

Lower Merion School District

ADMINISTRATIVE REGULATIONS

Policy No.: 140
Section: PROGRAMS
Title: CHARTER SCHOOLS
Date Adopted: 10/20/08
Date Last Revised: Revised 3/9/18; Reviewed 2/11/11; No Revisions

R140 CHARTER SCHOOLS

Definitions (24 P.S. 17 1703 A)

1. "District" means the Lower Merion School District.
2. "Appeal Board" means the State Charter School Appeal Board established by the Charter School Law.
3. "Charter School" means an independent public school established and operated under a charter from the local board of school directors and in which students are enrolled or which students attend. A Charter School must be organized as a public, nonprofit corporation. Charters may not be granted to any for profit entity.
4. "Department" means the Department of Education for the Commonwealth of Pennsylvania.
5. "Board" means the District's board of school directors.
6. "Regional Charter School" means an independent public school established and operated under a charter from more than one local board of school directors. A Regional Charter School must be organized as a public, nonprofit corporation.
7. "School Entity" means a school district, an intermediate unit, joint school, or area vocational technical school.
8. "Secretary" means the State Secretary of Education of the Commonwealth of Pennsylvania.
9. "Superintendent" means the District Superintendent.
10. "Board of Trustees" means the board of trustees of a proposed or approved Charter School or Regional Charter School.

Procedure for Review of a Charter School Application

1. Individuals or groups desiring to submit an application shall do so on the application form prepared by the Superintendent and approved by the Board. Application forms and copies of the policy are available in the Office of the Superintendent.

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2. The original and nine complete copies of the application (including a table of contents and appendices) and a similarly complete PDF version on disk or sent electronically are to be submitted to the Office of the Superintendent of Schools on or before November 15 of the year prior to the September initiation of the Charter School. The date of submission will be documented and receipt of the proposal will be acknowledged by email or letter addressed to the applicant(s). The date of submission will initiate the time period in which the District review must be completed. This review must result in Board action on the proposal within a time period of not less than forty six (46) days and no more than one hundred twenty (120) days after submission.

3. The Superintendent shall forward copies of the Charter School application to the members of the Board. Announcement of the receipt of the application will occur at the next scheduled meeting of the Board and be documented as a matter or record.

4. Upon receipt of the application, the Board at the next regular business meeting, shall pass a resolution setting the first hearing date, establishing the procedures for the conduct of the hearing, and authorizing the administrative review as described in #5 (below) of this section.

5. The Superintendent will appoint a technical review team (Board Charter Education Committee) which shall include the Superintendent or designee, Solicitor (or attorney with Solicitor's Office), Business Manager, a Board Member, a representative of the LMEA, and other members of the professional staff which may include central staff, building principals and/or teachers. The technical review team will be responsible for review of specific areas of the application as follows:

- a. The Solicitor will review the application to determine compliance with provisions of all applicable statutory and/or regulatory requirements.
- b. The Business Manager will direct a review of the application to determine the adequacy of provisions for budget, finance and insurance. The adequacy of the facilities identified in the application will be reviewed as well as compliance with any applicable township procedures.
- c. The Superintendent or Superintendent's designee will direct a review of the application and an analysis of support services that the District will be obligated to commit to the Charter School. This analysis will include provisions for transportation, health,

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psychological, special education, and other services. The analysis will include an estimated projection of the cost or value of these services.

