

**PUBLIC CHARTER SCHOOL COMMISSION STAFF REVIEW
OF PUBLIC CHARTER SCHOOL PETITION**

Name of Proposed Public Charter School:
Date:

Petition Delivered to Commission Staff:
File Number:

Proposed school year:
Proposed grades to begin operations:
Proposed attendance area:

Means by which petition came to Commission:

- Virtual school
- Referred by school district
Reason for referral:
- Filed by petitioner after withdrawal from school district
Date of filing with board of trustees:
- SBOE re-directed petition for consideration by commission?
Reason for referral:
- Transfer of district-authorized charter school
Reason for request:
 - Documentation of district agreement to proposed transfer, including any charter revisions, has been provided

**REQUIRED ELEMENTS OF THE PETITION IN FORMAT REQUIRED
BY THE PUBLIC CHARTER SCHOOL COMMISSION**
IDAPA 08.03.01.401

COVER PAGE & TABLE OF CONTENTS

- Name of proposed charter school
- School year petitioning to open the school
- Name of the school district(s) affected by the attendance area
- Where the public charter school building will be physically located, or the physical location of the main office of a virtual school
- Name, address, telephone number, fax number, and email address of the petitioner's authorized representative
- Table of contents

Comments:

TAB 1

- Articles of Incorporation, file-stamped by Secretary of State's Office *I. C. § 33-5204(1)*
- Adopted Bylaws *I. C. § 30-3-21(1)*
- Signatures of at least 30 qualified electors of designated service area? *I. C. § 33-5205(1)(a)*
- Mission and vision statements

Comments:

TAB 2

- Proposed operation and potential effects of the public charter school *I.C. § 33-5205(4)*
 - Facilities to be used by the public charter school
 - The manner in which administrative services will be provided
 - Potential civil liability effects upon the public charter school and the authorized chartering entity
 - Commitment to secure property and liability insurance. *I. C. § 33-5204(4)*
Errors and Omissions insurance is not required by statute but is recommended.

Comments:

TAB 3

- Proposed educational plan and goals, including how each of the educational thoroughness standards defined in I.C. 33-1612 shall be fulfilled *I.C. 33-5205(4)(a)*
- Description of what it means to be an "educated person" in the 21st century and how learning best occurs *I.C. 33-5205(4)(a)*
- 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. *I.C. § 33-5205(3)(q)*
- Plan for working with parents of dually-enrolled students and the manner by which eligible students from the public charter school shall be allowed to participate in dual enrollment in non-charter schools within the same district as the public charter school, as provided for in section 33-203(7), Idaho Code. *I.C. § 33-5205(3)(r)*
- The manner in which gifted and talented students will be served.

Comments:

TAB 4

- Measurable student educational standards, which means the extent to which all students demonstrate they have attained the skills and knowledge specified as goals in the school's educational program. *I.C. § 33-5205(3)(b)*

- The method by which student progress in meeting the student educational standards is to be measured. *I.C. § 33-5205(3)(c)*
- Provision by which students will be tested with the same standardized tests as other Idaho public school students. *I.C. § 33-5205(3)(d)*
- A provision which ensures that the public charter school shall be state accredited as provided by rule of the state board of education. *I.C. § 33-5205(3)(e)*
- A provision describing the school's plan if it is ever identified as an "in need of improvement" school as outlined in the No Child Left Behind Act

Comments:

TAB 5

- The governance structure of the school including, but not limited to, the person or entity that shall be legally accountable for the operation of the public charter school? *I.C. § 33-5205(3)(f)*
- The process to be followed by the school to ensure parental involvement? *I.C. § 33-5205(3)(f)*
- The manner in which an annual audit of the financial operations of the public charter school is to be conducted. *I.C. § 33-5205(3)(k)*

Comments:

TAB 6

- The qualifications to be met by individuals employed by the public charter school. Instructional staff shall be certified teachers, or may apply for a waiver or any of the limited certification options as provided by rule of the state board of education. *I.C. § 33-5205(3)(g)*
- The procedures that the public charter school will follow to ensure the health and safety of students and staff. *I.C. § 33-5205(3)(h)*
- A provision which ensures that all staff members of the public charter school will be covered by the public employee retirement system, federal social security, unemployment insurance, and workers compensation insurance? The budget should reflect consideration of these provisions. *I.C. § 33-5205(3)(m)*
- A description of the transfer rights of any employee choosing to work in a public charter school and the rights of such employees to return to any non-charter school in the school district after employment at a public charter school. *I.C. § 33-5205(3)(o)*
- A provision which ensures that the staff of the public charter school shall be considered a separate unit for purposes of collective bargaining. *I.C. § 33-5205(3)(p)*
- A statement that all teachers and administrators will be on written contract *I.C. § 33-5206(4)*

