

# I-4: Charter School Application

---

The applicant is the person authorized to act on behalf of the proposed charter school. The district will address its correspondence and communication to the applicant as noted below.

Name of proposed charter school: \_\_\_\_\_

Purpose and mission of the school: \_\_\_\_\_

Name of applicant/chief administrative officer: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Daytime phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email address: \_\_\_\_\_

Description of group or organization: \_\_\_\_\_

Address of proposed charter school: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Website address: \_\_\_\_\_

School district: \_\_\_\_\_

Anticipated first day of school: \_\_\_\_\_

Target student population: \_\_\_\_\_

Maximum number of students who could be served: \_\_\_\_\_

Projected student enrollment for each of the first 3 years of operation: \_\_\_\_\_

Proposed grade levels or student ages to be enrolled: \_\_\_\_\_

If converting an existing public school:

Name of public school to be converted: \_\_\_\_\_

Is the entire school to become a charter school? If no, please explain.      Yes: \_\_\_\_      No: \_\_\_\_

\_\_\_\_\_

Date draft application submitted to the executive director of school leadership and performance (if applicable): \_\_\_\_\_

Date application submitted to the board: \_\_\_\_\_

## **CHARTER SCHOOL APPLICATION INSTRUCTIONS/NARRATIVE:**

Provide a detailed, written narrative on the following topics. Please use the section headings, numbering, and topic titles to organize the narrative.

### **I. School Governance**

- A. Governance Structure: Describe the governance and administrative structures of the school.
- B. Governing Board: Describe the selection process for governing board members, including criteria for selection, board structure, and term lengths. List current governing board members and their qualifications. Include written assurance that each governing board member will, within thirty (30) days of election/appointment, provide the district with the results of a background check
- C. Business Plan: Provide a detailed business plan, including a market analysis of the community the school plans to serve.
- D. Chief Administrative Officer: Describe the administrative and supervisory roles of the chief administrative officer. Provide the name and qualifications of the designated chief administrative officer.
- E. Parent Involvement: Describe method for involving parents establishing and reviewing policies, procedures, and programs, including the school's curricular and instructional program. Include procedures for notifying parents of opportunities or obligations for participation.
- F. Complaints: Describe the procedures for receiving and responding to parent complaints.

### **II. Students**

- A. Notification: Describe the strategic plan for attracting a student population that represents the district as a whole and notifying these potential students and their families of the opportunity to attend the charter school.
- B. Selection: Describe the student application procedure and the admissions selection process, including any preferences given at admission.
- C. Standards: Describe the standards that will govern student conduct, dress, and performance, how and when those standards will be communicated to students and parents, and how they will be enforced.
- D. Dismissal: Describe the procedures for suspension, dismissal, or expulsion of a student, appeal rights, and notification to the student's resident district.

### **III. Staff**

- A. Screening and Selection: Describe the procedures for determining the qualifications and fitness of employees for assignments.
- B. Qualifications: Describe the minimum acceptable qualifications for professional staff, including how the school will comply with the criminal background check requirements described in Utah Code Ann. §53A-1a-512.5.
- C. Staffing Patterns: Describe the anticipated faculty staffing pattern, including whether students will be in self-contained classes, in multi-age groups, or rotated among different teachers. Address the roles of classified support staff, and other pertinent aspects of staffing patterns.
- D. Teaching Schedule: Provide a copy of the anticipated faculty schedule, including provisions for preparation, consultation with students and parents, and professional development.
- E. Employee Evaluation: Describe the policies and procedures for evaluating employee performance, including remediation and termination.
- F. Employment of Relatives: Describe the policy regarding employment of relatives.

### **IV. Curriculum and Instruction**

- A. Purpose: Describe the school's purpose, mission, and academic goals, specifying the factors that set it apart from other educational entities currently available in the area.
- B. Curriculum: Describe the planned curricular and instructional program to be used. Address compatibility with the Utah Core Standards and graduation requirements.
- C. Calendar: Provide copies of the proposed annual school calendar and weekly schedule. Include the length of the school day and days that instruction will occur.
- D. Extracurricular Activities: Describe the plans for extracurricular activities, including whether and how the school intends to participate in interscholastic competitions.
- E. Policy Waivers: List the specific board policies for which the charter school will seek waivers and the rationale for these requests.
- F. Replicability/Sustainability: Describe the evaluation plan to determine the charter school's ability to sustain its program over time, and the viability of creating like charter schools in other locations. Include structure for reporting to the board.

**V. Student Assessment**

- A. Instruments and Procedures: Describe the instruments and procedures for assessing student performance beyond the statewide public education assessment program and end-of-level core curriculum assessments.
- B. Reporting and Use: Describe the procedures for informing parents of assessment results. Address how assessment results will be used to evaluate and modify educational programs.