- d. The Superintendent or Superintendent’s designee will direct a review of the educational program described in the Charter School application. The review will consider matters which include, but are not limited to, the school calendar, length of instructional day, provisions for student assessment and the educational mission, goals, and objectives of the proposed program of instruction.
 - e. The Board will request additional information from the applicant if it finds the application incomplete or if additional information will assist in its determination.
 - f. This review will be compiled on the District’s Charter School Application Review Form prepared by the Superintendent and approved by the Board.
6. After reasonable notice, the Board will schedule and conduct at least one (1) public hearing within forty five (45) days of the receipt of the Charter School application. The public hearing will require that the applicant(s) make a formal presentation to provide an overview and general orientation of the major elements of the proposed Charter School as well as review all major requirements of law. Members of the Board and the Board Charter Education Committee will be provided the opportunity to question the applicant(s) about issues of interest and concern and about the operation of the proposed Charter School. The hearing will afford members of the general public the opportunity to offer testimony and comment on the Charter School application. A tape or video recorded record will be made. All public hearings shall be stenographically transcribed by a disinterested court stenographer at the expense of the Board.
7. The Board Charter Education Committee will formulate a recommendation for Board action on the Charter School application based upon information received in the public hearing, the results of the technical review and a qualitative review based upon criteria which include, but are not limited to:
- a. Demonstrated and sustainable support for the Charter School by teachers, parents, other community members and students
 - b. Capability of the Charter School to offer a comprehensive learning experience for all prospective students

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- c. Capacity of the Charter School to offer increased learning opportunities for all, innovative teaching methods, new opportunities for teachers and expanded choices for parents and students
 - d. Potential for the Charter School to serve as a model for the public schools.
 - e. Whether there is sufficient evidence of commitment by both (1) District residents and (2) other interested individuals to enroll their children in the proposed Charter School.
 - f. The existence of a demographic study which shows the need for the school and the estimated number of students who would attend.
 - g. Whether or not the educational program proposed by the Charter School is consistent with good educational theory and will actually benefit students who participate in the program.
 - h. A financial plan of at least five years must be submitted along with an estimate of the minimum number of students needed for the school to be financially viable.
 - i. Whether or not the financial plan for the Charter School would promote financial viability of the organization and is feasible to be implemented.
 - j. The extent to which the proposed facilities of the applicant would provide a safe and appropriate place for learning.
8. The Board will take action on the Charter School application not less than forty-five days (45) and not more than seventy-five (75) days after the first public hearing on the application. A Charter School application shall be approved or denied by a majority vote of all Board members at a public meeting, in accordance with the provisions of the Sunshine Act.
9. Written notice of the decision of the Board shall be sent to the applicant, Department of Education and the Appeal Board. If applicable, the reasons for denial and a clear description of application deficiencies will be provided. The Board shall evaluate denied applications that are revised and resubmitted. This communication will be conveyed to all parties involved by the Board Secretary.

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Term and Form of Charter

1. Upon approval of an application to establish a Charter School, the Board and the Board of Trustees of a Charter School shall develop a written charter, which will be signed by the Board and the Board of Trustees. The charter shall be for a term of not less than three years nor more than five. Upon satisfactory confirmation that the Charter School is conforming to the charter, the Board may renew the charter for subsequent terms of five years.

2. The written charter shall include conditions required by law or otherwise agreed to by the Board and the Board of Trustees including provisions that:
 - a. The Board of Trustees shall comply with all conditions of the charter, the Charter School Law and the provisions of the Act of March 10, 1949 (P.L. 30, No. 14) as amended and known as the Pennsylvania School Code which apply to charter schools.

 - b. The Charter School and the Board of Trustees shall comply with other applicable state laws and regulations, including pertinent sections of 22 Pa. Code set forth in the Charter School Law.

 - c. The Charter School and the Board of Trustees shall acquire adequate liability and risk insurance coverage equal to or higher than the District limits of insurance, which names the District as an additional named insured. Coverage must be placed with a responsible insurance carrier with a minimum Best Rating of A- and minimum financial category of VII as determined by AM Best at the time of the charter takes effect.

 - d. The Board of Trustees and the Charter School shall be solely liable for any and all damages and costs of any kind resulting from legal challenges involving the operation and/or other actions of the Board of Trustees, the Charter School and its employees.

