



DIVISION OF ELEMENTARY & SECONDARY EDUCATION

2023 New Open-Enrollment Public Charter School Application

Name of Proposed Charter

☐ **Initial Application - Deadline May 15, 2023, at 5:00 p.m.**

Applications will not be accepted after this time.

☐ **Final Application - Deadline July 17, 2023, at 5:00 p.m.**

Applications will not be accepted after this time.

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
501-683-5312

APPLICANT INFORMATION

Name of Proposed Charter:	
Primary Contact for Application:	
Primary Contact Phone:	
Primary Contact Cell:	
Primary Contact Email:	

Name of sponsoring entity:

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The sponsoring entity is eligible to apply for a public-school charter under the following category:

- ☐ A public institution of higher education
- ☐ A private nonsectarian institution of higher education
- ☐ A governmental entity
- ☐ An organization that is nonsectarian in its programs and operations and is, or will be, exempt from taxation under Section 501(c)(3) of the Internal Revenue Code

Name of Charter Management Organization:

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Other Schools Managed by the CMO:

Name of School	Location	Year Established

1. Describe the public hearing which was held for the purpose of assessing support for the establishment of this public charter school. Include the number of attendees and the feedback and/or public comments that were received.

2. Describe the educational need for the charter in the geographical area to be served. Include quantitative data related to academic achievement.

3. Describe in general terms, the area within the boundaries of the school district where the applicant intends to obtain a facility to be used for the open-enrollment public charter school.

SCHOOL INFORMATION

	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029
Grades to be Offered					
Enrollment Cap					

Charter Site Address:	
City:	
Chief Operating Officer:	
Phone:	
School District Where Charter Will be Located:	
List the districts from which the charter school expects to draw students:	

4. What type of educational model will the school follow?

- ☐ Traditional
- ☐ 100% Virtual
- ☐ College Prep
- ☐ Credit Recovery/ALE
- ☐ Community School

Other:

5. Provide the mission statement of the proposed charter school:

6. Provide a list and brief description of the programmatic features that the school will implement to accomplish the mission as it pertains to its educational model.

7. Establish performance criteria that will be used to measure the school's progress in improving student learning and meeting or exceeding the state educational goals. The mission of the school should be reflected in the performance criteria.

Goal	Measuring Instrument

CURRICULUM

- 8. Will the school provide the required courses as outlined in the Standards for Accreditation and the 38 Required High School Course Offerings? If not, explain what changes will be made. What additional electives will be offered?**

- 9. Describe the process that will be used to ensure all curriculum materials used in the educational program are aligned with the Arkansas Academic Standards?**

- 10. Describe how reading instruction and literacy will be addressed. Address each of the following questions.**

- a) What curricula are used that are aligned to the Science of Reading and are there any limitations to the selected materials?**

- b) What is the plan for ensuring that all teachers will be trained in the Science of Reading?**

- c) Will there be Science of Reading assessors in the charter school?**

STUDENT SERVICES

- 11. Describe how the school will provide comprehensive counseling services for all students. Include a description of the services, who will be providing the services, how the provider(s) will be trained, and the time allotment to carry out the counseling program.**

- 12. Describe how the school will provide library media services for all students. Make sure to address the following questions.**

- a) How will access to materials that support curriculum, research, and recreational reading be provided to students and teachers.**

- b) If there will be no librarian who will provide instruction in the use of the library and the Library Media Standards, and how will they be trained to teach the standards?**

- c) If there is no librarian, who will provide professional development in new and emerging technologies, integration of technology into the instructional programs, and in the laws and policies pertaining to the use and communication of ideas and information, including copyright law?**

- d) Will the school have written policies for selection, removal, and retention of materials as well as a policy for addressing challenged materials, and who will be responsible for implementing those policies?**

13. Describe how the school will provide special education services for all students. Address each of the following areas.

