

Instruction

Basic Instructional Program

Course Options Program

Resident Students Attending Individual Courses in Other Educational Institutions

Any student enrolled full-time in a public school in the District may apply to take a course(s) in another educational institution under the Course Options program in accordance with state law. A student may attend no more than two courses at any time in another educational institution under this program.

The District shall deny a resident student's application to attend a course(s) in another educational institution under the Course Options program if:

1. The student's application was not submitted in the manner and within the time limits established by state law.
2. The course conflicts with the student's Individualized Education Plan (IEP).
3. The course does not conform to or support the student's formal academic and career plan, if the student has developed any such plan.
4. The course does not satisfy a high school graduation requirement.

The Assistant Superintendent and/or designee shall be responsible for reviewing all course applications received from District students and accepting or denying them in accordance with the criteria outlined above and established District procedures.

Excluding any personal use items, if any books or other necessary materials are required for the course but not provided by the educational institution that is offering the course, the District will follow its policy under the Youth Options Program regarding the extent to which the District will purchase or provide such items. For purposes of purchasing or providing such items, the District will treat an approved Course Options class in the same manner as the District would treat a Youth Options course that is taken for high school credit at an institution of higher education and that is not comparable to a course already offered by the District.

To the extent required by any state law or by any Department of Public Instruction (DPI) procedure, the District shall process the Course Options application of any nonresident student whose primary school enrollment and attendance is within the public school of the District as though the student were a resident student seeking to take a course outside the District. In other words, in any situation where the District is required to fulfill the requirements of a resident school district under the Course Options program, the District shall do so.

Non-resident Students Attending Individual Courses in the District

Non-resident public school students residing within the State of Wisconsin may apply to take a course(s) in the District under the Course Options program in accordance with state law and established

procedures. Students may attend no more than two total courses in the District and/or in any other educational institutions under the Course Options program during any semester. The District will deny any application that is not submitted in the manner and within the time limits established under state law and applicable District procedures.

The Assistant Superintendent, Directors of Teaching and Learning, and/or building principal shall be responsible for reviewing all course applications received from non-resident students under this policy and for accepting or denying them in accordance with the same criteria that is used for making course-related eligibility decisions for students who are District residents (i.e. space availability in the course, meeting course prerequisites, academic requirements, conduct-related requirements, etc.). Preference shall however, be given for attendance in a course to any otherwise-eligible student whose primary school enrollment and attendance is within the public schools of the District and to residents of the District who are otherwise entitled to apply to take the course under state law or under any Board policy. If the District receives more non-resident student applications to attend a course than there are spaces available, determination of which students to accept shall be made on a random basis in accordance with established procedures.

A non-resident student shall not be permitted to take a course under this policy during the term of his/her expulsion from the District or from another school to the same extent that the District would deny the student's request, if he/she were a resident of the District, to enroll and take courses as a full-time student during the term of his/her expulsion. Other conduct-related criteria that the District would apply to determine the course eligibility of a resident student shall also be applied to non-resident student applicants.

The District shall provide equal opportunities for students with disabilities to attend courses in the District under the Course Options program. However, if a question arises as to possible course accommodations or modifications for a student with a disability, or as to the District's ability to implement the student's IEP, the District shall contact the student's parent or guardian and involve representatives of the school(s) responsible for the IEP to the extent necessary and appropriate.

Non-resident students attending courses in the District will have all of the rights and privileges of similarly-situated resident students and will be subject to the same policies and rules as similarly-situated resident students, except that the District shall not charge to or receive from the student any payment other than the payment that the student's resident school district makes to the District pursuant to state law.

Provisions Applicable to All Students Seeking to Attend Courses under this Policy

Transportation to and from any course(s) taken under this policy shall be the sole responsibility of the student's parent or guardian, unless state or federal law otherwise requires the student's resident school district or the educational institution that is offering the course to provide transportation.

Following the District's initial acceptance of any course application(s) under this policy, the parent or guardian must provide timely written notice to the District confirming the student's intent to attend the specific course(s). If this confirming notice is not received by the District prior to the date the course is scheduled to begin, the student will not be permitted to attend the course under this policy.

Legal References: **Section 118.13 – Wisconsin State Statute**
 Section 118.145(4) - Wisconsin State Statute
 Section 118.52 - Wisconsin State Statute
 Section 118.53 - Wisconsin State Statute
 Section 118.55 - Wisconsin State Statute

Policy Approved: **March 24, 2014**

Policy Revised: **January 26, 2015**