

Current Regulation-
To Be Eliminated

Administrative Regulation
Charter Schools - 3

Descriptor Code: IBB-R(5)

Start-Up Charter School Checklist, IBB-R(3)

Requirements for a Charter School Petition Submitted by a Private Individual,
Private Organization, or State or Local Public Entity

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

Start-up 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 start-up charter petitioner shall submit a letter of intent to LBOE/SBOE no later than December 3, 2012; the petition shall be due to DCSS no later than 4:00 p.m. May 17, 2013 and no earlier than May 16, 2013, in order to meet the 60 day review and recommendation requirement. The petition shall be submitted to LBOE for approval at the July meeting of the board with petition forwarded to SDOE no later than August 1. The petition shall be complete in reference to the checklist in order to be considered.

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. The DeKalb County Board of Education and charter petitioner shall request a charter term of up to five years for charter renewals based on evidence the petitioner has met student academic achievement goals and has demonstrated compliance with all state and local rules and policies. Charter petitioners shall request an initial charter term of five years.

STATEMENT OF MISSION

6. Page ____ Describe the charter school's mission.
7. Page ____ Describe how the charter school's mission promotes the legislative intent to "increase student achievement through academic and organizational innovation." (O.C.G.A. § 20-2-2061)."

DESCRIPTION OF THE EDUCATIONAL PROGRAM

8. Page ____ Describe the focus of the curriculum. Attach a copy of the curriculum in Appendix under item 89. Describe that the petition will contain a detailed plan that demonstrates a distinctive element or a unique program that is research-based and standards driven.
9. Page ____ Describe the instructional methods to be used in the charter school,

including any distinctive or unique instructional techniques or educational programs.

10. Page ____ Describe the anticipated teacher-to-student ratio and the rationale for maintaining this ratio. See Class Size Rule 160-5-1-.08 for compliance.

11. Page ____ Describe the students the charter school will serve, including students with special needs and disabilities. Each start-up charter shall comply with DeKalb County's Start-up Charter School Guidelines for Exceptional Education and Support Services available from the Charter School Review Office (CSRO).

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

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

14. Page ____ Describe any partnerships between the charter school and the local school system or other community agency (ies) regarding charter school students utilizing extracurricular activities at the local school that the student would otherwise attend, or at any other community location.

15. 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.

STATE AND FEDERALLY MANDATED SERVICES

16. Page ____ For students with disabilities, describe how the charter school will provide state- and federally mandated services.

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

18. 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.

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

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

GOALS AND OBJECTIVES

21. Page ____ Describe the academic performance-based goals and related measurable objectives for the charter school. Academic goals must be related to state and federal assessment standards. 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 to the extent possible, should be developed in connection with the students' baseline achievement levels. Describe how these academic goals and measurable objectives will comply with the Single Statewide Accountability System.

22. 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.

WAIVERS

23. 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). DeKalb is not inclined to accept a blanket waiver. List waivers being requested and how they will support raising student academic achievement.

24. 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. The petition shall include illustrative examples of how the charter will implement the flexibility to meet or exceed the performance-based goals and to increase student achievement. Please see Item 22 above.

25. Page ____ If the school will NOT utilize this flexibility, list the specific waivers requested and the rationale for each. Describe further how each waiver shall help the school meet or exceed the performance-based goals included in its charter. Please see Item 22 above.

DESCRIPTION OF ASSESSMENT METHODS

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

27. Page ____ Explain how the charter school will work with the local school system to participate in all state-mandated assessments. The petition shall adopt the same testing schedule as the school system.

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

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

30. 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.

31. Page ____ The charter will adhere to all assessment guidelines and procedures as outlined by the State Assessment Handbook, the State Accommodations Manual, and other state and local guidance on assessment.

DESCRIPTION OF SCHOOL OPERATIONS

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

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

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

35. Page ____ Describe whether the charter school will use any enrollment priorities pursuant to O.C.G.A. § 20-2-2066(a) and (b). Additionally, students not residing in DeKalb County are not eligible to attend the charter school. A charter school may not charge tuition. The charter school shall report daily attendance to the DeKalb County School System (DCSS) using the standard, approved method of data collection. Master schedules and student schedules must exist for students in grades 6-12, as well as final marks for

each course after each semester. DCSS will provide the necessary software and training for the Student Information System (SIS) application while the charter school shall provide hardware and the necessary Internet service connection. The DCSS Student Information System is to be used for the collection of all data and information required by O.C.G.A. 20-2-320 for mandatory reporting to the State Department of Education (SDOE) and federal agencies (example: discipline). The method of data collection will be that which is currently in use by DCSS and may be changed from time to time based on technology currently in use. Existing periodic and end-of-year checklists provided by DCSS will be used to define when progress reports, report cards and other verifications are to be produced.

