



DIVISION OF ELEMENTARY & SECONDARY EDUCATION

2020 District Conversion Public Charter School Application

Submission Deadline: August 1, 2020 at 5:00 p.m.
Applications will not be accepted after this time.



Name of Proposed Charter

Any application that is substantially incomplete will not be forwarded to the authorizer for consideration. An application will be considered substantially incomplete if it does not provide enough information to enable staff at the Division of Elementary and Secondary Education to provide a meaningful review.

Division of Elementary and Secondary Education
Charter School Office
Four Capitol Mall
Little Rock, AR 72201
501.683.5313

| | |
|---|--|
| Name of Primary Contact for the Application | |
| Address | |
| City, Zip | |
| Phone | |
| Email | |

DRAFT

General Information

Name of Proposed Charter School: _____

Grade Level(s) for the School: _____

Student Enrollment Cap: _____

| | 2021-2022 | 2022-2023 | 2023-2024 | 2024-2025 | 2025-2026 |
|-------------------------------------|-----------|-----------|-----------|-----------|-----------|
| Grades to be Offered at the Charter | | | | | |
| Enrollment Cap at the Charter | | | | | |

Name of School District: _____

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|--------------------------|--|
| Charter Site Address | |
| City | |
| Zip | |
| Date of Proposed Opening | |
| Superintendent | |
| Phone | |

1. Provide the mission statement of the proposed school.

2. Explain how the mission statement was developed.

3. Briefly describe the key programmatic features that the school will implement in order to accomplish the mission.

4. Describe how the parents or guardians of the enrolled students and other members of the community will be involved with the school to positively impact the charter school's educational programs.

5. Describe the results of the public hearing, which was held for the purpose of assessing support for the establishment of this public charter school. Provide copies of supporting evidence in the appendix.

6. Explain the educational need for the charter in the district and/or geographical area to be served by the charter. Be certain to include quantitative data related to academic achievement and the source(s) for information presented.

7. Explain the educational need for the charter in light of the academic performance by the district, the campus proposed to be converted and the schools in the same feeder pattern as the proposed charter. Explain other significant factors. Provide the source for information presented.

8. Describe the innovations that will distinguish the charter from other schools in the geographical area to be served by the charter. Consider noting if the innovations described are considered research-based best practices and/or if these innovations have been successful in other educational programs. The applicant may list as few or as many innovations as they deem appropriate for their proposed charter.

9. In the following table, list the goals of the charter. The goals should be measurable and related to the mission statement. For each goal, include the instrument for measuring performance and the date the goals will be assessed.

| GOAL | Instrument for Measuring Performance | When Attainment of the Goal Will Be Assessed |
|------|--------------------------------------|--|
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10. Explain how the attainment of the goals will demonstrate that the charter is meeting the identified educational need for the school and fulfilling its mission.

11. For elementary charter schools, provide a proposed daily schedule for all grade levels indicating the classes that will be provided for a one week time period. For secondary schools, provide required and elective courses for every grade level. If the school plans to phase in grade levels, include expansion grade levels by year with courses to be offered.

12. Describe the educational program to be offered by the charter school. Provide a description of curriculum, programs, and instructional methods used to support core classes. The curriculum should be aligned with the Division of Elementary and Secondary Education curriculum standards.

13. Explain how the key features of the program will be afforded.

| Specific Item, Program or Service | Estimated Cost | Funds Used to Pay for Item, Program or Service |
|--|-----------------------|---|
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14. Explain why a charter school is necessary to better meet student academic needs instead of a traditional district school.

15. Explain how the charter school will have more autonomy than traditional schools in the district in the following areas:

a. Employing personnel

b. Developing and controlling the charter school budget

c. Managing day-to-day charter school operations

d. Developing and controlling the school calendar

e. Other areas of autonomy to be afforded to the charter

16. Describe the school improvement plan by addressing the following:

a. Explain how and how often the licensed and classified employees and parents of the students to be enrolled in the charter school will be involved

in developing and implementing the school improvement plan, identifying performance criteria and evaluating the effectiveness of the improvement plan.

b. Describe a plan for school improvement that addresses how the charter school will improve student learning and meet the stated education goals.

