

INDIVIDUALS WHO MAY BE ADMITTED FREE

A. Individuals 20 years of age and over. The school principal may grant approval for LCPS students who turn 20 years of age on or before August 1 of the school year to take up to 8 credits for one additional school year provided the student meets the criteria outlined in Policy 8115.

B. Current LCPS Students

1. The Director of School Counseling, or designee, and staff will meet with students who will turn 20 years of age on or before August 1 of the school year, during the current 4th quarter.

2. The Director of School Counseling, or designee, will review the criteria outlined in policy 8115 with the student and review instructional options for students that are **eligible** to take up to 8 credits and continue for one school year.

3. The Director of School Counseling and/or staff will conduct individual counseling sessions on alternative educational options for all **ineligible** students.

4. The Director of School Counseling will submit a list of **eligible and ineligible** students to the Principal for review and approval based on the criteria identified in Policy 8115.

5. The Director of School Counseling, or designee, will ensure that all **ineligible** students are withdrawn from LCPS prior to July 15 of the current school year, after the Student Information System rollover is completed.

6. The Director of School Counseling, or designee, will contact any **ineligible** students, not attending school, by phone and letter. If staff is unable to reach a student to discuss eligibility status prior to the end of the school year the student will be withdrawn from LCPS. If the student returns to enroll in LCPS the Principal or designee will counsel the student on alternative educational options.

7. The Principal or designee will submit a list of **eligible** students to the Assistant Superintendent for Pupil Services by August 1 of the current school year.

8. The Principal or designee will submit a list of **ineligible** students to the Assistant Superintendent for Pupil Services by August 1 of the current school year and will indicate the alternative educational options provided to each student.

9. The Principal and Director of School Counseling will take steps to ensure compliance, including the withdrawal of **ineligible** students.

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C. New Students to LCPS

1. The Principal and Director of School Counseling will monitor new student enrollment during June, July and August.
2. The Principal, or designee, will meet with new students who will turn 20 on or before August 1 of the school year and review the criteria identified in Policy 8115.
3. The Director of School Counseling and/or staff will conduct individual counseling sessions on alternative educational options for all students new to LCPS and **ineligible** students.
4. The Director of School Counseling will submit a list of **LCPS** students that are **eligible** and meet the criteria stated in Policy 8115 to the school principal for review and approval.
5. The Principal or designee will submit a list of approved students to the Assistant Superintendent for Pupil Services prior to the start of school.
6. The Principal or designee will submit a list of **ineligible** students to the Assistant Superintendent for Pupil Services prior to the start of the school year and will indicate the alternative educational options provided to each student.
7. The Director of School Counseling will review and monitor **eligible** and **ineligible** student compliance on a regular basis, after school begins.

D. Pupil Services Compliance Review. Pupil Services staff will review and verify student eligibility status by auditing records for compliance on a regular basis.

1. The Director of Student Services or designee will review a list of students who will turn 20 on or before August 1 by the end of the 3rd quarter of the current school year and submit the list of students to each Principal and Director of School Counseling by the beginning of the 4th quarter.
2. The Director of Student Services or designee will send an updated list of students who will turn 20 on or before August 1 to each Principal by the end of June.
3. The Director of Student Services or designee will review and verify student eligibility status by the end of July and will certify that Principals have submitted the list of students to the Assistant Superintendent for Pupil Services by August 1.

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4. The Director of Student Services, or designee, will continue to monitor student eligibility status monthly, after the school year begins to ensure compliance and will communicate to the Principal and Director of School Counseling regarding any **ineligible** students.

E. Foreign Exchange Students. The school principal may grant approval for high school students to attend Loudoun County Public Schools under an approved foreign exchange program. The list of approved foreign exchange programs is maintained by the Director of Student Services or designee. Only programs operated by organizations that are included on the approved list of the Council on Standards for International Educational Travel (CSIET) and which have a record of successful placement of students within LCPS will be considered by the Director of Student Services. Additions to the list of approved exchange programs must be approved by the Director of Student Services or designee at least six months prior to a request for the enrollment of specific students.

1. Foreign exchange students are admitted on a temporary, cultural exchange basis. Only those students who complete the graduation requirements of the Commonwealth of Virginia will be granted a high school diploma and will be permitted to participate in the graduation ceremony. Foreign exchange students will not be included in determination of class rank.

