PART-TIME ENROLLMENT PROCEDURES

1. Enrollment requests will be received by the building administrator.

2. Applications for part-time enrollment will be available at the district schools ten (10) days prior to the first day of each semester.

3. Parents/guardians of part-time students will follow all related district enrollment procedures and must provide transcripts, birth certificate, and immunization records as required by Alaska law 4AAC 06.055.

(cf. 5141.31 - Immunizations)

4. The application for part-time enrollment must include a signed statement by the student and parent/guardian that they will comply with policies and procedures of the District, including those rules governing student conduct. The application must also contain a signed statement by the parent/guardian that the part-time enrollment does not result in the expenditure of public money for the direct benefit of a private school. The application may contain other requirements as established by the Superintendent or designee.

5. Part-time enrollment applications will be processed on a first-come, first-served basis.

6. The building administrator will notify the Superintendent or his/her designee as to the enrollment of students who are primarily enrolled outside the district.

Transcripts-Grades

Parents/guardians of students who are not primarily enrolled in district schools will be responsible for obtaining the necessary report cards/transcripts and/or other indicators of academic progress and providing them to the district.

Part-time students will receive grades based on impartial, consistent observation of the quality of the student’s work in the course(s) in which the student is enrolled.

Part-time students will be graded by use of the grading procedures utilized for all students enrolled in the district.

(cf. 5121 - Grades evaluation of Student Achievement)

SITKA SCHOOL DISTRICT
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Parents wanting to enroll their children part-time in Sitka schools must make arrangements with the school principal. Under no circumstances may a parent arrange part-time enrollment directly with a teacher or other school staff.

Students may enroll part-time in any regularly scheduled, school-day instructional program, including specials and electives, regardless of the location of their primary school enrollment (private, correspondence, or home schools). Part-time enrollment is subject to limitations as described in Board Policy 5111.2.
PART-TIME ENROLLMENT PROCEDURES

Attendance:

1. Part-time students are expected to attend all regularly scheduled instructional periods in which they are enrolled.
2. Part-time elementary students must sign in and out at the office each day they attend.
3. Students may only attend the portion of the day for which they are enrolled.
4. Attendance during non-instructional time such as lunch, recess, and class parties is generally not allowed.
   a. The sole exception to this rule is that if a student is attending two instructional periods immediately before and after the non-instructional period, then the student may stay through the non-instructional period.
5. Field trips are considered part of the instructional program, and students may only attend field trips if they are enrolled in the instructional program with which the trip is associated.

Transportation:

Parents are responsible for providing punctual transportation for part-time students. Students may use the school bus if their enrollment starts at the beginning of the school day or ends at the end of the school day.

Co-curricular activities:

Students in grades K-8 may only participate in school-sponsored activities if they are enrolled in the school sponsoring the activity, unless specific program rules require otherwise. Students in grades 9-12 may participate in co-curricular activities regardless of school enrollment, if they are eligible to enroll in the Sitka School District and they meet all other eligibility requirements.

Grades:

Part-time students will receive grades on the same basis as full-time students and in accordance with the grading procedures utilized for all students.

(cf. 5121- Grades/Evaluation of Student Achievement)

Part-time Enrollment Procedures:

1. Part-time enrollment begins ten days prior to the start of the term.
2. All part-time enrollments must be arranged with and approved by the school principal.
3. Parents/guardians must follow all regular enrollment procedures and sign a part-time enrollment contract before the student may attend.
Students

PART-TIME ENROLLMENT PROCEDURES

4. Parents/guardians must provide all required documentation such as proof of age, immunizations records, evidence of academic progress (for placement purposes), and transcripts.

5. The school principal or designee will notify the Superintendent or designee of part-time enrollments to ensure accurate student accounting.

(cf. 5141.31- Immunizations)

SITKA SCHOOL DISTRICT
Implementation Date: November 4, 1997
Revision Date: November 5, 2018
Students

Part-Time Enrollment Contract

Student Name: ____________________________ DOB: __________________________
Guardian Name: ____________________________ Phone: _________________________
Daily Caregiver Name: ____________________________ Phone: ________________________
School: ____________________________ Grade: __________________________
The above named student will attend school for ______________________________________ (Instructional program)
Days of the week: ___________________________________________________________________
Drop-off time: _________________________ Pick-up time: ________________________________
Teacher: ____________________________ Classroom: __________________________

I _________________________ understand that my child is expected to attend all regularly scheduled instructional periods in which she/he is enrolled, except when ill. I further understand that schedules are subject to change and I will make efforts to ensure my student attends even when changes occur. I understand that I am responsible for ensuring my student is dropped off and picked up at the times listed above. The Sitka School District reserves the right to revoke enrollment for students enrolled in non-compulsory programs who do not meet attendance and pick-up/drop-off requirements. I understand that all policies and procedures of the Sitka School District apply, including those governing student conduct. I further warrant that this enrollment does not result in the expenditure of public money for the direct benefit of a private school.

Guardian Signature: ____________________________ Date: __________________

Approved by:
Principal Signature: ____________________________ Date: __________________

SITKA SCHOOL DISTRICT
Implementation Date: November 5, 2018