

PART C–THE RENEWAL CHARTER

Staff Discipline Process. The WHCS follows employment policies and staff procedures included in the district approved policy manual as currently required, in order to ensure that all decisions are made in accordance with the law and all employees receive due process in all cases. See Appendix M for WHCS' Salary Staff Discipline policy.

All employees have due process rights. There are established grievance procedures for all employees. All full-time employees are given annual contracts. Employees' contract rights will be protected. All employees participate in an evaluation process related to job performance standards. All employees have the opportunity to participate in the governance process.

All employee policies and procedures are approved by the WHCS Governing Board and distributed in the WHCS Employee Handbook and/or available for inspection in the School Business Office at any time.

F. STUDENT ENROLLMENT PROCEDURES AND DISCIPLINE POLICY

- Describe the school's lottery process that is in accordance with applicable law.
- Describe the school's enrollment policies and procedures.
- Provide the student discipline policy that complies with the Student Rights and Responsibilities set forth in the Public Education Department rules and regulations [6.11.2 NMAC]. (Note: Include the proposed student discipline procedures in the Appendices.)

<i>Statutory & Regulatory Reference(s):</i> <i>NMSA 1978 Section 22-8B-8K</i> <i>6.80.4.9J & 6.80.4.9O NMAC</i>

See Appendix O for a detailed index (300 Series) of Student Policies followed by WHCS where applicable.

School Lottery Process in accordance with applicable law. The following policy describes the procedures Walatowa High Charter School personnel will use in determining admission to the school. All students who meet the State of New Mexico's eligibility requirements for attending elementary school will be allowed to apply for admission to WHCS. WHCS does not discriminate on the basis of race, color, creed, age, gender, religious orientation, or disability in its programs, admissions policies, employment practices, or other operations. WHCS is a public high school that does not charge tuition or maintain admission requirements.

PART C–THE RENEWAL CHARTER

If the number of pupils who wish to attend WHCS exceeds the school's capacity, attendance, except for existing pupils of the charter school, shall be determined by a public random drawing. Lottery rules, deadline, and lottery date and time are communicated via the WHCS website, the email group, local news paper, ABQ Journal and the Enrollment application.

The WHCS Principal and at least one other school employee conduct the Enrollment lottery as a public event to ensure that lottery procedures are fairly executed. Procedures include announcing each applicant's name and lottery number, recording the number on paper and entering the number in the school's database.

WHCS Open Enrollment period and lottery typically occur in the spring of the year of enrollment, when most interested parties will be able to attend. The lottery takes place on campus. The lottery is open to the public and announced on the WCHS website, the email group, school board meetings, local newspaper, ABQ Journal and the Enrollment application.

Once admitted to WHCS, students who remain in attendance and who meet the state's minimum academic and behavioral requirements will be automatically accepted for each succeeding school year. Additionally, siblings of current WHCS students will be automatically accepted for admission to the school, and will not be required to participate in a lottery, if one is instituted.

The random public lottery determines applicants' waitlist status. Those who apply after the lottery deadline are added to the end of the lottery waitlist in the order they are received. Offers for openings are made in waitlist number order until the spots are filled or the waitlist is exhausted.

Initial rounds of offers are made by mail, while any subsequent offers are made through contacting applicants by phone. When an offer is made, WHCS requires that applicants notify the school within 2 days to indicate whether or not they will accept; if offers are declined or applicants do not respond, the spot is then offered to the next applicant on the waitlist. The waitlist for the current school year remains active until WHCS Open Enrollment period commences. Applications are only valid for the current year. Applicants must reapply for the lottery annually if we are unable to offer them admission for the current year.

The WHCS administration records all dates and dialogue regarding enrollment activity for each applicant within the school lottery file. The manual record of all lottery participants and their assigned lottery numbers is also physically filed on campus. Each applicant's enrollment application is kept on file for the academic year with his or her assigned lottery number in the school file and on his or her enrollment application.

Enrollment Policies and Procedures. The WHCS Board of Education adopts this policy pursuant to the terms of HB16 of the 2001 New Mexico Legislature, also known as the Open Enrollment Act, amending N.M. State Statutes § 22-1-4.

