceptance/rejection criteria outlined in Board policy. The District Administrator shall submit recommendations regarding acceptance or rejection of applications to the Board for action. No action shall be taken on any application until after the third Friday following the first Monday in February.
  - C. On or before the first Friday following the first Monday in April following receipt of the application, the applicant shall be notified, in writing, of whether the application has been accepted. If the application is rejected, the notice shall include the reason(s) for the rejection.
  - D. If the application has been accepted by the District, and not rejected by the student's resident School Board, the District Administrator will determine the school or program the nonresident student may attend in the following year. This determination shall be made in consultation with other appropriate staff and in accordance with established District policies and procedures. On or before the second Friday following the first Monday in May following receipt of the applications, the applicant shall be notified, in writing, of the specific school or program that the student may attend in the following year.
  - E. The nonresident student's parent(s)/guardian(s) shall notify the Board of the student's intent to attend school in the District in the following school year. This must be done on or before the first Friday following the first Monday in June following receipt of the notice of acceptance.
  - F. Annually by June 30, the resident district school boards shall be notified of the names of the students from the resident district who will be attending school in the District the following school year.
2. Part-Time Enrollment
  - A. The parent(s)/guardian(s) of a nonresident public high school student who wishes to take a course(s) in the District shall submit the required application to the Board. The application shall specify the course that the student wishes to attend and may specify the school(s) at which the student wishes to attend the course. The application shall be submitted no later than six weeks prior to the date the course is scheduled to commence. The District shall send a copy of the application to the student's resident board.
  - B. Upon receipt of the application, it will be forwarded to the District Administrator for review and action. All applications shall be reviewed and acted upon using the acceptance/rejection criteria outlined in related Board policies and procedures. No later than one week prior to the date the course is scheduled to commence, the District Administrator shall notify the applicant and the resident school board, in writing, of whether the application has been accepted and the school at which the student may attend the course. If the application is rejected, the notice shall include the reason for the rejection. If accepted, the acceptance applies only for the following semester, school year, or other session in which the course is offered.

- C. The parent(s)/guardian(s) of a nonresident student accepted for enrollment shall notify the District of the student's intent to attend a course in the District prior to the date the course is scheduled to commence.

### Resident Student Open Enrollment Application

1. Full-Time Enrollment
  - A. Upon receipt of a copy of a resident student's application to attend a school or program in another public school, office staff shall forward it to the District Administrator for review and recommendation.
  - B. All applications shall be reviewed using the criteria outlined in Board policy. The District Administrator shall submit recommendations regarding acceptance or rejection of applications to the Board for action. If the application is rejected, the applicant and the nonresident school board shall be notified, in writing, that the application has been rejected. This notification shall be made on or before the first Friday following the first Monday in April. The notice shall include the reason(s) for the rejection.
  - C. In addition, if at the time of application, the applicant was enrolled in a private school or home-based private educational program or did not reside in the district, he/she must formally enroll in the District prior to attending school in a nonresident school district under the full-time open enrollment program.
2. Part-Time Enrollment
  - A. Upon receipt of a copy of a resident high school student's application to attend a course(s) in another public school district, school office staff shall forward it to the District Administrator for review and action.
  - B. All applications shall be reviewed using the criteria outlined in Board policy. If the application is rejected, the applicant and the nonresident school board shall be notified, in writing, that the application has been rejected. This notification shall be made no later than one week prior to the date the course is scheduled to commence. The notice shall include the reason(s) for the rejection.

If the application is accepted, the District Administrator shall determine whether or not the course(s) satisfy District graduation requirements. If it is determined that the course does not satisfy District graduation requirement, the District Administrator shall notify the applicant of that fact no later than one week prior to the date the course is scheduled to commence.

### Appeal of Rejection

If an application for enrollment is rejected as outlined above, the student's parent(s)/guardian(s) may appeal the decision to the DPI within 30 days after the decision.