

PUBLIC SCHOOL OPEN ENROLLMENT

This policy shall be administered in accordance with the state public school open enrollment law

I. OPEN ENROLLMENT OF FULL-TIME STUDENTS

A nonresident student (any student who resides outside the boundaries of the School District of Brodhead) may apply for full-time enrollment in the School District of Brodhead School or program under the open enrollment program in accordance with State Statute and established District procedures.

A nonresident student attending the School District of Brodhead on a full-time basis has all of the rights and privileges accorded students residing in the District, and is subject to the same rules and regulations as students residing in the District.

The School District of Brodhead shall consider the following criteria when accepting or rejecting a nonresident student's application for full-time enrollment:

A. Number of Openings Available

The administrative staff will recommend to the Board of Education the number of openings available in each grade level, course and/or program, based on projected enrollments and grade/course scheduling. The number of openings available for the next school year shall be determined at the January School Board meeting.

If the School District of Brodhead receives more nonresident applications for a particular grade or program than spaces available, the school board shall determine which students to accept by placing the names of all students into a container. The board clerk shall draw names sufficient to fill the predetermined number of vacancies for that grade and/or course. The remaining students will be placed on a waiting list in the order they were chosen.

B. Preference for nonresident students (and their siblings) already attending

The School District of Brodhead will give preference in accepting full-time enrollment applications to any nonresident students and their siblings already attending school in the District.

C. Consideration of Disciplinary Records

Enrollment may not be available to any nonresident student who has been expelled from school by any school district for conduct specified in the law, or who has disciplinary proceedings pending on such conduct during the current or two (2) preceding school years.

The School District of Brodhead will request student disciplinary records from the applying student's resident district, these records to include (a) a copy of expulsion findings and orders, or records of any pending disciplinary proceedings involving the student; (b) a written explanation of the reasons for the expulsion or pending disciplinary proceedings; and (c) the length of the term of expulsion, or the possible outcomes of the pending disciplinary proceeding.

The School District of Brodhead may deny the enrollment of a nonresident student after initial acceptance of the student if any disciplinary actions which could result in expulsion occur after acceptance and prior to the beginning of the school year in which the student first enrolls in the District.

D. Consideration of Habitual Truancy

A nonresident open enrollment application may be denied or revoked for habitual truancy. Per Board policy (JE), "Habitual Truancy" is defined as being absent from school without an acceptable excuse for part or all of five days per semester.

E. Availability of Special Education Services

The School District of Brodhead will give consideration to the following when accepting or rejecting full time open enrollment applications, based on the District's review of the student's Individualized Education Program [IEP].

1. Whether the Special Education program or related services described in the nonresident student's IEP are available in the District, or whether there is space available in the special education program or related services identified in the student's IEP as determined by the administrative staff according to projected enrollments and program requirements.
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2. If a non-resident student's IEP changes after the student begins attending the School District of Brodhead, 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 School District of Brodhead may notify the student's resident school district that the program is not available to the student. In such cases, the student will be returned to his/her resident district, which will provide an appropriate placement.
3. The School District of Brodhead may consider whether the nonresident student has been referred to the resident school district for a Special Education evaluation, but has not yet been evaluated by an IEP team.

II. REAPPLICATION OF NONRESIDENT STUDENTS

The District will not require a reapplication from continuing students.

III. TRANSPORTATION OF NONRESIDENT STUDENTS

Transportation of nonresident students to the School District of Brodhead is the sole responsibility of the parent(s) or guardian(s) of said students. However, transportation may be provided to a non resident Special Education student if it is required as part of his/her IEP.

The parent of a pupil who is eligible for a free or reduced price lunch, under 42USC 1758 (b), and who will be attending public school in a nonresident School District in the following school year, may apply to the D.P.I. for the reimbursement of costs incurred by the parent for the transportation of the pupil to and from the pupil's residence and the school that the pupil attends.

DISTRICT PROCEDURES FOR PROCESSING
PUBLIC SCHOOL OPEN ENROLLMENT APPLICATIONS

I. NON-RESIDENT STUDENT OPEN ENROLLMENT APPLICATIONS

A. Full-Time Enrollment Applications

1. The parent(s)/guardian(s) of a nonresident student who wishes to attend the School District of Brodhead shall submit the required application (provided by the Wisconsin Department of Public Instruction) to the Brodhead Board of Education. The application may include a request to attend a specific school or program offered by the District. The application shall be submitted no earlier than the first Monday of February and not later than April 30 [or last business day of April] in the school year immediately preceding the school year in which the nonresident student wishes to attend. All applications are dated and assigned a time of submission when received.
 2. Upon receipt of the application, it will be forwarded to the administrative staff for review and recommendation to the Board of Education for acceptance or rejection. All applications shall be reviewed using the criteria outlined in Board policy. No action shall be taken on any application until May 1 [or first business day of May].
 3. On or before the first Friday of June following receipt of the application, the Superintendent shall notify the applicant, in writing, of whether the application has been accepted. If the application is rejected, the notice shall include the reason(s) for the rejection.
 4. If the application has been accepted by the School District of Brodhead, and not rejected by the student's resident School Board, the Superintendent will, in consultation with the administrative staff, determine which school or program the nonresident student may attend in the following year. This determination shall be made in accordance with established District policies and procedures. On or before the first Friday of June, the applicant shall be notified in writing, of the specific school or program that he/she may attend in the following school year.
 5. The nonresident student's parents(s)/guardian(s) shall notify, in writing, the School District of Brodhead Board of Education of the student's intent to attend school in the District in the following school year. Said notice shall be given on or before the last Friday in June following receipt of the notice of acceptance.
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II. RESIDENT STUDENT OPEN ENROLLMENT APPLICATIONS

A. Resident Student Full-Time Enrollment Applications

1. Upon receipt of a copy of a Brodhead resident student's application to attend a school or program in another public school District, the administrative staff shall review the application and make recommendations to the School District of Brodhead Board of Education for their acceptance or rejection of resident applications.
2. All applications shall be reviewed using the criteria in Board policy and Wisconsin statute.
3. On or before the second Friday in June, the School District of Brodhead shall provide notifications to the applicant and to the nonresident school board if the application is denied. If the School District of Brodhead Board of Education rejects the resident student's application to attend school in another District, the written notifications of rejection must include the reason(s) for rejection, in accordance with Board Policy and Wisconsin statute.

III. APPEAL OF REJECTION

If an application for enrollment is rejected as outlined above, the student's parent(s)/guardian(s) may appeal the decision to the DPI within 30 days after the decision.

LEGAL REF: WI. ST. 115.76, 115.787, 118.16, 118.51
PI 36 of the Wisconsin Administrative Code

Adopted: January 26, 1998

Last Revision: January 25, 2016

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