PART C–THE RENEWAL CHARTER

The Open Enrollment Act requires that a free public school education be available to any school-age person who has not received a high school diploma or its equivalent. This policy does not apply to students who are not New Mexico residents.

1. Attendance Area: The attendance area of WHCS shall be established annually by the Board of Education. Currently, WHCS is an open enrollment campus. WHCS accepts all students who reside in the state of New Mexico.

2. Enrollment Priorities: In-state students shall be enrolled or re-enrolled at Walatowa High Charter School according to the following priorities:

- a. First, persons residing within the attendance area of the school;
- b. Second, persons who previously attended the school; and
- c. Third, all other applicants for enrollment at the school

3. Transportation: Transportation shall be provided by the Walatowa High Charter School through Durham Transportation Services for transportation-eligible students residing within the attendance area of the school they attend-(Zia Pueblo, Jemez Pueblo, Ponderosa, Jemez Valley, Jemez Springs). Transportation of students residing outside the attendance area of the school they attend shall be the responsibility of the parent/guardian or student.

4. Maximum Class Size: The Principal shall determine the maximum allowable class size in the Walatowa High Charter School by administrative regulation.

a. So long as the maximum allowable class size established by the Principal or as permitted by law is not exceeded by the enrollment of first-priority students (those residing in the attendance area) the school shall continue to enroll students on the basis of the priorities established in this policy.

b. If the maximum allowable class size would be exceeded by enrollment of an applicant in the second or third priority category, the school may deny such student enrollment.

c. The charter school shall establish a waiting list of second and third priority students who are seeking enrollment in the school and enter the names of such students on the list in the order in which each student sought enrollment.

d. As classroom space becomes available in the charter school, students within the appropriate grade level shall be invited to enroll on the basis of (1) the student's enrollment priority category, and then (2) the order of the student's entry on the waiting list.

PART C–THE RENEWAL CHARTER

5. Denial of Enrollment or of Re-enrollment: Notwithstanding any other provision of this policy, enrollment or re-enrollment of a student in Walatowa High Charter School may be denied by the principal on the following grounds:

a. The student seeking enrollment or re-enrollment has been expelled from any school district in New Mexico or in any other state during the preceding twelve month period; or

b. The student's behavior in a school district or a private school in New Mexico

6. Hearing and Appeal of Denial of Enrollment or of Re-enrollment: A student or the student's parents may appeal a denial of enrollment or of re-enrollment pursuant to paragraph 5, above, through the procedures established for long-term suspensions and expulsions of students, provided, that when the denial of enrollment or re-enrollment was based upon the student's prior expulsion from any New Mexico school district or school within the preceding twelve month period, the admission of evidence of such expulsion shall shift the burden of proof to the student or parents to show that the student should be admitted despite such expulsion. In proceedings regarding denials under all other circumstances provided under paragraph 5, above, the burden of sustaining the denial shall remain with the school district in which the student seeks enrollment.

Parents of students will be required to provide the following for enrolling students.

- a. WHCS Enrollment Application
- b. Proof of Age and Residency (Birth certificate or other acceptable documentation)
- c. Emergency Medical Authorization
- d. Emergency Contact Information
- e. Authorization for Release of Information Form
- f. Special Education Information (if applicable)
- g. Immunization Records
- h. Student Rights/Responsibilities
- i. Parents Rights/Responsibilities

Student Discipline Policies that comply with State law. WHCS will implement open, fair and just procedures for dealing with student discipline and recognizes that parental/guardian involvement is necessary and desirable. The student handbook outlines expected student behavior which is accepted and appropriate. It also includes the consequences that will be administered for violations that create disruptions and impact the school climate negatively.

Within the framework of the charter, discipline will focus on educating and assisting each student in developing self-control, social responsibility, discriminating judgment

PART C–THE RENEWAL CHARTER

and consideration for others. Each student enrolled at WHCS is expected to participate honestly and openly in any disciplinary investigation or procedure and to accept the appropriate consequences for his/her actions.

The Principal will be responsible for day-to-day administration and coordination of discipline at WHCS and may authorize other staff members to undertake various functions of discipline as appropriate. The staff will be will receive training in the areas of search and seizure, regulations as they apply to students on campus and/or on school sponsored activities. Violations of the local, state or federal law, even if committed off campus, may result, in disciplinary action at the school. Furthermore, disciplinary action by the school shall not preclude reporting of the incident to the police or local or other authorities such as the tribal fiscales, probation officers, tribal courts etc. The staff will familiarize itself with the discipline process to ensure student rights are adhered to.

