

COURSE OPTION POLICY

No. 343.4
(A) 11-9-15
(R) 3-14-16

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 in any semester in another educational institution under this program.

The Building Administration 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.

The District shall pay the costs for the course as required by state law and the Wisconsin Department of Public Instruction as defined below:

1. For courses in which the district is responsible for delivery of the course (instruction, facilities, materials, etc.), the amount to be paid by the resident school district to the institutions of higher education (IHE) must still be negotiated between the district and the IHE, with the expectation that the agreement will be cost neutral for both parties. Examples of these courses are College Credit in High School, Concurrent Enrollment, CAPP, PIE and Transcribed Credit.
2. For courses offered to high school students only and for which both high school and college credits are offered, but for which the IHE is responsible for delivery of the course (instruction, facilities, materials, etc.), the amount to be paid by the resident school district to the IHE must be negotiated between the district and the IHE. An example of this type of course would be a course taught by a technical college instructor through a sec.38.14 Wis. Stats. Agreement.
3. For courses offered to all eligible students of an IHE and for which the IHE is responsible for delivery of the course (instruction, facilities, materials, etc.), the amount to be paid by the resident school district to the IHE will be 50% of the tuition the IHE charges for the course, not to exceed 50% of the UW – Madison tuition for a course with the same number of credits, plus any fees and /or books.
4. For any courses for which students would earn college credits for successful completion at the IHE, the district may negotiate additional tuition and fees to be charged by the IHE to students who enroll in the course at the IHE. This is in addition to any amount paid by the school district to the IHE as noted in paragraphs 1, 2 and 3 above.
5. Only an educational institution that is an institution of higher education may charge a pupil, or the parent or guardian of a minor pupil, additional tuition and fees for attending a course at the IHE for postsecondary credit.

To the extent required by any state law or by any Department of Public Instruction (DPI) regulation or DPI procedure, the District shall process the “Course Options” application of any nonresident student whose primary school enrollment and attendance is within the public schools of the District as though the student were a resident student seeking to take a course outside the district.

Nonresident Students Attending Individual Courses in the District

Nonresident 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 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 District application procedures.

The Building Administration shall be responsible for reviewing all course applications received from nonresident 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 (e.g., space availability in the course, meeting course prerequisites, academic requirements, conduct-related requirements, etc.). Preference shall 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 nonresident student applications to attend a course than there are spaces available, determination of which students to accept shall be made in accordance with established procedures.

The District shall provide equal opportunities for students with disabilities to attend courses in the District under the “Course Options” program. 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 student’s current IEP to the extent necessary and appropriate.

Nonresident 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 REF.: Section 118.13
118.145(4)
118.52
118.53
118.55

**POLICY 343.4 – RULE PROCEDURE APPLICATION
THROUGH COURSE OPTIONS PROGRAM**

(A)

A. Definitions

For purposes of these procedures implementing the “Course Options” program within the District, the following definitions apply:

1. **District** means the School District of Lodi.
2. **Educational Institution** includes a public school in 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 the Wisconsin Department of Public Instruction (DPI).
3. **Resident School District**** means the school district in which the student who is taking a course or making a course application resides for purposes of determining school attendance.
4. **District Student** means a student whose primary school enrollment and attendance is within the public schools of the District (including, for example, all full-time students of the District and all students who are attending school in the District under full-time open enrollment).
5. **Resident Student**** means a public school student for whom the District is required to fulfill the requirements of the resident school district under the “Course Options” program when the student is seeking to take a course outside of the District.
6. **Nonresident Student**** means a public school student who does not reside in the District and who is permitted by law to apply to take a course in the District under the “Course Options” program.

***According to current DPI guidance, for the full-time open enrollment students, the district of attendance is considered the resident school district for purposes of the “Course Options” program.*

A. Resident Student Applications to Take Courses Outside the District

1. All applications received shall be reviewed using the criteria outlined in Board policy.
 - a. If the student’s application was not submitted in the manner and within the time limits established by state law, it shall be denied.
 - b. If the course application is from a student with a disability who has an IEP, the application shall be reviewed with the IEP to determine whether the student’s attendance in the course would result in a denial of a free appropriate public education (FAPE) as defined with reference to the IEP, or otherwise conflict with the goals, placement, or

other material provision within IEP. The course application shall be denied if it conflicts with the student's IEP.

- c. If the course does not satisfy a high school graduation requirement, the course application shall be denied.
2. If the application is denied, the applicant's parent or guardian and the educational institution to which the application as made shall be notified, in writing, that the application has been denied. This notification shall be made no later than one week prior to the date the course is scheduled to commence and shall include the reason(s) for the denial and notify the parent or guardian of the applicant's right to appeal the denial to DPI.
3. If the District notifies the applicant that his/her application has been accepted, the applicant's 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 two weeks prior to the date the course is scheduled to begin, the student will not be permitted to attend the course under the "Course Options" program.

B. Nonresident Student Applications to take Courses in the District

1. The parent or guardian of a nonresident student who wishes to take a course(s) in a public school in the District shall submit the DPI-approved application form to the District. The application shall specify the course that the student wishes to take and may specify the school(s) at which the student wishes to take the course.
2. The District shall send a copy of the application to the student's resident school district, along with a request that the resident school district immediately send the District a copy of the student's relevant education records, including applicable disciplinary records.
3. The Building Administration, in which the requested course will be taught will be responsible for reviewing and acting on the course application. All applications shall be reviewed and acted upon using the criteria outlined in Board procedures. If the District receives more registrations/applications for a course from students who are otherwise eligible to attend the course than there are spaces available, the District shall give preference in attending the course to students in the following priority order:

First Priority: District students pursuant to the District's regular course registration procedures.

Second Priority: Students who, although not District students, are residents of the District and are otherwise entitled to apply to take the course under state law or under any applicable Board policy, including resident private school students and District residents attending home-based private education programs who apply to attend the course under any part-time public school attendance option established by state law, provided that the District has received the student's application or registration request at least **30 days prior** to the date the course is scheduled to begin.

If there is still space in the course for additional students, but there are more pending course applications that have been submitted by students who do not reside in the District than there are spaces available, the determination of which remaining students to accept under a **Third Party**

grouping shall be made on a random lottery selection basis.

4. If the District notifies an applicant that his/her application has been accepted, the applicant's 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 two weeks prior to the date the course is scheduled to begin, the student will not be permitted to attend the course under the "Course Options" program.

C. Appeals of Course Denial Decisions

The parent or guardian of any student whose course application was denied by the District may appeal the decision to the DPI within 30 days of notification of denial from the District.