

314 OPEN ENROLLMENT

314.01 OPEN ENROLLMENT PROGRAM (INTER DISTRICT)

If the Board determines there is availability in its schools, classes, and/or programs, it shall allow non-resident students residing in the State of Wisconsin, and who qualify, to enroll in the Oregon School District through an Open Enrollment Program during the forthcoming year.

314.02.1 Definitions

The following definitions will apply to the Open Enrollment Program of the Oregon School District.

1. Nonresident District
A school district located in Wisconsin which is not a student's district of residence.
2. Nonresident Student
A student who is a legal resident or otherwise legally entitled to attend school in another school district in Wisconsin and who seeks admission to the Oregon School District under the Open Enrollment Program.
3. Tuition Student
A nonresident student who is a resident of the state of Wisconsin and tuition is being paid in accordance with statute.
4. Full-time Enrollment
A student is enrolled for the entire school day and receives all of his/her required education in the Oregon School District.
5. Part-time Enrollment
Limited to high school students who may participate in no more than two (2) courses offered by the Oregon School District.
6. Class Size
The Oregon School District's determination of the maximum number of students who can be accommodated properly in a particular classroom without jeopardizing the quality of the instructional program and of mitigating circumstances for a particular school, class, or program including enrollment projections established by the Superintendent.
7. Program size
The enrollment or size restrictions within a class or building. The District reserves the exclusive right to establish program size and limit enrollment based upon the ability to properly allocate available resources, create and maintain a proper learning

environment, and comply with contracts, grants, and applicable laws and regulations.

8. Resident Students

A student who is a legal resident of the Oregon School District and is consequently entitled to attend school in the Oregon School District.

314.02.2 Enrollment of Nonresident Students

1. The Superintendent shall determine, before acting on any application, the availability of openings for nonresident applicants based on the maximum number of students that can be accommodated in each school, class, and program for which there are applications. The availability of space in the schools, programs, and classes may be based on class-size limits, student-teacher ratios, students attending the Oregon School District for whom tuition is paid under WI. Stat. 121.78 (1)(a), and enrollment projections by the Board.
2. 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. A waiting list will be maintained for those non-resident students not initially selected for admission.
3. Enrollment priority shall be given to any nonresident student already admitted and his/her sibling(s).
4. A parent of a nonresident student who wishes his/her child to attend school in the Oregon School District in the subsequent school year shall submit a request on the State-issued form to the Superintendent no earlier than the first Monday in February and no later than the third Friday in February of the preceding school year. The Superintendent shall forward a copy of each application to the district of residence and the Department of Public Instruction by no later than the fourth Monday in February.
5. The Superintendent shall establish guidelines for the analysis of the applications to determine the grades and programs for which there are applications and for making the determination as to which grades and programs applications can be accepted.
6. The Superintendent shall notify the applicant on or before the first Friday after the first Monday in April whether or not the application has been accepted.

If the application is accepted, the Superintendent shall provide written notification to the applicant on or before the second Friday following the first Monday in May, of the specific grade, program or class, and/or school the student will be attending. The parent must, in turn, notify the Superintendent, on or before the first Friday following the first Monday in June, if the child will be attending school in the Oregon School District.

By no later than June 30th, the Superintendent shall provide the district of residence with the name of each student who will be attending school in the Oregon School District in the forthcoming school year.

314.02.3 Criteria for Non- Admission

Enrollment will not be permitted for any nonresident student who meets one or more of the following criteria.

1. At any time prior to the beginning of the school year, the Superintendent shall determine whether any of these factors apply. The Superintendent will notify the family if the student is not accepted based upon one of these reasons.
 - A. The student has been expelled from school by any school district during the current or two (2) preceding school years or disciplinary proceedings are pending based on any of the following reasons:
 - (1) 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;
 - (2) engaging in conduct while at school or while under supervision of a school authority that endangered the health, safety, or property of others
 - (3) 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 School District or member of the School Board;
 - (4) possessing a dangerous weapon, as defined in s.939.22(10), while at school or while under the supervision of a school authority;
 - B. The special education program or related services described in the child's individualized education program is not available in

the District or there is no space available in the appropriate special education program.

- C. The child has not been properly screened by the resident school district to determine if there is reasonable cause to believe that the child has disabilities or has been reported or identified by the resident school district but not yet evaluated by an individualized educational program team appointed by the resident district.

