



King George County Schools Instructions for Part-Time Enrollment

Va. Code § 22.1-254.1 gives school divisions discretion on whether to allow non-students to enroll on a part-time basis. King George County Schools (KGCS) permits students who reside in King George County, but attend a non-public school or are home schooled to apply for part-time enrollment in accordance with Policy JECB, which is outlined below. Policy JECB can be found in its entirety on the KGCS webpage or by requesting a paper copy at any school.

Part-time Enrollment Application Deadlines:

- Grades K-8 (full year enrollment): July 15
- Grades 9-12 (fall semester enrollment): July 15
- Grades 9-12 (spring semester enrollment): December 1

Applications received after the deadline will be considered through the first week of school as space and resources allow. At the time of application, parents must provide their children's private school enrollment or home school status and shall designate the academic course(s) in which they want to enroll and if applicable, the extracurricular or club activity in which they wish to participate. Program of Studies are available on the middle school and high school websites. Students must enroll in a minimum of at least one academic class (high school) or one instructional unit (elementary/middle school) and up to half-time. For the current school year, the maximum half-time enrollment permitted is:

- Elementary: Up to 3 ½ hours (elementary schedules are unique and the number of classes will vary by grade and content area)
- Middle: Up to 3 classes
- High: Up to 2 classes

Part-time students must meet all prerequisites and satisfy the same criteria, including any try-out or selection process, required of full-time students. Students must complete any testing, assessment, or evaluation required of the enrolled courses, including but not limited to SOL tests. Students wishing to participate in extracurricular activities must meet the same eligibility criteria as full-time students, including auditions, try-outs, and so forth. Approval to enroll part-time does not guarantee acceptance into the activity. The part-time enrollment and continued enrollment of a student who enrolls in school per this policy is dependent on, but not limited to, the following factors: space/program availability, the need for hiring additional staff, the cost of any needed additional services, and the disciplinary record of the student.

In accordance with Policy JECB and the Virginia High School League (VHSL), part-time students **are not eligible** for participation in any athletic program in grades 6-12, including conditioning and practice activities. In addition, part-time students are not eligible to participate in any extracurricular or club activity governed by the VHSL.

Membership in Junior Reserve Officer Training (JROTC) units is open to homeschool and non-public school students. In KGCS, JROTC is offered as an academic course. All eligible home school and private school students residing in KGCS may request enrollment in JROTC through the part-time enrollment process. Students must meet the same JROTC requirements as full-time students.

Class ranking and grade-point-average are not computed for part-time students. Part-time enrollment ends and students are withdrawn from KGCS at the end of the term. A new application must be submitted each year (ES/MS) or semester (HS) in order to continue part-time enrollment or participation in activities.

Once an application is received, the request is reviewed and decisions will be communicated to the parents as soon as possible. Please note that because class size is one of the factors to be considered, final decisions cannot be made until just prior to the beginning of the semester/year. If the requested course is not available, families will receive a list of other courses that have availability at that time. Course availability changes daily through the first week of school due to new student enrollments, master schedule updates, and student schedule changes. The list of available courses is individualized to each student and is not transferable to others.

After receiving approval for part-time enrollment, students must be registered within 24 hours via the online registration system located on the KGCS website in order to secure their spot in the course. It is strongly recommended that families read the New Student Registration instructions, familiarize themselves with process, and gather the required documentation (proof of residence, birth certificate, immunizations, etc.) while waiting for the approval of their application in order to avoid any delays.

Once enrolled, the student shall comply with behavioral, disciplinary, attendance and other rules applicable to all students. If a student fails to comply, the school may withhold credit and/or terminate the student's participation in addition to taking any disciplinary action that would be taken against a full-time student for similar conduct. Parents are responsible for all transportation to and from KGCS.

If you have questions regarding the part-time enrollment process, please contact Mary Fisher, Supervisor of Student and Family Services, at mfisher@kgcs.k12.va.us or 540-775-5833.

Mail completed forms to:

King George County Schools
c/o Home Instruction – Part-Time Enrollment
PO Box 1239
King George, VA 22485



King George County Schools

Application for Part-Time Enrollment

Section I. Demographics

Student Name _____ DOB _____
 Address _____
 Parent Name _____ Phone _____
 Parent Email _____

Section II. School Information

KGCS School Zone PES KGES SES KGMS KGHS
 School Year: _____ Term Year Fall Spring
 PT Enrollment Eligibility (attach copy) Home Instruction NOI Non-public (private) school: _____
 Special needs (attach supporting info) 504 IEP ELL Medical need Other: _____
Check any of the following special needs that apply and attach supporting documentation:
 504 Plan IEP English as a second language
 Medical needs (explain) _____
 Other (explain) _____

Section III. Requested Activities and Courses

Students are scheduled in the course that matches their peer age based on Virginia school enrollment deadlines. For example, if you choose "English" and your child is peer age 6th grade, your child will be scheduled into English 6.

Elementary School: Grades K – 5

Part-time enrollment at the elementary level is by 'instructional unit'. Specials is one instructional unit and students must attend all rotations (art, library, music, etc.) Elementary schedules are unique and differ from grade to grade and teacher to teacher. For example, Reading and Writing may be two separate classes in K-2, but combined together as one class in grades 3-5. This will be reviewed with families individually when the request is received.

Class: Reading Writing Math Science Social Studies Specials (art, music, etc)
 Activity: Band Chorus Extra-curricular Activity: _____

Middle and High School: Grades 6 - 12

Families can view the Program of Studies for MS and HS on the respective school website. For sequential courses, attach evidence of completion for any prerequisites. For example, if you select "Math" and submit evidence of completing Algebra I, your child will be scheduled for Geometry.

Class: English Math Science Social Studies Elective: _____
 Activity: Extra-curricular Activity: _____

JROTC (Grades 9-12 only): In accordance with the Code of Virginia and local policy, homeschool and private school students meeting all other criteria for JROTC may enroll in JROTC. If you wish to enroll in JROTC ONLY, do not check any other boxes above.

By signing below, you acknowledge that you have read and understand the policies and procedures regarding part-time enrollment in KGCS. Part-time students must maintain good academic standing, comply with all school rules and regulations, and consistent attendance. The student's progress will be reviewed periodically. If it is determined that the student has failed to meet these requirements, KGCS may withhold credit and/or terminate the student's participation. In addition, KGCS may take any disciplinary action that would be taken against a full-time student for similar conduct. The parent(s) agree to be responsible for the timely transportation of the student to and from school, including expenses incident thereto.

Additionally, the parent certifies that the student is not suspended or expelled, and has no pending disciplinary action in any school, public or non-public. Any student who is suspended, expelled, or in the process of a disciplinary action in his or her school will not be admitted.

Parent Signature _____ Printed Name _____ Date _____

Student Signature _____ Printed Name _____ Date _____

Date received by KGCS: _____ Approved Not approved

Notes: _____

KGCS Staff Signature _____ Printed Name _____ Date _____