 - e. The Board shall have the right to annually assess whether the Charter School is meeting the goals of its charter. This condition shall require the Charter School to submit an annual report to the Board not later than August 1 of each year in the form prescribed by the Secretary. The Board shall have ongoing access to the records and facilities of the Charter School to ensure that the Charter School is in compliance with the charter, and the requirements of the Charter School Law.

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- f. The Board of Trustees and the Charter School shall not discriminate in employment practices or admissions based on disability, race, creed, color, gender, national origin, religion, ancestry or the need for special education services.
- g. Define agreements, if any, between the Board and the Board of Trustees concerning services to be provided by the District to the Charter School and concerning participation by Charter School pupils in District extracurricular activities.
- h. Define any other terms or conditions deemed necessary by the Board or other terms and conditions agreed to by the Board of Trustees.

Oversight, Review, Renewal or Revocation of Charter

1. The Board, in addition to granting or denying charter, retains the authority to revoke or terminate a charter in accordance with the provisions of law.
2. The Charter School shall submit a copy of its annual report to the Secretary of Education to the Board of School Directors in accordance with 24 PS Sec. 1728 A.(B).
3. The Board will annually establish a visiting committee to assess whether a Charter School is complying with the terms and conditions of its charter and meeting the goals of its charter. The visiting committee may request additional information to supplement the required annual report.
4. The visiting committee shall have ongoing access to the records and facilities of the Charter School in order to ensure that the Charter School is in compliance with its charter, Board policy, and applicable laws.
5. The chairperson of the visiting committee shall accept, record, and investigate any complaints about the conduct of the Charter School.
6. A Charter School shall submit monthly enrollment figures and financial reports to the District in a format defined by the Superintendent.
7. Prior to granting a charter renewal, the Board will conduct a comprehensive review of the Charter School. Any changes to the original charter must be brought forth to the District within thirty (30) days.

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8. The Board may choose to revoke or not to review a charter based on any of the following reasons:

- a. One or more material violations of the written charter.
- b. Failure to meet the requirements for Student Performance set forth in State Board of Education regulations and/or the written charter.
- c. Failure to meet generally accepted standards of fiscal management or audit requirements.
- d. Violations of any provisions in the Charter School Law.
- e. Violations of any provisions of state or federal law from which the Charter School has not been exempted, including any statute or regulation governing children with disabilities.
- f. (1) The Charter School has committed fraud as determined by the Pennsylvania Department of Education or law enforcement authorities, (2) any director or officer of the Charter School has been criminally convicted of or plead guilty to fraud or found civilly liable for fraud in their involvement with the Charter School or (3) any director or officer of the Charter School has been criminally convicted of or plead guilty to fraud or found civilly liable for fraud outside of their involvement with the Charter School, but is a director/officer at the time of the renewal.

Any notice of revocation or of non-renewal of a charter given by the Board will state the grounds for such action with reasonable specificity. The Board shall conduct a public hearing concerning such revocation or non-renewal in accordance with the Charter School Law. In cases where the health or safety of the pupils and/or staff is at risk, the Board may take immediate action to revoke a charter.

Miscellaneous Provisions

1. The Board may approve a leave of absence for a period of up to five (5) years for an employee of the District to work in a charter school located in the District or in a regional charter school in which the District is a participant.

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2. Any temporary professional employee or professional employee granted a leave of absence to teach in a Charter School by the District has the right to return to a comparable position for which this person is properly certified. The District shall not be obligated to accept the return of an employee on leave to teach in a Charter School unless the request to return is made no later than March 30 and the return is effective at the beginning of the next school year. No temporary professional employee or professional employee who leaves employment at a Charter School shall be reinstated until the District is in receipt of a current criminal history report and an official clearance statement regarding child injury or abuse from the Department of Public Welfare. A temporary professional employee on leave from the District to teach in a Charter School shall be required to complete three (3) consecutive years of satisfactory service to be eligible for tenure.

