

**OPEN ENROLLMENT POLICY**

The School District of Neillsville will accept/enroll non-resident students into its schools and programs on a full-time or part-time basis and resident students enrolled in private schools or in home-based educational programs on a part-time basis, according to the following procedure and criteria and all applicable state law and Department of Public Instruction (DPI) administrative rules. A resident student is defined as a student who lives in the School District of Neillsville and a non-resident student is defined as a student that lives in Wisconsin but outside of the boundaries of the School District of Neillsville. The school district that the non-resident student lives in is referred to as the resident district.

**APPLICATION ACCEPTANCE/REJECTION CRITERIA FOR NON-RESIDENT STUDENTS SEEKING ENROLLMENT IN NEILLSVILLE SCHOOLS ON A FULL-TIME OR PART-TIME BASIS AND RESIDENT PRIVATE SCHOOL STUDENTS AND RESIDENT STUDENTS ENROLLED IN A HOME-BASED EDUCATIONAL PROGRAM SEEKING ENROLLMENT ON A PART-TIME BASIS**

Administration will make its decision to accept or reject each application for enrollment based on:

- A. Residency. Preference will be given first to resident students enrolled in a private school or home-based educational program, then to non-resident students already attending schools in the district and their siblings.
- B. Availability. Space in the schools, programs, classes, or grades, will be considered including class size, student/teacher ratios, and enrollment projections. The board may give preference in attendance in a course to resident students over non-resident student applicants for part-time enrollment.
- C. Student Conduct. Whether the student applicant has been expelled by any school district during the current school year or preceding two school years for specified conduct or whether disciplinary procedures are pending on specific conduct. Such conduct includes endangering the health, safety or property of others, conveying or causing to be conveyed a bomb threat involving school property, and possessing a dangerous weapon while at school or under the supervision of a school authority. The board may deny the enrollment of a non-resident student after initial acceptance of the student if any of the above disciplinary actions occur after acceptance and prior to the beginning of the school year in which the student first enrolls in the district.

Legal References: WI Statutes Sections 118.145, 118.51, 118.53, P.I.36

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- D. Course Requirements. Whether or not the applicant for part-time enrollment meets the established prerequisite requirements of the particular course(s) applied for.
- E. Special Needs. Whether the special education program(s) or related services described in the student's Individualized Education Program (IEP) are available in the district or whether there is space available in the special education program identified in the student's IEP including any class size limits, student-teacher ratios, or enrollment projections established by the board.

If a non-resident student's IEP changes after the student begins attending the district and the special education program or services required by that 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 require the non-resident student to return to his/her resident school district which will be responsible for providing the educational program of the student.

- F. Student Screening. Whether the non-resident student has been screened by his/her resident district to determine if there is reasonable cause to believe that the student is a child with Exceptional Educational Needs (EEN).
- G. Pending Student Evaluation. Whether the student has been reported or identified as having possible EEN but has not yet been evaluated by a multi-disciplinary team or IEP team in the student's resident district.
- H. Resident District Program. Whether the student's resident school district offers the same type of Pre-K or early childhood program in which the student applicant is seeking enrollment.

If the district receives more non-resident applications for a particular grade, course, or program than there are spaces available in the grade, course, or program, administration shall determine which students to accept according to the preferences stated in item A above, and then on a random basis.

Administration may assign students accepted under the open enrollment program to a class or program within the district. Preference in attendance at a school, program, class, or grade may be given to resident students who live outside the school's attendance area.

Part-time enrollment options are available only to resident and non-resident high school students. Non-resident high school students, resident private school students and resident students enrolled in home-based private educational programs may be allowed to enroll in no more than two (2) high school courses at any time. Neillsville High School students may apply for enrollment in up to two (2) courses in another school district, according to state law. The district may reject the application of a resident EEN student for part-time enrollment in a non-resident district's course(s) if the course(s) requested conflicts with the EEN student's IEP. The district may reject an application of a resident student for enrollment in a non-resident course if the cost of the course would impose an undue financial burden on the resident district.

## **ADMISSION OF NON-RESIDENT STUDENTS**

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Students wishing to enroll part-time must apply no later than six (6) weeks prior to the scheduled start of the course. Prior to the start of the course, the parent(s)/guardian(s) of the student must notify the school district of the accepted student's intent to attend the course.

If either the non-resident or resident school district rejects an application of a public school student applying under the state open enrollment statute, the student's parent(s)/guardian(s) may appeal the decision to the DPI within 30 days. The appeal provision does not apply to resident private school students or resident students enrolled in home-based private educational programs.

### **REAPPLICATION REQUIREMENTS FOR NON-RESIDENT STUDENTS ENROLLED IN THE SCHOOL DISTRICT OF NEILLSVILLE**

The district may require non-resident students already accepted for enrollment to reapply not more than one time.

### **RESIDENT STUDENT TRANSFER LIMITATIONS**

The district may deny attendance in another school district if costs of special education services required in the student's IEP would place an undue financial burden on the resident district. If a resident student's IEP changes after the student begins attending a non-resident school district and the costs of the special education program or services provided by the IEP would place an undue financial burden on the resident district, the district may discontinue allowing the student to attend school in the non-resident district.

A full-time resident student who moves out of the School District of Neillsville during the school year will be allowed to complete the school year at the school the student was attending without payment of tuition. If the student wishes to attend the school district in the following year, the student must apply for enrollment under the open enrollment procedures.

### **TRANSPORTATION ARRANGEMENTS**

The parents/guardians of students attending non-resident school districts are responsible for student transportation to and from the school or program in the non-resident school district. If the student has EEN and transportation is required in the student's IEP, the resident school district is responsible for the student's transportation. The Board of Education may consider individual transportation requests on a case by case basis. The request must be submitted in writing to the district administrator.

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**RIGHTS AND RESPONSIBILITIES OF NON-RESIDENT STUDENTS**

A non-resident student attending the School District of Neillsville has all the rights, privileges, and responsibilities of resident students and is subject to the same rules and regulations that apply to resident students. Eligibility for participation in interscholastic sports is determined according to Wisconsin Interscholastic Athletic Association (WIAA) rules and regulations.

Children from outside the school district who do not meet the requirements of open enrollment may be admitted to the School District of Neillsville as tuition students to the extent that school facilities can accommodate them, with possible exemptions as allowed by the state statutes.

- a. Students who have gained twelfth grade status and are residents of the School District of Neillsville at the time of gaining such status shall be permitted to complete the twelfth grade without payment of tuition, even though their parents/guardians are non-residents.
- b. Absent a statutory exception to the contrary, non-resident students shall be charged a tuition fee to be calculated in accordance with state law provisions. Before a non-resident student is admitted to the school district, the parent(s)/guardian(s) of the student shall enter into a written contract for payment of tuition. The Board of Education has the power to waive tuition when it deems it necessary for the first nine weeks. The School District of Neillsville will not be responsible for transportation of non-resident students.
- c. Requests for foreign exchange students will be approved on an individual basis. Upon approval, the School District of Neillsville will provide free lunch and waive tuition.

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