**VI. Finances and Reporting**

- A. Start-Up Funds: Submit a detailed plan for obtaining and using start-up funds.
- B. Revenues and Expenditures: Submit a financial plan. Include sources of one-time and ongoing revenue and anticipated expenditures by category (salaries, benefits, facilities, utilities, materials, etc.).
- C. Accounting Policies and Procedures: Describe accounting procedures. Include plans to ensure proper controls and oversight. Address reporting of charitable gifts (all grants, gifts, donations, endowments, and bequests to the school in excess of \$500).
- D. Insurance: Provide documentation from qualified insurance providers evidencing intent to furnish and descriptions of required insurance.
- E. Fees: Outline fees or other articles (materials, clothing, etc.) required to fully participate in school programs. Address procedures for establishing fee/article requirements, fee waivers, means of parent communication and collection, and intent to comply with state law and regulation governing school fees and fee waivers.
- F. Reporting/Responsibility: Describe procedures for preparing and submitting required financial and other reports. Address measures to ensure accurate reporting.

**VII. Support Services**

- A. Special Education: Describe special education and related services as required by state and federal law.
- B. Transportation: Describe provisions, if any, for student transportation.
- C. Food Services: Describe provisions, if any, for food services.
- D. Health and Safety: Describe provisions for meeting health and safety requirements. Include procedures for clean, safe, and well maintained facilities.
- E. Contracted Services: Describe the district contracted services you will be requesting from the district.
- F. Emergencies: Describe emergency procedures, addressing incidents such as student injury or illness, fire, and natural disasters. Include provisions for weather related incidents.

**VIII. Facility Plan**

- A. Facilities: Present a capital facility plan. Address whether the school intends to lease or purchase facilities and the corresponding financing arrangements. Outline the desired school location, classroom space, and other pertinent information regarding facilities.
- B. Playground: Describe the playground space or the equivalent open space for physical education.

**IX. Evaluation**

Program Evaluation: Describe the methods by which the school's progress toward achieving its goals, as set forth in the charter, will be assessed. The evaluation structure should include, but is not limited to, an assessment of student outcomes, school governance, staffing, curriculum and instruction, and support services.

**X. Conversion of an Existing School to a Charter School**

If this application is for the conversion of all or part of an existing public school, please also including the following:

- A. If the entire public school is to become a charter school:
  - 1. A petition supporting the change signed by at least two-thirds of the certificated/licensed staff in the school and a parent or guardian of at least two-thirds of the students attending the school. Each family will count as only one vote regardless of the number of students attending the school from that family.
  - 2. A copy of the information given to those who were asked to support the petition.
  - 3. An explanation of arrangements for students whose parents or guardians choose not to have them attend the new charter school:
    - a. where those students would go to school;
    - b. whether the receiving school(s) would have the capacity to serve the additional students; and
    - c. whether it would be necessary to provide additional busing services to transport those students to their new schools.
  - 4. A list of employees currently employed in the school who will not be part of the charter school faculty, either by their own choice or because the charter school will not be retaining them if the charter is approved.
    - a. Address the arrangements for teachers who choose not to continue teaching at the charter school.

- B. If only a part of the public school is to become a charter school:
1. A petition supporting the change signed by a majority of the certificated/licensed staff in the school and a parent or guardian of a majority of the students attending the school.
  2. A copy of the information given to those who were asked to support the petition.
  3. A description of:
    - a. which portions of the school will be converted to charter school status;
    - b. which portions of the school will continue to operate as a regular public school;
    - c. which ideas of the school will be shared; and
    - d. how many students of which ages or grades will be in each school, and how the two schools will coordinate their operations.

---

## CHARTER SCHOOL ASSURANCES

The applicant charter school hereby assures and certifies to the board that (read and check):