3. At its sole expense, the Charter School shall provide teachers on leave from the District the same health care benefits the District would have provided in the absence of the leave. District health benefits shall be reinstated when the teacher returns from leave.

4. If the Charter School closes during the course of an academic year, the District may assign returning students to any District school for the balance of that academic year at its sole discretion.

5. The District may include Charter School staff members in staff development programs when so requested by the Charter School on a case-by-case basis. The Charter School shall pay pro rata costs for participating Charter School staff. In the event that a limited number of openings in such programs are available for Charter School staff, preference shall be given to Charter School staff on leave from the District.

6. Students of the Charter School who reside in the District and who meet all District eligibility requirements may participate in District athletics and club activities if the Charter School does not offer the same athletic or club activity.

7. A Charter School and the District may arrange for the District, at its discretion, to provide certain services to the Charter School at the expense of the Charter School including, but not limited to, curriculum services, in-service training, custodial services, maintenance services, payroll and benefits services, and food services. Such arrangements will be set out in the charter or in contracts mutually agreed to by the Board and the Board of Trustees.

8. The District will provide student transportation for students enrolled in a Charter School or a Regional Charter School consistent with the Charter School Law.

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The Board-approved Format for Charter School Application is attached to this regulation as Attachment A.

The Board-approved Charter School Application Review Form is attached to this regulation as Attachment B.

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ATTACHMENT A

**LOWER MERION SCHOOL DISTRICT
FORMAT FOR CHARTER SCHOOL APPLICATION**

Use the following format to prepare materials in support of an application for approval of a charter school. Use as much space as required and cover the material in sufficient depth to allow the Board of School Directors to make an informed decision on the application. Appendices should be limited to bulky documents and copies of official documents presented as evidence of compliance. Please provide an original and nine (9) copies of the information requested below.

Section I. Applicant

1. Name of the proposed charter school.
2. Name of the applicant(s), giving complete mailing address, phone, and fax numbers.
3. If the applicant is a profit or non-profit organization, define the organization and state its corporate purposes.
4. State whether the applicant(s) and/or a member of the applicant's immediate family (spouse, parent, child, grandparent, grandchild, or sibling) has a financial interest* in or with a commercial organization that is or will be related to, affiliated with, or otherwise affected by the proposed charter school and/or the school's educational responsibilities?

*Financial interest means anything of monetary or economic value, including but not limited to, salary or other payments or services (*e.g.*, consulting fees or honoraria); equity interests (*e.g.*, stocks, stock options or other ownership interests); intellectual property rights (*e.g.*, patents, copyrights and royalties from such rights); and gifts.

- a. If you answered yes to the question above, please provide the following information:
 - Name of commercial organization(s);
 - The applicant's role with the firm and title, if any;

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- Financial interests: Describe all financial interests and identify those for which the percent of equity interest is greater than 5%;
 - Describe areas of (potential) conflict or (potential) perceived conflict between the commercial organization(s) and the applicant.
5. Identify and describe the inspiration, motivation, and/or incentive for the creation of the proposed charter school.
 6. Identify the grade levels to be served.
 7. Identify the school district(s) from which students will be drawn and from which approval of the application is being sought.

Section II. Governance and Administrative Structure

1. Describe how the charter school will be governed.
2. Describe how members of the Board of Trustees will be named or elected.
3. Describe how parents and community members will be involved in the governance of the school.
4. Name the person and state the qualifications of the person designated to run the school.
5. Describe how the administrative responsibilities for running the school will be carried out and who will be responsible for each aspect.

Section III. Mission, Goals and Assessment Procedures

1. Clearly define the vision, mission, and purpose of the charter school.
2. State whether the charter school is sectarian or non-sectarian, profit or non-profit.
3. Describe how the charter school will provide expanded educational opportunities within the Lower Merion School District.

