Administrative Procedure 6234

PRIVATE, CHARTER, OR HOME SCHOOL ENROLLMENT IN DISTRICT CLASS

Responsible: Department of Student Accounting

PURPOSE

This Administrative Procedure shall describe the protocol for enrollment of private school students in courses at a Washoe County School District (District) school.

DEFINITION

1. "Space available" means student space which does not exceed the predetermined maximum class size for a particular course and also does not eliminate potential space for transfer or new enrollment of full-time District students.

PROCEDURE

1. The private, charter, or home schooling program is an alternative for parents who do not wish to have their students enrolled in a District school. Private, charter, and home schooling is a means by which students are exempted from compulsory public education while they receive alternative equivalent instruction. In this instance, charter schooling refers to both District and State sponsored charter schools.

2. Periodically, parents of private, charter, or home school students request the enrollment of their student in:

    a. A selected area of study, such as band or choir; or

    b. An extracurricular activity; or

        i. Extra-curricular Activity is defined as a co-curricular activity including but not limited to: band, ROTC, choir, and orchestra.

    c. An academic course.

3. Private, Charter, and Home school students are not permitted to attend dances, lunchtime activities, or other school-sponsored activities unless a guest pass has been approved by the school site principal.

    a. If a guest pass has been approved by the school site principal, the parent/guardian of the private, charter, or home school student must chaperone the student in the activity.

4. With permission of a District principal, a private, charter, or home school student may be enrolled in **up to three classes or activities** (for the purpose of this

Administrative Procedure an AACT course = three classes) that is not available at the private school. Private, charter, and home school students are not eligible to enroll part-time in North Star classes.

a. Any combination of classes or activities as long as the number of those classes or activities does not total more than three for any given semester.

b. Participation in three or more classes or activities renders the private, charter, or home school student full time with the District. In the case of the charter student, full time enrollment in two public schools at the same time is prohibited.

c. At the time of the District enrollment, proof of existing enrollment in the private, charter, or home school must be furnished.

    i. For private school students, the parent must have a copy of the school enrollment form and verification of paid tuition.

    ii. For charter school students, the parent must have proof of full-time enrollment.

    iii. For home school students, the parent must have proof of the intent to home school and must have filed a notice of intent to participate in programs or activities.

    iv. This Administrative Procedure does not apply to students who are past the age of compulsory education.

d. The private, charter, or home school student must meet the same enrollment prerequisites or guidelines that exist for all other students seeking to participate in the course. Proof of meeting the prerequisites or guidelines that exist for all other students must be provided at the time the student requests to participate in a District course.

e. The request for participation from the private, charter, or home school student must be made to the school principal on or before the fifth (5^{th}) day of the beginning of each semester. On or before the eleventh (11^{th}) day of the beginning of the semester, the principal or his/her designee shall inform the private school student and parent whether the request will be accepted or denied. Requests made after the fifth (5^{th}) day may be considered for the subsequent semester only, except at the discretion of the principal or his/her designee.

f. The private, charter, or home school student may be enrolled in a course only if space is available.

g. Once enrolled in a course, the private, charter, or home school student must abide by all District and school rules and regulations regarding attendance, behavior, grading, book deposits, and program-specific requirements, such as attendance at performances and special rehearsals. It is the student/parent responsibility to be aware of school schedules, which may rotate or change on a daily basis.

h. Each student must have an official, specially designated, ID card from the school in which the class is taken. This card must be produced when requested by any school official. The student may only be on campus during the period in which he/she is enrolled in the class.

i. Transportation to and from school must be provided by the parent.

j. For band or orchestra, the student must provide his/her own instrument. The private, charter, or home school student may not participate in honor band, honor orchestra, or honor choir, without first qualifying through a public school program.

k. Activity clearances will be handled at the site level.

l. If the teacher and/or school administrative employee determine that the private, charter, or home school student is not adhering to any of the above criteria, said student will be removed from the program.

5. This Administrative Procedure does not cover NIAA sanctioned athletics.

6. Students with disabilities who are enrolled in private schooling participate in accordance with the same requirements set forth in 20 U.S.C. (1412).

7. Private, charter, and home school students attending a public high school must be designated as **primary enrollment with the state exclude box checked** in Infinite Campus. This designation must remain, even if the student withdraws, unless the student becomes a full-time student in the high school.

8. Full-Time Enrollment Of Private, Charter, or Home Schooled Students

    a. A student who has participated in a private, charter, or home school program for one or more semesters prior to ninth grade and wishes to enroll as a full-time high school student must understand the following:

        i. Students enrolling in the ninth grade who have not completed eighth grade at an accredited public, private, or charter school must sign an affidavit verifying the student is proficient in all state standards in reading, math, science, and social studies.

ii. Students enrolling in a District high school after the first semester of the ninth grade must provide an official transcript from an accredited institution listing the courses/credits awarded by that institution. Only credits from accredited institutions will be applied to the District transcript and count toward graduation.

Note: Students who are enrolled in more than 50% non-District online or offline courses will not be eligible to receive a District diploma.

LEGAL REQUIREMENTS AND ASSOCIATED DOCUMENTS

1. This Administrative Procedure reflects the goals of the District's Strategic Plan and aligns/complies with the governing documents of the District, to include:

    a. Administrative Regulation 5117.1, Attendance of Non-Public School Students in Washoe County Schools on a Space Available Basis.

2. This Administrative Procedure complies with Nevada Revised Statutes (NRS) Chapter 388A, Charter School; Chapter 392, Pupils and specifically:

    a. NRS 388A.474, Board of trustees required to allow pupil to participate in class or activity of school district in which pupil resides in certain circumstances; revocation of approval; and

    b. NRS 392.074, Participation of private school children and home schooled children in classes and extracurricular activities.

REVISION HISTORY

Date	Revision	Modification
09/2009	1.0	Adopted as Accepted Practice
2/2012	2.0	Revised
1/03/2014	3.0	Revised: converted to Administrative Procedure
03/08/2022	4.0	Revised: to reflect the revision and removal of NRS 386.650 limiting the number of classes a charter school student can take. Due to the revision of the statute, private, charter, and home school students desiring to take a course can all be treated the same, as such AP 6223, AP 6225 were combined into AP 6234.