- The charter school will comply with all applicable laws, statutes, and regulations including those outlined in Utah Admin. Code R277-550 through R277-555.
- The charter school will make provisions for such fiscal control and fund accounting procedures as may be necessary to assure proper disbursement and accounting of all funds, including a monthly submission of a financial report of revenue, expenditures, and student enrollment.
- The charter school will complete background checks on each governing board member.
- The charter school will have an operative and readily accessible website containing the information described in Utah Admin. Code R277-515-5 at least 180 days before the proposed opening day of school.
- The charter school will maintain a clear, written procedure and process for auditing school finances as per district requirements. The charter school gives the district, the Utah State Board of Education, or the U.S. Comptroller General, through any authorized representative, the access to, and the right to examine, all records, appears, or other documents related to all funds, including the submission of reports as may be required.
- The charter school will make such reports, including reports of evaluations, in such form and containing such information as the board or the State Superintendent of Public Instruction may reasonably require to carry out their legislative functions and to determine the extent to which funds have been effective in carrying out legislative purposes and project objectives.
- The charter school will not expend program funds for any education program, activity, or service related to sectarian instruction or religious worship.
- The charter school acknowledges that neither the chartering entity nor the State of Utah, including any agency of the state, is liable for debts or financial obligations of the charter school or persons or entities that operate the charter school.
- The charter school assures that resources will be available and a process established to develop an Individual Learning Plan or a Plan for College and Career Readiness for each student.
- The charter school will not charge tuition or fees, except those fees allowed by law.
- A copy of the signed charter will be supplied to interested individuals or groups on request.
- The charter school will maintain a clear, written procedure and process for auditing school finances as per the requirements of the Salt Lake City School District.
- The charter school will provide written evidence of liability and other appropriate insurance coverage, including a description of the levels of coverage and the relationship of the coverage to local and state agency obligations.
- The charter school will comply with appropriate rules, regulations, and state guidelines except as specifically waived by the board and the Utah State Board of Education, and effective control will be maintained over, and accountability provided for all funds, property, and other assets. The charter school will also adequately safeguard all public property and will assure that it is used solely for authorized purposes.
- All physical assets purchased with public funds become the property of the board at the termination of the charter school.
- The charter school will comply with the requirements of the Family Educational Rights and Privacy Act of 1974.
- The charter school will comply with Title VI of the Civil Rights Act of 1964 prohibiting discrimination in program benefits, participation, employment, or treatment on the basis of race, color, or national origin, and in compliance with the provisions of Title IX of the Education Amendments of 1972 prohibiting discrimination on the basis of sex.
- The charter school assures that no otherwise qualified person will, on the basis of a disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity that receives or benefits from local, state, or federal financial assistance.

- The charter school will function under an open admission policy on the same basis as other public schools. If the number of students applying to enroll exceeds the capacity of the school or programs, classes, or grade levels within the school, then those to be admitted will be chosen at random from among the applicants, within the allowable mandatory and optional preferences specified in Section 53G-6-502, Utah Code Annotated.
- The charter school assures that it will not conduct a program of instruction until such time as:
  - the requisite health and safety standards for the school building have been met according to the local fire and health department inspectors;
  - adequate equipment, materials, and guidance and counseling services are available; and
  - conditions are adequate to provide for the economical operation of the school with an adequate learning environment.
- The charter school will comply with all applicable federal and state laws, rules, and regulations regarding the recruitment, screening, selection, and evaluation of all school employees.
- The charter school will employ the use of the Utah Core Standards as the foundation for the instructional program for the school.
- The charter school will employ the use of the current state approved assessments and the Utah Core Standards End-of-Level Tests as a fundamental part of the overall assessment program for the school.
- The charter school will function under the stipulations of a clear, written agreement with the districts of student residence regarding the involvement of students in extracurricular activities and/or interscholastic activities governed by the Utah High School Activities Association, if such programs are offered.
- The charter school will operate under the provision of the Utah's Open and Public Meetings Act.
- The charter may be modified by mutual agreement of the chartering entity and the governing body of the school. The school will submit an appropriately amended application prior to any material change affecting the purpose, administration, organization, or cooperation of the school.
- The filing of this application for charter school's status has been authorized by the governing body acting through its authorized representative, identified on the application as the chief administrative officer.

---

## REQUIRED SIGNATURES

- I. **The chief administrative officer of the applicant charter school certifies that, to the best of his or her knowledge and belief, the information included with this application is true and accurate, and that the applicant will comply with the assurances noted above if this application is approved.**
  
- II. **This application for charter school status and funding is hereby submitted with the full approval and support of the governing body and chief administrative officer of the proposed charter school.**

### SIGNATURE OF CHIEF ADMINISTRATIVE OFFICER

Name (type): \_\_\_\_\_

Title (type): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### SIGNATURES OF THE GOVERNING BOARD MEMBERS

(ADD ADDITIONAL PAGES IF NECESSARY)

Name (type): \_\_\_\_\_

Title (type): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name (type): \_\_\_\_\_  
Title (type): \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Name (type): \_\_\_\_\_  
Title (type): \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Name (type): \_\_\_\_\_  
Title (type): \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Name (type): \_\_\_\_\_  
Title (type): \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

No district employee or student shall be subjected to discrimination in employment or any district program or activity on the basis of age, color, disability, gender, gender identity, genetic information, national origin, pregnancy, race, religion, sex, sexual orientation, or veteran status. The district is committed to providing equal access and equal opportunity in its programs, services and employment including its policies, complaint processes, program accessibility, district facility use, accommodations and other Equal Employment Opportunity matters. The district also provides equal access to district facilities for all youth groups listed in Title 36 of the United State Codes, including scouting groups. The following person has been designated to handle inquiries and complaints regarding unlawful discrimination, harassment, and retaliation: Tina Hatch, Compliance and Investigations/Title IX Coordinator, 440 East 100 South, Salt Lake City, Utah 84111, (801) 578-8388. You may also contact the Office for Civil Rights, Denver, CO, (303) 844-5695.