- a) Describe how you will identify students who have a disability and may need special education and related services (Child Find).**

- b) Describe the Least Restrictive Environment continuum available.**

- c) Describe your plan for adhering to all federal and state special education laws and rules.**

- d) Describe how you will provide related services such as Speech-Language Therapy, Occupational Therapy, and Physical Therapy. (Medicaid cannot be the sole funding source for related services. The district must have their own Medicaid number if related services are billed through Medicaid. The charter is responsible for paying Medicaid match.)**

14. Describe how the school will provide dyslexia screening and services for all students.

15. Describe how the school will provide for the needs of English Learners.

- a. How will you be screening, placing, notifying parents/guardians of placements, and annually reviewing English Learners/Formal English Learners as per the Arkansas English Learner Entrance and Exit Procedures?**

- b. How do you plan to provide English Language Development and Access to Core instruction aligned with the Arkansas English Language Proficiency Standards to each English Learner?**

- c. How will you communicate information to limited English proficient parents in a language and manner they can understand about any program, service, or activity that is called to the attention of parents who are proficient in English?**

- 16. Describe how the school will address the needs of gifted and talented students.**

- 17. Describe how the school will address the needs of students who meet the criteria for an alternative learning environment.**

- 18. Describe the transportation services that will be provided by the school.**

- 19. Describe how the family engagement coordinator (staff member) will develop opportunities for parents and guardians to engage with school staff regarding school operations and the progress of their child.**

20. Describe the plan for developing and implementing Student Success Plans that assist students with achieving readiness for college, career, and community engagement.

21. If a waiver of teacher licensure is requested, describe the process for vetting applicants.

- a. How will Arkansas Qualified Teacher requirements be ensured for core areas of Math, Science, English, Social Studies, Elementary Ed., Art, Music, and Foreign Languages?**

22. If a waiver of class size and teaching load is requested, describe how this will be used.

23. Describe how food services will be provided for students.

- a) Do you have a plan for the service of meals through the USDA National School Lunch Program (NSLP)? Would the meals be prepared on site or vended. Explain how you would contract and pay for services.**

- b) Please affirm that you understand that if you provide meals, you must complete an Agreement and Policy Statement with the ADE, DESE, Child Nutrition Unit (CNU). This means that if the Charter has a facility, it must pass inspection with the Arkansas Department of Health. You must have an employee designated as the Child Nutrition Director, a person serving as the certified food protection manager at each site.**

c) Describe the process for establishing meal eligibility and eligibility verification for students, and procurement and purchasing of food.

SCHOOL GOVERNANCE AND OPERATIONS

24. Describe the governing structure of the open-enrollment charter school including board composition, selection process, length of term and responsibilities.

25. Identify the positions that will have final decision-making authority for the school in the areas of (1) finance and purchasing; (2) student discipline; (3) hiring and firing of staff; and (4) hiring and firing of the school director or superintendent.

26. How will the charter ensure that there is a separation of power between the sponsoring entity, charter management organization, school board and superintendent?

27. Explain the charter's conflict of interest policy and identification procedures.

28. Describe the student recruitment process and timeline that will provide an equal opportunity for all parents and students to learn about and apply for admission to the proposed public charter school.

29. Describe the procedures for conducting the annual single lottery enrollment process, including how students will be placed on waiting lists and how parents will be notified about each child's selection or order on the waiting list.

30. Will any of the enrollment preferences outlined in Ark. Code Ann. § 6-23-306(14)(C), will be utilized by the charter school. This includes children of founding members of the charter and siblings of enrolled students. If so, please explain the policy.

31. Explain how students leaving the charter during the school year will impact students on the waiting list.

32. Provide a list of staff positions that will be employed in the school business office. Include the responsibilities of each position.

33. Describe the plan for managing procurement activities. Specify the types of financial decisions to be made at the school level, board level and charter management organization level.

34. Describe the process by which the school governance will adopt an annual budget.

35. Describe the way an annual audit of the financial and programmatic operations of the school will be conducted. If the school wishes to request that the authorizer allow a licensed accountant or licensed certified public accountant, rather than the Legislative Auditor, to perform the first-year audit, identify the accountant by name, firm, address, and phone number. The named accountant must meet the requirements of ADE Rules Governing Publicly Funded Educational Institution Audit Requirements, including the prohibition on auditors providing non-audit services (such as accounting or consulting services) to auditees. A school's preference as stated in this application may not be changed without prior approval of the authorizer.

36. If the facility to be used by the school has been identified, list the owner(s) of the facility, and describe their relationship with employees or directors of the sponsoring entity or charter management organization.

37. If the facility to be used by the school is not currently in compliance with the Americans with Disabilities Act (ADA) and Individuals with Disabilities Education Act (IDEA), provide a list of items that will need to be addressed to bring the facility into compliance.