WHCS complies with the applicable provisions of the New Mexico Administrative Code, the Individuals with Disabilities Education Act (IDEA) and any other applicable law, in disciplinary actions involving a special education student with a disability.

The student handbook includes other important guidance relative to school climate such as the dress code, student technology acceptable use, student vehicles, cell phones, etc.

G. FACILITIES

- Describe the school facility, including location, size and layout of space.
- Provide an E-occupancy certificate for the proposed renewal term. (Note: Include the proposed student discipline procedures in the Appendices.)
- Explain the capital outlay needs for the facility, including projected requests for capital outlay assistance for the school.

<p><i>Statutory & Regulatory Reference(s):</i> <i>NMSA 1978 Section 22-8B-8O</i> <i>6.80.4.9N NMAC</i></p>
--

- The Walatowa High Charter School is located on the Pueblo of Jemez reservation. It is located on 1.8 acres of land. The school is housed in three portable buildings that were initially leased from Comark a lease building company. Comark filed for bankruptcy last year (2010-2011). Subsequently, the Pueblo of Jemez tribal administration purchased the buildings and leased to WHCS. 2.5 of the buildings are used for instructional purposes and .50 of the building is used as administrative space. The combined total square footage of leased classroom space is 3,480 ft. There are five classrooms available for daily instructional purposes. The school buildings are divided into five instructional classrooms serving 67 students, creating a 16:1 ratio per classroom. The buildings include all of the facilities required to conduct a sound educational program to

PART C–THE RENEWAL CHARTER

include computers, phones, AV equipment, software, restrooms, heating, air conditioning, adequate lighting, and, custodial services.

- See attached E-occupancy certificate. WHCS has operated its facilities under a Certificate of E-Occupancy granted when the school opened originally. The charter school has been maintained in a condition commensurate with the requirements for continuing E-Occupancy status as verified through subsequent state inspections. Most recently, in anticipation of the charter renewal process, the governing board initiated a review of the premises to provide the most current reports. The State Fire Marshal was unable to schedule a visit until mid-September and had not yet transmitted the final documentation, including the certificate, by the time of this application. However, the administration has been advised the updated documentation will be forthcoming within the month.
- The Walatowa High Charter School is included in the Jemez Valley Public Schools' Five Year Master Facilities Plan. The assessment reflects all future needs anticipated for the school to continue the successful maintenance and operations of WHCS. Walatowa High Charter School will continue to pursue potential capital outlay needs to ensure all facility requirements are adequately addressed.

H. OTHER STUDENT SERVICES

- Describe the school plan for meeting the transportation needs of its students and plans for contracting services for transportation, if applicable.
- Describe the school plan for meeting the food services needs of its students and plans for contracting services for food services, if applicable.
- Describe the school plan for providing student access to counseling services and plans for contracting services, if applicable.
- Describe the school plan for providing student access to health services and plans for contracting services, if applicable.

<i>Statutory & Regulatory Reference(s):</i> <i>NMSA 1978 Section 22-8B-8M</i> <i>6.80.4.9D(3) & 6.80.4.9L NMAC</i>
--

- The Walatowa High Charter School contracts with Durham Transportation Services, a local bus contractor. This company has provided transportation services to WHCS since the inception of the school in 2002. The contract will detail daily schedules and access to additional services for extracurricular activities such as athletics, educational field trips and other academic related activities. The principal will provide a transportation report to the local

PART C–THE RENEWAL CHARTER

governing board during its regular board meeting. WHCS also owns a 15-passenger bus to handle small group activities when needed.

