

TRIO Wolf Creek Distance Learning Charter School #4095

Procedure 115

Wolf Creek Maternity/Paternity Leave Procedures

Wolf Creek acknowledges that students who are young parents may need time off from school for maternity and paternity leave. It is the goal of Wolf Creek to use the flexibility that already exists in our school to ensure that students are successful academically even if a leave is needed.

Students are encouraged to use the flexibility of Wolf Creek to work ahead before a planned maternity or paternity leave whenever possible. If students work ahead and are passing classes they can stay enrolled at Wolf Creek until the end of term and use the flexibility of Wolf Creek to communicate with Learning Managers, check in on class status, and improve their grades as they see fit. This flexibility could allow for a 5-15 school day leave immediately following the birth of a child if students take the initiative to work ahead in classes before the leave is needed.

In the instance that a doctor's request says that a student cannot come to the Wolf Creek campus, required campus attendance may need to be excused for said student.

During state required testing times the inability to come to the Wolf Creek lab will mean that an ME (Medical Excused) will be documented and a student will be excused if a doctor's note is received 48 hours in advance of the testing code, date and time. Proficiency or participation will not be marked against Wolf Creek if this procedure is followed. If a student does not produce a doctor's note for Wolf Creek they will be expected to test at the regular testing times with all other students.

Young parents will have several options when deciding if they will remain enrolled at Wolf Creek immediately following the birth of a child.

It is recommended that the young parents discuss these options with their Learning Manager and Wolf Creek administration before the leave commences. It is recommended that young parents meet to discuss course enrollments with their Learning Manager at least one term, or 9 weeks, before the expected due date of the child if possible.

It is also recommended that students discuss the course load and types of courses best suited to leave with their Learning Manager prior to when the leave is needed.

The options include the following:

- Remain fully enrolled and work from home and campus when possible. Full time status is defined as being enrolled in Advisory and 2 other half credit courses. See notes above pertaining to time on campus, especially immediately following the birth of a child.
- Reduce the number of courses taken to less than full time. *If this choice is taken students need to be aware that they are no longer full time students and this may affect their ability to qualify for some insurance programs or county programs.*

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- Withdraw from courses completely. If this occurs the student will follow the involuntary withdrawal procedures for re-enrollment if necessary. If young parents need to withdraw from classes in the middle of a term the classes will appear as a W or withdrawal on their transcripts. If a student has passed the class at the time of withdrawal they will receive the grade that they have earned at the time of withdrawal. Please note that you must be at least 17 years old to officially withdraw from school with parent permission.
- Reduce number of classes enrolled.
- Please note any reduction in credits or leaves may result in the student not meeting graduation requirements.

Involuntary withdrawal Procedure

If a Wolf Creek student needs to involuntarily withdraw from school during the school year, we will hold their place for 45 school days. After 45 school days that place will be forfeited and they will have to re-enroll and complete a new application as necessary. If we are currently using a waiting list, the student will at that point go to the bottom of the waiting list as necessary.

Involuntary withdrawal will be defined as a student being placed by another entity in another educational facility such as a criminal justice institution or a treatment center. This may also include medical leaves as requested by students, families, or physicians.