

## **537 SHARED TIME**

### **I. PURPOSE**

The purpose of this policy is to provide guidance for families who want their nonpublic or homeschooled students to enroll part-time in Alexandria Public Schools to access District curriculum. This policy also provides criteria for District staff in decision-making regarding shared-time applications.

### **II. GENERAL STATEMENT OF POLICY**

Alexandria Public Schools recognizes the value of various educational settings and opportunities for all learners. In accordance with this philosophy, the District is committed to working cooperatively with students and their parents/guardians who have chosen to receive education in a nonpublic school and/or homeschool setting.

### **III. DEFINITIONS**

“Shared-time students” means resident students who are enrolled in a nonpublic school or homeschool and wish to apply for limited shared-time enrollment privileges to access courses/curriculum at Alexandria Public Schools.

“Resident students” means students who live with a parent(s)/guardian(s) within the boundaries of the Alexandria School District, or have otherwise been deemed by Alexandria Public Schools to be a resident under applicable law.

“Nonpublic students” means students who are enrolled in a nonpublic school, as defined under state law, to meet the compulsory instruction requirements under Minn. Stat. §122A.22.

“Homeschooled students” means resident students who are enrolled in a homeschool that meets the compulsory instruction requirements under Minn. Stat. §122A.22.

### **IV. GUIDELINES**

#### **A. Student Eligibility.**

1. Resident students who attend nonpublic or home schools, in compliance with Minnesota Compulsory Instruction law, may apply for limited shared-time enrollment privileges in Alexandria Public Schools.

- a. Shared-time enrollment is not available to students who are not resident students of the Alexandria School District, as defined in Article III.
2. Shared-time students do not qualify for an Alexandria Public Schools diploma, participation in honor rolls, class rank or recognition available to resident students enrolled in the Alexandria Public Schools on a full-time basis.
3. Shared-time students must have completed all prerequisite course requirements and may be required to demonstrate appropriate skills in the same manner as students enrolled in Alexandria Public Schools on a full-time basis.
4. Shared-time students will be subject to the same school and District policies, regulations and rules which apply to Alexandria Public School students, including student rights and responsibilities, grading, attendance and performance expectations.
5. These guidelines do not limit or exclude students with disabilities from receiving special education services from Alexandria Public Schools.

B. Program Availability.

1. Shared-time enrollment privileges are limited as follows:
  - a. Shared-time enrollment will be limited to courses that generate shared-time foundation aid from the state.
  - b. Shared-time enrollment at the middle school and high school will be limited to no more than 30% of each day (2 periods at the middle school, 1 period at the high school).
  - c. Shared-time students may enroll in a course which includes co-curricular participation.
  - d. Priority for enrollment in Alexandria Public Schools courses/curriculum will be given to full-time students enrolled in Alexandria Public Schools.
2. Shared-time enrollment may be limited or eliminated as deemed appropriate to serve Alexandria Public Schools students or the School District. Factors may include, but are not limited to, space and capacity available for programs, classes, grade level and/or school buildings. The Superintendent or designee shall make such determinations in consultation

with the principal. Determinations regarding space and capacity will include any relevant information, including:

- a. staff-to-student ratio;
  - b. current or projected enrollment; and
  - c. current or projected staffing.
3. Shared-time enrollment privileges do not include permission to participate in activities or athletics. Students who wish to participate in School District activities may apply pursuant to Policy 655 (Student Activities).
  4. Shared-time students enrolled in multiple courses that are not offered consecutively must leave School District property when not in class. Exceptions may be granted by the building principal on a case-by-case basis.
  5. If the school lunch period falls between two courses, the shared-time student may purchase a school lunch and eat in the student eating area. Shared-time students may be eligible for free or reduced priced meals. Inquiries should be directed to the District's Food and Nutrition Services Director.

C. Application Process.

1. Students accepted for shared-time enrollment will be counted as enrolled in the District for the portion of time they were accessing programming from the District for the purpose of calculating state aid. Such students must complete all application and enrollment information accordingly.
2. Applications for shared-time enrollment must be submitted to the Superintendent or designee.
  - a. Applications for shared-time enrollment will be available at each school building.
  - b. Completed applications must be received by the Superintendent's office by March 1 in order for the student to be considered for shared-time enrollment for the following school year. Exceptions to the application deadline will be considered by the Superintendent or designee on a case-by-case basis.
  - c. The Superintendent or designee will approve or disapprove applications for shared-time enrollment by June 15, and the applicant will be informed of the decision.

3. Communication regarding class scheduling should be between the shared-time applicant and the school principal or designee.

D. Transportation.

1. Students accepted for shared-time enrollment are eligible to apply for District transportation to school from an existing bus stop at the regular-scheduled bus stop time, if they meet District policy guidelines for distance from school. Likewise, students accepted for shared-time enrollment are eligible to apply for District transportation from school at the school bus departure location at the end of the school day to an existing bus stop, if they meet District policy guidelines for distance from school.
2. Parents/guardians of shared-time students must apply for transportation with their application for shared-time enrollment. Determinations as to whether transportation will be provided, as set forth in this section, will be made based on space available on the particular buses that would transport the shared-time students. Applicants will be notified when transportation will be provided prior to the start of the school year.
3. Arrangements related to transportation of shared-time students will be made by the Alexandria Public School Transportation Department.

**Legal References:**

Minn. Stat. §126C.19

Minn. Stat. §120A.22

**Cross References:**

Policy 655 (Student Activities)

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