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4. Define the educational standards for the school, for each benchmark level of the school (grades 3, 6, 8 and 12)
5. Demonstrate how the curriculum/educational program for the charter school will improve student learning; increase learning opportunities for all student; encourage the use of innovative and different teaching methods; provide bias free instruction—all as compared with the curriculum/educational program of the District schools.
6. Describe how the educational program, through support and planning, will provide comprehensive learning experiences to students.
7. Describe the curriculum that will be offered to students and how curricular materials will be selected.
8. Describe how the charter school will provide parents and pupils with expanded choices in the types of educational opportunities available within the public school system.
9. Describe the ways, and extent to which, the charter school will serve as a model for other public schools.
10. Demonstrate the charter school's ability to meet measurable academic standards.
11. Describe the charter school's system for student assessment.
12. State the charter school's agreement to submit an annual report to the Lower Merion School District describing the extent to which the school is meeting its goal(s).

Section IV. Admission Policy and Criteria

1. Demonstrate that the admissions policy and criteria comply with the admissions requirements listed in the charter school legislation for Pennsylvania, for ADA, for Family Educational Rights and Privacy Act, and for IDEA.
2. Demonstrate that the charter school will meet the needs of students with disabilities, bilingual and at-risk students.
3. Demonstrate that the charter school will target low-achieving students and provide equal access for all students.

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4. State the charter school's agreement to have the Montgomery County Intermediate Unit conduct all special education identification and placement.
5. Project the impact of the charter school on student demographics in the public schools.

Section V. Student Discipline Policy and Expulsion Criteria

1. Define the procedures to be used for suspension and expulsion of students.
2. Define the discipline policies and procedures of the charter school.
3. State the charter school's commitment to enroll students for a one -year period.

Section VI. Community Support

1. Demonstrate sustainable support for the charter school plan among teachers, parents, students, and other community members.
2. Present the signatures of parents attesting to their commitment to enroll their children in the proposed charter school, and show evidence there is no bias in the enrollment.
3. Describe how the charter school will ensure ongoing parental involvement.
4. Demonstrate that parents and community organizations have been involved in the planning process of the charter school.

Section VII. Fiscal Operations

1. Provide a five-year financial plan, including provision for annual auditing of the charter school's fiscal operations by a certified public accounting firm.
2. Demonstrate that the five-year financial plan follows the guidelines for budget development of the Commonwealth of Pennsylvania.
3. Identify the minimum number of students needed for the charter school to remain financially viable.
4. Specify the length and conditions of all employee contracts (include copies as an appendix).

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5. Give best estimates (based on student enrollment projections) or transportation costs to be covered by the Lower Merion School District.
6. Project the fiscal impact of the charter school on the Lower Merion School District.

Section VIII. Complaint Procedure

1. Define the procedure for reviewing parent complaints regarding the operation of the charter school.

Section IX. Facilities

1. Identify and describe the facility (ies) to be used to house the charter school. Indicate whether applicant has any interest – financial or otherwise – in the identified facility.
2. Specify the ownership and leasing arrangement of the physical plant.
3. Document receipt of municipal certification (append copy[ies]) for use of the facility as a charter school.

Section X. School Calendar

1. Specify the proposed school calendar, length of the school day, and length of the school year (include a copy of the school calendar as an appendix).

Section XI. Faculty

1. Demonstrate that the educational program creates new professional opportunities for teachers, including the opportunity to be responsible for the learning program at the school site.
2. Define the proposed staff development plan for the charter school.
3. Indicate the number of certified and non-certified staff, and list their qualifications.
4. Define the charter school's employee performance appraisal system.

Section XII. Extracurricular Activity

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1. List the extracurricular activities for students provided by the charter school.
2. Summarize any request(s) with the School District (include copy in an appendix) for student participation in extracurricular activities within the District for activities the charter school does not provide.

Section XIII. Staff Clearance

1. Document compliance with the State requirement that the charter school conduct a criminal history record check (append certification of criminal history clearance) on all staff and volunteers who will have contact with students.
2. Document that the charter school has secured an official clearance statement (append clearance statement) regarding child injury or abuse from the Department of Public Welfare.

