

PART-TIME PUBLIC HIGH SCHOOL OPEN ENROLLMENT PROGRAM

The following represents the policy of the School District of Jefferson regarding part-time public high 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

The School District of Jefferson shall allow nonresident public high school students who qualify to enroll as part-time students under the state's public school open enrollment program. Applications shall be made and acted upon in accordance with state law and established district procedures.

The Superintendent shall use the same criteria for enrolling a nonresident student in a course as are used for enrolling resident students, except that the district shall give preference in enrollment to resident students. If more applications are received than the district can accommodate, the selection of the nonresident students shall be made by a random selection process established by the Superintendent.

Student transportation shall be the responsibility of the nonresident student's parent(s)/guardian(s).

Nonresident open enrollment students attending courses 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 School District of Jefferson shall release any resident student who wishes to apply for part-time enrollment in another school district under the public school open enrollment program except as follows:

1. The district shall refuse to allow a student to enroll in a course if the course conflicts with the student's individualized education program (IEP).
2. The district may refuse to allow a student to enroll if enrollment in the course would create an undue financial burden on the School District of Jefferson.

Transportation to and from another school district under the part-time open enrollment program shall be the responsibility of the student's parent(s)/guardian(s).

ADOPTED: December 16, 2002

LEGAL REF.: Wisconsin Statutes: 118.13
118.52

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

REVIEW DATE: June 24, 2013

PROCEDURES FOR HANDLING PART-TIME OPEN ENROLLMENT APPLICATIONS

Nonresident Student Applications

1. The parent(s)/guardian(s) of a public high school student from another school district wishing to take a course(s) in the School District of Jefferson shall submit the required application to the district at least six weeks prior to the date on which the course is to begin. The applicant shall specify the course(s) in which the student wishes to participate. The application form provided by the Department of Public Instruction (DPI) shall be used. The Superintendent shall send a copy of the application to the student's resident school district, along with a request that a copy of the student's academic and disciplinary records be sent immediately.
2. The Superintendent shall use the same criteria for enrolling a nonresident student in a course as are used for enrolling resident students, except that the district shall give preference in enrollment to resident students. If the district receives more nonresident student course applications than there are spaces available, the following selection procedures shall be used:
 - a. 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.
 - b. 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. If a nonresident student's application is accepted, the student's parent(s)/guardian(s) and resident district shall be notified, in writing, no later than one week prior to the date the course is scheduled to commence. The notification shall include the name of the school the student is to attend and a clarification that the enrollment is valid only for the coming semester or school year which the course(s) will be offered. If the application is rejected, the notice shall include the reason for the rejection.
4. The nonresident student's parent(s)/guardian(s) must notify the district prior to the commencement of the course whether or not the student will be enrolling. If so, the parent(s)/guardian(s) must agree to abide by the district's enrollment procedures and to provide student transportation to school.
5. The Superintendent shall submit the costs for providing instruction in the course(s) to the nonresident student to his/her resident school district for payment as determined by the DPI.

Resident Student Applications

1. Upon receipt of a copy of a Jefferson High School student's application to attend a course(s) in another school district, school office staff shall forward it to the Superintendent for review and action.

2. All applications received shall be reviewed using the criteria outlined in Board policy. If the application is rejected, the applicant's parent(s)/guardian(s) and the nonresident school district to which the application was made must 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 and shall include the reason(s) for the rejection.

If the application is accepted, the Superintendent shall determine whether or not the course(s) satisfies district graduation requirements. If it is determined that the course does not satisfy district graduation requirements, the applicant's parent(s)/guardian(s) shall be notified of that fact no later than one week prior to the date the course is scheduled to commence.

12/16/02