

FULL-TIME PUBLIC SCHOOL OPEN ENROLLMENT PROGRAM

The following represents the policy of the School District of Jefferson regarding full-time public school open enrollment. This policy shall be reviewed annually by the Administration on or before the regular December meeting of the Board of Education.

Nonresident Students Coming into the District

A student residing in another school district may apply for full-time enrollment in a school or program in the School District of Jefferson under the state's public school open enrollment program. Applications shall be made and acted upon in accordance with state law and established procedures.

When acting upon a nonresident student's application for full-time enrollment, the district shall consider the availability of space in the schools, classes, programs or grades within the district. The Superintendent shall determine the availability of openings for nonresident students based on the established maximum number of students that can be accommodated in each school, class, program or grade. The availability of space in the schools, classes, programs or grades may be based on class size limits, student-teacher ratios, students attending the district for whom tuition is paid or enrollment projections established by the Superintendent. Enrollment may not be available to any nonresident student who meets one or more of the following criteria:

1. The student has been expelled from school by any school district during the current or two preceding school years for any of the following reasons or a disciplinary proceeding involving the student, based on any of the following reasons, is pending:
 - 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 any school property by means of explosives;
 - b. engaging in conduct while at school or while under supervision of a school authority 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 employee of the district or member of the board; or
 - d. possessing a dangerous weapon while at school or while under the supervision of a school authority.

The Superintendent shall make the decision based on the circumstances involved. If any of the above disciplinary proceedings occur after the student has been accepted for enrollment and prior to the beginning of the school year in which the nonresident student first enrolls in the district, the student's enrollment may be denied. Other statutory provisions regarding the enrollment of students who have been expelled from school shall also apply when considering nonresident student open enrollment applications.

2. The special education program or related services described in the student's individualized education program (IEP) is not available in the district or there is no space available in the appropriate special education program. If a nonresident student's IEP changes after the student begins attending school in the district and the special education program or services required by the IEP are not available in the district or there is no space available in the special education program identified in the IEP, the district may discontinue allowing the student to attend school in the district.
3. The student has not been properly screened by his/her resident school district to determine if there is reasonable cause to believe that the student is a child with disabilities or the student has been reported or identified by his/her resident school district but not yet evaluated by an IEP team appointed by the resident district.

Enrollment priority shall be given to any nonresident students already attending school in the district and their siblings. If the number of applications for admission from nonresident students exceeds the number of available enrollment opportunities, nonresident students shall be selected for admission using a random selection process established by the Superintendent.

Once a nonresident student is accepted for full-time enrollment in the district, the administrative staff shall determine the appropriate educational placement of the student in accordance with established procedures.

The parent(s)/guardian(s) of nonresident students accepted for enrollment shall be responsible for transporting their child to the school of attendance. However, the following exceptions may apply:

1. The parent(s)/guardian(s) of a nonresident open enrollment student residing on a road currently traveled by the District's transportation contractor may make a request for transportation to the School District of Jefferson's Superintendent. Upon receiving a transportation request, the School District of Jefferson's Superintendent will verify route information with the contractor to determine whether or not such a request could be considered. If such request is feasible, permission to transport will be requested from the student's resident school district. All requests for transportation of nonresident students will be dealt with on a case-by-case basis and will be approved or denied at the discretion of the Superintendent. Transportation will be provided by school bus for all approved requests. No other means of transportation will be provided.
2. The district shall provide transportation to a nonresident student with disabilities if it is required as part of his/her IEP or required by law.

Nonresident open enrollment students attending school 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 Students Going Out of the District

The Board shall limit the number of resident students attending public school in other districts under the public school open enrollment program. The maximum number of students who may be released in any given school year shall comply with statutory limitations. If more students apply for full-time enrollment in another school district than the allowable number, the district shall determine which students will be allowed to attend other public schools on a random basis in accordance with established procedures. Preference shall, however, be given to resident students already attending school in the district to which they are applying and to the siblings of such students.

