

**MINERAL POINT UNIFIED SCHOOL DISTRICT POLICY 424**

**PUBLIC SCHOOL OPEN ENROLLMENT**

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

**Non-Resident Open Enrollment Students**

A non-resident student may apply for full-time enrollment in the Mineral Point Unified School District under the open enrollment program in accordance with state law. The district shall consider the following criteria when accepting or rejecting a non-resident student’s application for full-time enrollment.

1. Kindergarten-12 individual grade enrollment is not to exceed ninety (90)  
 students per grade level.

2. When considering the admission of a student with disabilities, the district will  
 consider whether the special education program or related services described  
 in the student’s individualized education program (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.

3. When accepting or rejecting a nonresident student’s open enrollment  
 application, a School Board may give consideration to whether the student has  
 been expelled by any school district during the current school year or  
 preceding two school years for any of the following reasons or whether a  
 disciplinary proceeding involving the student is pending for any of the  
 following reasons:

A. Conveying or causing to conveyed any threat or false information  
 concerning an attempt or alleged attempt to be made to destroy any  
 school property by means of explosives.

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B. Engaging in conduct while at school or while under the supervision of  
 a school authority which endangered the health, safety or property of  
 others.

C. Engaging in conduct while not at school or while not under the  
 supervision of a school authority which endangered the health, safety  
 or property of others at school or under the supervision of a school  
 authority or of any employee of the school district or member of the  
 School Board; or

D. Possessing a dangerous weapon while at school or while under the  
 supervision of a school authority. “Dangerous weapon” is defined as  
 any firearm, whether loaded or unloaded; any device designed as a  
 weapon and capable of producing a death or great bodily harm; any  
 electric weapon; or any other device or instrumentality which, in the  
 manner it is used or intended to be used, is calculated or likely to  
 produce death or great bodily harm.

If any of the above disciplinary actions occur after the student has been accepted for enrollment in the district and prior to the beginning of the school year in which the student will first enroll in the district, a non-resident school district may deny the student’s enrollment.

4. School Boards are authorized by state law to consider whether a non-resident  
 student applying for full-time enrollment has been screened by his/her  
 resident district to determine if there is reasonable cause to believe that the  
 student is a child with disabilities.

5. State law authorizes School Boards to consider whether a non-resident  
 student applying for full-time attendance has been reported to the student’s  
 resident district or identified by the student’s resident school district but not  
 yet evaluated by an individualized education program (IEP) team in the  
 student’s resident district.

The district shall give preference in accepting full-time enrollment applications to any non-resident students already attending school in the district and their siblings.

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Once a non-resident student is accepted for full-time enrollment in the district, no re-application will be required.

A non-resident 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 non-resident students as resident students, although the district will give preference in attendance in a course to residents of the district.

If the district receives more non-resident 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.

The district will not provide transportation to non-resident students participating in either the full-time or part-time open enrollment program unless required by law.

Non-resident open enrollment students attending school or classes in the district have all the rights and privileged of resident student and are subject to the same rules and regulations as resident students.

**Resident Open Enrollment Students**

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

Should a resident student’s IPE change after the student begins attending a non-resident school district on a full-time basis and the costs of the special education program or services required by the IEP would place an undue financial burden on the district, the district will discontinue allowing the student to attend school in the non-resident district.

District high school students may apply for enrollment in no more than two courses in other public school districts in accordance with state law. The district shall reject a student’s application to attend a course in another public school district if the course conflicts with the student’s IEP. The district will reject an application to attend a course in another public school district if the cost of the course would impose an undue financial burden on the district.

The district will not provide transportation to resident students participating in either the full-time or part-time open enrollment program.

