

PHILOSOPHY

Public charter schools provide opportunities for teachers, parents, students and community members to establish and maintain public schools that operate independently within the existing public school system in Idaho. Public charter schools also provide a method to accomplish the following:

1. Improved student learning;
2. Increased learning opportunities for all students, with special emphasis on expanded learning experiences for students;
3. The use of different and innovative teaching methods;
4. New professional opportunities for teachers;
5. Expanded choices regarding the types of educational opportunities that are available within the public school system.

DEFINITIONS

Attendance area: The geographical area designated in the petition from which the proposed new charter school or converted charter school will accept students. The attendance area will not include out-of-state students.

Charter: The operating plan of a charter school. An approved petition becomes the charter of a charter school and has the force and effect of a legal agreement between the nonprofit corporation and this school district.

Converted charter school: An existing school building in this school district that is approved to become a charter school.

Educational classification region: The regions designated by the state board of education for the purpose of determining the geographic distribution of charter schools within the state of Idaho.

New charter school: A charter school at a location other than an existing school within the school district.

Nonprofit corporation: The operating entity of a charter school, comprised of a board of directors, incorporated under the Idaho Nonprofit Corporation Act.

Petition: The documentation that must be submitted to the board of trustees of this school district

for approval of a proposed charter school. Once the petition is approved, it becomes the charter of the school and has the force and effect of a legal agreement between the nonprofit corporation and this school district.

Student educational standards: The extent to which all students of the charter school demonstrate they have attained the skills and knowledge specified as goals in the charter school's educational program.

NUMBER OF CHARTER SCHOOLS ALLOWED

The number of charter schools approved in the first five (5) school years (1998 through 2003) are limited by statute in number and geographic distribution.

Exceptions to the number and geographic distribution of Idaho Charter Schools may occur in the event fewer than twelve (12) charters are approved by June 1 of each year. In such an instance, the unused allotments will be assigned to a statewide pool for use by other requesting districts. Distributions from the pool will be made by random drawing.

In the event this school district has approved a petition for a charter, and subsequent petitions are received during the same year, the subsequent petitions will be heard, reviewed, and granted or denied based on the provisions of this policy. However, the district retains the discretion as to whether it will submit any petition to the statewide random drawing as described in the previous paragraph. Upon approval by the district of any petition, it is the responsibility of the petitioner to submit the petition and written notice that the petition has been approved to the state board of education. The state board of education will assign a number to each petition it receives. Petitions will be numbered based on the chronological order in which notice of the approved petition is received by the state board of education.

STATE FUNDING

Charter schools will receive funding based on Average Daily Attendance (ADA), salary-based apportionment and other state and federal funding as calculated by the state department of education. A charter school may qualify as an alternative school, provided all statutory and regulatory provisions are met. In addition, an approved charter school may accept funds from private persons or organizations, and may make application for federal grant moneys.

LIABILITY

A charter school may sue or be sued, purchase, receive, hold and convey real and personal property for school purposes, and borrow money for such purposes, to the same extent and on the same conditions as a public school district; further, a charter school's employees, directors and officers have the same immunities as employees, directors and officers of public school districts and other public schools.

This school district will not be responsible or be liable for any acts, omissions, debts or other obligations of a charter school, except as may be provided in a charter approved by this district.

PETITION TO ESTABLISH A CHARTER SCHOOL

A charter school, if approved, will be valid for a period not to exceed five (5) years. The charter may be renewed one (1) or more times by this district for a period not more than five (5) years each renewal. The board of trustees has full discretion to grant or renew a charter for less than five (5) years. A charter school may not be created by the conversion of any private or parochial school. A charter will not be granted to or operated by a for-profit entity. Charter schools may be established as follows:

1. A new charter school may be established at a location other than an existing school within the district. The petition must be signed by not less than thirty (30) qualified electors of the district.
2. A new charter school may be established by converting an existing school within the school district to charter status.
 - a. The petition must be signed by not less than sixty percent (60%) of the teachers currently employed by this district at the school proposed to be converted; and
 - b. The petition must be signed by one (1) or more parent or guardian of not less than sixty percent (60%) of the students currently attending the school proposed to be converted.
3. The petitioner will submit seven (7) copies of the petition to the superintendent or designee for the purpose of verifying that the required number of authorized signatures is present. If the petition lacks the required number of authorized signatures, the petition may be returned to the petitioner. If the signature review process is not completed after fourteen (14) days, or if the petition has met the signature requirements, the superintendent or designee will automatically forward the petition to the board of trustees. Within fourteen (14) days of receiving the petition, the superintendent or designee will notify the petitioner in writing of the following:
 - a. Whether the signature review process was completed, and if so, whether the petition contained the required number of authorized signatures.
 - b. The date the petition was forwarded to the board of trustees or returned to the petitioner.
4. The board of trustees will review all petitions forwarded by the superintendent or designee as follows:

- a. Not later than thirty (30) days after receiving a petition, the board of trustees will hold a public meeting for the purpose of discussing the provisions of the charter.
- b. The board of trustees will review the petition, and take into account the merits of the petition and the level of employee and parental support for the petition.
- c. Following a review of the petition and a public hearing, the board of trustees will either grant or deny the charter within sixty (60) days of receipt of the petition. The deadline for granting or denying the charter may be extended by an additional sixty (60) days if the petition fails to meet signature requirements or fails to contain all the required information, or if the petitioner and the school district agree to the extension. The board of trustees will notify the petitioner in writing of its decision to grant or deny a petition, and its reasons for denying a petition, if necessary.
- d. Prior to the deadline for granting or denying a petition, the board of trustees may meet with the petitioner to discuss alternatives to any provision proposed in the petition. Any amendments to the petition will be in writing and will become part of the petition. Such amendments may include, but are not limited to, provisions to contract with the school district for certain services.

CONTENTS OF PETITION

The board of trustees of this school district may grant a charter for the operation of a charter school if it determines that the petition contains the following:

1. The number of signatures required.
2. Information regarding the proposed operation and potential effects of the school, including, but not limited to, the following:
 - a. The facilities to be used by the school.
 - b. The manner in which administrative services of the school are to be provided.
 - c. The potential civil liability effects upon the school and upon the district.
3. Verification that the person or entity making application for a charter school has been properly incorporated under the Idaho Nonprofit Corporation Act pursuant to Idaho Code section 30-3-1, et seq.
4. A copy of the non-profit corporation's articles of incorporation, which must include a statement specifying that the school district will be the primary recipient of any and all assets remaining after the non-profit corporation is dissolved.

5. Verification that the treasurer of the board of directors for the non-profit corporation submitting the petition has been bonded as required by Idaho Code section 33-509.
6. A description of the attendance area from which a new charter school or a converted charter school will accept students. The attendance area will not include out-of-state students.
7. A statement acknowledging that the charter school will give enrollment preference to students who reside within the charter school's attendance area.
8. When applicable, information relating to the site of a converted charter school, including the following:
 - a. A five-year (5-year) maintenance schedule for upkeep and repairs to the buildings and grounds.
 - b. A statement acknowledging that an annual buildings and grounds report will be submitted to the board of trustees in writing no later than June 30 of each year. The report will detail what repairs and upkeep to the buildings and grounds have taken place, and what repairs and upkeep are anticipated to take place the following year.
 - c. A statement acknowledging that the structure of the charter school site will not be altered without the written approval from the board of trustees.
 - d. A statement acknowledging that school district personnel have the right to inspect the charter school buildings and grounds with or without notice.
 - e. A statement acknowledging that the converted charter school will be returned to the school district in as good a condition as when it was received from the district to be converted to a charter school; this includes situations where the charter has expired or has been revoked or voluntarily relinquished.
9. A statement acknowledging that, with regard to a converted charter school, the non-profit corporation will provide the district with a damage deposit in the form of a percentage of the insurable replacement value, as determined by the board of trustees.
10. A statement acknowledging that the charter school's fiscal year will end June 30 of each year.
11. The following statements:
 - a. The petition, if approved, becomes the charter which constitutes the mutual agreement of the school district and the non-profit corporation in whole. No