The Superintendent shall ensure that the records of a resident student who transfers to a nonresident district are sent promptly to the other district.

The district shall not provide transportation to resident students who are attending school in another school district under the full-time open enrollment program. However, at the discretion of the Superintendent and in accordance with state statutes, permission may be granted on a case-by-case basis for a resident open enrollment student, who resides on a regular bus route, to be transported by the non-resident school district. No expense shall be incurred by the School District of Jefferson.

ADOPTED: January 26, 1998

REVISED: December 16, 2002
January 22, 2007
July 23, 2007
June 24, 2013
January 27, 2016

LEGAL REF.: Wisconsin Statutes: 118.13
118.51
939.22(1)
Chapter 115, Subchapter V

CROSS REF.: JECB-R, Procedures for Dealing with Full-Time Open Enrollment Applications
JECB-E, Open Enrollment Program Definitions
JB, Equal Educational Opportunities
JEC, School Admissions
JECBA, Part-Time Public High School Open Enrollment Program
Wisconsin Department of Public Instruction Full-Time Open Enrollment Application Form

REVIEW DATE: January 27, 2016

PROCEDURES FOR DEALING WITH FULL-TIME OPEN ENROLLMENT APPLICATIONS

Nonresident Student Applications

A. Determining Space Availability

1. Projected enrollment of resident students is to be determined by each building principal by no later than the last Friday in December and submitted to the Superintendent.
2. The number of openings in each school, program, class or grade for nonresident students shall be determined by optimum size for that particular school, program, class, or grade which is the number of students that can be accommodated without increasing district expenditures for staff or equipment. This includes all special education and inclusion programs.
3. The maximum class or program size for all programs by school shall be determined annually by the Board of Education. The number of available spaces using class size limits or student-teacher ratios is calculated as follows: (class size limit x number of planned sections) = capacity minus projected enrollment = spaces.
4. Each principal shall notify the Superintendent by January 10 of the programs, classes, and grades which do not have space available for nonresident students in his/her school.

B. Application for Admissions

1. A parent/guardian of a nonresident student who wishes his/her child to attend school in this district in the subsequent school year shall submit an on-line application through the Wisconsin Department of Public Instruction or a request on the state-issued form to the Superintendent no earlier than the first Monday in February and not later than the last weekday in April of the current school year. No later than the end of the first weekday following the last weekday in April the district must have entered all paper applications received in OPAL.

When the district receives an application, the Superintendent shall inform the parent(s)/guardian(s), as soon as possible, of any prerequisites for a program or course of study in which enrollment is sought. No nonresident student shall be enrolled in a school, class, program, or grade who has not met the prerequisites established for district students and tuition students.

2. A committee consisting of a building administrator, the Director of Special Education and Pupil Services, a certified employee, and a district office administrator shall meet by no later than May 15 to review all applications and determine how many, if any, can be accepted. The final date for considering nonresident student applications shall be the last Friday in May.
 - a. If there are fewer applications than the number of spaces available, all those who meet acceptance criteria are to be notified of acceptance. The Superintendent shall notify the

applicants, using the appropriate form, on or before the first Friday following the first Monday in June. Each student's resident district shall also be informed.

The appropriate form shall also be sent to the parent(s)/guardian(s) of those students whose application has been rejected.

- b. If there are more applications than spaces available for a particular grade or program, the following selection procedures shall be used:
- (1) If the application is for a special education student, the IEP must accompany the application and be reviewed by the Director of Pupil Services or his/her designee prior to any action by the committee.
 - (2) Each application shall be reviewed to determine whether the nonresident applicant meets the acceptance criteria established in Board policy. Those students who do not meet the discipline criteria shall not be accepted. Those students who do not meet the discipline criteria are the last students to be accepted and only after the principal in whose school the student would be attending has reviewed the circumstances and has given his/her approval to the enrollment.
 - (3) Each application shall be reviewed to determine whether the nonresident applicant is currently attending school in the district or is a sibling of a nonresident student attending school in the district. Nonresident students so identified shall be accepted for enrollment prior to the random selection process outlined below.
 - (4) A number shall be assigned to each application and the numbers shall be placed in a container. In the presence of at least one other staff member, the Superintendent shall conduct a blind drawing of the numbers and list each number drawn in the order they are drawn. The drawing is to continue until all numbers have been drawn.