314.02.4 **Transportation Arrangements**

1. Parents of non-resident students accepted for enrollment shall be responsible for transporting their child to the school the child will attend.
2. The District shall provide transportation to non-resident, special education students whose I.E.P. so specifies or is required under WI. Statute 121.54(3).

314.02.5 **General Provisions**

1. A student who has been accepted under open enrollment, will be considered for course and program eligibility along the same criteria as all other district students.
2. The District's nondiscrimination policy (1.04, 1.05, 1.06) shall apply to all applicants under this program. In addition, the District will not discriminate on the basis of an applicant's intellectual, artistic, or other ability, or based on a mental or physical disability, except as provided for in the statute authorizing this program.
3. The Superintendent shall be responsible for developing administrative guidelines to implement and administer this policy (see accompanying pages). Such guidelines will address at least the following matters: participation in interscholastic activities, District transportation services, transfer of academic credit, and assignment within the District.

314.02.6 **Release of Resident Students**

1. The Board shall release students who wish to apply for enrollment in another school district providing the number does not exceed the statutory percentage.
2. If a student in need of special education seeks to apply for enrollment in a nonresident school district and the costs involved for the Oregon School District in making such a transfer create an undue financial burden on the District, the Board shall require the student to receive education in the Oregon School District.

3. The Superintendent shall ensure that the records of a transferring student are sent promptly to the receiving school district.
4. 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.

This policy shall be reviewed annually by the Board on or before the second Monday in December.

314.02.7 **Tuition Waivers and Open Enrollment**

Under certain circumstances, state law permits a child to continue to attend school in a school district even after he/she moves out of the school district. Please refer to Board Policy 3.20

Legal References: Wi. Stats. 121.78(1)(a),118.51,121.84

Adopted: January 26, 1998

Revised: October 26, 1998
March 12, 2001
July 28, 2003
March 21, 2004
January 9, 2006

314.03 ADMINISTRATIVE GUIDELINES

ADMISSION OF STUDENTS PARTICIPATING UNDER OPEN ENROLLMENT OFFICE OF THE SUPERINTENDENT

314.03.1 Application for Admission

All applications for admission under this program are to be sent to the Office of the Superintendent where they will be date-stamped and examined to ensure that all the application requirements listed on the State form have been met properly. Those that are not properly completed will be returned to the applicant. No applications are to be accepted or date-stamped until the first Monday in February and none after the third Friday in February.

All properly-completed applications as well as a record of any incomplete applications are to be sent to the resident school district and the Department of Public Instruction by no later than the fourth Monday in February.

All properly-completed applications are to be sent to the District Registrar who will be responsible for organizing them by grade-level and/or program, whatever is applicable.

Any application received prior to or after the deadline dates are to be returned to the applicant with a notice of the proper application dates.

Projected enrollment of resident-school students for the next one (1) school year is to be determined by each principal and the Director of Special Education by no later than February 1 and sent to the Superintendent.

A committee consisting of the Superintendent, Director of Special Education, Building Principals, Director of Instruction and District Registrar will meet by no later than March 31 to review all applications, organized by grade-level/class/program to determine for which grade-levels/classes/programs there are significant factors that will affect the quality of the instructional program. Such factors include projected future year enrollments for resident students, projected next year school enrollment of nonresident students, special learning requirements or conditions for projected resident student enrollees, financial requirements/limitations, and the like. The Committee will then determine which grade-levels/classes/programs for which applications will not be accepted. The Committee will also determine which grade-

levels/classes/programs are available and the number of applicants that can be accepted for the forthcoming year.

All applicants denied acceptance will be notified on or before the first Friday following the first Monday in April. Each student's resident district will also be informed.

For those grade-levels/classes/programs for which applications will be accepted, the following procedure is to be used.

If there are fewer applications for enrollment than the number of spaces available, all those who meet acceptance criteria are to be notified of acceptance. The Superintendent shall notify the applicants on or before the first Friday following the first Monday in April. Each student's resident district is also to be informed. Included in the notification shall be a request to the parents and the resident school district that the student's records be sent to the District no later than April 15. This information will be essential for determining placement.

If there are more applications than spaces available, the District will:

Identify students who do not meet the acceptance criteria established in Board policy;

Identify any siblings of nonresident students who are attending a District school. These siblings are to be enrolled prior to the random-selection process.

