

## OPEN ENROLLMENT POLICY

The School District of Colby will accept/enroll non-resident students into its schools and programs on a full-time or part-time basis according to the following procedure and criteria and all applicable state law and DPI administrative rules. In addition, the Board will allow the transfer of resident students, under conditions and limitations set forth below, to other school district, in accordance with this policy and applicable law and regulation. In this policy, a resident student is defined as a student who lives in the Colby School District and a non-resident student is defined as a student who lives outside of the boundaries of the Colby School District.

### **APPLICATION ACCEPTANCE/REJECTION CRITERIA FOR NON-RESIDENT STUDENTS SEEKING ENROLLMENT IN COLBY SCHOOLS ON A FULL-TIME OR PART-TIME BASIS**

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

- a. Preference given to full-time non-resident students already attending schools in the district and reserving space for their siblings.
- b. The timely submittal of the required application. Applications for full-time enrollment must be submitted on DPI forms within the open enrollment period identified by the State of Wisconsin. Applications for part-time open enrollment must be submitted on DPI forms not later than six weeks prior to the date the course(s) requested is scheduled to convene. Untimely applications will not be processed, nor will the review process be delayed by failure to submit supporting documentation.
- c. For full time applicants availability of space in the schools, programs, classes, or grades, including class size, student/teacher ratios, and enrollment projections. The Board will give preference in attendance in a course to resident students over non-resident student applications for part-time enrollment.
- d. Whether the full-time 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.
- e. Whether or not the applicant for part-time open enrollment meets the established prerequisite requirements of the particular course(s) applied for.
- f. Whether the special education program(s) or related services described in the full-time applicant’s 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 full-time applicant’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 to return to his/her resident school district which will be responsible for providing the educational program of the student.
- g. 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 EEN.

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- h. Whether the student has been reported or identified as having possible EEN but not yet been evaluated by a multidisciplinary team or IEP team in the student's resident district.
- i. Whether the student's resident school district offers the same type of pre-kindergarten, kindergarten or early childhood program the student applicant is seeking enrollment in.
- j. Whether the district has determined that the student was habitually truant from the District during any semester of attendance at the District in the current or previous school year. If this determination has been made, the District may prohibit the student from attending school in the district under the full-time public school open enrollment program in the succeeding semester or school year.

The Board will assign students accepted under the open enrollment program to a school or program within the district. The Board will give preference in attendance at a school, program, class, or grade to resident students who live outside the school's attendance area.

### **STUDENT OPTIONS FOR PART-TIME ENROLLMENT**

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 up to two (2) courses in any nonresident district. 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 Board may reject the 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 Board.

Students wishing to enroll as a part-time open enrollment student 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 or guardian 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, the student's parent or guardian may appeal the decision to the DPI within 30 days.

### **REAPPLICATION REQUIREMENTS FOR NON-RESIDENT STUDENTS ENROLLED IN COLBY SCHOOLS**

The Board may require non-resident students already accepted for enrollment to reapply not more than one time, either before the student enters the middle school grades or before entering the high school.

### **RESIDENT STUDENT TRANSFER LIMITATIONS**

The school board will determine the number of regular education and special education spaces available within the district at the January meeting of the school board. In determining the availability of space, the school board may consider criteria such as class size limits, pupil-teacher ratios, or enrollment projections established by the school board. Preferences will be given in such situations to students who are already attending school in the district to which they are applying and to the siblings of such students.

A resident student who moves out of the school district during the school year will be allowed to complete the school year at the school the student was attending without payment of tuition by completing a tuition waiver application. If the student wishes to attend the school district in the following year, the student must apply for enrollment under the open enrollment procedures.

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**TRANSPORTATION ARRANGEMENTS**

The parents or 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 non-resident school district is responsible for the student's transportation in accordance with state statutes.

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

A non-resident student attending Colby Schools 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 inter-scholastic sports is determined according to WIAA rules and regulations.

**NOTIFICATION OF ACCEPTANCE OR DENIAL OF APPLICATION**

The Board will provide timely notification, as required by law and as applicable, to non-resident school districts, resident and non-resident students and/or their parents or guardians, when it accepts or denies a request for enrollment or transfer, either part-time or full-time. Where an application is denied by the Board, the notice will include reasons for the denial.

**WAITING LIST**

The District will use the received date on the application as a guideline for the acceptance and rejection criteria for the applications on the waiting list. The District will provide written notice of the students' acceptance or rejection from the waiting list. The parent must notify the district within 10 calendar days from the date the notice was mailed whether the student will or will not be attending.

LEGAL REFERENCE: Wisconsin Stats. 118.13, 118.51, 118.52, 121.54(10),  
121.58(2)(a), Chapter 115, Sub-chapter V