

COURSE OPTIONS PROGRAM

The Port Washington-Saukville School District will participate in the Wisconsin Course Options Program in accordance with applicable law and the relevant policies and rules of the District.

For students attending the District full-time through the Open Enrollment program and for the purposes of this Policy only, the school district of attendance is considered the resident school district.

I. Course Options Applications Submitted By Nonresident Pupils to Attend the District

- A. Application Procedures - The District will accept course options applications from nonresidents enrolled in a public school for individual courses. Applications must be submitted on the form provided by the Department of Public Instruction (DPI). The applications must specify the course(s) the pupil wishes to attend and may specify the school at which the pupil wishes to attend the course(s). Nonresidents may not attend more than two (2) courses at any time in the district.

The applications must be submitted to the Director of Instruction no later than 4:00 p.m. on the date six (6) weeks prior to the start of the course. It is the responsibility of the pupil and pupil's parent or guardian to find out when the course is scheduled to begin. Untimely or incomplete applications will not be processed, nor will the review process be delayed by failure to submit supporting documentation. Late applications will be returned to the parent or guardian (or pupil, if age 18 or older), indicating the required application date and explaining the reason the application is being returned.

The District will send a copy of complete and timely applications to the resident school district within three (3) school days or as soon as possible. As soon as possible after receiving the application, the District will provide the resident district with an estimate of the cost of the course, which will either be the actual cost of the course or one-seventh (1/7) of the full-time open enrollment amount per credit taken, whichever is less. (If the course is a one-half credit course, the cost of the course will be the actual cost of the course or fifty percent (50%) of one-seventh (1/7) of the full-time open enrollment amount).

- B. Processing of Nonresident Applications – Acceptance or denial of nonresident course options applications will be made according to the criteria specified below. No later than one (1) week prior to the start of the course, the District will notify the applicant and resident school district, in writing, whether the application has been accepted or denied. Any acceptance only applies to the following semester, school year, or other session in which the course is offered.

(Note: In order for a pupil to participate the course options program, both the District and the resident school district must approve the application.)

- C. Nonresident Acceptance Criteria – The District will initially determine approval of applications by nonresidents based on the criteria stated in this subsection. The applications of nonresidents denied under such criteria will be removed from the pool of eligible applications. If spaces are available in the course after all qualified non-course options pupils have been enrolled, and the District receives more applications than there are spaces available in the course, the District will fill the remaining spaces by randomly selecting eligible nonresident course options applicants.

The District shall consider the following criteria for nonresident course options applications:

1. The same criteria applied to non-course options students selecting courses.
2. Whether the pupil is currently enrolled in a Wisconsin public school.
3. Whether the pupil meets the District's admission requirements and has satisfied any prerequisite requirements for the course.
4. Whether the nonresident pupil is already enrolled in two (2) courses in the district.
5. Whether the application was timely (submitted by 4:00 p.m. on the date six weeks prior to the start of the course).
6. Whether the application is incomplete and the parent or guardian (or pupil, if age 18 or older) failed to provide the requested additional information in a timely manner (4:00 p.m. on the date six weeks prior to the start of the course).

The District may request records or transcripts from the resident school district that are necessary to determine whether the student meets the criteria for admission in the District and enrollment in the requested course. The District may also request a copy of any expulsion findings and orders pertaining to the student, a copy of records of any pending disciplinary proceeding, and the length of the term of expulsion or the possible outcomes of the pending disciplinary proceeding.

- D. Notice— Notice shall be given by the District, the resident school district, and the pupil's parent or guardian (or the pupil, if age 18 or older) as follows:
1. Notice by the District – No later than one (1) week prior to the start of the course, the District shall notify the pupil's parent or guardian (or the pupil, if age 18 or older) and the resident school board, in writing, whether the application has been accepted or denied. If the notice is postmarked at least three (3) days before the date on which the parent/pupil is required to receive the notice, it will be considered a timely notification.
 2. If the application is denied, the notice will include a reason for the denial. If the application is accepted, the notice shall include the name of the school the pupil will attend and the names of the course(s) in which he/she will enroll.
 3. Notice by the Resident School District – If the resident school district denies the application, no later than one (1) week prior to the start of the course, the resident school district shall notify the pupil's parent or guardian (or the pupil, if age 18 or older) and the District that the application has been denied and the reason for the denial.
 4. Notice by the Pupil's Parent or Guardian – Following receipt of a notice of acceptance from the District, but no later than the last school day before the course begins, the pupil's parent or guardian (or the pupil, if age 18 or older) shall notify the District and the resident school board whether the pupil will attend the course(s) in the District.
- E. Reapplication Procedures – The District's approval of an application to attend a course at the District applies only to the semester, year or other session for which the course is offered. The District will require nonresident pupils to reapply under this policy for each additional semester, year or other session for which a course is offered.
- F. Transportation – The parents or guardians of a nonresident pupil attending a course in the District will be solely responsible for providing transportation to and from the school site.
- G. Rights and Privileges of Nonresident Pupils – Nonresident pupils attending courses in the District on a part-time basis will have all the rights and privileges of resident pupils and will be subject to the same rules and regulations as resident pupils.

