

## ADMISSION PROCEDURES

Pursuant to Idaho Code 33-5205

The admission procedures shall provide that preference shall be given in the following order:

- First, to pupils returning to White Pine Charter School (WPCS) in subsequent years of its operation;
- Second, to children of founders and full-time employees, provided that this admission preference shall be limited to not more than ten percent (10%) of the capacity of the public charter school;
- Third, to siblings of pupils already enrolled.
- Fourth, by an equitable selection process such as by lottery or other random method.

The attendance areas for-WPCS will be defined as:

The compact and contiguous areas defined by Bonneville Joint School District 93 and Idaho Falls School District 91 district boundaries.

The enrollment capacity of WPCS is set at 500 students.

Once enrolled in White Pine Charter School, students will not be required to reapply each year thereafter. If a child enrolled at White Pine Charter School moves outside the attendance area, they will not forfeit their enrollment status.

3. WPCS reserves the right to complete a review of an applicant under Idaho Code Section 33-205. Under this process, enrollment of the applicant will be accepted only upon approval by the WPCS Board of Directors.

According to Idaho Code 33-103, the parent or guardian of a child of school age who is enrolled at WPCS shall be allowed to enroll the student in another public school for dual enrollment purposes. White Pine Charter School will follow the procedures governing dual enrollment adopted by the student's resident school district. It will be the responsibility of the parent to provide transportation for their student unless otherwise designated on an Individualized Education Program.

### Over-Enrollment Procedures

White Pine Charter School will hold an annual lottery that is advertised in a local newspaper in both English and Spanish. White Pine Charter School will also actively participate in Child Find Activities. Prospective students will be given the opportunity to enroll regardless of race, color, national or ethnic origin, religion, sex, social or economic status, or special needs.

White Pine Charter School will not discriminate against any student on any basis prohibited by the federal or state constitutions or any federal, state, or local laws.

Pursuant to Idaho Code 33-5205

- i. A parent, guardian or other person with legal authority to make decisions regarding school attendance on behalf of a child in this state, may make a request in writing for such child to attend the public charter school. In case of a family with more than one (1) child seeking to attend the school, a single written request for admission must be submitted on behalf of all the siblings. In the event a child is selected through the lottery, the child must accept the school vacancy prior to that child's siblings being given preference.
- ii. There shall be no carryover from year to year of the list maintained to fill vacancies. A new lottery shall be conducted each year to fill vacancies which become available.
- iii. At least two (2) persons not associated with the public charter school as employees, parents of students, or in any other way, will conduct the random selection method.

Once the enrollment period is complete and the lottery/random selection method has been performed, a waiting list(s) will be created for each grade level. When an opening becomes available admission will be

offered based upon the following priorities: children of founders and full time employees, siblings of students currently enrolled, and students within the primary attendance area. Subsequent applications will be added to a waiting list on a first-come, first served basis to be held for classroom openings. Applications may be mailed or delivered to the school office in person.

Enrollment is offered in writing and the letter must be signed by a parent or guardian and returned to the school by the date designated on the offer letter. If enrollment is not accepted, the applicant will be removed from the waiting list. If, at a later date, it is decided that the child wishes to enroll, a new application must be completed.

Mid-Year Decision- The family of the next child on the waiting list will be contacted regarding the vacancy for that grade level. The family will be called or contact will be made. Once the family has been notified they have 24 hours to accept the position. If a phone number is not available an e-mail and letter is sent to the address on the application. If enrollment is offered during the school year the applicant will be allowed to decline but may not retain their waiting list position.

Voluntary Removal- Students wishing to be removed from the waiting list must make their request in writing to WPCS. Should an applicant be removed from the waiting list on a voluntary basis, and then it is decided that they desire to reapply, a new Letter of Intent must be submitted.

White Pine Charter School will have the right to deny reenrollment for disciplinary or attendance reasons after completion of the student expulsion process. Students that have been expelled may only be reenrolled with Board of Directors approval.

Because WPCS is not a conversion of an existing school, the attendance alternative would be the same as for those presently residing within the Bonneville Joint School District Nos. 93 or 91. Students located within the attendance area of WPCS would have the option to enroll in existing public schools presently serving the area.