Section XIV. Liability, Insurance and Risk Management

1. Summarize provisions for health, workers compensation, retirement, automobile liability, general liability, property, trustee and employee liability, performance surety, tort liability and errors and omissions insurance and demonstrate that levels of coverage are consistent with those of the Lower Merion School District. (Append copies of the policies.)
2. State the charter school's commitment to comply with all Federal, State, and local regulations and statutes pertaining to health, safety, civil rights, insurance, and education of the students.
3. State the charter school's commitment to provide a free, appropriate public education for all students.
4. State the charter school's commitment to comply with the drug awareness, weapons, and sexual harassment policies of the Lower Merion School District.

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ATTACHMENT B

LOWER MERION SCHOOL DISTRICT
Charter School Application Review Form

Reviewer Name: CHECKLIST _____ **Date:** _____

Reviewer Signature: _____

Applicant Name: _____

This review sheet contains the criteria used to review and assess the merit of proposals for charter schools.

Rating System:
3 Sufficient under standards established by Charter School Law 2 Legally deficient under standards established by Charter School Law 1 Seriously deficient under standards established by Charter School Law

Application Criteria by Section	Rating	Comments
<u>Section 1</u> Description of Applicant		
1. The identification of the charter applicant; name of the proposed charter school and the grade or age levels served by the school		
<u>Section 2</u> Governance and Administrative Structure		
2. How will the charter school be governed?		
3. How will members of the Board of Trustees be appointed or elected?		
4. How stable is the Board of Directors?		
5. How will parents and community members be involved with the governance of the school?		
6. Is a person designated to run the charter school?		
7. How will the administrative work of the		

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charter school be accomplished?		
8. How much will the charter school have to rely on outside consultants in its administrative operations and how will this impact the operations of the charter school?		
<u>Section 3</u> Mission, Goals & Assessment Procedures of the Charter School		
1. What is the vision, mission, and purpose of the charter school?		
2. Is the charter school completely non-sectarian?		
3. Is the charter school completely non-profit?		
4. Does the charter school provide expanded educational opportunities to those currently available in the Township??		
5. What are the educational standards of the charter school? For each benchmark level (grade 3, 6, 8, and 12)		
6. Does the curriculum for the educational program of the charter school demonstrate the ability to improve pupil learning? Increase learning opportunities for all students? Encourage the use of innovative and different teaching methods? Provide bias free instruction?		
7. Does the educational program, through support and planning, provide comprehensive learning experiences to students?		
8. How specific is the plan to differentiate instruction?		
9. What curriculum will be offered to students and how will curricular materials be selected?		
10. What is the extent to which the proposed charter school will serve as a model for other public schools in the LMSD?		
11. How qualified are the applicants to		

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actually implement the proposed methodologies of instruction?		
12. How experienced are the applicants in educating the proposed student population?		
13. Does the charter school demonstrate the ability to hold students accountable to meet measurable academic standards?		
14. Does the charter school have an adequate and legally compliant system for student assessment?		
15. Does the charter school have an adequate agreement to submit an annual report to the Lower Merion School District describing the extent to which the school is meeting its goal(s)?		
<u>Section 4</u> Admissions Policy and Criteria		
1. What is the target population of the charter school and how does the charter school propose to recruit this population?		
2. Does the admissions policy and criteria comply with the admissions requirements listed in the charter school legislation for Pennsylvania? ADA? Family Educational Rights and Privacy Act? IDEIA? ESEA?		
3. Does the charter school demonstrate it will meet the needs of students with disabilities, ESL and at-risk students?		
4. How will the charter school target low-achieving students and provide equal access for all students?		
5. Does the charter school have an agreement to have the Montgomery County Intermediate Unit conduct special education identification and placement?		
6. What is the impact of the charter school on student demographics in the public schools?		
<u>Section 5</u> Student Discipline Policy and Expulsion Criteria		