- Walatowa High Charter School will contract with the Pueblo of Jemez tribal administration for food services. WHCS receives financial support from the New Mexico Student Nutritional Program. State Guarantee Equalization (SEG) Formula funding and other discretionary financial support is available. The school contracts for a cook, a part-time nutrition coordinator, and dietitian. Food services include breakfast and lunch served daily. The above staff receives professional development training periodically on any new requirements from federal and state agencies.
- Walatowa High Charter school students receive personal counseling from the Jemez Health and Human Services Dept. The school also provides academic counseling through the student services coordinator who serves as graduation coach. WHCS and the tribal administration work jointly to ensure student needs are identified and addressed. The tribal youth program project manager works in conjunction with the school in identifying students who are at risk and administers the necessary interventions to resolve personal, social, and academic needs of students at the high school. Universities and other post-secondary education institutions visit the charter school periodically to offer information and technical assistance. The Pueblo of Jemez Department of Education offers scholarships and other types of support and educational programs to students attending WHCS.

Students attending WHCS have access to health services from a licensed school nurse made available through the Pueblo of Jemez Health and Human Services Department. Health Services are also available through the Wellness and Diabetes Centers within the community.

VII. REQUIREMENTS

The Requirements section of the application addresses the necessary arrangements that school leaders must make to define the respective legal liability and responsibility of the governing body and the Public Education Department. These requirements include, but are not limited to, securing appropriate insurance coverage and identifying waivers that will be sought by the school from the Public Education Department.

WAIVERS

- List the specific waivers that will be requested from the department's requirements, rules, and provisions of the Public School Code pertaining to individual class load, teaching load, length of the school day, staffing patterns, subject areas, purchase of instructional material, evaluation standards for school personnel, school principal duties, driver education, and graduation requirements.
- If any waivers will be requested that are not pertaining to those listed above, cite the applicable statute and/or state rule that the school is requesting to be waived.

NOTE: All current waivers will expire on 6/30/2012. If waivers are being requested for the renewal term, the required NMPED waiver request forms must be completed for approval by the Secretary of Education. For complete information, reference the following webpage: http://www.ped.state.nm.us/admin.personnel/waiver_requests.html

Statutory & Regulatory Reference(s):
NMSA 1978 Section 22-8B-8N
6.80.4.9M NMAC

Waivers requested. The Principal will follow the appropriate procedures established by the Public Education Department when requesting waivers. At this time, the only waivers anticipated are relative to charter school principal duties and instructional materials.

A copy of each waiver request for the topics below utilized previously by WHCS is included in Appendix P. Each waiver request includes the rationale for the request on each topic.

Waiver Requested	Rationale for Waiver
Individual Class Load: NMSA 1978 §22-10A-20; NMAC 6.69.1.9.G.	

Teaching Load: NMSA 1978 §22-10A-20; NMAC 6.69.1.9.G.	
Length of school day: NMSA 1978§22-2-8.1 (2009); NMAC 6.69.1.9.I.	
Purchase of instructional materials NMAC 6.75.2. et seq.	The School curriculum requires materials acquired from sources that are not on the NMPED instructional materials list.
School principal duties NMSA 1978§22-10A-18; NMAC 6.80.4.7E.and K. (2009).	The School's head administrator shall hire all employees, except that the head administrator will be hired by the governing body. The head administrator of the charter school shall employ, fix the salaries of, assign, terminate and discharge all employees of the charter school. The head administrator will not report to the local district's superintendent.
School personnel evaluation standards NMAC 6.69.1 through 6.69.7	
Drivers education NMSA §22-13-12	The School does not offer driver's education per se. However, The School may assist students with locating local driving schools/instructors, but the students will be responsible for obtaining this education if desired.
Staffing Patterns NMSA §22-10A-20	The School may use alternative staffing patterns to address particular circumstances or needs.

DISCRETIONARY WAIVER

Graduation Requirements; NMSA 1978 §22-13.1.1 (2008)	
---	--

VIII. APPENDICES

The contents of the appendices will be reviewed as they pertain to the appropriate sections IV through VIII of the application.

Please provide each of the following documents as an appendix:

- The School's personnel policies; See Appendix M
- The School's student discipline procedures. See Appendix O

APPENDIX**TABLE OF CONTENTS**

Appendix	Section
AYP and NMSBA	A
NWEA	B
ACT, PLAN, Explore	C
Employee Petitions	D
Parent Petitions	E
Facilities	F
Board Signatures	G
Curriculum	H
Next Step	I
Organizational Chart	J
Board Policies	K
Partnerships	L
Personnel Policies	M
Salary schedule	N
Student Policies	O
Waivers	P