## Student Rights and Responsibilities

White Pine Charter School (WPCS) will comply with Idaho Code Section 33-205 regarding disciplinary policies and procedures. Provided in the student handbook, is a Code of Conduct including expectations and consequences for unacceptable behavior.

A child with a disability may not be suspended unilaterally for more than ten consecutive school days, or for an accumulation of more than ten school days in a school year. Any proposed denial of admission, suspension, or an accumulation of suspensions of more than ten school days in a school year constitutes proposed change of placement and evokes the procedural rights under federal and state law. The school will follow the appropriate procedures as defined and outlined in the Idaho Special Education Implementation Manual.

### Attendance Requirements

School Attendance Philosophy. Students, parents, and educators recognize the importance of attendance and punctuality at school. Key reasons for regular and punctual attendance are employability, educational benefits, funding, and success in school.

- Employability - Punctuality and attendance are important skills for employment. Developing these skills is critical whether students plan to work during the school year, after graduation, or after college.
- Educational Benefits - Regular attendance assures that students stay current in academic skills, personal management skills, and teamwork skills.
- Funding – WPCS receives funds used to enhance all aspects of the school, based on daily attendance.
- Success - Students must be present in order to experience success. Further, each student's presence enhances the success of the entire class.

Excused Absences. Absences from school with the knowledge and approval of a student's parent(s)/guardian are excused absences, but such absences are counted toward the maximum allowed per trimester. In order for an absence to be excused, oral or written communication from the student's parent(s)/guardian must be received within 24 hours of the last day of the absence, except for school approved activity absences. Parent(s)/guardian(s) will be notified of all tardies during each trimester.

Make-up Work. Make-up work is expected for students who have excused absences. The missed work should be completed by the assigned due date to prevent falling behind. The classroom teacher will provide the student or the parent/guardian make-up work with: a) a list of pages covered during the absence; b) information about assignments or special projects; and c) a copy of all handout materials given during the absence. Credit for make-up work is not allowed for an unexcused absence.

Tardiness. It is the responsibility of parents to ensure that their child(ren) arrive at school on time each day. Tardiness to class creates a disturbance that disrupts the learning environment and is inconsiderate of others. A student is tardy if he or she is not in the assigned classroom when the bell rings. Students may accumulate a maximum of three (3) tardies per trimester. In general, tardiness will be dealt with on an individual basis. Parent(s)/guardian(s) will be notified of all tardies during each trimester.

Attendance Requirements. Students may have a maximum of five (5) absences per trimester, not to exceed a total of twelve absences per year. Absence from class for any reason, including family convenience, shall be counted when the percentage of attendance and eligibility for promotion or credit is being considered.

Notification of Absences and Discipline. Parent(s)/guardian(s) will be notified about all absences from class during a trimester. Notice of the 6th absence will inform the parent/guardian of the loss of credit, and include the appeal rights to challenge the loss of credit. The school Administrator may deny a promotion to the next grade or deny credit for a class to any student who exceeds the maximum number of absences.

Grounds for an Appeal. Those students who have valid reasons to believe that all or parts of their absences are the result of extraordinary circumstances may request a review of their case following the attendance appeal process described below. Extraordinary circumstances may include, but are not limited to, verified

illness or medical treatment, death in the family or death of close friends, and medical or dental professional appointments.

Attendance Appeal Process. If a parent/guardian wishes to appeal loss of credit or a denial of promotion to the next grade due to the attendance requirement, truancies, or the number of tardies, the following applies:

1. Appeals and responses must be in writing to the Administrator within five (5) school days of the date of the notification to deny credit or promotion.
2. The Administrator will respond in writing within five (5) school days from the date shown on the appeal
3. If individuals do not agree with the Administrator's response, a second appeal may be submitted in writing to the Board of Directors within five (5) school days of the date shown on the response.

The decision of the Board of Directors is final.