- alteration or variation of the terms of the charter and no oral understandings or agreements not incorporated herein, unless made in writing between the parties, will be binding.
- b. The failure of the school district or of the non-profit corporation to insist upon strict performance of any of the terms or conditions of the charter will not be construed to be a waiver or relinquishment of any such right or responsibility, unless such waiver is agreed to in writing by both parties.
 - c. The non-profit corporation will not, without the written consent of the school district, assign the charter in whole or in part. The non-profit corporation may contract for related services as necessary.
12. Statement acknowledging that fees, if any, will be charged only for voluntary extracurricular activities and/or for items or services that exceed program and/or class requirements.
13. Descriptions of all of the following:
- a. The educational program of the charter school, designed, among other things, to identify what it means to be an “educated person” in the twenty-first century and how learning best occurs.
 - b. The goals of the charter school’s educational program, which must include how all educational thoroughness standards will be fulfilled. The thoroughness standards include the following:
 - i. Providing a safe environment conducive to learning.
 - ii. Empowering educators to maintain classroom discipline.
 - iii. Emphasizing the basic values of honesty, self-discipline, unselfishness, respect for authority and the central importance of work.
 - iv. Teaching the skills necessary to communicate effectively.
 - v. Providing a basic curriculum necessary to enable students to enter academic or vocational post-secondary educational programs.
 - vi. Teaching the skills necessary for students to enter the work force.
 - vii. Introducing students to current technology.
 - viii. Emphasizing the importance of students acquiring the skills to enable

them to be responsible citizens of their homes, schools and communities.

In addition, this district requires a petition to include a mission statement and a statement of purpose to assist the board of trustees in determining how the charter school will fit into the district's philosophy for strengthening public school education in this district.

- c. The measurable student educational standards identified for use by the charter school.

In addition, this district requires a petition to include an assessment of how the charter school's student performance standards will meet or exceed this district's exiting standards required of all students in the traditional public school system.

- d. The method by which student progress in meeting student educational standards is to be measured.
- e. An annual report to the board of trustees provided not later than June 30 of each year, that sets forth student progress based on the charter school's student educational standards.
- f. A provision by which students of the charter school will be tested with the same standardized tests as other Idaho public school students.

In addition, a petition must address how the statewide mandated testing program of this district will be coordinated, as well as any additional testing program used by this district.

- g. A provision which ensures that the charter school shall be state accredited as provided by state board of education rules.
- h. The governance structure of the charter school including, but not limited to:
 - i. The person or entity who will be legally accountable for the operation of the school.
 - ii. The process to be followed by the charter school to ensure parental involvement.
 - iii. The following governance and operational support provisions:
 - (a) Schoolwide governance, including the school calendar and how the charter school will operate on a day-to-day basis.

- (b) Fiscal affairs, including a proposed budget for the first year of operation.
 - (c) Food services.
 - (d) Ancillary personnel support, including clerical and custodial.
 - (e) The method by which public relations will be handled.
 - (f) Educational services to be provided to exceptional children, including gifted and talented services, and services for students with disabilities, pursuant to the Individuals with Disabilities Education Act (IDEA). Section 504 of the 1973 Rehabilitation Act (Section 504) and the Americans with Disabilities Act (IDEA).
- i. The qualifications to be met by individuals employed by the charter school. All instructional staff must be certificated teachers, or may apply for a waiver or any of the limited certification options provided by state board of education rules.

In addition, this district requires that a petition address the following personnel matters:

- i. Qualifications of noncertificated staff.
 - ii. Method by which staff criminal background checks will occur.
 - iii. Hiring practices for both certificated and noncertificated employees.
 - iv. Supervision, evaluation, probation and dismissal for both certificated and noncertificated employees.
 - v. State and federal mandates prohibiting discrimination.
 - vi. Confidentiality of and access to personnel records.
 - vii. Grievance procedures.
 - viii. Use of state-approved contracts for certificated employees.
- j. The procedures that the charter school will follow to ensure the health and safety of students and staff as required by federal and state laws.
- k. Admission procedures, including a provision for over enrollment which specifies admission will be determined by lottery or other random method. The petition

will describe the random method to be used and set forth procedures for its use.

