Model Charter School Application Procedure

Charter school applications must be received by the District no later than February 1 preceding the school year for which applicants propose commencement of charter school operations. All applications will be subject to administrative review and comment prior to the Board’s review and approval.

An application may be submitted by an individual, group or organization. The following information must be provided in writing:

1. Name of the applicant(s) and the name, address and phone number of an official contact person.

2. A description of the need for the charter school and how that need was established, including evidence of the number of parents, teachers and students who support the formation of the proposed charter school.

3. A copy of the mission statement of the charter school, including a description of the process used to develop that statement. (Note: The mission statement of the proposed charter school must be consistent with the existing mission statement and goals of the District.)

4. A statement of the program philosophy for the proposed school, including:
   a) Why the program exists.
   b) For whom the program is established.
   c) What student performance goals the applicant intends to achieve by virtue of this program, including a description of the process used to identify these goals.

5. A description of the specifics of the proposed educational program, including:
   a. Number of students to be served.
   b. Proposed pupil-to-teacher ratios.
   c. Age/grade levels to be included.
d. Identification of employee positions by type. How many of each position will be included in the charter school?

e. Specific levels of achievement for the education program.

f. Identification of proposed teacher or teachers by name.

g. A description of the evaluation processes the school proposes to use for its teaching staff, including the identity of the proposed administrative evaluator. (Note: The evaluation process used must be equivalent to that used for other District teachers.)

6. A description of the charter school’s plan for evaluating student performance, including the types of assessments that will be used to measure progress toward achievement of the school’s performance standards, the timelines for achievement of such standards and the procedures for taking corrective action in the event that student performance falls below targeted standards.

7. A copy of the school’s proposed curriculum. The curriculum should list outcomes, methods of instruction and the means of measuring student outcomes for subjects and grade levels.

8. A copy of the school’s proposed admissions policies and procedures, including:

   a. Annual calendar of registration and admission dates.

   b. Any proposed student eligibility criteria and a description of the school’s plan to include academically low-achieving students, to promote diversity, to increase the educational opportunities of “at-risk” students and to provide an appropriate program for exceptional students and those with special needs.

   c. A statement affirming that any eligible student who applies in a timely fashion will be admitted, subject to the maximum number of students identified in this proposal.

   d. A statement of nondiscrimination in the school’s admissions policies and procedures and its educational program consistent with the District, state, and federal requirements. AR 6191

9. A description of the facilities to be used and the way they will be obtained and maintained. (Include any proposed contracts for services and the proposed contractor.)
a. The name of the facility, if applicable.

b. The physical address of the facility.

c. A statement signed by the applicant affirming that the charter school facility currently satisfies all health and safety requirements applicable to other public schools in the District, and that the charter school will maintain that status.

10. A description of the proposed student transportation system for the school, if any, including any proposed contract and/or contractor for those services.

11. A detailed summary of how and what insurance coverage will be provided for the charter school, if coverage is not available under the District’s existing program.

12. Evidence that the plan for the charter school and the District includes a proposed budget for the term of the charter. If applicable, a proposed student fee schedule should be included. If a fee schedule is proposed, provide a statement of how the charter school proposes to deal with any fees that may be levied upon economically deprived enrollees.

13. An explanation of the process by which the charter school’s financial allocation from the Board will be budgeted.

14. A signed statement that the charter will comply with all state and federal requirements for receipt and use of public money.

15. A description of the types and extent to parental and community involvement planned for the charter school.

16. Information on how the charter school will be accountable to the public. Specifically, include how the school proposes to address the following areas:

   a. Provision for a representative academic policy committee and regularly scheduled meetings with parents and teachers of the school.

   b. Development of an annual improvement plan and supporting documentation of the program’s performance.

   c. Reporting on the school’s progress to the District School Board, school, community and state.
17. A list of all requested waivers to District policies, including the reason for each requested waiver.

18. The proposed termination date of the contract.

19. A description of the process the charter school proposes to use to discontinue the operation of the school and to assist the transition of students to other District schools in the event the school’s charter is terminated before the expiration of its term or is not renewed following expiration of a term.

20. A signed statement affirming that applicant will comply with all applicable laws and regulations as well as District policies, regulations and procedures pertaining to the charter school’s operations and recognizing the Board’s authority to terminate the charter school if the charter school fails to meet educational achievement goals or fiscal management standards, or for other good cause.

21. Any additional information applicant feels might be helpful in considering its request to establish a charter school.

The applicant should provide ten copies of the completed application. All applications will be subject to administrative review prior to the School Board’s review and approval.

Applications should be submitted to:

Superintendent of Schools
Sitka School District
300 Kostrometinoff St
Sitka, AK 99835