

I. Nonresident Open Enrollment Students

A. A nonresident student may apply for full-time enrollment in a District school or program under the open enrollment program by submitting an application in accordance with state law. The District shall consider the following criteria when accepting or rejecting a nonresident student's application for full-time enrollment:

1. Preference will be given to applications to any nonresident pupils attending school in the District and their siblings.
2. The District will consider the availability of space in the schools, program, or grades within the school district. Considerations will include:
 - a. Class size. Class size may include, but is not limited to, physical space; availability of desks, chairs, etc.; availability of instructional material; students already assigned; unique challenges due to individual student situations which impact negatively on increasing the class size unnecessarily.

The District would make open enrollment recommendations based on the following guidelines for school or caseload sizes:

- 1) 4K - Grade 3: 18 students per class
 - 2) Grades 4-5: 20 students per class
 - 3) Grades 5-12: 25 students per class
 - 4) Speech/Language Pathologist: caseload of up to 40 students
 - 5) Occupational Therapist: caseload of up to 35 students
 - 6) Special Education Teacher: caseload of up to 15 students
- b. Pupil-teacher ratio. Pupil-teacher ratio may include, but is not limited to, considering physical space; availability of desks, chairs, etc.; availability of instructional material; numbers and developmental needs of regular and mainstreamed EEN students already assigned; unique challenges due to individual student situations which impact negatively on increasing the class size unnecessarily.
 - c. Non resident pupils currently attending District schools whose tuition is paid by other districts.
 - d. Enrollment projections.

- e. Whether the student's resident school district offers the same type of pre-K or early childhood program the student applicant is seeking enrollment in.
3. The District will not accept a pupil who has been expelled by a school district during the current school year or preceding two school years for conduct specified in the law or who has disciplinary proceedings pending on such conduct. Conduct specified in the law 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.
4. If any of the above disciplinary actions occur after initial acceptance of the pupil and prior to the pupil starting school in the District, enrollment will be denied to the resident pupil.
5. Additional considerations for children with exceptional needs include:
 - a. If the special education and related services required by the pupil's individualized education program (IEP) are available in the District.
 - b. If there is space available in the special education program identified in the pupil's IEP, including any class size imitations, pupil-teacher ratio, state enrollment guidelines when considering physical space; availability of desks, chairs, et., availability of instructional material, members and developmental needs of students in the EEN program or mainstreamed regular program already assigned; unique challenges due to individual student situations which impact negatively on increasing the class size unnecessarily, or enrollment projections.
 - c. If the nonresident pupil's IEP changes after the pupil begins attending the District and the special education program or related services required by that IEP are not available in the District or if there is no space available in the program identified in the IEP, the pupil will be returned to the district of residence.
6. Whether the child has been screened by his or her resident school board under §115.80(2) to determine if there is reasonable cause to believe that the child is a child with exceptional needs, or if the pupil has been reported or identified as having a possible EEN, but has not yet been evaluated pursuant to state and federal requirements, the pupil will not be accepted for enrollment until an IEP is in place or it is determined the

child does not have EEN(s). At that time, the above considerations will apply.

7. The District shall first give preference to resident students who live outside the school's attendance area. If the District then receives more nonresident applications for a particular grade, program, or school than there are spaces in the grade, program, or school, acceptance will be based on a random selection of applicants.
 8. All information submitted through the application process must be true and accurate. Any information submitted found to be untrue or inaccurate may result in the application being rejected or the student being returned to the district of residence.
 9. If an applicant to the non-resident school district was habitually truant from that district during any semester of attendance during the current or previous school year, the application for open enrollment may be denied (i.e., a student currently attending who moves out of the district and wishes to continue through open enrollment).
 10. Beginning with the 2010-2011 school year, the non-resident district may terminate a student's open enrollment in the succeeding semester or school year if the student becomes habitually truant.
- B. Once a nonresident student is accepted as a full-time Open Enrollment student, reapplication will not be required.
 - C. A nonresident public high school student may apply for enrollment in a course(s) in the District in accordance with State law and established procedures. The District shall use the same criteria for accepting and rejecting course applications for nonresident part-time students as nonresident full-time students. Consideration should include whether or not the applicant for part-time enrollment meets the established prerequisite requirements of the particular course(s) applied for.
 - D. If the District receives more nonresident student applications for full-time or part-time enrollment than there are spaces available, determination of which students to accept shall be made on a random basis.
 1. If the district receives more applications for a particular grade or program than there are spaces available in the grade or program, the district will determine which students to accept on a random basis, after giving preference to students and to siblings of students who are already attending the district. If there are more preference students than spaces,

determination of which students to accept shall be made on a random basis using the following procedures:

