

CONDITIONS OF ADMISSION FOR NONRESIDENT ATTENDANCE

1. Parents of any nonresident student wishing for their child to attend Winchester Public Schools must apply annually, in writing, to the superintendent or designee. Applications will be received between June 1 and June 31 preceding the school year for which enrollment is desired. Applications received after July 1 will not be considered until all applications received in the specified time frame have been acted upon. Applications will be acted upon during the first two (2) weeks of July. Applications will be reviewed in the order received by date and time. Priority will be given to nonresident students already enrolled in Winchester Public Schools. It is the policy and practice of the Winchester Public Schools that each request for nonresident student admission be considered on its merits and a determination for admission made without regard to race, creed, gender, or disability. However, factors for admission that will be considered include, but are not limited to, space available in schools, a student's attendance record, discipline record, and academic progress.
2. Winchester Public Schools reserves the right to assign schools and classes to all nonresident students. Nonresident students accepted into the high school or middle school will be assigned to classes in those schools pending space availability. Elementary school students will be assigned to schools by blind draw and may be assigned to any school where space is available. No school will be assigned additional personnel as a result of enrolling nonresident students.
3. Winchester Public Schools reserves the right to deny entrance to any nonresident student: should space not be available in the school desired; the student has experienced discipline problems in another school division; criminal or civil charges against the student are pending; or for any other good reason which in the discretion of the superintendent or his designee indicates that such student's enrollment could be a detriment to Winchester Public Schools.
4. A tuition fee, established annually by the School Board, will be charged to the parent of a nonresident student except as governed by other policy. Nonresident students accepted into Winchester Public Schools will be assured of completing the current school year unless excluded for other reasons.
5. Winchester Public Schools reserves the right to terminate at any time the enrollment of a nonresident student should that student become a disruptive influence, a discipline problem, be charged with a crime reportable to the superintendent, have an attendance problem, or for any reason that, in the discretion of the superintendent or designee, indicates the student's continued enrollment would be a detriment to Winchester Public Schools. Tuition paid, if any, beyond the point at which the nonresident student is dropped from enrollment will be refunded to the parent or guardian of the student.
6. Transportation of a nonresident student to and from school remains the sole responsibility of the parent.
7. Nonresident students whose parents or guardians are full-time employees (entitled to the full benefits package available to school/city employees) of the Winchester Public Schools or the City of Winchester may enroll their children in Winchester Public Schools tuition free. Such enrollment shall be contingent upon meeting the criteria for admission of non resident students. Nonresident students whose parents or guardians are part-time employees (at least half-time $\frac{3}{4}$ minimum of twenty (20) hours/week) of the Winchester Public Schools or the City of Winchester are eligible for a reduced tuition fee of 25% of the full tuition. Notwithstanding the above, both full-time and part-time employees remain subject to all other conditions of admission provided for in this paragraph with respect to the additional costs associated with enrollment of nonresidential children with disabilities. Nonresident students whose parents or guardians leave the employ of the Winchester Public Schools or the City of Winchester during any semester shall be permitted to finish that semester tuition free. Employees wishing to enroll their children must annually notify the Director of Student Services of their intention to do so by May 15 of the school year preceding the desired enrollment.
8. Attendance in the Winchester Public Schools of a nonresident student with disabilities does not create a legal obligation for the Winchester School Board to provide the child with a free appropriate public education under Federal or Virginia law. The responsibility to provide such education and services always remains the obligation of the school division of residency. If the parents or the resident school division apply to place a student in the Winchester Public Schools because the resident school division has determined it has no appropriate placement for the student and/or because the resident school division has agreed to an alternative placement pursuant to an IEP for the student, the resident school division and/or the parent(s)/guardian(s) remain responsible for all necessary

and reasonable expenses incurred by Winchester Public Schools in providing the student with the required education in excess of any state and federal funds paid to the Winchester Public School Board. Under no circumstances shall Winchester Public Schools be responsible for the costs and expenses of providing special education and related services to any nonresident student with a disability. For nonresident students with disabilities to be enrolled, a proper application must be filled out, the student must meet the criteria for enrollment as specified in this policy, provide the current IEP, and there must be a prior written agreement with the resident school division for payment of the tuition fee and costs for all services, subject to the ultimate review and approval of the Superintendent or designee.

9. The superintendent or designee for Winchester Public Schools shall make the decision for enrollment of all nonresident students. This decision will not be made before August 1 of each school year. All decisions can be appealed to the superintendent or designee.
10. All enrollments for nonresident students will be provisional pending the reception and verification of all school records and requested information. During this provisional period, enrollment can be revoked upon written notice to the parent(s).
11. If the parent or guardian of a nonresident student owns real estate within the corporate limits of the City of Winchester on which city taxes are paid, upon the presentation of a receipted tax statement to the Director of Finance the nonresident taxpayer shall be given a credit of 50 percent of the tax paid on real estate against his/her tuition bill. The total amount of the tax credit may not exceed 50% of the yearly tuition amount. If such nonresident claims the tax credit by virtue of a real estate tax paid by a corporation or firm of which he/she is a member, he/she shall be required to submit to the Director of Finance a notarized statement signed by the head or president of the firm or corporation confirming the exact amount of his/her share in the real estate tax paid by such firm or corporation. A notarized statement from a partnership must be signed by the business partners of the nonresident who is claiming the credit. The tuition credit will be reviewed annually for its financial impact on services and revenue.
12. Parents of students in Winchester Public Schools may request assignment to a specific school for their child if such assignment would alleviate a family hardship or meet a significant educational need for the child. Such requests are granted on an individual basis and will be considered only if space is available at the school requested. Such a request is to be directed to the superintendent or designee.
13. If a student resides in Winchester and is, therefore, enrolled in a city school and the parent/guardian moves into another jurisdiction, the student may remain in a Winchester Public School on a tuition basis. If the student's parent/guardian moves on or after the start of the fourth quarter of the school year, the student may complete the year without tuition costs.

I have read and understand these conditions:

SIGNATURES:

Parent/Guardian: _____

Date: _____

School Official: _____

Date: _____

Legal References Virginia Code Sections 22.1-3; 22.1-5; and 22.1-255

Adopted:3/17/2003 Revised:5/19/2003, 6/7/2004, 9/6/2005, 6/4/2019, 3/31/2023, 3/12/2024