Based on the results of the blind drawing, the Superintendent shall determine which applications are to be selected and shall send those parent(s)/guardian(s) the necessary forms. The appropriate form shall also be sent to the parent(s)/guardian(s) of those students whose application has been rejected.

3. The Superintendent shall notify the applicant on or before the first Friday following the first Monday in June whether or not the application has been accepted.
4. If the application is accepted, the Superintendent shall provide written notification to the applicant, on or before the first Friday following the first Monday in June, of the specific program or school the student will be attending. The parent(s)/guardian(s) must, in turn, notify the Superintendent on or before the last Friday in June if his/her child will be attending school in the School District of Jefferson.

5. The Superintendent shall notify the district of residence by July 7 of each nonresident student who will be attending school in the district in the forthcoming school year. This notification will be made electronically through OPAL.
6. The district's regular enrollment policy and procedures shall be followed when enrolling a nonresident student. The appropriate principal shall determine the awarding of transfer academic credit, academic assignment or placement based upon completion of courses or grades in the student's home school.
7. Upon notification of acceptance for enrollment, parent(s)/guardian(s) are to furnish a written statement to the building principal of the student's home school authorizing the release of all records of the student.

Resident Student Applicants

A. Application Review

1. Upon receipt of a copy of a resident student's application to attend a school or program in another school district, school office staff shall forward it to the Superintendent for review and action.
2. All open enrollment applications received shall be reviewed using the criteria outlined in Board policy. If more students apply for full-time enrollment in another school district than the allowable number, determination of which students to accept shall be made on a random basis using the procedure outlined in B-2,b,(4) above. Preference shall be given to resident students already attending school in the district to which they are applying and to the siblings of such students.

B. Transfer of Resident Students

1. When a resident student is accepted for full-time enrollment in a nonresident school district under the open enrollment program, the student must follow the district's regular procedure for withdrawal/transfer from school.
2. If, during the school year, a resident student wishes to transfer back to his/her home school, the student may do so. If the student has a record of academic difficulty, the principal may wish to assess the student's current level of performance.

1/27/16

OPEN ENROLLMENT PROGRAM DEFINITIONS

The following definitions shall apply to the district's full-time and part-time public school open enrollment program policies and procedures:

1. **Nonresident District:** A school district located in Wisconsin which is not a student's district of residence.
2. **Resident Student:** A student who is a legal resident of the School District of Jefferson and is therefore entitled to attend school in the district in accordance with Board policy.
3. **Nonresident Student:** A student who is a legal resident or otherwise legally entitled to attend school in another school district in Wisconsin but seeks admission to the School District of Jefferson under the open enrollment program.
4. **Tuition Student:** A nonresident student who is a resident of the state of Wisconsin for whom tuition is being paid in accordance with statutes.
5. **Full-Time Enrollment Student:** A student who is enrolled for the entire school day and receives all of his/her required education in the district of enrollment.
6. **Part-Time Enrollment Student:** A public high school student who participates in no more than two courses in a nonresident district.
7. **Class Size:** Unless otherwise stated in the terms of a collectively bargained, negotiated agreement, class size shall be defined as the maximum number of students that can be enrolled and accommodated properly in a particular classroom without jeopardizing the quality of the instructional program.
8. **Program Size:** The enrollment or size restrictions in a specific program within a class or building. The district reserves the exclusive right to establish program size, to limit enrollment based on the capability to properly allocate available resources, to create and maintain a proper learning environment, and to comply with contracts, grants and applicable laws and regulations.

12/16/02