



Policy Type: Executive Limitation  
Policy Title: Part Time Enrollment Policy  
Effective: November 5, 2009

With respect to the enrollment of students the director may not cause or allow for students to be enrolled less than four hours per day.

Accordingly he or she shall not:

1. Fail to allow students the opportunity to have release time for attendance to another public, private (institutions offering religious instruction shall be regarded as private schools), or home school for a specific allotted amount of time. Should release time be granted a standard written agreements with the parents, students, and Lakeview Academy will be created which will include a statement saying that it is the understanding that Lakeview Academy assumes no responsibility for the student during the agreed upon release time, or for transportation to and from the release time school. The standard written agreement will also spell out the time that the student will be away from Lakeview Academy.
2. Fail to allow students to attend release time classes during the day without written request and permission of the student's parent or legal guardian.
3. Allow for Lakeview Academy to promote or support religious instruction.
4. Allow for members of released-time classes to be considered members of Lakeview Academy faculty or participate as faculty members in any school function.
5. Allow schedules of classes for Lakeview academy to include released-time classes. At the convenience of Lakeview Academy, registration forms may contain a space indicating "released time" designation. Scheduling shall be done on forms and supplies furnished by the other school and by personnel employed or engaged by the institution and shall occur off school premises.
6. Allow for Lakeview Academy publications (i.e., student handbooks, folders, newspapers, ext) to include pictures, reports, or records of functions of released-time classes.
7. Allow for Lakeview Academy teachers, administrators, or other officials to request teachers of private or public school released-time classes to exercise functions or assume responsibility for Lakeview Academy which would result in a commingling of the activities of the two institutions.
8. Allow for Lakeview Academy school equipment or personnel to be used in any manner to assist in the conduct of private school released-time classes. No connection of bells, telephones, or other devices shall be made between public school buildings and private institutions offering released time instruction except as a convenience to the public school in the

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operation of its own program. When any connection of devices is permitted, the pro-rata costs shall be born by the respective institutions.

## **Certification**

The Undersigned officers and or directors of Lakeview Academy certify that this part time enrollment policy was duly adopted on November 5, 2009.

Signature: April Thompson \_\_\_\_\_

Print Name: April Thompson \_\_\_\_\_

Title: Vice President \_\_\_\_\_

Signature: Alan Daniels \_\_\_\_\_

Print Name: Alan Daniels \_\_\_\_\_

Title: Board Member \_\_\_\_\_