- II. Course Options Applications Submitted by Resident Pupils to Attend a Nonresident School District or Other Educational Institution
- A. Resident pupils may submit an application to attend up to two (2) courses at an educational institution, including a nonresident school district, the University of Wisconsin System, a technical college, a nonprofit institution of higher education, a tribal college, a charter school, and any nonprofit organization that has been approved by DPI. The application shall be submitted directly to the educational institution, in accordance with the policies of the educational institution, and a copy of the application shall be submitted to the District.
- B. Processing of Resident Applications - Acceptance or denial of resident pupils' course options applications will be made according to criteria specified below. No later than one (1) week prior to the start of the course, the District will notify the pupil's parent or guardian (or the pupil, if age 18 or older) and the educational institution, in writing, whether the application has been denied.
1. Resident Acceptance Criteria - The District will consider approval or denial of applications of resident pupils enrolled in the District to attend courses at an educational institution based upon only the following criteria:
- a. Whether the course would conflict with the IEP of a child with a disability. (The District must deny the application if it determines that the course conflicts with the pupil's IEP.)
- b. Whether the course satisfies a high school graduation requirement under Section 118.33, Wisconsin Statutes.
- c. Whether the course conforms to or supports the pupil's academic and career plan, if any, under Section 115.28(59)(a), Wisconsin Statutes.
- C. Notice— Notice shall be given by the District, the educational institution, and the pupil's parent or guardian (or the pupil, if age 18 or older) as follows:
1. Notice by the District - If the District approves the application, no later than one (1) week prior to the start of a course in a nonresident district, the District will notify the pupil's parent or guardian (or pupil, if age 18 or older) whether the course will satisfy District high school graduation requirements (if applicable). If the District denies the application, no later than one (1) week prior to the start of the course, the District shall notify the pupil's parent or guardian (or the pupil, if age 18 or older) and the educational institution, in

writing, that the application has been denied and the reason for the denial. If the notice is postmarked at least three (3) days before the date on which the parent/pupil is required to receive the notice, it will be considered timely notification.

2. Notice by the Pupil's Parent or Guardian – Following receipt of a notice of acceptance by the educational institution, but no later than the last school day before the course begins, the pupil's parent or guardian (or the pupil, if age 18 or older) shall notify the District and the educational institution whether the pupil will attend the course(s) at the educational institution.
- D. Records – If requested by the educational institution, the District will promptly provide records or transcripts are necessary to determine whether the student meets the educational institution's criteria for admission to the educational institution and enrollment in the requested course, as well as records relating to an expulsion or pending disciplinary proceeding that may lead to an expulsion.
- E. Tuition Payment – The District will pay to the educational institution, for each resident pupil attending a course at the educational institution under this Policy, an amount equal to the cost of providing the course to the pupil, as determined by the Department of Public Instruction. However, based on state law, institutions of higher education can charge a pupil or the parent or guardian of a minor pupil additional tuition and fees for a course that awards post-secondary credit to the student.
- F. Reapplication Procedures – The District's approval of an application to attend a course at an educational institution applies only to the semester, year or other session for which the course is offered. The District will require resident pupils to reapply under this policy for each additional semester, year or other session for which a course is offered.
- G. Transportation – The parents or guardians of a resident pupil attending a course at an educational institution will be solely responsible for providing transportation to and from the educational institution.
- H. Scheduling Accommodations – It is important that resident students' participation in the Course Options Program does not disrupt the educational environment in the District, or impede the students' ability to maximize the benefit they receive from the courses they are attending in the District. Accordingly, the District will not be able to permit resident students to leave District classes early or arrive at District classes late in order to accommodate scheduling conflicts or provide travel time to the other educational institution.

- I. High School Credit for College Courses – Consistent with the Youth Options Program policy, one (1) semester credit offered for a post-secondary course is equivalent to one-quarter (.25) high school credit.

Legal reference:

Sections 115.28 (59)(a), 118.13, 118.145(4), 118.33, 118.52, Wis. Stats.
PI36 Wis. Adm. Code

Cross reference:

Board Policy 2271 Youth Options Program
Board Policy 5113 – Full-time Public School Open Enrollment

Adopted: 7/14/14

Revised: 12/08/14; 3/12/15; 1/11/16

The Port Washington-Saukville School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Director of Special Services, Port Washington-Saukville School District, 100 W. Monroe Street, Port Washington, WI 53074 - Duane.Woelfel@pwssd.k12.wi.us