



## ADMINISTRATIVE PROCEDURE 6234 PRIVATE SCHOOL ENROLLMENT IN DISTRICT CLASS

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**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 school.

### **PROCEDURE**

1. The private schooling program is an alternative for parents who do not wish to have their students enrolled in a public school. Private schooling is a means by which students are exempted from compulsory public education while they receive alternative equivalent instruction.
2. Periodically, parents of private school students request the enrollment of their student in:
  - a. a selected area of study, such as band or choir; or
  - b. an academic course.
3. With permission of a Washoe County School District principal, a private school student may be enrolled in **up to three classes** (for the purpose of this Administrative Procedure an AACT course = three classes) that is not available at the private school. In accordance with the NIAA and NRS 386.430, a pupil who attends a private school that does not offer a sanctioned sport is not eligible to participate in that sanctioned sport at his school of residence. Private school students are not eligible to enroll part-time in North Star classes.
  - a. At the time of WCSD enrollment, proof of existing enrollment in the private school must be furnished. For private school students, the parent must have a copy of the school enrollment form and verification of paid tuition. This Administrative Procedure document does not apply to students who are past the age of compulsory education.
  - b. The private 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 WCSD course.
  - c. The request for participation from the private school student must be made to the school principal on or before the fifth (5<sup>th</sup>) day of the beginning of each semester. On or before the eleventh (11<sup>th</sup>) 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<sup>th</sup>) day may be considered for the subsequent semester only, except at the discretion of the principal or his/her designee.

- d. The private school student may be enrolled in a course only if space is available. "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 of full-time WCS D students.
  - e. Once enrolled in a course, the private school student must abide by all WCS D 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.
  - f. 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.
  - g. Transportation to and from school must be provided by the parent.
  - h. For band or orchestra, the student must provide his/her own instrument. The private school student may not participate in honor band, honor orchestra, or honor choir, without first qualifying through a public school program. Board Reg. 5117.1 (9)
  - i. If the teacher and/or school administrative staff determine that the private school student is not adhering to any of the above criteria, said student will be removed from the program.
4. Students with disabilities who are enrolled in private schooling participate in accordance with the same requirements set forth in 20 U.S.C. (1412).
  5. Private 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.

## **DESIRED OUTCOMES**

1. This Administrative Procedure shall ensure consistency for private school students who enroll in the classes in the Washoe County School District.

## **IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS**

1. This Administrative Procedure reflects the goals of the District's Strategic Plan.

## **REVIEW AND REPORTING**

1. This procedure and any accompanying documents will be reviewed bi- annually in even-numbered years.

## **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