Sparta Area School District

Article 166 - Open Enrollment Program (Inter-district)

If the Board of Education has determined that there is availability in its schools, classes and/or programs, it shall allow nonresident students residing within the State of Wisconsin, and who qualify, to enroll in the Sparta Area School District through an Open Enrollment Program as provided in statute.

DEFINITIONS:

The following definitions will apply to the Sparta Area School District’s Open Enrollment Program:

- **Non-resident District** - A school district located in Wisconsin which is not a student’s district of residence.

- **Non-resident Student** - A student who is a legal resident or otherwise legally entitled to attend school in another district in Wisconsin and who seeks admission to the Sparta Area School District under the Open Enrollment Program.

- **Tuition Student** - A non-resident student who is a resident of the State of Wisconsin and tuition is being paid in accordance with state statute.

- **Full-time Enrollment** - A student is enrolled for the entire school day and receives all of his/her required education in the Sparta Area School District.

- **Part-time Enrollment** - Limited to high school students who may participate in no more than two (2) courses offered by the Sparta Area School District.

- **Class Size** - The Sparta Area School District’s determination of the maximum number of students who can be accommodated properly in a particular classroom without jeopardizing the quality of the instructional program and mitigating circumstances for a particular school, class, or program, including enrollment projections established by the Superintendent of Schools.

- **Program Size** - The enrollment or size restrictions in a specific program within a class or building. The Sparta Area School District reserves the exclusive right to establish program size and to limit enrollment based upon the capability to properly allocate available resources, create and maintain a proper learning environment, and comply with contracts, grants, and applicable laws and regulations.

- **Resident Student** - A student who is a legal resident of the Sparta Area School District and is consequently entitled to attend school in this District in accordance with Board policy.
ENROLLMENT OF NONRESIDENT STUDENTS

A. The Superintendent will designate available space for open enrollment in January for the following school year based on the maximum number of students that can be accommodated in each school, class, and program for which there are applications. The availability of space in the schools, programs, and classes may be based on class size limits, student-teacher ratios, students attending the Sparta Area School District for whom tuition is paid under 121.78(1)(a) and enrollment projections established by the Board of Education.

The Board of Education shall require nonresident students who are attending the Sparta Area School District under this policy to reapply once, when the pupil enters sixth (6th) grade.

B. Enrollment priority shall be given to a nonresident student already admitted under this policy or his/her sibling.

C. If the number of applications for admission from nonresident students exceeds the number of available enrollment opportunities, nonresident students shall be selected for admission using a random selection process established by the Superintendent (as outlined in Administrative Rules).

D. A parent/guardian of a nonresident student who wishes his/her child to attend school in the Sparta Area School District in the subsequent school year shall submit a request to the District using the Department of Public Instruction application procedure within the timelines established by the Department of Public Instruction.

E. The Superintendent shall establish guidelines for the analysis of the applications to determine the grades and programs for which there are applications and for making the determination as to which such grades and programs applications can be accepted.

F. The Superintendent shall notify the applicant on or before the first Friday after the first Monday in June whether or not the application has been accepted or not accepted.

If the application is accepted, the notice will include school assignment and list the first day of school. The parent/guardian must, in turn, notify the Superintendent of Schools, on or before the last Friday in June, if his/her child will be attending school in the Sparta Area School District. If no notice is received from the parent, the pupil may be denied enrollment.
CRITERIA FOR NONADMISSION

Enrollment may not be available to any nonresident student who meets one or more of the following criteria.

1. The student has been expelled from school by any school district during the current or two (2) preceding school years for any of the following reasons or a disciplinary proceeding involving the student, based on any of the following reasons, is pending:
   a) conveying, or causing to be conveyed any threat or false information concerning an attempt or alleged attempts being made or to be made to destroy any school property by means of explosives
   b) engaging in conduct while at school or while under supervision of a school authority that endangered the health, safety, or property of others
   c) engaging in conduct while not at school or while not under supervision of a school authority that endangered the health, safety, or property of others at school or under the supervision of a school authority or of any employee of the Sparta Area School District or member of the School Board.
   d) possessing a dangerous weapon, as defined in s. 939.22(10), while at school or while under the supervision of a school authority.

   The Superintendent shall make the decision based on the circumstances involved and may inform the parent of non-acceptance for any of the above-stated reasons any time prior to the beginning of the school year. Other statutory provisions regarding the enrollment of students who have been expelled from school will also apply to this program.

