



ADMINISTRATIVE PROCEDURE 6225  
CHARTER SCHOOL STUDENT ENROLLMENT IN  
DISTRICT CLASS OR PROGRAM

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**Responsible:** Department of Student Accounting

**PURPOSE**

This administrative procedure shall describe and define protocols for the enrollment of a charter school student in a class or program in the Washoe County School District ("District").

**PROCEDURE**

1. Periodically, parents of charter 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; or
  - c. An extracurricular activity.
2. Washoe County School District Sponsored Charter School Students:
  - a. With permission of a Washoe County School District principal, a District sponsored charter school student may be enrolled in:
    - i. One class and one sport or one activity; or
    - ii. Two classes and no sport or activity.
3. State Sponsored Charter School Students:
  - a. With permission of a Washoe County School District principal, a state sponsored charter school student may be enrolled in one class or one sport or one extra-curricular activity (but only one) at any Washoe County School District school (NRS 386.560(4)).
    - i. Extra-curricular Activity is defined as a co-curricular activity including but not limited to: band, ROTC, choir, and orchestra.
  - b. Charter 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.
  - c. If a guest pass has been approved by the school site principal, the parent/guardian of the charter school student must chaperone the student in the activity.
  - d. Charter school students are not eligible to enroll part-time in North Star

School classes. Schools must check with Student Accounting for any unusual enrollment requests.

- i. At the time of District enrollment, proof of existing full-time enrollment in a charter school must be furnished. This Administrative Procedure does not apply to students who are past the age of compulsory attendance.
- ii. The charter 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.
- iii. The request for participation from the charter 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 charter 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.
- iv. The charter 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.
- v. Once enrolled in a course or accepted in an activity program, the charter 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.
- vi. Each student must have an official, specially designated, ID card from the school in which the class/activity 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.

- vii. Transportation to and from school and to and from activity events on or off campus must be provided by the parent. If the student is participating in athletics, the student may travel with the team.
  - viii. For band or orchestra, the student must provide his/her own instrument. The charter 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)
  - ix. Activity clearances will be handled at the site level.
  - x. If the teacher and/or school administrative staff determine that the charter school student is not adhering to any of the above criteria, said student will be removed from the program.
- e. Students with disabilities who are enrolled in charter schooling participate in accordance with the same requirements set forth in 20 U.S.C. (1412).
  - f. Charter school students attending a public high 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 high school.
4. Full-Time Enrollment Of Charter Schooled Students
- a. A student who has participated in a charter 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. (Form below)
    - 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.
    - iii. Note: Students who are enrolled in more than 50% non- District online or offline courses will not be eligible to receive a District diploma.

## DESIRED OUTCOMES

1. This Administrative Procedure is designed to ensure consistency with regard to the enrollment of charter school students in District schools.

## IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This Administrative Procedure reflects the goals of the District's Strategic Plan.
2. This Administrative Procedure complies with Nevada Revised Statutes (NRS) Chapter 386, Local Administrative Organization, and specifically:
  - a. NRS 386.560 Authorization to contract for services and facilities; donation of surplus property of school district; board of trustees required to allow pupil to participate in class or activity of school district in which pupil resides

## REVIEW AND REPORTING

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

## REVISION HISTORY

Date	Revision	Modification
		Established Accepted Practice
09/01/2012	1.0	Adopted as Accepted Practice
12/05/2013	2.0	Revised: converted to Administrative Procedure
12/07/2015	3.0	Revised: added students may travel with their team