

Current Regulation-
To Be Eliminated

Administrative Regulation
Charter Schools - 2

Descriptor Code: IBB-R(4)

IBB-R(2) Conversion Charter School Checklist

Requirements for a Charter School Petition Submitted by an Existing Public School
Converting to a Charter School

O.C.G.A. § 20-2-2063 and State Board Rule 160-4-9-.04 CHARTER SCHOOLS

Conversion charter petitions must address each of the following requirements. Applicants should fill in the page number(s) at which the charter petition addresses each requirement.

INTRODUCTION

Each conversion petitioner shall submit a letter of intent to LBOE/SBOE no later than February 4, 2013. The petition is due to DCSS no later than August 16, 2013 at 4:00 p.m. and no earlier than August 15, 2013 in order to meet the 60 day review and recommendation requirement. The petition shall be submitted to LBOE for approval at the October meeting of the board with petition forwarded to SDOE no later than November 1st. The petition shall be complete in reference to the checklist in order to be considered.

I. CHARTER SCHOOL/ PETITIONER INFORMATION

1. Page ____ Provide the name under which the charter school will operate.
2. Page ____ Provide the name of the primary contact for the petitioner.
3. Page ____ Provide the name of the school representative authorized to execute the charter contract.
4. Page ____ List the proposed grade levels and ages of students to be served by the charter school.
5. Page ____ State the proposed duration of the school's charter.
6. Please provide a statement that the petitioner has held the appropriate votes, by secret ballot, required pursuant to O.C.G.A. § 20-2-2064(a) (1) and (2) and describe the procedures and outcomes of these votes. Please note that each faculty or instructional staff member shall have one vote and a student's parent(s) or guardian(s) shall collectively have one vote for each student enrolled in the school.

II. STATEMENT OF MISSION

7. Page ____ Describe the charter school's mission.
8. Page ____ Describe how the charter school's mission supports the legislative intent to "increase student achievement through academic and organizational innovation."
9. Page ____ Describe the autonomy that the conversion school shall have from the local school system. This statement shall include, among other things, a description of how financial resources will be managed; how human resources will be managed and personnel evaluated; the extent to which parents, community members, and other stakeholders will participate in the governance of the school; and any other innovative practices the school intends to implement. The DeKalb Board of Education cannot delegate their constitutional

authority to control and manage those schools within the county to any other entity. Petitioner must be careful to not request freedom from control and management from the local board to prevent denial of charter.

10. Page ____ Describe any policies, procedures, and practices or any innovations that will materially distinguish the conversion school from the school's pre-conversion model. If the school intends to use any of the same policies or procedures used by DeKalb please include copies or references to such policies and procedures.

III. DESCRIPTION OF THE EDUCATIONAL PROGRAM

11. Page ____ Describe the focus of the curriculum.

12. Page ____ Describe the instructional methods to be used in the charter school, including any distinctive or unique instructional techniques or educational programs.

13. Page ____ Describe the anticipated teacher-to-student ratio and the rationale for maintaining this ratio. Please see State Board Rule 160-5-1-.08, Class Size, for guidance and compliance.

14. Page ____ Describe the students the charter school will serve, including students with special needs and disabilities.

15. Page ____ Describe how the charter school will meet the needs of students identified as gifted and talented.

16. Page ____ Describe any extracurricular or other auxiliary educational activities the charter school may offer.

17. Page ____ If this is a charter high school, describe how the charter high school will determine that a student has satisfied the requirements for high school graduation, including the credits or units to be earned and the completion credentials to be awarded.

IV. STATE AND FEDERALLY MANDATED SERVICES

18. Page ____ For students with disabilities, describe how the charter school will provide state and Federally mandated services.

19. Page ____ For English Language Learners (ESOL), describe how the charter school will provide state and federally mandated services.

20. Page ____ State that the charter school shall comply with all federal special education laws and regulations, including Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, and the Individuals with Disabilities Education Act.

21. Page ____ Describe how the charter school will provide supplemental educational services in required cases pursuant to SBOE Rule 160-4-5-.03 and NCLB.

22. Page ____ Describe how the charter school will provide remediation in required cases pursuant to SBOE Rule 160-4-5-.01 and NCLB.

V. GOALS AND OBJECTIVES

23. Page ____ List the school's performance-based goals and measurable objectives and describe how these goals and objectives are in the public interest and shall result in improvement of student achievement. These goals must be related to state and federal assessment standards. Describe how these academic goals and measurable objectives will comply with single statewide accountability system. For each goal, provide measurable objectives that address each grade and content area for each year of the charter term. Academic goals should be rigorous, yet realistic and attainable, and developed in connection

with the student's baseline achievement levels. Please see definition of public interest in Descriptor Code IBB.