- a. The District Administrator or his/her designee, shall conduct a drawing in the presence of one or more witnesses.
 - b. All applicants shall be assigned a number that only the parent and school officials would know and the numbers placed in a container.
 - c. The numbers shall be drawn and listed in the order they are drawn. If a student is selected randomly, that student's siblings are given preference if space is still available.
 - d. Applications shall be accepted based on their order on the list and the number of spaces available in the district schools or programs.
 - e. After all of the available spaces have been filled, the remaining applicants will be assigned a number according to their rank from the random-selection process and be placed on a waiting list. Parents will be notified that their child has been denied initial placement, but has been placed on a waiting list. The student's number position on the waiting list will be provided in the denial notice.
 - f. As space becomes available, but no later than the third Friday in August, the district shall notify the parents/guardians of the students on the waiting list and will have ten (10) calendar days in which to accept the open enrollment offer but in no case shall such notice be provided after the first day of the school year. If the parent/guardian does not respond within the specified time period, the acceptance will be rescinded and this space will be offered to the next applicant on the waiting list.
- E. The parents of nonresident pupils, full-time or part-time, will be responsible for transportation of the pupil to and from District schools. If space is available on District buses used for transporting resident pupils, application may be made for pickup on a scheduled bus route within the District. This should in no way be construed as a requirement that a pickup be directed at a resident family's drive without their approval nor that the District be required to establish another scheduled pick-up.

The Phillips School District will not cross district boundaries to transport open enrollment students. The District will not allow other districts to enter into the Phillips School District to transport open enrollment students to the

nonresident district. (This policy is to be reviewed prior to the open enrollment deadline for the 2007-08 school year.)

- F. Nonresident open enrollment students attending school or classes in the District have all the rights, privileges and responsibilities of resident students and are subject to the same rules and regulations that apply to resident pupils. Eligibility for participation in interscholastic sports is determined according to W.I.A.A. rules and regulations along with the District's athletic code where applicable.

II. Resident Open Enrollment Students

- A. Resident students may apply for full-time enrollment in another public school district in accordance with state law.

- 1. Full Time

- Resident pupils may apply for full-time enrollment in another public school district in accordance with state law. The number of pupils permitted to enroll in another public school district will be limited as authorized by State law. If the District receives more applications than will be allowed under this section, acceptance will be determined by random selection. Preference will be given to pupils already attending public school in the district to which they are applying and their siblings.

- 2. Part-time Open Enrollment

- District resident high school pupils may apply for enrollment in no more than two (2) courses in another public school district in accordance with State law. The District shall reject a pupil's application to attend a course in another public school district if the course conflicts with the pupil's IEP.

- 3. Full-Time or Part-Time Open Enrollment

- a. The District will deny attendance in another district for children with exceptional education needs if the cost of the special education and related services in a child's IEP would place an undue financial burden on the District. If the resident pupil's IEP changes after the pupil begins attendance a nonresident school district and the costs of the special education and related services required by the IEP would place an undue burden on the District, the District will discontinue allowing the pupil to attend school in the nonresident district.

- b. If the Board determines that a course to be taken at a nonresident school does not satisfy the District's graduation requirements, it shall notify the applicant of that fact.

- c. No transportation shall be provided to resident students who are attending school in other districts.

B. Non-Public School Student Part-Time Enrollment

A student enrolled in a private school or a student enrolled in home-based private education program may take up to two(2) courses per semester at Phillips High School provided the student has met the standards for admission to high school established by the District, the student resides in the school district, and the School Board determines that there is sufficient space in the classroom.

1. The parents will be responsible for transportation unless space is available on District buses with District approval.
2. Resident Open Enrollment students attending school or classes in the District have all the rights, privileges, and responsibilities of resident students and are subject to the same rules and regulations that apply to resident pupils. Eligibility for participation in interscholastic sports is determined according to W.I.A.A. rules and regulations along with the District's athletic code where applicable.

Ref: Wisconsin Statutes 118.51
Wisconsin Statutes 120.13(1)(f)

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