Assign a number to each application and place the numbers in a container. In the presence of at least one (1) other staff member, 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, determine which applications are to be selected and notify those parent. Notify all parents whose applications have to be rejected. This notification must be completed on or before the first Friday following the first Monday in April.

Included in the notification shall be a request to the parents and the resident school district that the student's records be sent to the District by no later than April 15. This information will be essential for determining placement.

314.03.2

Waiting List

The District may establish a numbered waiting list in those instances where applications exceed the number of available seats. Normal acceptance and rejection criteria will be followed when establishing the waiting list. Non-resident pupils placed on the waiting list will be

assigned numbers through a random selection process. If space becomes available, students will be selected from the waiting list according to: 1. Rank order of the waiting list; and 2. Match between grade requested and seat availability. Preferences will be given to currently attending students and their siblings.

- 1 Denied non-resident applicants placed on the District's waiting list will receive notification of their waiting list status, including their rank on the waiting list. Waiting list rank and status will also be indicated on the DPI denial forms.
2. Acceptance from Waiting List: Wait list applicants will be notified of an opening as soon as possible by no later than the third Friday in August. If a student is accepted from the waiting list, parents will be notified by mail. Parents must provide notice that their child will attend school as assigned no later than two (2) weeks from the notice of selection, but in no case shall such notice be provided after the first day of the school year. The District's notification of the acceptance of non-residents students application shall contain: (1) Notice that the pupil has been accepted from the wait list; (2) Name of the school to which the student is assigned and (3) Date by which the parent (s) must notify the Board of whether the pupil will attend and the proper procedure for notifying the Board. If the parents do not respond within two (2) weeks), the offer of admission will be rescinded and the open space offered to the next applicant on the waiting list if time permits.

314.03.3 **Determination of Placement**

All accepted applications are to be maintained by the District Registrar for review and proper placement.

By no later than April 15, the following administrators will meet to determine placement:

Building Principals
Director of Instruction
Director of Special Education
Superintendent

Placement decisions will be made based on the same factors that were used to determine acceptance and the information contained in the applicant's records.

Each applicant will be informed of placement for the next school year on or before the second Friday following the first Monday in May. If the placement is different than requested on the application, the applicant is to be so informed and provided with the reasons why the requested

placement cannot be made. Such reasons are to be related to the factors that were used in determining placement for resident students, e.g. prerequisites.

The following information is also to be included with the notification of placement:

1. The District's regular enrollment procedure which is to be followed when enrolling a nonresident student.
2. Participation in interscholastic athletics must comply with applicable regulations of the Wisconsin Interscholastic Athletic Association (WIAA) and any relevant league standards regarding eligibility of transfer students for participation in interscholastic athletics.
3. Enrollment in a school shall be subject to an agreement that transportation of the nonresident student to the school is provided by the student, his/her parents, or the resident district. (Exceptions to this requirement may be necessary for students with disabilities as stipulated in a student's IEP.)
4. The building principal shall determine academic assignment or placement based upon completion of courses or grades in the student's home school and the awarding of transfer academic credit, if applicable.

314.03.4 Subsequent Years

The same procedure described above for the selection and placement of nonresident students is to be followed each school year.

314.03.5 Transfer of Resident Students

When a resident student is accepted for enrollment in a nonresident district's open enrollment program, the procedure for withdrawal/transfer from school is to be followed.

If, during the school year, a resident student wishes to transfer back to the 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.

APPENDIX A NOTIFICATION OF ACCEPTANCE - NONRESIDENT STUDENT

Student's Name	Date	
Address	City	Zip
District of Residence		
Home School		
District school or grade in which enrollment has been sought:		
This is to advise that you have been accepted into this District as an Open Enrollment Student. Acceptance is possible because the District's availability conditions are favorable. The decision as to your child's placement in a school, class, or program will not be made until May at which time you will be notified of the placement.		
Before the District can consider the appropriate placement of your child, we need the following information:		
	copy of your child's Individualized Education Program (IEP)	
	copy of your child's 504 Plan	
	copy of your child's transcript	
	the details concerning your child's suspension/expulsion from school	
	other:	
Please submit this information to: by no later than:		
Administrator:		
School District:		

