

Winton Woods City School District Administrative Guidelines

9270B - PART-TIME ENROLLMENT

Part-time Enrollment Procedures

The parent/guardian of the child requesting part-time enrollment must be a legal resident of the District, residing in the attendance zone of the school where part-time enrollment is requested or completing the requirements for intra-district transfer. If legal residence is not maintained, enrollment shall be terminated pursuant to R.C. 3313.64.

Students wishing to enroll part-time must pay all required student fees in accordance with the District's established Student Fees, Fines and Charges Policy. (See Board Policy **6152**). Part-time applicants currently receiving cash assistance or disability assistance under the Ohio Works First (OWF) program are eligible for waiver for any fees associated with participation in a course of study and for membership/joining fees associated with participation in co-curricular or extra-curricular activities. The waiver for co-curricular or extra-curricular activities does not extend to other costs associated with participation or membership in co-curricular or extra-curricular activities. Part-time applicants who fail to pay the required fees or to qualify for a waiver of such fees shall be denied enrollment.

Part-time enrollment is permitted in Grades K-6 in art, music, or physical education.

Part-time enrollment is permitted in Grades 7-12. For courses normally requiring a prerequisite (i.e., Spanish III, Advanced Placement Art or Calculus), part-time enrolling students are asked to provide the most recent assessment report pertinent to the area in which enrollment is sought. Parents/guardians of children seeking part-time enrollment are responsible for prerequisite study and/or experiences. (See, School Procedures: grade level placement).

Consideration for part-time enrollment is subject to the building capacity and class or program size and limitations. Approval of part-time enrollment shall not be approved if class size exceeds nineteen (19) in grades kindergarten through second grade; twenty-five (25) in grades third through sixth; or twenty-eight (28) in grades seventh through twelfth. Likewise, approval of part-time enrollment shall not be approved if class size in a special education program or related service approaches operating standards and/or local contractual limits. Under special circumstances the Superintendent or designee may waive these numbers. Priority shall be given to full-time students and then to part-time students on a first come basis. The final decision regarding admission and location of part-time enrolled students rests with the Superintendent or designee.

Those home-educated and non-public school students who wish to enroll in the Winton Woods City School District on a part-time basis must complete and return an application to the enrollment center no later than July 1st of the intended school year of enrollment. By the end of the week following Labor Day, the Compliance Officer shall determine the programs and classrooms which have space available for home-educated and non-public school students based on current as well as projected enrollment of full-time students. Part-time enrollment is allowed one time each school year and is expected to be for the remainder of that school year. Attendance is expected to begin immediately upon notification of application approval, and must begin no later than the Monday following Labor Day.

The child's parent/guardian must complete the normal enrollment process and forms required by the District and/or the building for enrollment of all children. The parent/guardian shall provide written notice to withdraw a child from part-time enrollment. An exit interview with the parent/guardian may be requested upon withdrawal.

School Procedures

Grade level placement is at the discretion of the building principal and shall be based on:

- A. age of the child;
- B. recent assessment report, if provided;
- C. results of standardized achievement tests, if provided, compared to District students of similar age;
- D. auditions or interviews with the child or parent/guardian; and/or other evaluative methods used to determine preparation and prerequisites for the courses or grade level requested.

Transportation of a child enrolled part-time is the responsibility and obligation of the parent/guardian. When the child's schedule at school is compatible with established routes and schedules of the District's bus transportation and space is available, the child may be permitted to use District transportation. Arrangements for transportation are to be made with the Director of Transportation.

Attendance for activities outside the regular school day that may be required for children enrolled in curricular programs or for activities during the regular school day that may be required for children participating in extra-curricular programs shall be the responsibility of the child/parent/legal guardian.

A child enrolled part-time is permitted to participate at no cost in all District-wide achievement testing programs conducted by the District during the regular testing cycle with the parent/guardian responsible for making arrangements for participation with the school.

A child enrolled part-time in grades 7-12 is required to take the Ohio achievement test(s) or Ohio Graduation Test (s) in the subject area(s) in which the student is enrolled.

To be eligible for a grade point average for class rank or for Valedictorian or Salutatorian honors, a student must enroll full-time at Winton Woods High School for the last four (4) consecutive semesters, excluding summer school.

Optional High School Credit for Home Education Courses

If desired by the parent/guardian, children enrolled part-time may receive high school credit for transferred courses completed under the direction of a home educator. To receive such transfer credit, the parent/guardian must provide an academic assessment report for each course for which credit is desired, including, but not limited to:

- A. portfolio of work done;
- B. examples of tests and test scores;
- C. resources and books used in class;
- D. samples of the student's work;
- E. standardized test scores demonstrating the student's ability; course of study;
- F. the number of hours devoted to each subject area; and/or
- G. grades from previous schools.

Four (4) weeks of advance notice is needed to review the academic assessment report.

Credits given for course work in Grades 9-12 completed under the direction of a home educator will be given a grade of P/F (Pass/Fail) and transcripts will denote home education grades and credits assigned. Consistent with the District's Credits From State-Chartered, Special, and Non-Chartered Schools Policy, only grades awarded for courses taken at the District or at a school approved or chartered by a State education agency shall be considered in class ranking and for entering on the transcript. (See, Board Policy **5463**).

Participation in Extra-Curricular Activities

Participation in an extra-curricular activity is subject to Board Policy and District Administrative regulations regarding academic eligibility based on enrollment in District courses in which the child is enrolled. Students wishing to participate in such activities are subject to all applicable fees in accordance with the District's Student Fees, Fines and Charges Policy (See, Board Policy 6152).

Participation in a school-sponsored extra-curricular or co-curricular activity (non athletic) by a child enrolled part-time requires year-long enrollment in at least one (1) grade K-6 special area or one grade 7-12 course.

Participation in any school-sponsored extra-curricular interscholastic (athletic) activity requires year-long enrollment in two (2) courses per year and meeting eligibility requirements as determined by Board Policy, District administrative regulations, and by rules of the Ohio High School Athletics Association ("OHSAA"). For meeting OHSAA eligibility requirements, home-educated courses may be used in accordance with this policy for optional high school credit for home-educated courses. Student athletes are also required to agree to a Student Athlete Code of Conduct and are subject to all fees associated with participation and accompanying student fee policies.

R.C. 3301.0711, 3301.16, 3313.58-3313.60
R.C. 3313.64, 3313.664, 3315.062, 3321.03, 3321.04
A.C. 3301-34-06, 3301-35, 3301-39

Approved 1/23/06