2. In compliance with Virginia High School League regulations, an exchange student shall be ineligible to participate in interscholastic athletics if he or she is 19 years of age prior to October 1st of the school year.

3. A foreign exchange student who has been previously awarded a diploma or a certificate of completion may not be enrolled in LCPS.

4. A certified translated transcript of all courses taken by the student must accompany a request for admittance to Loudoun County Public Schools as an exchange student.

5. Approval by the Director of Student Services or designee of a foreign exchange program does not automatically guarantee enrollment for exchange program students. A high school principal may accept a student sponsored by an approved exchange program after determining the following:

- a. The student will participate in the general curriculum and does not require ESL services.
- b. The appropriate curriculum offerings exist for the student.
- c. Adequate classroom space exists.

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6. Before a student is accepted, the exchange student coordinator and the host family must comply with the following:
 - a. Submit a request in writing to the school principal along with a letter of request from the foreign exchange organization that will be representing the exchange student. The student's visa status shall be indicated at this time. This request shall be submitted prior to August 1st of the school year.
 - b. Provide the school principal or designee with all immunization records required by the Commonwealth of Virginia.
 - c. Satisfy the school principal or designee that the student has a satisfactory level of English proficiency.
7. All foreign exchange students are required to attend the school served by the host family.
8. If a school principal is contacted for enrollment of a foreign exchange student and the number of exchange students enrolled at the school has reached the maximum level of five (5) students, the principal shall contact the Director of Student Services or designee to obtain approval for admission of the exchange student on a tuition basis. Under no circumstances are tuition paying foreign exchange students to be admitted to Loudoun County Public Schools without such permission.

F. Admission of Non-Public Students for Part-Time Enrollment

1. Students in grades 7-12 who are approved for home instruction under §22.1-254.1 of the Code of Virginia, or enrolled in private school, may be enrolled on a less-than-full-time basis in the Loudoun County Public Schools. Students admitted under this policy shall be designated as part-time students.
2. Students admitted under this regulation must be residents of Loudoun County.

G. Enrollment

1. Part-time students may participate in a maximum of two high school credit courses per school term in any mathematics, science, English, history, social science, career and technical education, fine arts, foreign language, or health education or physical education course.

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2. Part-time students must enroll in the full length of the course in the school that serves their place of residence.

3. Part-time students must participate in co-curricular activities that are required as a result of enrollment in certain courses (orchestra, band, chorus, drama, etc.).

4. Part-time students may not participate in extra-curricular activities, such as those sponsored by the Virginia High School League (athletics, cheerleading, One Act Plays, etc.).

H. Procedures

1. Parents must submit a Part-Time Enrollment application to the principal of the attending school by August 1 for first semester courses and December 1 for courses beginning in the second semester.

2. The school principal will review this application and will notify the parent of the availability of the course requested no later than two weeks prior to the start of school or second semester.

3. In the event a requested course is not being offered in the school that serves a student's residence, the parent may request special permission to attend another school as provided for in School Board policy §8-20.

I. Conditions

1. Part-time enrollment is determined annually and there will be no guarantee that it will be continued from one year to the next.

2. Part-time students shall abide by all the policies and regulations of Loudoun County Public Schools. These policies include, but are not limited to residency and enrollment requirements, requirements for conduct, the completion of all coursework in a satisfactory manner, and the attendance policy. The parent or guardian will be required to sign the Notice of Parental Responsibility. Violation of rules and regulations may be cause for the principal to review participation of the student in any program or activity, and could result in formal disciplinary action.

3. Part-time students must meet prerequisite requirements to be enrolled in a course by appropriate credits earned through an accredited program.

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4. Class rank shall not be computed for part-time students, and such students shall not be eligible to graduate or receive a diploma from the Loudoun County Public Schools.

5. Transportation to and from school will be the responsibility of the family. However, when a student's class is scheduled in the first or last period of the day, permission may be granted to ride a regularly scheduled bus.

6. Full-time students will be given first consideration for parking on the high school campus. Those admitted under this policy will be subject to the same rules and fees regarding parking as full-time students.

7. Part-time students, when attending classes in the public schools, must sign in and out of the school by following the building level procedure.

8. Part-time students are to be present on school grounds during the school day only when their selected course or activity is in session. Exceptions to this requirement are to be made at the discretion of the principal or his/her designee. It is the responsibility of the part-time student to be aware of any changes in the schedule during inclement weather or for other reasons.

9. Part-time students must take all required tests in a course, including state end-of-course tests.