17. Describe the ongoing process that will be used to ensure all curriculum materials used in the educational program are aligned with the Arkansas Academic Standards as adopted, and periodically revised, by the State Board of Education.

18. Describe the manner in which the school will make provisions for the following student services, even in each area for which a waiver is requested:

a. Guidance program

b. Health services

c. Media center

d. Special education, including appropriate state assessments for special education students

e. Dyslexia services

f. Transportation

g. Alternative education

h. English Language Learner (ELL) instruction, including appropriate state assessment for English Language Proficiency

i. Gifted and talented program

19. Describe the enrollment criteria and student admission, recruitment and selection processes for the proposed public charter school.

20. It is affirmed that a random, anonymous student selection method will be utilized in the event that more students apply for admission to the public charter school than can be accommodated under the terms of the charter, except as allowed for in Arkansas Code Annotated §6-23-306(14)(C).

Yes

No

21. Name any district personnel, and/or leaders of the proposed charter who have any prior involvement in the operation of one or more other charter schools and complete a Prior Charter Involvement template for each individual listed.

22. Summarize the job descriptions of the school director and other key personnel by completing the information fields below for each position. Specify the salary range, qualifications, and job duties to be met by professional employees (administrators, teachers, and support staff) of the program.

ADMINISTRATORS

Superintendent/Director, CEO/CFO/COO, Principal, etc.

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| Reports to | |
| Salary Range | |
| Education Required | |
| Certification Required | |
| Experience Required | |
| Job Duties List up to 5 key duties | |

TEACHERS

Classroom, Special Education, Gifted and Talented, Instructional Facilitator, Technology Specialist, etc.

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| Reports to | |
| Salary Range | |
| Education Required | |
| Certification Required | |
| Experience Required | |
| Job Duties List up to 5 key duties | |

SUPPORT STAFF

Secretary, Nurse, Bus Driver, etc.

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| Reports to | |
| Salary Range | |
| Education Required | |
| Certification Required | |
| Experience Required | |
| Job Duties List up to 5 key duties | |

23. It is affirmed that the Arkansas Public School Computer Network (APSCN) Financial Management System, provided by the Division of Elementary and Secondary Education, shall be the original and official accounting systems of record for the public charter school as required by state law and the rules and regulations of the Division of Elementary and Secondary Education for all financial transaction records and reporting (including, but not limited to, payroll processing and wage and tax reporting to the IRS ATRS, DFA, etc., accounts payable, fixed assets, personnel budgeting, and budgeting). APSCN shall be used to record all private, as well as, local, state, and federal revenues and expenditures.

Yes

No

24. It is affirmed that the Arkansas Public School Computer Network (APSCN) Student Management System, provided by the Division of Elementary and Secondary Education, shall be the original and official student management system for the public charter school as required by state law and the rules and regulations of the Division of Elementary and Secondary Education for all student management areas (including, but not limited to, systems administration, demographics, attendance, scheduling, report cards, discipline, medical, Cognos reporting, and Statewide Information System reporting).

Yes

No

25. Describe the facilities to be used. Give the present use of the facility.

26. The facility will be in compliance with all requirements for accessibility in accordance with the Americans with Disabilities Act (ADA) and Individuals with Disabilities Education Act (IDEA) and all other state and federal laws and local zoning ordinances.

Yes

No

27. If the facility does not currently meet these requirements, provide a list of items that will need to be addressed to bring the facility into compliance. Also include a statement of permissible uses for the facility from the local zoning authority, and whether there are any alcohol sales within 1,000 feet of the facility

28. Describe the manner in which the school will make provisions for food services. State whether the proposed charter school will apply to participate in the federal National School Lunch program or other federal nutrition programs.