APPENDIX B

NOTIFICATION OF NONACCEPTANCE - NONRESIDENT STUDENT

Student's Name		Date	
Address		City	Zip
District of Residence			
Home School			
District school or grade in which enrollment has been sought:			
This is to advise that you that your application for admission cannot be accepted for the following reason:			
	The total number of available enrollments were taken by District students.		
	Your child did not meet the expulsion criteria established by the Board of Education.		
	The special education program or related services described in the child's individualized education program are not available in the District.		
	There is no space available in the appropriate special education program.		
	Your child has not been properly screened by the resident school district to determine if there is reasonable cause to believe that the child is a child with disabilities		
	Your child has been reported or identified by the resident school district as possibly having a disability but not yet evaluated by an individualized education program team appointed by the resident district.		
	The following conditions exist in this District that precludes acceptance of any nonresident student at this time. You may reapply at the appropriate time the next school year.		
Administrator:			
School District:			

APPENDIX C

NOTIFICATION OF PLACEMENT - NONRESIDENT STUDENT

Student's Name		Date	
Address		City	Zip
District of Residence			
Home School			
	Your child has been placed as requested in your application. S/He will be attending _____ School next year and will be enrolled in the _____ (grade or program).		
	Under the existing conditions that exist in this District, it will not be possible to place your child as requested on your application. However your child can be placed _____		
Enclosed are a description of the procedures to be followed when your child enrolls for the forthcoming school year.			
Please return the attached agreement form to the address below by no later than _____ If your child is not enrolled by _____, we will assume you have withdrawn your application.			
Administrator:			
School District:			

**APPENDIX D PARENT (GUARDIAN) AGREEMENT TO OPEN
ENROLLMENT PLACEMENT**

We have been properly informed that our child, _____, has been accepted for enrollment in the _____ (School) (Grade) (Program) District through its Open Enrollment Program and agree to the following conditions:

- (1) We agree to this placement of our child.
- (2) We agree that our child will abide by the rules of the school and any applicable policies of the Board.
- (3) We shall provide the transportation for our child to the school s/he will be attending.
- (4) We understand that we may be required to re-enroll our child sometime in the future when requested by the administration, consistent with State law.

Parent

Parent

Address

City and Zip

Date

314.04 **OPEN ENROLLMENT FOR PART-TIME STUDENTS**

- 314.04.1 The Oregon Board of Education shall allow non-resident, high school students residing within the State of Wisconsin and, who qualify, to enroll as part-time students in not more than two courses offered by the district.
- 314.04.2 The application for enrollment must be received by the District no later than six (6) weeks prior to the date on which the course is to commence and shall specify the one or two courses in which the student wishes to participate. A copy of the application shall be sent to the student's resident district by the Superintendent along with a request that a copy of the student's academic and disciplinary records be sent immediately to the Oregon School District.
- 314.04.3 The application for enrollment must be received by the District no later than six (6) weeks prior to the date on which the course is to commence and shall specify the one or two courses in which the student wishes to participate. A copy of the application shall be sent to the student's resident district by the Superintendent along with a request that a copy of the student's academic and disciplinary records be sent immediately to the Oregon School District.
- 314.04.4 If a student is accepted for enrollment, the parents and the non-resident school district are to be notified, in writing, no later than one (1) week prior to the commencement of the course. The notification is to include the name of the school contact at the high school 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 the requested course does not satisfy one of the high school graduation requirements specified in Wis. Statute 188.33, or by the Board, the parents are to be so notified.
- 314.04.5 The parents of the student must notify the District prior to the commencement of the course whether or not the student will be enrolling. The parent agrees to abide by the District's enrollment procedures and to provide transportation of their child to the school.
- 314.04.6 The Superintendent shall submit a statement for reimbursement of costs for providing instruction in the course(s) to the non-resident student. This statement shall be sent to the resident school district for payment as determined by the Department of Public Instruction.
- 314.04.7 The Superintendent may reject an application if the student has been expelled by any school district during the current or two (2) preceding school years.

314.04.8 If the application is rejected, the parents and the resident school district will be notified, in writing, no later than one (1) week prior to the commencement of the course and provided the reason for the rejection.

314.04.9 **Release of Resident Students**

1. The Board may release resident students who apply for part-time enrollment in another school district.
2. The Board may refuse to allow a student to enroll if
 - (1) the course conflicts with the provisions of an I.E.P. for the student;
 - (2) enrollment in the course would create an undue financial burden on the District.