In addition, this district requires that a petition address enrollment caps for grade levels and programs, as well as admission of students under the following statutory provisions; taking into account this district's established policies:

- i. Open enrollment pursuant to Idaho Code section 33-1401, et seq.
 - ii. Dual enrollment pursuant to Idaho Code section 33-203.
 - iii. Postsecondary enrollment options pursuant to Idaho Code section 33-5101, et seq.
- l. The manner in which an annual audit of the financial and programmatic operations of the charter school is to be conducted, including the following:
- i. A provision requiring the charter school to annually submit a written report to the board of trustees setting forth the results of the audit.
 - ii. The deadline for submitting the report to the board of trustees, to be not later than June 30.
 - iii. The method by which any deficiencies found by the annual audit will be addressed.
 - iv. A statement acknowledging that the financial portion of the audit will be conducted by an independent source.
 - v. A report on student progress based on the charter school's student educational standards.
 - vi. A copy of the charter school's annual accreditation report.
- m. The procedures by which students can be suspended, expelled and reenrolled.

In addition, this district requires that a petition address the following student discipline issues:

- i. Procedure by which the students and parents/guardians will be notified annually of the disciplinary rules, which must be set forth in an age-appropriate manner, as required by Idaho Code section 33-512(6).
- ii. Procedures for suspension, expulsion and denial of enrollment for disciplinary reasons.

- iii. Procedures for disciplining students with disabilities.
- n. A provision which ensures all staff members of the charter school will be covered by the public employee retirement system, federal social security, unemployment insurance and worker's compensation insurance.
- o. The public school attendance alternative for students residing within the school district who choose not to attend the charter school; this provision applies to situations where a traditional public school will be converted to a public charter school.

In addition, this district requires that a petition address the following student placement issues:

- i. Transportation for students attending either a converted charter school or a newly established charter school.
- ii. Transfer procedure for students attending the charter school who wish to enroll in traditional public schools in this district.
- iii. Transfer procedure for students attending traditional public schools in this district who wish to enroll in the charter school.
- p. The transfer rights of any employee choosing to work in a charter school and the rights of such employees to return to any noncharter school in this district after employment at a charter school (see "Employment Requirements").
- q. A provision which ensures that the staff of the charter school will be considered a separate unit for purposes of collective bargaining.

In addition, this district requires that a petition address the method by which the local education organization will be selected.

- r. The procedures to be followed by the charter school and this district to resolve disputes relating to provisions of the charter.

In addition, this district requires that a petition address the procedure for amending a charter, including this district's right to review the charter any time the board of trustees determines that such a review is necessary.

- s. The manner by which eligible students from the charter school will be allowed to participate in dual enrollment in noncharter public schools within the district.
- t. The manner by which special education services will be provided to students with

- disabilities who are eligible pursuant to the federal Individuals with Disabilities Education Act (IDEA).
- u. Proof of liability and property loss insurance for either a newly established or converted charter school, as well as a provision for notifying the board of trustees if such insurance is canceled, or is at risk of being canceled, for any reason. The liability and property loss insurance must list this school district as an additional insured.
 - v. Procedure for handling student records, including but not limited to, special education records and disciplinary records, that addresses the following:
 - i. Confidentiality of student records.
 - ii. Access to student records.
 - iii. Requesting records for students transferring to the charter school.
 - iv. Responding to a request for a transfer of student records for a student transferring out of the charter school.
 - w. Transfer of student and personnel records upon expiration, revocation or voluntary relinquishment of the charter, including the following:
 - i. Procedure for transferring all student records to the traditional public school serving the attendance area of the charter school within three (3) workdays after a charter has expired or has been revoked or voluntarily relinquished.
 - ii. Procedure for transferring personnel records of all charter school personnel who were employed by the school district on either an annual or a renewable contract immediately prior to employment at the charter school. The procedure must describe how such records will be provided to the school district administration office within three (3) workdays after a charter has expired or has been revoked or voluntarily relinquished.

Public charter schools will be held accountable for meeting measurable student educational standards identified in the petition.

Each charter school is exempt from state board of education rules governing school districts in Idaho, with the exception of state rules relating to waiver of teacher certification and accreditation. Idaho, with the exception of state rules relating to waiver of teacher certification and accreditation.

ADMISSION REQUIREMENTS

Any charter school approved by this district must be nonsectarian in its programs, affiliations, admission policies, employment practices, and all other operations. It may not charge tuition, levy taxes or issue bonds, and it will not discriminate against any student on any basis prohibited by the federal or state constitutions or any federal, state or local law. Further, admission to a charter school will not be determined according to the place of residence of the student, or of the student's parent/guardian within the district. A charter school must adopt and maintain a policy giving admission preference to students who reside within the attendance area of the charter school. The charter school must provide provisions for over enrollment.