29. Explain how the success of the charter school will be ensured if changes in leadership and board composition occur.

30. Describe the potential impact of the proposed public charter school on the efforts of affected public school district(s) to comply with court orders and statutory obligations to create and maintain a unitary system of desegregated public schools.

31. Complete the following table showing all sections of Title 6 of the Arkansas Code Annotated (Education Code) and State Board of Education rules, including the *Standards for Accreditation of Arkansas Public Schools and School Districts*, from which the public charter school seeks to be exempted in order to meet the goals of the school. Identify the specific statute, rule, or standard requested to be waived by title and number if applicable. Provide a rationale for each waiver requested that explains how the waiver will assist the charter in achieving the previously stated goals (see prompt #4), and explain how those goals will be achieved if the waiver is not granted.

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| Waiver Topic #1 | |
| Arkansas Code Annotated | |
| Standard for Accreditation | |
| ADE Rules | |
| Rationale for Waiver | |

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| Waiver Topic #2 | |
| Arkansas Code Annotated | |
| Standard for Accreditation | |
| ADE Rules | |
| Rationale for Waiver | |

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| Waiver Topic #3 | |
| Arkansas Code Annotated | |

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| | |
| Standard for Accreditation | |
| ADE Rules | |
| Rationale for Waiver | |

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| Waiver Topic #4 | |
| Arkansas Code Annotated | |
| Standard for Accreditation | |
| ADE Rules | |
| Rationale for Waiver | |

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| Waiver Topic #5 | |
| Arkansas Code Annotated | |
| Standard for Accreditation | |
| ADE Rules | |
| Rationale for Waiver | |

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| Waiver Topic #6 | |
| Arkansas Code Annotated | |
| Standard for Accreditation | |
| ADE Rules | |
| Rationale for Waiver | |
| Waiver Topic #7 | |
| Arkansas Code Annotated | |

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| Standard for Accreditation | |
| ADE Rules | |
| Rationale for Waiver | |

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| Waiver Topic #8 | |
| Arkansas Code Annotated | |
| Standard for Accreditation | |
| ADE Rules | |
| Rationale for Waiver | |

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| Waiver Topic #9 | |
| Arkansas Code Annotated | |
| Standard for Accreditation | |
| ADE Rules | |
| Rationale for Waiver | |

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| Waiver Topic #10 | |
| Arkansas Code Annotated | |
| Standard for Accreditation | |
| ADE Rules | |
| Rationale for Waiver | |
| Waiver Topic #11 | |
| Arkansas Code Annotated | |

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| | |
| Standard for Accreditation | |
| ADE Rules | |
| Rationale for Waiver | |

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| Waiver Topic #12 | |
| Arkansas Code Annotated | |
| Standard for Accreditation | |
| ADE Rules | |
| Rationale for Waiver | |

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| Waiver Topic #13 | |
| Arkansas Code Annotated | |
| Standard for Accreditation | |
| ADE Rules | |
| Rationale for Waiver | |

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| Waiver Topic #14 | |
| Arkansas Code Annotated | |
| Standard for Accreditation | |
| ADE Rules | |
| Rationale for Waiver | |
| Waiver Topic #15 | |
| Arkansas Code Annotated | |

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| | |
| Standard for Accreditation | |
| ADE Rules | |
| Rationale for Waiver | |

REQUIRED ATTACHMENTS

1. Attach documentation to demonstrate that each of the following requirements of Arkansas Code Annotated §6-23-201 was met:
 - a. The notice of the public hearing was published on a weekly basis for at least three (3) consecutive weeks prior to the date of the hearing in a newspaper having general circulation in the school district in which the school will likely be located.
 - b. The notice of the public hearing was not published in the classified or legal notice section of the newspaper.
 - c. The last publication date of the notice was no less than seven days prior to the public meeting.
 - d. Within seven calendar days following the first publication of the notice of the public hearing, emails announcing the public hearing were sent to the superintendent of each of the school districts from which the open- enrollment public charter school is likely to draw students for the purpose of enrollment and the superintendent of any district that is contiguous to the district in which the open-enrollment public charter school will be located.