24. Page ____ Describe the organizational and management performance-based goals and measurable objectives for the charter school. Organizational and management goals and measurable objectives should describe and measure the effectiveness, viability and competency of the organization, which may include, for example, financial management and performance, operational management, and satisfaction of a range of stakeholders.

VI. WAIVERS

25. Page ____ State whether the charter school will utilize the broad flexibility from law, rule, and regulation permitted by O.C.G.A. § 20-2-2065(a). The DeKalb County Board of Education is not inclined to accept a blanket waiver. List waivers requested and describe how each waiver will support student academic achievement. Please see Item 27 below.

26. Page ____ If the school will utilize this flexibility, state that the charter school will comply with all the requirements of the Single Statewide Accountability System and will meet or exceed the performance-based goals included in the charter.

27. Page ____ If the school will NOT utilize this flexibility, list the specific waivers requested and the rationale for each. Describe further how each waiver will help the school meet or exceed the performance-based goals included in its charter.

VII. DESCRIPTION OF ASSESSMENT METHODS

28. Page ____ Describe the charter school's assessment plan to obtain student performance data for each student including the student's baseline achievement data, which will be used in connection with the academic performance-based goals and measurable objectives stated in the petition.

29. Page ____ Explain how the charter school will work with the local school system to participate in all state-mandated assessments.

30. Page ____ Describe how the charter school's assessment plan will measure student improvement and over what period of time.

31. Page ____ Describe how the charter school intends to use this assessment data to monitor and improve achievement for students.

32. Page ____ State that the charter school will not waive the accountability provisions of O.C.G.A. § 20-14-30 through § 20-14-41 and federal accountability requirements.

VIII. DESCRIPTION OF SCHOOL OPERATIONS

33. Page ____ Describe the attendance zone for the charter school.

34. Page ____ Describe the rules and procedures that will govern the admission of students to the charter school.

35. Page ____ Describe or attach a copy of any admissions application the charter school proposes to use.

36. Page ____ Describe whether the charter school will use any enrollment priorities pursuant to O.C.G.A. § 20-2-2066(a)(1).

37. Page ____ Describe the steps that will be taken to reach students representative of the racial and socioeconomic diversity in the school system.

38. Page ____ Describe the rules and procedures concerning student discipline and

student dismissal (including code of conduct and student due process procedures).

39. Page ____ Describe the rules and procedures concerning how the school will address grievances and complaints from students, parents, and teachers including the role the governing board will play in resolving such grievances and complaints.

40. Page ____ Describe how and by whom the principal's performance will be appraised.

41. Page ____ Generally describe the charter school's employment procedures and policies.

42. Page ____ Specifically, state whether certification by the Georgia Professional Standards Commission (GAPSC) will be required.

43. Page ____ If certification by the GAPSC is not required, describe the training and experience that will be required.

44. Page ____ If certification by the GAPSC is not required, describe the charter school's procedure for determining whether a teacher has demonstrated competency in the subject area(s) in which he/she will teach as required by NCLB.

45. Page ____ Describe whether the charter school will use the state salary schedule, and if another schedule will be used, provide that schedule.

46. Page ____ Describe the charter school's procedures to ensure that staff members are subject to fingerprinting and background checks.

47. Page ____ Describe whether transportation services will be provided and, if so, provide a brief description of the transportation program for the school.

48. Page ____ If transportation services are provided, state that the transportation program will comply with applicable law.

49. Page ____ If transportation services are not provided, describe how this will not be a barrier to eligible students to attend school.

50. Page ____ Describe whether food services will be provided (including participation in federal school meal programs).

51. Page ____ If food services will be provided, briefly describe the proposed program.

52. Page ____ Describe the school facility to be used and its location and whether any alterations are expected to be made.

IX. PARENT AND COMMUNITY INVOLVEMENT

53. Page ____ Describe how parents, community members, and other interested parties were involved in developing the petition.

54. Page ____ Describe how parents, community members, and other interested parties will be involved in the school including in the governing body of the school.

X. DEMONSTRATION OF FISCAL FEASIBILITY AND CONTROLS

55. Page ____ Describe the level of autonomy the charter school will have over budgets and expenditures.

56. Page ____ State that the charter school will be subject to an annual financial audit either by an independent Georgia-licensed certified public accountant or by the State Auditor.

57. Page ____ Describe how the school's enrollment count will be determined for purposes of calculating charter school funding pursuant to O.C.G.A. § 20-2-2068.1(c).

58. Page ____ Provide a statement that the charter school will comply with the federal monitoring requirements for schools receiving federal funds.

59. Page ____ Describe the plans, if any, for securing other sources of funding, including funding from corporations, individuals, foundations, philanthropic groups, or any other source.

XI. DESCRIPTION OF GOVERNANCE STRUCTURE

60. Page ____ State whether the charter school will utilize a governing board, or a local school council as provided for in O.C.G.A. § 20-2-85.