2. The special education program or related services described in the child’s individualized education program is not available in the District or there is no space available in the appropriate special education program.

3. The child has not been properly screened by his/her resident school district to determine if there is reasonable cause to believe that the child is a child with exceptional needs or the child has been reported or identified by his/her resident school district but not yet evaluated by a multidisciplinary team appointed by the resident school district.
TRANSPORTATION AGREEMENTS

A. Parents/guardians of non-resident students accepted for enrollment shall be responsible for transporting their child(ren) to the school the child will attend or to a scheduled in-district bus stop (only if no additional expenses are incurred by the District as a result of transporting a non-resident student.)

B. The District shall provide transportation to non-resident special education students whose I.E.P. so specifies or is required under Wis. Statute 121.54(3).

GENERAL PROVISIONS

A student, who has been accepted under this program, who has not met the academic prerequisites for participation in a particular program in which the student wishes to enroll shall not be placed in that program.

The Sparta Area School District’s policy pertaining to access to equal educational opportunity shall apply to all applicants under this program. In addition, the Sparta Area School District will not discriminate on the basis of an applicant’s intellectual, academic, artistic, or other ability, talent, or accomplishment, or based on a mental or physical disability, except as provided for in the statute authorizing this program.

The Superintendent shall be responsible for developing and promulgating administrative guidelines to implement this policy. Such guidelines shall address at least the following matters:

a. participation in interscholastic athletics
b. district transportation services
c. transfer of academic credit
d. assignment within the district
e. payment of fees and other charges

RELEASE OF RESIDENT STUDENTS

The Board of Education shall release resident students who wish to apply for enrollment in another school district providing the number does not exceed the percentage of the school membership specified in statute.

When a resident student is denied release for open enrollment, written notice will be sent within ten (10) week days following the first Monday in June.

The Superintendent shall ensure that the records of a transferring resident student are sent promptly to the receiving school district.

Resident students released to another school district for full time open enrollment shall not be permitted to take classes in the Sparta Area School District as a part-time student.
OPEN-ENROLLMENT FOR PART-TIME STUDENTS

The Board of Education shall allow non-resident high school students residing within the State of Wisconsin, and who qualify, to enroll as part-time students in not more than two courses offered by the Sparta Area School District.

The application for enrollment must be received by the Sparta Area School District no later than six (6) weeks prior to the date on which the course is to commence and shall specify the one or two courses in which the student wishes to participate. A copy of the application shall be sent to the student’s resident district by the Superintendent, along with a request that a copy of the student’s academic and disciplinary records be sent immediately.

The Superintendent shall use the same criteria for enrolling a part-time student into a course as are used for enrolling resident students, except that the Sparta Area School District shall give preference in enrollment to resident students. If more applications are received than the district can accommodate, the selection shall be done by a random-selection procedure established by the Superintendent (same procedure as used for full-time open enrollment students).

If a student’s application is accepted, the parents and the non-resident school district are to be notified, in writing not later than one week prior to the commencement of the course. The notification is to include the name of the school the student is to attend and that the enrollment is valid only for the forthcoming semester or school year or special time period during which the course(s) will be offered. If the requested course does not satisfy one of the high school graduation requirements specified in Wis. Statute 188.33 or by the Board of Education, the parents/guardians are to be notified.

The parents/guardians of the student must notify the Sparta Area School District prior to the commencement of the course whether or not the student will be enrolling. If so, the parent agrees to abide by the Sparta Area School District’s enrollment procedures and to provide transportation of their child to the school or contact the district for transportation services (allowed under s 121.545).

The Superintendent shall submit the costs for providing instruction in the course(s) to the non-resident student to his/her resident school district for payment as determined by the Department of Public Instruction.

If the application is to be rejected, the superintendent or designee will notify the parents/guardians and the resident school district in writing no later than one week prior to the commencement of the course and include the reason for the rejection.

RELEASE OF RESIDENT STUDENTS

The Board of Education may release resident students who wish to apply for part-time enrollment in another school district.
The Board of Education may refuse to release a student to enroll if:

A. The course conflicts with the provisions of an I.E.P. for the student.

B. Enrollment in the course would create an undue financial burden on the Sparta Area School District.

C. The same course is offered within the Sparta Area School District.

Legal Reference: Wisconsin Statutes 118.13; 118.51; 118.52; 121.54(10); 121.58(2)

Cross Reference:

Approved:

Revised: January 24, 2006
May 26, 2009
February 23, 2010
January 8, 2013
January 26, 2016