38. Are there any alcohol sales within 1,000 feet of the facility?

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

40. List the services that the CMO will provide to the charter and the annual cost of the services.

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WAIVERS

Complete the following tables indicating all sections of Title 6 of the Arkansas Code Annotated, the Division of Elementary and Secondary Education rules, and the Standards for Accreditation of Arkansas Public Schools and School Districts from which the public charter school seeks to be exempted to meet the goals of the school.

Please use the waiver list provided below. This list includes the appropriate waiver topic and citations to the applicable Arkansas Code Section, Rules, and Standard to fully effectuate the requested waiver.

Each of your waiver requests must include a rationale. Failure to provide a rationale will result in your application being marked as incomplete.

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

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

Waiver #3 Topic	
Arkansas Code Annotated	
Standard for Accreditation	

ADE Rules	
Rationale for Waiver	

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

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

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

Waiver #7 Topic	
Arkansas Code Annotated	
Standard for Accreditation	

ADE Rules	
Rationale for Waiver	

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

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

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

If you have more than 10 Waivers, please delete this statement and copy the entire table above and paste it into the document.

Waiver Topic Names with Arkansas Code Annotated, Standards, and DESE Rules (when applicable)

<u>178 Instructional Days – standard only</u> Standard 1-A.4.1	<u>Acquisition of Commodities</u> Ark. Code Ann. § 6-21-303	<u>Adopt School Calendar</u> Ark. Code Ann. § 6-10-106	<u>Alternative Learning Environment (ALE)</u> Ark. Code Ann. §§ 6-15-1005(b)(5) 6-18-503(a)(1)(C)(i) 6-48-102 6-48-103 DESE Rules Governing Student Special Needs Funding – Section 4 Standard 2-I.1	<u>Arkansas History</u> Ark. Code Ann. §§ 6-16-124(a)(2) 6-17-418 6-17-703 Standard 1-A.1.2.8
<u>Attendance</u> Ark. Code Ann. § 6-18-213(a)(2)	<u>Board of Directors</u> Ark. Code Ann. §§ 6-13-608 6-13-611 6-13-612(c) 6-13-613 6-13-615 6-13-616(a) 6-13-617 6-13-618 6-13-619(a), (c), (d)(1)(A), (d)(4) 6-13-620(5) 6-13-622(b) 6-13-630 6-13-631 6-13-634 6-13-635 6-13-1303 6-14-101, et seq.	<u>Body Mass Index (BMI) Assessment</u> DESE Rules Governing Nutrition and Physical Activity and Body Mass Index for Age Assessment Protocols in Arkansas Public Schools, Section 5.02.5, 12.00	<u>Class Size & Teaching Load</u> Ark. Code Ann. § 6-17-812 Standard 1-A.5 (Class Size) Standard 1-A.6 (Teaching Load) DESE Rules Governing Class Size and Teaching Load	<u>Classified Employee Minimum Salary</u> Ark. Code Ann. §§ 6-17-2201, et seq. 6-17-2403
<u>Clock Hours</u> Standard 1-A.2	<u>Comprehensive School Counseling Program & School Counselor</u> Ark. Code Ann. §§ 6-18-2002(2)(A) 6-18-2003(a)(2)(A) Standard 4-E.1, 4-E.2	<u>Credit for College Courses</u> Ark. Code Ann. § 6-18-223	<u>Curriculum – Advanced Placement Courses</u> Ark. Code Ann. §§ 6-16-1203(a) 6-16-1204(a), (c), and (d) DESE Rules Governing	<u>Curriculum – Career & Technical Education</u> Standard 1-A.1.2.7 (5-8) 1-A.1.3.9 (9-12)