Legal Reference: Wisconsin Statutes 118.13  
 118.51  
 118.52  
 Chapter 115, Subchapter V

Cross Reference: 424-Rule, District Procedures for Dealing with Public School  
 Open Enrollment

Adopted: December 1997  
 Revised: June 2001



**MINERAL POINT UNIFIED SCHOOL DISTRICT POLICY 424-Rule**

**DISTRICT PROCEDURES FOR DEALING WITH PUBLIC SCHOOL OPEN ENROLLMENT**

A. Non-Resident Student Open Enrollment Applications

1. Full-Time Enrollment

a. The parent(s)/guardian(s) of a non-resident student who wishes  
 to attend school in the district shall submit the required  
 application to the School Board. The application may include a  
 request to attend a specific school or program offered by the  
 district. Full-time open enrollment applications must be filed  
 not later than the third Friday in February following the first  
 Monday of February in the school year immediately preceding  
 the school year in which the student wishes to attend. The  
 district shall send a copy of the application to the student’s  
 resident school board and to the Department Public of  
 Instruction (DPI) on the fourth Monday of February.

b. Upon receipt of the application, it will be forwarded to the  
 district administrator for review and recommendation. All  
 applications shall be reviewed using the acceptance/rejection  
 of applications to the Board for action. No action shall be taken  
 on any application until after the third Friday in February.

c. On or before the first Friday following the first Monday in April  
 following receipt of the application, the applicant shall be  
 notified, in writing, of whether the application has been  
 accepted. If the application is rejected, the notice shall include  
 the reason(s) for the rejection.

d. If the application has been accepted by the district and not  
 rejected by the student’s resident School Board, the district  
 administrator will determine the school or program the non-  
 resident student may attend in the following year. This  
 determination shall be made in consultation with other

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appropriate staff and in accordance with established district  
 policies and procedures. On or before the second Friday,  
 following the first Monday in May, following receipt of the  
 application, the applicant shall be notified, in writing, of the  
 specific school or program that the student may attend in the  
 following school year.

e. The non-resident student’s parent(s)/guardian(s) shall notify  
 the Board of the student’s intent to attend school in the district  
 the following school year. This must be done on or before the  
 first Friday, following the First Monday in June, following  
 receipt of the notice of acceptance.

f. Annually, by June 30, the resident school district school boards  
 must be notified of the names of the students from the resident  
 district who will be attending school in the district the following  
 school year.

2. Part-time Enrollment

a. The parent(s)/guardian(s) of a non-resident public high school  
 student who wishes to take a course(s) in the district, shall  
 submit required application to the board. The application shall  
 specify the course that the student wishes to attend and may  
 specify the school(s) at which the student wishes to attend the  
 course. The application shall be submitted no later than six  
 weeks prior to the date the course is scheduled to commence.   
 The district shall send a copy of the application to the student’s  
 resident Board.

b. Upon receipt of the application, it will be forwarded to the  
 district administrator for review and action. All applications  
 shall be reviewed and acted upon using the  
 acceptance/rejection criteria outlined in related Board policies  
 and procedures. No later than one week prior to the date the  
 course is scheduled to commence, the district administrator  
 shall notify the applicant and the resident School Board, in

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writing, of whether the application has been accepted and the  
 school at which the student may attend the course. If the  
 application is rejected, the notice shall include the reason for  
 the rejection. If accepted, the acceptance applies only for the  
 following semester, school year or other session in which the  
 course is offered.

c. The parent(s)/guardian(s) of a non-resident student accepted  
 for enrollment shall notify the district of the student’s intent to  
 attend a course in the district prior to the date the course is  
 scheduled to commence.

B. Resident Student Open Enrollment Applications

1. Full-time Enrollment

a. Upon receipt of a copy of a resident high school student’s  
 application to attend a course(s) in another public school  
 district, school office staff shall forward it to the district  
 administrator for review and action.

b. All applications shall be reviewed using the criteria outlined in  
 Board policy. If the application is rejected, the applicant and  
 the non-resident School Board shall be notified, in writing, that  
 the application has been rejected. This notification shall be  
 made no later than one week prior to the date the course is  
 scheduled to commence. The notice shall include the reason(s)  
 for the rejection.

c. A student may apply for admittance under the full-time open  
 enrollment program to no more than three (3) non-resident  
 school districts in any school year. If the student applies to  
 more than three (3) non-resident districts, the parent will be  
 notified and required to limit the applications to three (3)  
 districts.

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If the application is accepted, the district administrator shall determine whether or not the course(s) satisfies district graduation requirements, the district administrator shall notify the applicant of that fact no later than one week prior to the date the course is scheduled to commence.

C. 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.

Adopted: December 1997  
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