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

37. Page ____ Describe the charter school's plan for recruiting students and for maintaining/increasing enrollment.

38. Page ____ Describe the rules and procedures concerning student discipline and student dismissal (including code of conduct and student due process procedures). See DeKalb's Code of Student Conduct for Guidance and attach a copy in the Appendix-

39. Page ____ Describe the rules and procedures concerning how the school will address grievances and complaints from students, parents, and teachers.

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

41. Page ____ Specifically state whether certification by the Georgia Professional Standards Commission (GAPSC) will be required. The charter school shall submit certified personnel information (CPI) to the DeKalb County School System's Human Resources Department no later than October 1, May 1 and July 1 and other times upon request by Human Resources personnel.

42. Page ____ If certification by the GAPSC is not required, describe the training and experience that will be required. Not applicable – please see Item 40 above.

43. 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. Not applicable – please see Item 40 above.

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

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

46. Page ____ Describe the charter school's insurance coverage, including the terms and conditions and coverage amounts thereof. Pursuant to O.C.G.A. § 20-2-2065(b)(5), each insurance policy required by the DeKalb County Board of Education for every charter school shall contain a statement that the DeKalb County Board of Education be included as an additional insured. Copies of each policy shall be provided to the CSRO prior to the opening of school, the charter petition shall include a statement that the charter school shall hold harmless and indemnify DeKalb County School District, the board of education, its members, officers and employees for every liability, claim or demand upon the charter school; and the charter school petition shall contain a statement that the charter school agrees to defend and indemnify the DeKalb County Board of Education in any action from the charter school's activities. Required insurance coverages are as follows with coverage amounts as written:

General Liability

Errors or Omissions

Property/Lease Insurance

Auto Liability

Worker's Compensation

Theft

See indemnification and insurance requirements to be met by charter petitioner (see DCSS Guidelines for Charter School Petitions 2009 and attach a copy of each insurance policy under Item 94.

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 discourage eligible students from attending school.

50. Page ____ State whether the charter school will provide food services (including participation in federal school meals programs).

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

52. Page ____ State whether the charter school will elect to participate in the State Health Benefit Plan as provided pursuant to O.C.G.A. § 20-2-880 and O.C.G.A. § 20-2-910.

FACILITIES

53. Page ____ Describe the school facility that the charter school will use and its location(s). State whether the school facility is new or existing.

54. Page ____ Describe any modifications necessary for utilizing the space for educational purposes.

55. Page ____ Provide documentation of ownership or a copy of the lease of the facility. If ownership documentation or a lease is unavailable, provide a timeline for obtaining such facilities or providing such documentation.

56. Page ____ Provide a Certificate of Occupancy, or a timeline for obtaining a Certificate of Occupancy, prior to students occupying the proposed facility. Attach a copy of certificate of occupancy.

57. Page ____ Provide the school's emergency safety plan, or in the alternative an assurance that the charter school will prepare a safety plan in accordance with O.C.G.A. § 20-2-1185 and will submit and obtain approval of that plan from the Georgia Emergency Management Agency by a specified date. Attach a copy of the school's safety plan under Item 97. Also, attach a copy of the school's asbestos management plan in compliance with the asbestos hazard.

PARENT AND COMMUNITY INVOLVEMENT

58. Page ____ Describe how parents, community members, and other interested parties were involved in developing the petition (including in the governing body of the school).

59. Page ____ Describe how parents, community members, and other interested parties

will be involved in the school (including in the governing body of the school).

DEMONSTRATION OF FISCAL FEASIBILITY AND CONTROLS

60. Page _____ Describe the level of autonomy the charter school will have over budgets and expenditures.
61. Page _____ In development of the budget, please indicate compliance with O.C.G.A. § 20-2-171, Minimum Classroom Expenditures.
62. Page _____ Describe the plans for ensuring that the charter school will be subject to an annual financial audit by an independent Georgia-licensed certified public accountant.
63. Page _____ Identify the school's chief financial officer and describe how that person's credentials comply with the Guidance for Georgia State Board of Education Rule 160-4-9-.04.
64. 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) or 20-2-2090(d) as appropriate. It is further acknowledged that the proposed budgets will be calculated upon a projected enrollment. This revenue item will adjust to actual enrollment from projected enrollment upon the schools opening and enrollment reporting on the eSIS. Adjustments will be made monthly (up or down) and FTEs by program will adjust at the October FTE count. Payments from state and local earnings will be paid monthly beginning July through June 30th. Projected expenditures will adjust (up or down) to provide for actual instructional requirements and other expenditure items.
65. Page _____ Provide a proposed timeline as to when the charter school expects to receive state and local funding from the local board in order to begin operations.
66. Page _____ State that the charter school will comply with the federal monitoring requirements for schools receiving federal funds.
67. Page _____ Describe the charter school's plans, if any, for securing other sources of funding, including funding from corporations, individuals, foundations, philanthropic groups, or any other source. This should demonstrate financial independence from the school system by using state and local funds and a feasible plan to supplement those funds with other funding sources on a yearly basis as required.

