

**SCHOOL DISTRICT OF PITTSVILLE  
BOARD POLICY**

## **INSTRUCTION**

### **EDUCATIONAL PROGRAM INSTRUCTIONAL ARRANGEMENTS ACADEMIC OPTIONS**

#### **PART-TIME OPEN ENROLLMENT**

**343.44**

Under the part-time open enrollment program, a student enrolled in a public school in the high school grades may be permitted to attend a public school in a nonresident school district to take up to two courses at any one time.

#### **Provisions Applicable to All Part-Time Open Enrollment Applicants and Participants**

If a student wishes to participate in the part-time open enrollment program, the student and his/her parent or guardian are solely responsible for (1) following all application procedures, (2) providing express notice to the applicable school districts that confirms the student's intent to attend a course into which the student has been accepted, and (3) meeting relevant deadlines, as such requirements are further defined in state law, any applicable state regulations, or the policies and procedures of the applicable school districts. Failure to submit a timely and complete application or a failure to follow other mandatory procedures is grounds for loss of the opportunity to participate in the course(s).

The District Administrator or designee shall be responsible for (1) ensuring that the District appropriately processes all resident and nonresident student applications for the part-time open enrollment program; and (2) determining whether the District will approve or deny individual applications based on the criteria established in state law, any applicable state regulations, and applicable District policies and procedures.

Transportation to and from any course(s) taken under this policy shall be the sole responsibility of the student's parent or guardian, unless state or federal law otherwise requires the student's resident school district or the school district that is offering the course to provide transportation.

#### **Resident High School Students Attending Individual Courses in Other Public School Districts**

District high school students who are residents of the District may apply to take a course(s) in another public school district in Wisconsin under the part-time open enrollment program in accordance with state law.

The District shall deny a resident student's otherwise timely and complete application to attend a course in another public school district under the part-time public school open enrollment program if:

1. The course conflicts with the student's individualized education program (IEP); or
2. The cost of the course would impose an undue financial burden on the District as determined by the School Board following an administrative recommendation to consider the issue of cost in a specific situation.

The District shall determine whether each course identified on a resident student's application satisfies any of the District's high school graduation requirements. The District shall notify the applicant, in writing, if a course will not satisfy a graduation requirement.

The District shall pay for the cost of a resident student's approved course(s) to the extent required by state law and by the Wisconsin Department of Public Instruction.

Nonresident high school students who are enrolled in and attending school in the District under the full-time open enrollment program may attend individual courses in another public school district under the part-time open

enrollment program only to the extent the District is required by state law or any applicable DPI regulations to allow such concurrent participation in both programs.

### **Nonresident High School Students Applying to Attend Courses in the District**

Nonresident public high school students residing within the State of Wisconsin may apply to take courses in the District under the part-time-open enrollment program in accordance with state law and established procedures.

Nonresident applicants seeking to enroll in specific courses under the part-time open enrollment program shall be subject to same criteria that are used for making course-related eligibility and acceptance decisions for students who are District residents. Such criteria include space availability considerations and meeting applicable course prerequisites, academic requirements, proficiency standards, and conduct-related requirements. However, up to the point at which the District issues formal notice of acceptance or denial to a nonresident applicant (which will occur no sooner than six weeks before and no later than one week before the course is scheduled to begin), the District will give preference (i.e., ahead of part-time open enrollment applicants) in making acceptance and placement decisions for individual courses to the following:

1. Otherwise-eligible students whose primary enrollment and school of attendance is (or at the time of the applicable course will be) within the public schools of the District (including resident students and nonresident students attending a school in the District under the full-time open enrollment program); and
2. Residents of the District who are otherwise entitled to apply to take the course under state law or under any Board policy (e.g., certain residents who are enrolled in a private school, tribal school, or home-based private educational program).

If, after applying the applicable preferences, the District has space available in a course for part-time open enrollment students and any other students who may be eligible to apply to take the course, but the District has received more qualifying applications from such interested persons than there are spaces available, the District will use a random procedure to determine which additional students to accept into the course. Along with nonresident students who have applied under the part-time open enrollment program, the following interested persons, if otherwise eligible to take the course, will be included in the random selection process:

1. District residents who are enrolled in and attending a private school or tribal school;
2. District residents who are enrolled in a home-based private educational program; and
3. Other individuals who are not District students but who are otherwise entitled to apply to take the course under state law or under any Board policy.

A nonresident student shall not be permitted to take a course under this policy during the term of his/her expulsion from the District or from another school to the same extent that the District would deny the student's request, if he/she were a resident of the District, to enroll and take courses as a full-time student during the term of an expulsion. Other conduct-related criteria that the District would apply to determine the course eligibility of a resident student shall also be applied to nonresident student applicants.

To the extent required by law, nonresident students attending courses in the District under the part-time open enrollment program will have the rights and privileges of similarly-situated resident students and will be subject to the same policies and rules as similarly-situated resident students.

The District shall provide equal opportunities for students with disabilities to attend courses in the District under the part-time open enrollment program. However, if a question arises as to possible services or course accommodations or modifications for a student with a disability, the District shall contact the student's parent or guardian and involve representatives of the school(s) responsible for the student's current IEP or other services plan to the extent necessary and appropriate.

**Legal References:**

**Wisconsin Statutes**

- [Section 115.385\(4\)](#) [required parent notification of educational options, including part-time open enrollment]
- [Section 118.13](#) [student nondiscrimination]
- [Section 118.145\(4\)](#) [resident students enrolled in private schools/tribal schools taking courses in the public high school]
- [Section 118.15\(1\)\(d\)](#) [discretionary program and curriculum modifications]
- [Section 118.33](#) [high school graduation requirements]
- [Section 118.52](#) [part-time open enrollment]
- [Section 118.53](#) [home-schooled students taking courses in the public schools]
- [Section 118.57](#) [required public notification of educational options, including part-time open enrollment]

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