

District Policy & Regulations

BOARD OF EDUCATION COLUMBUS SCHOOL DISTRICT

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FULL-TIME OPEN ENROLLMENT

A. Application Procedures

The Columbus Board of Education (“Board”) shall accept open enrollment applications from nonresidents for the next school year. Applications shall be submitted on the form provided by the Department of Public Instruction (“DPI”) and must be received between the first Monday in February and the third Friday following the first Monday in February. Copies of all nonresident pupil applications will be sent to the resident school board of each nonresident pupil and DPI by the fourth Monday in February. The Board must receive copies of all applications by District pupils seeking open enrollment in other school districts. These copies must be sent by the other school districts no later than the fourth Monday in February. Resident students may apply to no more than three non-resident school districts in any school year.

B. Acceptance Criteria

Acceptance of non-resident and resident open enrollment applications shall be made according to criteria specified and shall be made no sooner than after the third Friday in February and no later than the Friday following the first Monday in April.

(Note: In order for a pupil to participate in open enrollment, both the resident school board and the nonresident school board must approve the application.)

1. Nonresident Acceptance Criteria

The Board shall initially determine which open enrollment applications to deny based upon the criteria specified below. Applications denied under any of the criteria shall be removed from the pool of eligible applications. If, after removing the denied applications, there are more applications than there are spaces available, the Board shall give priority to nonresident pupils already attending District schools and to the siblings of nonresident pupils already attending District schools. Any remaining applications shall be selected on a random basis.

The Board may consider only the following criteria for nonresident applications:

- a. The availability of space in the District, in the school, program, class, or grade desired by the nonresident pupil. In determining such space available, the Superintendent shall consider any or all of the following:
 - 1) District practices, policies, procedures, or other factors regarding class size ranges for particular programs or classes.

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- 2) District practices, policies, procedures, or other factors regarding faculty-student ratio ranges for particular programs, classes, or buildings.
- 3) Enrollment projections for the schools of the District which have taken into account, among other things, short and long-term economic development in the community, preference requirements for siblings of non-resident open enrollment students, the required length of K-12 attendance opportunities for open enrollment students and current and future space needs for special programs, laboratories (e.g., in technology or foreign language) or similar district educational initiatives.
- 4) The number of nonresident students currently attending the schools of the district for whom tuition is paid by another district under §121.78(1)(a), Wis. Stats.
- 5) The number of resident home schooled or private school students likely to attend the schools of the district in accordance with §118.145, Wis. Stats.
- 6) The maximum number of district open enrollment transfers allowed by Wisconsin law.

(Note: The Board may give preference in attendance at school, program, class, or grade to residents of the District who live outside of the school" attendance zone.)

- b. Whether the nonresident pupil has been expelled from any school district within the current school year or the two (2) preceding school years. Whether any disciplinary proceeding involving the nonresident pupil which is based on any of the following activity, is pending:
 - 1) Conveying or causing to be conveyed any threat or false information concerning an attempt or an alleged attempt to destroy school property by means of explosives.
 - 2) Engaging in conduct while at school or under school supervision, which endangers the health, safety, or property of others.
 - 3) Engaging in conduct while not at school or under school supervision which endangers the health, safety, or property of others at school or under school supervision or any school employee or board member; or

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- 4) Possessing a dangerous weapon (as defined in §939.22(10), Wis. Stats.) while on school property or under school supervision.

(Note 1: Notwithstanding the Board's acceptance of a nonresident pupil's application, the Board may withdraw acceptance if, prior to the beginning of the first school year in which the nonresident pupil will attend a school in the District, he/she is determined to fall under paragraphs B(1)(b) or B(1)(c)).

(Note 2: The Board may request a copy of a nonresident pupil's disciplinary records from the resident school board.)

- c. Whether the special education program or related services described in the nonresident pupil's individualized education program ("IEP") are available in the District.
- d. Whether there is space available in the district's special education program identified in the nonresident pupil's IEP, including class size limits, pupil-teacher ratios, and enrollment projections. (See paragraph B(1)(a) above).
- e. Whether the nonresident pupil has been screened by the resident school board to determine if there is reasonable cause to believe that he/she is a child with exceptional educational needs ("EEN").
- f. Whether the nonresident pupil has been reported to the resident school board as having possible exceptional educational needs, but not yet evaluated by a multi-disciplinary team.

(Note: If a nonresident pupil's IEP is developed or changed after starting in the District, and it is then discovered that the District does not have necessary programs available or does not have space in the special education program, the nonresident may be returned to the resident school district.)

2. Resident Acceptance Criteria

The Board shall initially determine approval of applications by District residents seeking to attend other school districts based upon the criteria specified below. The applications of District residents denied under the criteria shall be removed from the pool of eligible applications. If, after removing the denied applications, the number of District pupils applying to attend school in other school districts exceeds three percent (3%) of the projected enrollment during the 1998-99 school year and an additional one percent (1%) in each of the seven (7) succeeding school years, the Board shall give first priority to District pupils

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already attending school in the other school district and to District pupils with siblings already attending school in the other school district. The remaining District pupil applications shall be approved on a random basis.

The Board shall consider only the following criteria for resident applications:

- a) Whether the resident pupil is an EEN student and the IEP as proposed to be implemented by the nonresident school district would impose an undue financial burden on the District.

(Note: Notwithstanding the Board's approval of a resident pupil's application, the Board may withdraw approval if, after the District pupil has begun in the other school district, the IEP as implemented by the nonresident school district would impose an undue financial burden on the District.)

C. Notice of Decision

Written notice of acceptance or denial must be sent to all applicants no later than the Friday following the first Monday in April. Notice of denial shall include a reason for the determination.

1. Nonresident Pupil Applications

In addition to sending notice of decision to the applicant, if the Board approves an open enrollment application of a nonresident pupil, it shall also send the following notices:

- a. Written notice to the applicant no later than the second Friday following the first Monday in May of the specific school or program that the applicant may attend in the following school year; and
- b. Notice to the resident school board no later than June 30 containing the name of the pupil.

The parents or guardians of an accepted nonresident pupil shall, in turn, notify the Board no later than the first Friday following the first Monday in June of the pupil's intent to attend school in the District in the following year.

2. Resident Pupils Applying to Other Schools

In addition to sending notice of decision to the District pupil, if the Board denies approval, it shall send a notice with reasons for denial to the nonresident school board initially receiving the application.