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1. What procedures will be used for the suspension and expulsion of students?		
2. What are the discipline policies and procedures of the charter school?		
3. What is the charter school’s commitment to enroll students for a one-year period?		
<u>Section 6</u> Community Involvement		
1. Is there demonstrated, sustainable support for the charter school plan by teachers, parents other community members and students, as evidenced at the public hearing? Does the charter school have a reasonable likelihood of operating according to its plan over the period of the charter?		
2. Are there signatures of parents attesting to a commitment to enroll their children in the proposed charter school and is there evidence of enrollment by race?		
3. How have community groups been involved in the charter school planning process		
4. How will the charter school ensure ongoing parental involvement and engagement?		
5. Is there evidence that parents and community organizations have been involved in the planning process of the charter school?		
<u>Section 7</u> Fiscal Operations		
1. Is there a five-year financial plan for the charter school and are provisions in place for auditing the school by a certified public accounting firm?		
2. Does the five-year financial plan follow the guidelines for budget development of the Commonwealth of Pennsylvania?		
3. Does the budget narrative state the minimum number of students needed for the school to		

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10/20/08

Date Last Revised:

Revised 3/9/18; Reviewed 2/11/11; No Revisions

remain financially viable? Is the number realistic based on the information presented by the charter school?		
4. Does the charter school specify the length of its contract?		
5. Are best estimates (based on student enrollment projections) of transportation costs specified in the application and in the budget?		
6. Does application adequately project the fiscal impact of the charter school on the Lower Merion School District, Lower Merion Township and the Borough of Narberth?		
<u>Section 8</u> Complaint Procedure		
1. Are procedures established for the review of complaints by parents regarding the operation of the charter school?		
<u>Section 9</u> Facilities		
1. Is there an adequate description of the facility (ies) to be used by the charter school?		
2. Are the ownership and leasing arrangements of the physical plant specified?		
3. Is the property zoned for the intended use as a charter school? If not, has the charter school demonstrated that it has sufficient plans to have a facility capable of housing the school in the District?		
<u>Section 10</u> School Calendar		
1. Is the proposed school calendar, length of the school day and the school year in compliance with state law?		
<u>Section 11</u> Faculty		

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ADMINISTRATIVE REGULATIONS

Policy No.:

140

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1. Does the educational program create new professional opportunities for teachers, including the opportunity to be responsible for the learning program at the school site?		
2. What is the proposed faculty and paraprofessional staff development plan for the charter school?		
3. Is there evidence of the number of certified and non-certified staff and the qualifications of any non-certified staff?		
4. Does the charter school have an adequate and legally sufficient employee appraisal system?		
<u>Section 12</u> Extracurricular Activity		
1. Are there extracurricular activities for students provided by the charter school?		
2. Are there agreements with the School District for student participation in extracurricular activities within the District for activities which the charter school does not provide?		
<u>Section 13</u> Staff Clearance		
1. How will criminal history record checks be conducted on all staff and volunteers who will have contact with students?		
2. Has an official clearance statement regarding child injury or abuse from the Department of Public Welfare been secured?		
<u>Section 14</u> Liability, Insurance and Risk Management		

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1. Are there provisions for health, workers compensation, retirement, automobile liability, general liability, property, trustee and employee liability, performance surety, tort liability and errors and omissions insurance at sufficient levels?		
2. Does the charter school, agree to comply with all federal, state and local regulations and statutes pertaining to the health, safety, civil rights, insurance and education of the children?		
3. Is there significant potential for violation of the 1 st and 14 th amendment of the Constitution of the United States?		
4. Does the applicant agree to provide a free and appropriate public education for all students?		
5. Does the charter school demonstrate commitment to comply with the drug awareness, weapons, and sexual harassment policies of the Lower Merion School District?		