EMPLOYMENT REQUIREMENTS

The following provisions apply to any charter school approved by the board of trustees:

1. No employee of this school district will be involuntarily assigned to work in a charter school.
2. All certificated teachers in a charter school approved by this district will be considered public school teachers, but will not be considered employees of this school district.
3. Educational experience of certificated teachers will accrue for service in a charter school. The experience in a charter school will be counted by this district if the certificated teacher returns to a traditional public school in this district.
4. A certificated teacher who was employed by the district just prior to working at the charter school will be allowed to return to the district's employment if positions for which the teacher is certificated are available. However, the district will not create a new position, nor enact its Reduction-in-Force policy solely for the purpose of employing a certificated teacher who desires to return to district employment.
5. A certificated teacher who is employed by a public charter school and who wishes to return to the traditional public school system in this district must meet the following requirements:
 - a. The certificated teacher must have been employed by this district on either an annual or a renewable contract for the school year immediately prior to his or her employment at the public charter school.
 - b. The certificated teacher must make written application to the board of trustees no later than April 1 for the upcoming school year indicating his or her desire to return to the traditional public school system in this district.
 - c. The application must include documentation showing that the applicant's

employment at the public charter school was continuous from school year to school year.

- d. The certificated teacher must have been employed by this district within the last three (3) years.
- e. The certificated teacher must not have committed any act or omission at the charter school that would, under this district's policies, be cause for dismissal.

All applications that meet the above criteria may be approved depending on availability of positions. No certificated employee currently employed with this school district will be displaced or terminated. A certificated teacher whose application is not approved because of disciplinary reasons will be afforded all due process rights entitled by law.

The board of trustees will notify each applicant, in writing, no later than May 25 whether the transfer has been approved. Certificated teachers who have been approved to return to the traditional public school system in this district will be given an opportunity to sign an employment contract with this district: renewable contracts will be distributed no later than May 25; annual contracts will be distributed no later than June 15. Applicants will be assigned to positions within the district in accord with the needs of the district, as determined by the superintendent or designee.

6. A certificated teacher's right to return to the district's employment pursuant to the above provisions will terminate when the certificated teacher has worked at the charter school for three (3) consecutive school years. Thereafter, a certificated teacher must apply for, and compete with other non-district applicants for any position for which he or she is certificated.
7. A certificated teacher who was not employed by this district on an annual or renewable contract immediately prior to his or her employment at a charter school does not have employment rights with this district.

NOTICE TO STATE BOARD OF EDUCATION

Upon approval of the charter school petition by this board of trustees, the petitioner must provide written notice of the approval, including a copy of the petition, to the state board of education.

APPEAL TO THE STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

An appeal may be made to the superintendent of public instruction under the following circumstances:

1. Thirty (30) or more persons or employees of this district object to this district's granting of a petition to convert an existing school to a charter school; or

2. This district denies a petition for the establishment of a new charter school for any reason, including but not limited to the following:
 - a. Failure by the petition to follow procedures; or
 - b. Failure to provide the required information set forth in this policy.

Upon receipt of an appeal, the state superintendent of public instruction will select a hearing officer to review the action of this board of trustees. The hearing officer must, within thirty (30) days of the request, review the charter petition and convene a public hearing regarding the charter request. The hearing officer must submit a written recommendation within ten (10) days of the public hearing to this board of trustees and to the persons requesting the review.

Within thirty (30) days of receiving the hearing officer's written recommendation, this board of trustees will hold a public hearing. Within ten (10) days of the public hearing this board of trustees will either affirm or reverse its initial decision. The decision of this board of trustees will be in writing and contain findings explaining the reason(s) for its decision. This board of trustees may take the following actions:

1. Affirm its initial decision to authorize the conversion of an existing school to a charter school; in this event, the charter is granted and there is no further appeal process.
2. Affirm its initial decision to deny the formation of a new charter school; in this event, the decision may be appealed to the state board of education.
3. Reverse its initial decision and deny the conversion of an existing school to a charter school; in this event, the decision is final and there is no further appeal process.
4. Reverse its initial decision and approve the formation of a new charter school; in this event, the charter will be granted and there is no further appeal process.

