

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, (3) meeting the minimum eligibility criteria, and (4) 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 meet other mandatory requirements are grounds for loss of the opportunity to participate in the course(s).

The High School Principal or an administrative-level 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.

The parent or guardian of a student who is taking a course under this policy is responsible for transporting the student to and from the course, unless state or federal law otherwise requires a school district 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.

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 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. For purposes of determining the deadlines for submitting part-time open enrollment

applications and for providing the related approval, rejection, and acceptance notices, the starting date for a course shall be determined by the administration in a manner consistent with the following parameters:

1. For courses other than online courses, the starting date will normally be the first date on which the course meets for time that counts toward state-required hours of direct student instruction.
2. For online courses, the starting date will normally be the earlier of the date by which the student will be expected to have initiated their access to the course management system, or by which the student will be expected to have made direct contact with the teacher.
3. With the approval of the High School Principal or his/her administrative-level designee, a starting date earlier than the normal starting date may be established where it is determined that an earlier date is necessary for the student's effective participation in the course.

Nonresident students seeking to enroll in specific District courses under the part-time open enrollment program shall be subject to the same criteria that are used for making course-related eligibility and acceptance decisions for students who are District residents. Such criteria include meeting applicable course prerequisites, academic requirements, proficiency standards, and conduct-related requirements. In addition, there must be space available in the course.

Regarding space availability considerations, 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. **District students have first priority.** Up to the point at which the District provides formal notice of acceptance or denial to a part-time open enrollment 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 a preference to 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 students who are not District residents who are regularly attending a school in the District under the full-time open enrollment program). In addition, the District may reserve a reasonable number of spaces in particular classes to accommodate possible course changes by such District students and to accommodate additional regular District students who are late enrollees.
2. **Non-District students who are District residents have a preference over nonresidents.** Provided that such students have applied to take the course no later than at least "six weeks before the course starting date, the District will also give a secondary preference to non-District students who are residents of the District and who are entitled to apply to take the course under state law or under any other 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, then the District will use a random procedure to determine which additional students to accept into the course. Unless a different procedure is approved by the High School Principal or his/her designee, the random procedure shall consist of either a randomized drawing or the use of a random number generator to assign a random number to each applicant, with the lowest-assigned number being the first applicant to be granted an available space.

A student shall not be permitted to take a District 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 regular, resident student shall also be applied to part-time open enrollment students/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.

In providing opportunities for nonresident students to attend courses in the District under the part-time open enrollment program, the District shall provide appropriate opportunities to and shall not unlawfully discriminate against students with disabilities. 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.

Application of Policy in Special Situations

To the extent required by law, the terms "resident student," "nonresident student," "resident school district," and "nonresident school district," within this policy shall be construed to appropriately accommodate atypical situations where the public school that a student normally attends on a full-time basis is not located in the same school district in which the student's legal residence is located.

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]

Wisconsin Administrative Code

Subchapter V of PI 36	[part-time open enrollment regulations]
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Cross References:

423, Full-time Open Enrollment
423-Rule 1 Admission of Student Participating in Full-Time Open Enrollment
343.2, Class Size

PART-TIME OPEN ENROLLMENT

Policy 343.44

Waunakee Community School District

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