Comments:

TAB 7

- Admission procedures, including provision for over-enrollment. Such admission procedures shall provide that the initial admission procedures for a new public charter school, including provision for over-enrollment, will be determined by lottery or other random method, except as otherwise provided by this provision. *I.C. § 33-5205(3)(j)*
- The disciplinary procedures that the public charter school will utilize, including the procedure by which students may be suspended, expelled, and re-enrolled. Disciplinary procedures for Special Education Students should also be included. *I.C. § 33-5205(3)(l)*
- The governing board of the charter school shall ensure that procedures are developed for contacting law enforcement and the student's parents, legal guardian or custodian regarding a student reasonably suspected of using or being under the influence of alcohol or a controlled substance. Charter school policies formulated to meet the provisions of Section 37-2732C, Idaho Code, and this section shall be made available to each student, parent, guardian or custodian by August 31, 2002, and thereafter as provided by Section 33-5126, Idaho Code. *I.C. § 33-210(3)*
- The public school attendance alternative for students residing within the school district who choose not to attend the public charter school. *I.C. § 33-5205(3)(n)*
- The process by which the citizens in the area of attendance shall be made aware of the enrollment opportunities of the public charter school. *I.C. § 33-5205(3)(s)*
- A plan for the requirements of section 33-205, Idaho Code, for the denial of school attendance to any student who is a habitual truant, or who is incorrigible, or whose conduct, in the judgment of the board of directors of the public charter school, is such as to be continuously disruptive of school discipline, or of the instructional effectiveness of the school, or whose presence in a public charter school is detrimental to the health and safety of other pupils, or who has been expelled from another school district in this state or any other state. *I.C. § 33-5205(3)(i)*
- The student handbook that describes the school rules and the procedure ensuring a student's parent or guardian has access to this handbook.

TAB 8

- A detailed business plan including:
 - i. Business description
 - ii. Marketing Plan
 - iii. Management plan
 - iv. Resumes of the directors of the nonprofit corporation
 - v. The school's financial plan
 - vi. Start-up budget with assumptions form

- vii. Three year operating budget form
- viii. First year month-by-month cash flow form
- A proposal for transportation services. The budget should reflect estimated cost. *I.C. § 33-5205(3)(t)*
- Plans for a school lunch program, including how a determination of eligibility for free and reduced price meals will be made

Comments:

TAB 9 -- VIRTUAL SCHOOLS

- If the petition is for a virtual school, a brief description of how the school meets the definition of a virtual school as defined by I.C. § 33-5202A(6)
- The learning management system by which courses will be delivered;
- The role of the online teacher, including the consistent availability of the teacher to provide guidance around course material, methods of individualizing learning in the online course, and the means by which student work will be assessed;
- A plan for the provision of professional development specific to the public virtual school environment;
- The means by which public virtual school students will receive appropriate teacher-to-student interaction, including timely, frequent feedback about student progress;
- The means by which the public virtual school will verify student attendance and award course credit. Attendance at public virtual schools shall focus primarily on coursework and activities that are correlated to the Idaho State Thoroughness Standards.;
- A plan for the provision of technical support relevant to the delivery of online courses;
- The means by which the public virtual school will provide opportunity for student-to-student interaction; and
- A plan for ensuring equal access to all students, including the provision of necessary hardware, software, and internet connectivity required for participation in online coursework.

Comments:

TAB 10

- A description of any business arrangements or partnerships with other schools, educational programs, businesses, or nonprofit organizations, and copies of any contracts or lease agreements.

Services identified as being contracted:

- | | | |
|-------------------|------------------------------|-----------------------------|
| Curriculum | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Special education | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Transportation | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

- | | | |
|------------|------------------------------|-----------------------------|
| Meals | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Legal | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Accounting | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
- Copies of contracts included in petition
- Additional information the petitioners want the authorized chartering entity to consider as part of the petition
- A plan for termination of the charter by the board of directors, to include:
- (i) Identification of who is responsible for dissolution of the charter school;
 - (ii) A description of how payment to creditors will be handled;
 - (iii) A procedure for transferring all records of students with notice to parents of how to request a transfer of student records to a specific school; and
 - (iv) A plan for the disposal of the public charter school's assets. *I.C. § 33-5205(3)(u)*

Comments:

APPENDICES

- State Department of Education sufficiency review. *I.C. §33-1612 ; IDAPA 08.02.04.200.03*
- Written response to the findings of the sufficiency review.
- Written comments from an authorized representative of the school district.

Comments:

GENERAL COMMENTS

<input type="checkbox"/> This petition is administratively complete and is considered "received" at the Idaho Public Charter School Commission effective _____ . <i>IDAPA 08.03.01.300.04</i>	
_____ Charter Schools Program Manager	_____ Date