APPEAL TO THE STATE BOARD OF EDUCATION

In the event this board of trustees affirms its initial decision denying the formation of a new charter school or revokes or non-renews an existing charter, the petitioner may appeal this board of trustees' decision to the state board of education. On appeal to the state board of education, the following procedure will be used:

1. The state board of education will hold a public hearing at its next regular board meeting.
2. The state board of education will approve the petition for the establishment of a new charter under either of these circumstances:
 - a. The state board of education determines that this district failed to appropriately

consider the charter request; or

- b. The state board of education determines that this board of trustees acted in an arbitrary manner in denying the request.
3. The decision of the state board of education may be appealed in accord with the Idaho Administrative Procedures Act (see “Motion to Reconsider and Judicial Review”). Either the petitioner or the district may appeal the state board of education’s decision to grant or deny a charter.

A charter school approved by the state board of education will qualify for all funding available to other charter schools. The state board of education will assume the role of the chartering entity. Employees of a charter school authorized by the state board of education will not be considered employees of this school district.

MOTION TO RECONSIDER AND JUDICIAL REVIEW

The non-profit corporation that submitted the petition request or the school district may file a motion with the state board of education for reconsideration of the state board of education’s decision to grant or deny a charter. A motion for reconsideration must be filed within fourteen (14) days after the state board of education has issued its decision to grant or deny the charter. If the state board of education has not issued a decision within twenty-one (21) days of when the motion for reconsideration was filed, the motion is automatically denied.

A motion for judicial review must be filed in district court within twenty-eight (28) days of the issuance of the state board of education’s decision to grant or deny a charter.

REVOCAION OF CHARTER SCHOOL STATUS

This district is responsible for ensuring that each charter school program it approves meets the terms of the charter, and operates in accordance with the state educational standards of thoroughness. Complaints against the charter school by parents, patrons and students will be investigated, as appropriate. A charter approved by this district may be revoked if it is determined by this district that any of the following has occurred:

1. The charter school committed a material violation of any condition, standard or procedure set forth in the charter petition.
2. The charter school failed to substantially meet any of the student educational standards identified in the charter petition.
3. The charter school failed to meet generally accepted accounting standards of fiscal management.

4. The charter school failed to submit required reports to this district.
5. The charter school has violated any provision of law.

The board of trustees will determine whether a charter should be revoked following a public hearing on the matter, at which time the persons or entity that formed the charter school will have an opportunity to address the board of trustees. The same opportunity to address the board of trustees will also be given to patrons, parents, charter school staff, students, and district personnel. The board of trustees will issue a written decision within thirty (30) days of the public hearing regarding whether the charter will be revoked, and the decision will set forth the reasons for the revocation.

A decision by this district to revoke or not to renew a charter may be appealed to the state board of education. The procedure set forth under the section “Appeal to the State Board of Education” will be used.

APPLICATION FOR RENEWAL OF CHARTER

Application for renewal of a charter previously granted by this school district must be submitted to the board of trustees twelve (12) months prior to the existing charter’s expiration. The application for renewal of an existing charter must set forth all the criteria required of a petition for a new charter, with the exception that signatures will not be required.

The determination of whether a charter should be renewed will be made after this district holds a public hearing on the matter, as set forth in the “Petition to Establish a Charter School” section of this policy. The board of trustees may renew a charter for a period of not more than five (5) years; the board of trustees has full discretion to renew a charter for less than five (5) years.



LEGAL REFERENCE:

Idaho Code Sections

30-3-1 et seq.

33-203

33-509

33-512(6)

33-1401 et seq.

33-1612

33-5101 et seq.

33-5201 et seq.

67-5201 et seq.

Idaho Special Education Manual, September 1999

ADOPTED: May 8, 2000

REVISED: October 17, 2019

ATTACHMENTS:

Application for Employee Transfer from a Public Charter School

Application for Student Transfer from a Public Charter School

**APPLICATION FOR EMPLOYEE TRANSFER
FROM A PUBLIC CHARTER SCHOOL**

To the Board of Trustees:

I am applying for a transfer from a public charter school in this district to the traditional public school system in this district. I understand that the board of trustees may approve my application if all of the following are true.

1. I have been employed by this district on either an annual or a renewable contract for the school year prior to my employment at the public charter school.
2. I have completed this written application to the board of trustees and submitted it no later than April 1 for the following school year for a transfer to the traditional public school system in this district.
3. I have included documentation with this application showing that my employment at the public charter school was continuous from school year to school year.
4. I verify that none of my actions at the charter school might lead to my dismissal under this district's policies.