DESCRIPTION OF GOVERNANCE STRUCTURE

68. Page _____ If the charter school is an LEA start-up, state whether the school will utilize a governing board, or a local school council as provided for in O.C.G.A. § 20-2-85.
69. Page _____ If the charter school is an LEA start-up and it 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).
70. Page _____ State that the governing board shall be subject to the control and management of the local board and subject to the provisions of O.C.G.A. §§ 50-14-1 et seq. and 50-18-70 et seq.
71. Page _____ Describe the governing board's function, duties, and composition including the board's role as it relates to the charter school's mission.
72. 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.

73. Page _____ Describe how the governing board will ensure that current and future board members avoid conflicts of interest.
74. Page _____ Disclose any potential conflicts of interest of the founding governing board members.
75. Page _____ Describe the governing board's role in upholding the school's mission and vision.
76. Page _____ Describe how the governing board will appraise the principal's performance.
77. Page _____ Describe how the governing board will ensure effective organizational planning and financial stability.
78. Page _____ Describe the governing board's role in resolving teacher, parent, and student grievances and other conflicts.
79. Page _____ Describe how parents, community members, or other interested parties will be involved in the charter school's governing board.
80. Page _____ List any proposed business arrangements or partnerships with existing schools, educational programs, businesses, or nonprofit organizations and disclose any potential conflicts of interest.
81. Page _____ Describe the method that the local board and the charter school plan to utilize for resolving conflicts.
82. 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. If so, describe how the contract will be in the best educational and financial interests of the charter school. A petitioner who identifies a management entity to operate the charter school shall provide a copy of the contract for services, a financial statement from the management entity indicating financial health and sufficient resources to operate the charter school for three months. Additionally, the management entity shall submit references from previous schools managed including academic success of students by grade and program measured by test scores and an external financial audit for each managed school for up to the latest three years. Include a copy of the contract and provisions.

STATEMENT ON ANNUAL REPORT

83. Page _____ State 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). A copy of the charter school's annual report shall be submitted to the DeKalb Charter School Review Office (CSRO) on October 1.

Required Attachments/ Appendices

84. Page _____ Attach an official copy of the certificate of incorporation for the required Georgia nonprofit corporation from the Georgia Secretary of State, pursuant to O.C.G.A. § 20-2-2065(b)(4)].
85. Page _____ Attach a copy of the by-laws for the nonprofit corporation, pursuant to O.C.G.A. § 20-2-2065(b)(4)].
86. Page _____ Attach the charter school's proposed annual calendar and a draft of the charter school's daily school schedule. This calendar shall align with DeKalb County's calendar for all assessments required by the State.

87. Page ____ Attach a monthly cash flow projection detailing revenues and expenditures for the charter school's first two (2) years of operation.
88. Page ____ Attach alternative monthly cash flow spreadsheets projecting revenues and expenditures that assume one-half (1/2) of the projected student enrollment for the first two (2) years of operation.
89. Page ____ Attach spreadsheets projecting cash flow, revenue estimates, budgets, and expenditures on an annual basis for the first five (5) years of the charter term.
90. 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 organization is responsible. In the 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.
91. Page ____ Attach a copy of any agreements with other local schools for the charter school students' participation in extracurricular activities such as interscholastic sports and clubs.
92. Page ____ Attach a copy of the curriculum aligned with Georgia Performance Standards and align with the Quality Core Curriculum where applicable.
93. Page ____ Attach a written statement that the charter school agrees to unannounced visits and announced instructional audits conducted by the DeKalb School District's Instructional Audit Team as need is determined by CSRO.
94. Page ____ Attach a written statement that the charter petitioner agrees to submit monthly financial statements to the CSRO.
95. Page ____ Attach a copy of the charter school's Code of Student Conduct. It is advisable to adopt DeKalb's Code of Student Conduct.
96. Page ____ Indemnification and insurance requirements to be met by charter petitioner. This document is attached for compliance purposes.
97. Page ____ Provide copies of each required insurance policy.
98. Page ____ Provide copy of lease or documentation of ownership for the charter school facility.
99. Page ____ Provide a copy of the certificate of occupancy.
100. Page ____ Provide a copy of the school's safety plan.
101. Page ____ Provide a copy of the school's asbestos management plan.
102. Page ____ Attach copies of the management contract and supporting data.
103. Page ____ Provide a statement that the charter petitioner shall state that the school will observe a brief period of quiet reflection in compliance with O.C.G.A. § 20-2-1050.
104. Page ____ Provide documentation that a petition written to include grades 8-12 has applied for accreditation and received probationary status by the Southern Association of Colleges and Schools (SACS), Georgia Accrediting Commission (GAC), or other recognized accrediting commission approved by the State Board of Education. A school

not able to receive full accreditation following probationary shall forfeit their charter

105. Page _____ Provide a statement that the charter school is subject to all laws relating to unlawful conduct in or near a public school.