			Grading and Course Credit – Sections 4-1.00 & 6.00 Standard 1-A.1.3-10	
<u>Curriculum – Concurrent Credit</u> Ark. Code Ann. §§ 6-16-1203(b) 6-16-1204(b) and (e) DESE Rules Governing Grading and Course Credit – Sections 5.00	<u>Curriculum – CPR</u> Ark. Code Ann. § 6-16-143 Standard 1-C.2.5 Under Ark. Code Ann. § 6- 23-401(b) this is NOT waivable unless the charter is fully virtual.	<u>Curriculum – Fine Arts</u> Standard 1-A.1.1.5 (K-4) 1-A.1.2.5 (5-8) 1-A.1.3.6 (9-12)	<u>Curriculum – Foreign Language 9-12</u> Standard 1-A.1.3.5	<u>Curriculum – Visual Art or Music</u> Ark. Code Ann. §§ 6-16-130(a) – elementary 6-16-130(b) – grades 7-8 and some 6 th grade DESE Rules Governing Visual Art and Music Standard 1-A.1.1.5, 1- A.1.2.5, & 1-A.1.3.6
<u>Eye and Vision Screening</u> Ark. Code Ann. §§ 6-18-1501 6-18-1502 DESE Rules Governing Eye & Vision Screening Report in Arkansas Public Schools	<u>Financial Management – Business Manager</u> Ark. Code Ann. § 6-15-2302(b) DESE Rule Governing the Arkansas Fiscal Assessment and Accountability Program – Section 12	<u>Flag Display</u> Ark. Code Ann. §§ 6-16-105 6-16-106	<u>Flexible Schedule</u> Ark. Code Ann. § 6-16-102, except (a)(5)	<u>Food Services</u> Ark. Code Ann. §§ 6-18-705 (breakfast program) 6-20-701, et seq. (school lunch program) DESE Rules Governing Nutrition and Physical Activity and Body Mass Index for Age Assessment Protocols in Arkansas Public Schools Standard 3-D.1
<u>Gifted and Talented</u> Ark. Code Ann. §§ 6-20-2208(c)(6) 6-42-109 DESE Rules Governing Gifted and Talented Program Approval Standards Standard 2-G.1	<u>Grading Scale</u> Ark. Code Ann. § 6-15-902(a) DESE Rules Governing Grading and Course Credit – Section 2-2.01	<u>Health Services – School Nurse</u> Ark. Code Ann. § 6-18-706	<u>Health and Safety Services</u> Standard 2-E.1, 2-E.2	<u>Instructional Day (includes delay/early release of school and recess)</u> Ark. Code Ann. §§ 6-16-102 6-10-126 – Delay or early release of school due to emergency circumstances Standards 1-A.4.2 1-A.4.3 (Recess)

<u>Instructional Materials</u> Ark. Code Ann. § 6-21-413 DESE Rules Governing Instructional Materials – Sections 5.01, 5.01.2	<u>Leased Academic Facilities</u> Ark. Code Ann. § 6-21-117(2)-(5) Standard 6-A.1, 6-A.2	<u>Library Media Services – includes standard for balance of instructional materials</u> Ark. Code Ann. § 6-25-103 Standard 2-D.1	<u>Library Media Specialist</u> Ark. Code Ann. § 6-25-104 Standard 4-F.1, 4-F.2	<u>Maintain School Facilities</u> Standard 6-A.1
<u>Parent & Family Engagement Plan</u> Ark. Code Ann. § 6-15-1701, et seq. DESE Rules Governing Parental Involvement Plans and Family and Community Engagement Standard 5-A.1	<u>Period of Silence</u> Ark. Code Ann. § 6-10-115	<u>Personnel Policies – Classified Employees Personnel Policies</u> Ark. Code Ann. §§ 6-17-2301(c) 6-17-2301(c)(1) & (d)(2) 6-17-2302 6-17-2303 6-17-2304 6-17-2305	<u>Personnel Policies – Committee on Personnel Policies</u> Ark. Code Ann. §§ 6-17-203 6-17-205 6-17-209	<u>Personnel Policies – Daily Planning Period</u> Ark. Code Ann. § 6-17-114
<u>Personnel Policies – Duty-Free Lunch Period</u> Ark. Code Ann. § 6-17-111	<u>Personnel Policies – Employment of Licensed Personnel</u> Ark. Code Ann. § 6-17-301	<u>Personnel Policies – Grievance Procedure</u> Ark. Code Ann. §§ 6-17-208 6-17-210	<u>Personnel Policies – Non-instructional Duties</u> Ark. Code Ann. § 6-17-117	<u>Personnel Policies – Personnel Policies Incorporated into Teacher Contracts</u> Ark. Code Ann. § 6-17-204
<u>Personnel Policies – Public School Employees’ Fair Hearing Act</u> Ark. Code Ann. §§ 6-17-1701, et seq.	<u>Personnel Policies – Requirements</u> Ark. Code Ann. § 6-17-201(a) & (c)	<u>Personnel Policies – Right to Join Professional Organization</u> Ark. Code Ann. § 6-17-202	<u>Personnel Policies – School Employees’ Minimum Sick Leave</u> Ark. Code Ann. §§ 6-17-1301, et seq.	<u>Personnel Policies – Teachers’ Minimum Sick Leave</u> Ark. Code Ann. §§ 6-17-1201, et seq.
<u>Personnel Policies – Teachers’ Fair Dismissal Act</u> Ark. Code Ann. §§ 6-17-1501, et seq.	<u>Personnel Policies – Teacher Excellence and Support System (TESS)</u> Ark. Code Ann. §§ 6-17-2801, et seq. DESE Rules Governing Educator Support and Development	<u>Personnel Policies – Use of Personal Leave</u> Ark. Code Ann. § 6-17-211	<u>Personnel Policies – Website Requirements</u> Ark. Code Ann. § 6-11-129 DESE Rules Governing Documents Posted to School District and Education Service Cooperative Websites – Sections 5&6	<u>Physical Education</u> Ark. Code Ann. § 6-16-132 DESE Rules Governing Nutrition and Physical Activity and Body Mass Index for Age Assessment Protocols in Arkansas Public Schools – Sections 7.01, 7.01.1, 7.01.1.1, 7.01.1.2, 7.01.3, 7.09 Standards 1-A.1.1.6, 1-A.1.2.6, & 1-A.1.3.8