I also understand the following:

1. If any of my actions at the charter school might, under this district's policies, warrant my dismissal, I may not be automatically approved for transfer. In such event, I will be afforded all the due process rights entitled to by law.
2. The board of trustees will notify me, in writing, no later than May 25 whether my transfer has been approved.
3. If I have been approved for transfer to the traditional public school system in this district, I will be given an opportunity to sign an employment contract with this district no later than May 25 for a renewable contract and no later than June 15 for an annual contract.
4. I will be assigned to a position within the district in accord with the needs of the district, as determined by the superintendent or designee.
5. If I have any questions about the application process, I may contact the superintendent of this district or his or her designee.

I have completed the information on the next page, and I am returning this application and all appropriate documentation to the board of trustees of this district for its review.

A. Applicant Information

- 1. Name: _____
- 2. Address: _____
- 3. Phone number: _____

B. Charter School Employment History

- 1 Charter school name: _____
- 2. Charter school address: _____
- 3. Charter school phone number: _____
- 4. Dates employed at charter school: _____
- 5. Position(s) at charter school: _____
- 6. Name and title of individual at charter school who can verify employment: _____
- 7. Have you been the subject of any disciplinary investigation or action while employed by the charter school? Yes . No . If yes, please explain on a separate piece of paper.

C. School District Employment History

- 1. Last school district employed by: _____
- 2. Last noncharter school in this district placed at: _____
- 3. Dates employed by this district: _____
- 4. Number of consecutive years employed by this district immediately prior to employment at the charter school: _____
- 5. Last position held in this district: _____
- 6. If your transfer is approved, what position(s) would you prefer to hold? _____

Note: Please attach documentation verifying your consecutive years of employment at the charter school, e.g., a letter from the administrator at the charter school.

Applicant's Signature

Date

**APPLICATION FOR STUDENT TRANSFER
FROM A PUBLIC CHARTER SCHOOL**

To the Superintendent of this District:

I am the parent/guardian of a student enrolled in a public charter school, and I request that this student be transferred to a traditional school in this district. I understand that the transfer will be automatically approved unless either of the following is true:

1. The student should be enrolled in another school district based on school district boundaries.
2. The student's actions at the public charter school would, under this district's policies, lead to the student's expulsion or denial of enrollment.

I also understand the following:

1. If any of the student's actions at the charter school would, under this district's policies, warrant his or her expulsion or denial of attendance, the student may not be automatically approved for transfer. In such event, the student will be afforded all the due process rights as provided by law.
2. The superintendent of this district will notify me, in writing, within ten (10) days of my request for transfer whether the transfer has been approved.
3. An effort will be made to accommodate a preference for a transfer to a particular school in the district; however, enrollment at a particular school depends on a variety of factors, including space available, transportation, services for students with disabilities and administrative considerations.
4. If I have any questions about the application or transfer process, I may contact the superintendent of this district or his or her designee.

I have completed the information requested, and I am returning this application to the superintendent of this district for his or her review.

A. Applicant Information

1. Student's name: _____
2. Student's address: _____
3. Student's phone number: _____
4. Parent's/guardian's name: _____

B. Charter School Employment History

1. Charter school name: _____
2. Charter school address: _____
3. Charter school phone number: _____
4. Name and title of individual at charter school who can verify enrollment: _____

5. Last grade level completed at charter school: _____
6. Dates enrolled at charter school: _____
7. Is, or was, the student receiving special services while attending the charter school, i.e., gifted/talented, special accommodations, special education? Yes . No . If yes, please explain on a separate piece of paper.
8. Has the student been the subject of any disciplinary investigation or action while enrolled at the charter school? Yes . No . If yes, please explain on a separate piece of paper.

C. School District Employment History

1. Prior to enrolling in the charter school, what school did the student attend? _____

2. Address of prior school: _____
3. Phone number of prior school: _____

D. School Preference

Do you have a preference for which school in the district the student attends? Yes . No . If yes, please specify the school: _____

Note: Please attach documentation verifying your consecutive years of employment at the charter school, e.g., a letter from the administrator at the charter school.

Applicant's Signature

Date