

Enrollment Policy

Students who want admitted to Saddle Mountain School must complete the following:

- Schedule an appointment for a pre-enrollment interview.
- Obtain records (report cards, transcripts, homeschool documentation, academic history, IEP's, 504's, any placement in special education programs, discipline/behavior record, fines/fees, health history that may affect student's educational placement or needs . . .etc.) from previous school attended or other institute.
- Obtain immunization records.
- Complete registration form.
- Informed of graduation requirements.
- Read & sign attendance policy.

Saddle Mountain School operates year around. Admitted students must complete the above bullets before enrollment begins. Enrollment includes the following:

(a) The minimum school year for instructional purposes consists of no less than one hundred eighty school days or the equivalent in annual minimum instructional hour offerings as prescribed in RCW **28A.150.220**.

(b) On each school day, pupils enrolled and in attendance at the school are engaged in educational activity planned by and under the direction of the school; and that pupils are provided a total instructional hour offering as prescribed in RCW **28A.150.220** except that the percentages for basic skills, work skills, and optional subjects and activities prescribed in RCW **28A.150.220** do not apply to private schools and that the total instructional hour offering, except as otherwise specifically provided in RCW **28A.150.220**, made available is at least:

(i) 450 hours for students in kindergarten. (Not applicable for this program)

(ii) 1000 hours for students in grades one through twelve.

(c) All classroom teachers hold appropriate Washington State certification except for:

(i) Teachers for religious courses or courses for which no counterpart exists in the public schools: Provided, That a religious course is a course of study separate from the courses of study defined in RCW **28A.195.010** including occupational education, science, mathematics, language, social studies, history, health, reading, writing, spelling, and the development of the appreciation of art and music all in sufficient units for meeting state board of education graduation requirements; and/or (Not applicable at this time)

(ii) A person of unusual competence who is not certified but who will teach students in an exceptional case under the general supervision of a Washington state certificated teacher, administrator, or superintendent pursuant to WAC **180-90-112**. The non-Washington state certificated teacher, the Washington state certificated person who will supervise, and the exceptional circumstances are listed on the addendum to this certificate. (Not applicable at this time) (Not applicable at this time)

(d) If the school operates an extension program for parents, guardians, or persons having legal custody of a child to teach children in their custody, the extension program meets the following requirements:

Saddle Mountain School does not discriminate in any programs, admission, or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. Every student will be provided equal educational opportunities and treated with respect. The following employee(s) has been designated to handle questions and complaints of alleged discrimination: [Phyllis Magden, Chief Administrator] [2451 W. Bench Rd Othello, WA 99344] [509-760-3321] [phyllismagden@yahoo.com].

<http://www.k12.wa.us/Equity/Districts/NondiscriminationStatement.aspx>

- (i) The parent, guardian, or custodian is supervised by a person certified under chapter **28A.410** RCW and who is employed by the school;
 - (ii) The planning by the certified person and the parent, guardian, or person having legal custody includes objectives consistent with (a), (b), (e) through (g) of this subsection;
 - (iii) The certified person spends a minimum average each month of one contact hour per week with each student under his or her supervision who is enrolled in the extension program;
 - (iv) Each student's progress is evaluated by the certified person; and
 - (v) The certified person does not supervise more than thirty students enrolled in the approved private school's extension program.
- (e) Measures have been taken to safeguard all permanent records against loss or damage through either the storage of such records in fire-resistant containers or facilities, or the retention of duplicates in a separate and distinct area;
- (f) The physical facilities of the school are adequate to meet the program offered, and all school facilities and practices are in substantial compliance with reasonable health and fire safety standards, as substantiated by current inspection reports of appropriate health and fire safety officials which are on file in the chief administrator's office;
- (g) The school's curriculum includes instruction in the basic skills of occupational education, science, mathematics, language, social studies, history, health, reading, writing, spelling, and the development of appreciation of art and music in sufficient units for meeting state board of education graduation requirements, as set forth in chapter **180-51** WAC. A school may substitute courses specific to the mission or focus of the school to satisfy the requirement of WAC **180-51-068(7)**;
- (h) The school or its organized district maintains up-to-date policy statements related to the administration and operation of the school or district;
- (i) The school does not engage in a policy of racial segregation or discrimination;

<http://apps.leg.wa.gov/wac/default.aspx?cite=180-90-160>

All decisions of policy, philosophy, selection of books, teaching material, curriculum, except as in subsection (7) of this section provided, school rules and administration, or other matters not specifically referred to in this section, shall be the responsibility of the administration and administrators of the particular private school involved.

<http://app.leg.wa.gov/rcw/default.aspx?cite=28A.195&full=true#28A.195.060>

Subsection (7):

(7) Private school curriculum shall include instruction of the basic skills of occupational education, science, mathematics, language, social studies, history, health, reading, writing, spelling, and the development of appreciation of art and music, all in sufficient units for meeting state board of education graduation requirements.

<http://app.leg.wa.gov/rcw/default.aspx?cite=28A.195&full=true#28A.195.060>

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In addition, material regarding other types of enrollment/information will be readily available for the student, parent, and guardian:

- Learning By Choice <http://www.k12.wa.us/GeneralInfo/pubdocs/LearningByChoice2014.pdf>
- Links to Statutes and Regulations that apply to private schools in Washington
 - <http://apps.leg.wa.gov/rcw/default.aspx?cite=28A.195>
 - <http://apps.leg.wa.gov/wac/default.aspx?cite=180-90>
 - <http://apps.leg.wa.gov/wac/default.aspx?cite=392-335>
 - <http://apps.leg.wa.gov/rcw/default.aspx?cite=28A.150.220>
 - <http://apps.leg.wa.gov/wac/default.aspx?cite=392-410>
 - <http://apps.leg.wa.gov/wac/default.aspx?cite=180-51>
 - <http://apps.leg.wa.gov/rcw/default.aspx?cite=28A.225>
 - <http://apps.leg.wa.gov/wac/default.aspx?cite=392-134>
 - <http://apps.leg.wa.gov/wac/default.aspx?cite=180-38>
 - <http://apps.leg.wa.gov/rcw/default.aspx?cite=28A.210>
 - <http://apps.leg.wa.gov/wac/default.aspx?cite=392-182>
 - <http://apps.leg.wa.gov/wac/default.aspx?cite=246-366>
 - <http://apps.leg.wa.gov/rcw/default.aspx?cite=9.41.280>
 - <http://apps.leg.wa.gov/WAC/default.aspx?cite=181-85>

<http://www.k12.wa.us/PrivateEd/PrivateSchools/Application.aspx#statutes>

**Saddle Mt. School is not under any requirement to enroll a student, continue a student's enrollment or re-enroll a student. All appeals can be made to the chief administrator of the school.

Adopted: 4.2008
Revised: 7.2008; 5.2014; 6.2016

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