

**Richmond School District
Procedures for Handling Individual Course Applications
from Non-Public School Students**

Policy #: 424

Administrative Procedures

A. Definitions

For purposes of these procedures implementing the opportunities available to non-public school students to take District courses under state law and Board policy, the following definitions apply:

1. **District** means the Richmond School District.
2. **Home-Schooled Student** means a student, whether or not a resident of the District, who is a resident of Wisconsin and who is enrolled in a home-based private educational program, regardless of grade level or the student's grade-level equivalent.
3. **Private School Student** means a student who (a) is a resident of the District; (b) meets the requirements for admission to high school in the District; and (c) is enrolled in and regularly attends a school that has been approved as a private school by the state superintendent, whether the private school is located within or outside the boundaries of the District.

B. Application Procedures

1. The parent or guardian of a private school student or a home-schooled student who believes that the student is eligible to apply to take up to two individual courses in the District at any one time shall submit, on a form provided by the District, a written application to the office of the District Administrator.
2. The parent or guardian shall submit the completed application form:
 - a. no earlier than 16 weeks before the date the course is scheduled to start; and
 - b. no later than 30 days before the date the course is scheduled to start.

Any applications submitted before the earliest date for submitting such applications will be returned to the parent or guardian with notice to resubmit the application during the appropriate time period. Applications submitted less than 16 weeks before the date the course is scheduled to start will be processed in the order received and only after all timely applications have been processed. Any application submitted after the course begins will be denied as untimely unless the student's parent or guardian, shows that the student first became eligible to submit the course application after the date the course began.

3. The District Administrator will be responsible for ensuring the proper processing of course applications under these procedures and for coordinating such processing with other course registrations/applications (including those received under, for example, the "Course Options" program).
4. Upon receipt of a completed application under these procedures, the District will note the date of receipt and request relevant records from the school(s) attended by the student.

5. All applications shall be reviewed and acted upon using the statutory and District-established criteria that serve to determine a student's eligibility for the course(s) identified in the student's application.

a. For a private school student, the criteria will include confirming the following:

(1) A private school student will not be permitted to take a course in the District 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 to enroll and take courses as a full-time resident student during the term of his/her expulsion; and

(2) Other conduct-related criteria that the District would apply to determine the course eligibility of a full-time resident student shall also be applied to applicants under these procedures.

b. For a home-schooled student, the criteria will include confirming the following:

(1) The student meets the definition of a home-schooled student found within these procedures;

(2) The student is age-eligible to attend school in the District, or, if applicable, meets the District's established requirements for early admission to kindergarten or first .

A home-schooled student will not be permitted to take a course in the District 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 to enroll and take courses as a full-time resident student during the term of his/her expulsion. Other conduct-related criteria that the District would apply to determine the course eligibility of a full-time resident student shall also be applied to applicants under these procedures.

6. In evaluating a student's eligibility to take a course under these procedures, the District may ask the parent or guardian to provide relevant records or other additional information regarding the student, particularly in the case of a home-schooled student for whom the parent or guardian may be the only person who has access to such information. To the extent the information and records that are available to the District are insufficient to determine whether the student meets or fails to meet established standards for admission to the course, the District, at its sole discretion, may require testing or some other relevant assessment.

7. For all students applying to attend a course under these procedures who the District determines are otherwise eligible to take the course, the District shall determine whether there is sufficient space available in the course to approve the student's application and attendance. All timely applications that have been submitted for a course under these procedures (unless already determined to be ineligible on other grounds) will be processed together when determining space availability.

As to any course for which there are more otherwise-eligible students interested in taking the course than there are spaces available, all students whose primary school enrollment and

attendance is within the District's public schools (including, for example, full-time students of the District and nonresident students who are attending school in the District under full-time open enrollment) shall receive **first priority** in individual course registration.

As to other individual students who are eligible to apply to take a course under these procedures or under any other applicable provision of state law (e.g., the inter-public school "Course Options" law) or any other applicable Board policy, the following order of preference shall be applied when the students' timely course applications/registrations are being evaluated at the same time:

Second Priority: Students whose primary school enrollment and attendance is not within the District's public schools, but who reside in the District and are otherwise entitled to apply to take the course under state law or under any applicable Board policy;

Third Priority: Students whose primary school enrollment and attendance is not within the District's public schools and who do not reside in the District, but who are otherwise entitled to apply to take the course under state law or under any applicable Board policy.

Within the "Second Priority" and "Third Priority" groups identified above, a random process shall be applied to determine the order of acceptance into the course, except as otherwise approved by the School Board.

8. No later than one week prior to the date the course is scheduled to begin, the District shall notify the applicant's parent or guardian whether the application has been accepted or denied. If accepted, the acceptance will identify the school at which the student may attend the course. The acceptance applies only for the specific semester, school year, or other session to which the application relates. If the application is denied, the notice shall include the reason for the denial.
9. If the District notifies the applicant that his/her application has been accepted, then the applicant's parent or guardian must provide timely written notice to the District confirming the student's intent to attend the approved course(s). If confirming notice is not received by the District prior to the date the course is scheduled to begin and the student is not in attendance at the course(s) on the first day of the course(s), the applicant will be deemed to have rejected the District's notice of acceptance and the applicant will not be permitted to attend the course(s).