<u>Pledge of Allegiance</u> Ark. Code Ann. § 6-16-108	<u>Principal</u> Ark. Code Ann. § 6-17-302 Standards 4-C.1, 4-C.2	<u>Professional Development</u> Ark. Code Ann. §§ 6-17-703 6-17-704 6-17-705 DESE Rules Governing Professional Development Standard 4-G.1	<u>Report Cards</u> Ark. Code Ann. § 6-15-903(a)(2)	<u>Required Instruction</u> <u>K-4</u> Standard 1-A.1.1
<u>Required Instruction</u> <u>5-8</u> Standard 1-A.1.2	<u>Required Instruction</u> <u>9-12</u> Standard 1-A.1.3	<u>Salaries and Compensation</u> Ark. Code Ann. §§ 6-17-807 6-17-812 6-17-908 6-17-2401 et seq. 6-21-303(b)	<u>School Calendar – School</u> <u>Start Date</u> Ark. Code Ann. § 6-10-106	<u>School Counselor</u> Standard 4-E.1 & 4-E.2
<u>School Property and</u> <u>Supplies – Rules</u> Ark. Code Ann. § 6-21-303(b)	<u>School Safety</u> <u>Policies & Procedures</u> Standard 6-A.2	<u>Statewide Assessment</u> <u>System</u> Ark. Code Ann. § 6-15-2907 Under Ark. Code Ann. § 6-23-401(b) this is NOT waivable.	<u>Written Student Discipline</u> <u>Procedures</u> Ark. Code Ann. 6-18-503(b)(2) DESE Rules Governing Student Discipline and School Safety, 4.11	<u>Superintendent</u> Ark. Code Ann. §§ 6-13-109 6-17-427 DESE Rules Governing the Superintendent Mentoring Program Standard 4-B.1, 4-B.2
<u>Teacher Excellence &</u> <u>Support System (TESS)</u> Ark. Code Ann. §§ 6-17-2801, et seq. DESE Rules Governing Educator Support and Development	<u>Teacher Licensure</u> Ark. Code Ann. §§ 6-15-1004 6-17-309 6-17-401 6-17-418 6-17-902 6-17-908 6-17-919 DESE Rules Governing Educator Licensure – Section 7 Standard 4-D.1	<u>Teachers’ Salaries –</u> <u>12-mo. Contract for</u> <u>Vocational Agri Teachers</u> Ark. Code Ann. § 6-17-802	<u>Tornado & Earthquake</u> <u>Safety Drills</u> Ark. Code Ann. § 6-10-121 Under Ark. Code Ann. § 6-23-401(b) this is NOT waivable unless the charter is fully virtual.	<u>Transportation</u> Ark. Code Ann. §§ 6-19-101, et seq.

REQUIRED ATTACHMENTS

1. IRS letter reflecting tax exempt status or a copy of the entity's application for 501(c)(3) status.
2. Attach documentation to demonstrate that each of the following requirements of Arkansas Code Annotated §6-23-302 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.
3. Budget Template
4. Statement of Assurance

