



ADMINISTRATIVE PROCEDURE 6223
HOME SCHOOL STUDENT ENROLLMENT IN A DISTRICT
CLASS OR PROGRAM

Responsible: Department of Student Accounting

PURPOSE

This Administrative Procedure shall describe the protocol for home schooled students to enroll in a District class or program.

PROCEDURE

1. Home schooling is an alternative for parents who do not wish to have their students enrolled in a public school. Home schooling is a means by which students are exempted from compulsory public education while they receive alternative equivalent instruction.
 - a. Note: The full-time North Star High School student is NOT considered a home-schooled student even though he/she may be receiving instruction at home.
2. Periodically, parents of home school students request the enrollment of their student in:
 - a. A selected area of study, such as band or choir;
 - b. An academic course; or
 - c. An extracurricular activity.
3. With permission of a Washoe County School District principal, a home school student may be enrolled in **up to three classes per semester** (for the purpose of this Administrative Procedure, an AACT course = three classes) at any Washoe County School District School (NRS 392.070 (3)). Home school students may participate in **one** extracurricular activity per sport season at their zoned school only (NRS 392.070 (05)). (See NIAA rules for eligibility requirements.)
4. Home school students are not eligible to enroll part-time in North Star classes. Schools must check with Student Accounting for any unusual enrollment requests.
5. Extra-Curricular Activity is defined as a co-curricular activity including but not limited to band, ROTC, choir, and orchestra.
6. Home school students are not permitted to attend dances, lunchtime activities, or other leadership sponsored activities unless a guest pass has been approved by the school site principal.
7. If a guest pass has been approved by the school site principal, the parent/guardian of the home school student will chaperone the student in the activity.

- a. At the time of District enrollment, proof of existing enrollment in home schooling must be furnished. For home school students, the parent must have completed the Home School Notification of Intent to Home School form. This Administrative Procedure document does not apply to students who are past the age of compulsory attendance.
- b. The home school student must meet the same enrollment prerequisites or guidelines that exist for all other students seeking to participate in the course or activity program. 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 or program.
- c. The request for participation from the home school student must be made to the school principal on or before the fifth day of the beginning of each semester. On or before the 11th day of the beginning of the semester, the principal or his/her designee shall inform the home school student and parent whether the request will be accepted or denied. Requests made after the fifth day may be considered for the subsequent semester only, except at the discretion of the principal or his/her designee.
- d. The home school student may be enrolled in a course or accepted for participation in an activity program 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 District students.
- e. Once enrolled in a course or accepted in an activity program, the 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.
- f. Each student must have an official, specially designated, ID card from the school in which the class/activity/sport 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 or involved in the activity. If a home school student participates in sports, the student is required to pay the student activity fee. Said fee will be honored for admission to sporting events per league rules; e.g., free at home and reduced prices at away games. The activity fee does not entitle a homeschool student to attend dances or proms.
- g. Transportation to and from school and to and from activity events on or off

campus must be provided by the parent.

- h. For band or orchestra, the student must provide his/her own instrument. The home 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. Athletic/activity clearances will be handled at the site level.
 - j. If the teacher and/or school administrative staff determine that the home school student is not adhering to any of the above criteria, said student will be removed from the program.
- 8. Students with disabilities who are enrolled in home schooling participate in accordance with the same requirements set forth in 20 U.S.C. (1412).
 - 9. Home school students attending a public school must be designated as such in the Washoe County School District student information system. This tag must remain, even if the student withdraws, unless the student becomes a full-time student in the public school.
10. Full-Time Enrollment of Homeschooled Students into Elementary or Middle School:
- a. A student who has participated in a home school program prior to seeking enrollment at the Elementary or Middle school and wishes to enroll as a full-time Elementary or Middle school student must be admitted to the grade level the parent says that the child should be attending.
 - b. Parents must write a letter and sign the letter stating that the child received grade level instruction for all the grades prior to the grade level in which the student is being enrolled.
 - i. If the student is in Middle School, grades for English, social studies, mathematics, and science must be provided for promotion to high school.
 - ii. The school registrar will evaluate the transcript provided by the parent and enter the grades in Infinite Campus.
 - iii. The transcript provided by the parent must be uploaded to OnBase.
11. Full-Time Enrollment of Home Schooled Students into High School.
- a. A student who has participated in a 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. Home school 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. Home school 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; and
 - iii. All home school transcripts will be evaluated by Student Accounting.
- b. 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.
2. This Administrative Procedure aligns with Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC) Chapter 386,
 - a. NRS 386.462, Participation by homeschooled children; applicability of provisions to homeschooled children
 - b. NAC 386.793, Homeschooled children
 - c. NAC 386.810, Academic eligibility: Homeschooled children
3. This Administrative Procedure aligns with Nevada Revised Statutes (NRS) Chapter 392, Pupils, and specifically:
 - a. NRS 392.070, Attendance excused for children in private school or homeschool, participation of private school children and homeschooled children in classes and extracurricular activities.
 - b. NRS 392.705 Form for participation in programs and activities at public school or through Nevada Interscholastic Activities Association.

REVISION HISTORY

Date	Revision	Modification
07/2009	1.0	Adopted as Accepted Practice
09/01/2012	2.0	Revised:
12/05/2013	3.0	Revised: Converted to Administrative Procedure
6/18/2021	4.0	Revised: Update procedure