61. Page ____ If the charter school will use a board other than a local school council, state that it will be subject to the provisions of O.C.G.A. § 50-14-1 et seq. (Open and Public Meetings) and O.C.G.A. § 50-18-70 et seq. (Inspection of Public Records).

62. Page ____ If the charter school will utilize a governing board, describe the board's function, duties, and composition including the board's role as it relates to the charter school's mission.

63. Page ____ Describe how and when governing board members will be selected, how long each governing board member will serve, and how governing board members may be removed from office.

64. Page ____ Describe how the governing board will ensure that current and future board members avoid conflicts of interest.

65. Page ____ Disclose any potential conflicts of interest of the governing board members, and describe how the governing board will ensure that current and future board members avoid conflicts of interest.

66. Page ____ Describe the governing board's role in upholding the school's mission and vision.

67. Page ____ Describe how the governing board will appraise the principal's performance.

68. Page ____ Describe how the governing board will ensure effective organizational planning and financial stability.

69. Page ____ Describe the governing board's role in resolving teacher, parent, and student grievances and other conflicts.

70. Page ____ State that the governing board shall be subject to the control and management of the local board.

71. Page ____ Describe how parents, community members, or other interested parties will be involved in the charter school's governing board.

72. Page ____ Describe any proposed business arrangements or partnerships with other entities, educational programs, businesses, or nonprofit organizations and disclose any potential conflicts of interest.

73. Page ____ Describe the method that the local board and the charter school plan to utilize for resolving conflicts.

74. Page ____ State if the charter school intends to contract, or has contracted for, the services of a for-profit entity or any other educational management agency. For an

existing county school under the operation and management of the local board, this item is not applicable.

XII. STATEMENT ON ANNUAL REPORT

75. Page ____ Provide a statement acknowledging that the charter school shall, by October 1, submit an annual report that includes all State-mandated assessment and accountability scores and complies with all requirements set out in O.C.G.A. § 20-2-2067.1(c)(1)-(6). This report shall be submitted to the Charter School Review Office (CSRO) at the same time.

XIII. Required Attachments/ Appendices

76. Page ____ Attach the charter school's proposed annual calendar and a draft of the charter school's daily school schedule. The petitioner shall adopt the same testing schedule as the school system.

77. Page ____ Attach a copy of any admissions application the charter school seeks to use.

78. Page ____ Attach a copy of the bylaws for the governing board.

79. Page ____ Attach a copy of any intended contracts for the provision of educational management services or the provision of supplemental educational services and remediation. Such contracts shall describe the specific services for which the contracting organizations responsible. In case of a management organization, such contracts shall clearly delineate the respective roles and responsibilities of the management organization and the governing board in the management and operation of the charter school.

High School Cluster Charter Petition

* Complete this section only if the petition seeks to create a cluster charter by converting to charter schools, through a single petition, a public high school and all of the public middle and public elementary schools which contain students who matriculate to such high school.

80. Page ____ Describe the rationale for petitioning as a high school cluster, such as consistency of academic calendar or educational approach.

81. Page ____ Describe how each school shall be held accountable for performance goals stated in the charter including Adequate Yearly Progress (AYP).

82. Page ____ Describe how the high school cluster as a whole shall be held accountable for performance goals stated in the charter.

School in Needs Improvement- Required only if the petition seeks to convert a school in Needs Improvement to a charter school. Chartering can be a dramatic and comprehensive intervention in a low-performing school that can produce significant gains in student achievement within the charter term. Please use this section of the petition to explain how you intend to accomplish this goal. The overarching theme of this and other responses should be to demonstrate where the school is pre-charter, what steps the school will take post-charter that would not otherwise be possible without the flexibility offered by chartering and how this will increase student achievement.

83. Page ____ Explain why the school is in Needs Improvement. If the school has been in Needs Improvement for three years or more, please discuss the steps the school has taken to make AYP and any progress the school has made.

84. Page ____ Describe the proposed changes to the learning environment (e.g. changes in

the school culture, creation of school-based rituals, development for mentor, advisor, and teacher relationships) and how these changes will enable the school to make Adequate Yearly Progress.

85. Page _____ Describe the proposed changes to the teaching environment (e.g. changes to the curriculum including remediation and accelerated learning programs, professional development innovations including teacher evaluations, changes in staffing and recruitment, merit based pay, longer school day/year) and how these changes will enable the school to make Adequate Yearly Progress.

86. Page _____ Describe the proposed changes to school level decision making (e.g. change in school leadership, ability of the principal to select and assign staff positions without regard to seniority, more decision making authority for teachers and parents, increased community involvement) and how these changes will enable the school to make Adequate Yearly Progress.

87. Page _____ Describe any other changes that will result if your school uses chartering as a school improvement strategy.