STUDENTS USING OR UNDER THE INFLUENCE OF ALCOHOL OR  
CONTROLLED SUBSTANCES

White Pine Charter School (WPCS) will comply with and institute Idaho Code 33-210 requirements regarding students using or under the influence of alcohol or a controlled substances.

It is important that parental involvement in all aspects of a child's education in the public school system remain a priority. Substance abuse prevention programs and student counseling for students attending public schools are no exception. Consequently, the Board of Directors for WPCS has adopted and implemented policies specifying how personnel shall respond when a student discloses or is reasonably suspected of using or being under the influence of alcohol or any controlled substance. Anonymity will be provided to the student on a faculty "need to know" basis, when a student voluntarily discloses using or being under the influence of alcohol or any controlled substance while on school property or at a school function, unless it is deemed reasonably necessary to protect the health and safety of others. Notification and availability of counseling for students shall be provided to parents, the legal guardian, or child's custodian. However, once a student is reasonably suspected of using or being under the influence of alcohol or a controlled substance in violation of Idaho Code, regardless of any previous voluntary disclosure, the school administrator or designee shall contact the student's parent, legal guardian, or custodian, and report the incident to law enforcement. The fact that a student has previously disclosed use of alcohol or a controlled substance will not be considered a factor in determining reasonable suspicion at a later date.

Students may, at the discretion of the Board of Directors be subject to other disciplinary or safety policies, regardless of whether the student voluntarily discloses or is reasonably suspected of using or being under the influence of alcohol or a controlled substance in violation of school policy or section 37-2732C of the, Idaho Code.

Procedures have been developed for contacting law enforcement and the student's parents, legal guardian, or custodian regarding a student who is reasonably suspected of using or being under the influence of alcohol or a controlled substance. District and charter school policies formulated to meet the provisions of section 37-2732C, Idaho Code, and this section shall be made available to each student, parent, guardian or custodian by August 31, 2002, and thereafter as provided by section 33-512(6), Idaho Code.

Any school employee or independent contractor of WPCS who has a reasonable suspicion that a student is using or is under the influence of alcohol or a controlled substance and, acting upon that suspicion, reports that suspicion to a school administrator or initiates procedures adopted by the Board of Directors shall have immunity from any civil or criminal liability, that might otherwise be incurred or imposed. Any such participant shall have the same immunity with respect to participation in any judicial proceeding resulting from such a report. Any person

who reports in bad faith, or with malice, shall not be protected by this section. Employees and independent contractors of WPCS who intentionally harass a student through the misuse of the authority provided in this section shall not be immune from civil liability arising from the wrongful exercise of that authority and shall be guilty of a misdemeanor punishable by a fine not to exceed three hundred dollars (\$300).

For the purposes of this section, the following definitions shall apply:

(a) "Reasonable suspicion" means an act of judgment by a school employee or independent contractor of an educational institution which leads to a reasonable and prudent belief that a student is in violation of school board or charter school governing board policy regarding alcohol or controlled substance use, or the "use" or "under the influence" provisions of section 37-2732C, Idaho Code. Said judgment shall be based on training in recognizing the signs and symptoms of alcohol and controlled substance use.

(b) "Intentionally harass" means a knowing and willful course of conduct directed at a specific student which seriously alarms, annoys, threatens or intimidates the student and which serves no legitimate purpose. The course of conduct must be such as would cause a reasonable person to suffer substantial emotional distress.

(c) "Course of conduct" means a pattern or series of acts over a period of time, however short, evidencing a continuity of purpose. Constitutionally and statutorily protected activity is not included within the meaning of "course of conduct."

ALTERNATIVE ENROLLMENT-IDAHO CODE SECTION 33-5205(3)(N)

White Pine Charter School is not a conversion of an existing school, the attendance alternative is the same as for those presently residing within the Bonneville Joint School District Nos. 93 and 91. Students located within the attendance area of the Charter School have the option to enroll in existing public schools presently serving the area.

### ENROLLMENT OPPORTUNITIES

White Pine Charter School complies with statute and rules regarding how the public is made aware of enrollment opportunities. Enrollment publications shall state that students are given an opportunity to enroll regardless of race, color, national or ethnic origin, religion, gender, social or economic status, or special needs.