

# 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 30 days of election/appointment, provide the district with the results of a background check.
- C. 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.

### **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.

### **Staff and Human Resource Management**

- 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. §53G-5-408.
- 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.
- G. Human Resource Management: Describe which school employee(s) will be assigned human resource management duties and how the identified employee(s) will obtain human resource management training as defined in Utah Code Ann. §17B-1-805.

### **Curriculum and Instruction**

- A. Purpose: Describe the school's purpose and mission, specifying the factors that set it apart from other educational entities currently available in the area.
- B. Curriculum: Describe the planned curriculum, instructional program, and delivery methods to be used. Address compatibility with the Utah Core Standards and graduation requirements.
- C. Performance Measures: Specify the school's unique performance measures, including academic goals.
- D. 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.
- E. Extracurricular Activities: Describe the plans for extracurricular activities, including whether and how the school intends to participate in interscholastic competitions.

### **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. Describe the method for assessing whether students are reaching the school's performance measures and academic goals, including administering the statewide assessments as defined in Utah Code §53E-4-301.
- 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.

### **Business Plan**

- A. Report: Provide a detailed market analysis of the community the school plans to serve.
- B. Start-Up Funds: Submit a detailed plan for obtaining and using start-up funds.
- C. 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.).
- D. Reporting/Responsibility: Describe procedures for preparing and submitting required financial and other reports. Address measures to ensure accurate reporting.

### **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. Contracted Services: Describe the district contracted services you will be requesting from the district.

### **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.

### **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.

### **Policies and Procedures**

- A. If the charter school is proposing to create its own policies and procedures, and not follow SLCS board policies and district administrative procedures, please provide copies of the proposed policies including but not limited to the following areas:
  - 1. Accounting
  - 2. Student Conduct and Discipline
  - 3. Student Fees
  - 4. Student Dress Code
  - 5. Parent Involvement
  - 6. Discrimination, Harassment, and Retaliation
  - 7. Bullying, Cyber-bullying, and Hazing
  - 8. Parent Involvement
  - 9. Complaint Resolution
  - 10. Title IX

### **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 governing public schools and charter schools including but not limited to those outlined in
  - Utah Code Ann. §53G-5-101 et seq. Charter Schools
  - Utah Admin. Code R277-550, Charter School Definitions, **through** R277-555, Charter School Closure Reserve Account
  - 20 U.S.C §1232(g), Family Educational Rights and Privacy Act, 34 CFR Part 99
  - 20 U.S.C §1232(h), Protection of Pupil Rights Amendment, 34 CFR Part 98
  - Utah Code Ann. §53E-9-201 et seq., Student Privacy and Data Protection Act
  - 20 U.S.C. §1681-86, Title IX of the Education Amendments of 1972, 34 C.F.R. Part 106
  - 20 U.S.C. §7905, Boy Scouts of America Equal Access Act, 34 C.F.R. §108 et seq.
  - 29 U.S.C. §206(d), The Equal Pay Act of 1963
  - 29 U.S.C. §621 et seq., Age Discrimination in Employment Act of 1967, 29 C.F.R. §621-634
  - 29 U.S.C. §794, Section 504 of the Rehabilitation Act of 1973, 34 C.F.R. §104 et seq.
  - 29 U.S.C. §2601, The Family Medical Leave Act of 1993, 29 C.F.R. §825
  - 32 U.S.C. §2000(d), Title VI Civil Rights Act of 1964, 34 C.F.R. §100 et seq.
  - 38 U.S.C. §4212 et seq., The Vietnam Era Veterans' Readjustment Assistance Act of 1974
  - 42 U.S.C. §2000(e), Title VII of the Civil Rights Act of 1964
  - 42 U.S.C. §6101-6107, Age Discrimination Act of 1975, 34 C.F.R. §110 et seq.
  - 42 U.S.C. §12101 et seq., ADA Amendments Act of 2008, 29 C.F.R. §1630
  - 42 U.S.C. §12111 et seq., Title II of the Americans with Disabilities Act of 1990 (ADA), 29 C.F.R. §35
  - 29 C.F.R. §1635, Title II of the Genetic Information Nondiscrimination Act of 2008
  - The Pregnancy Discrimination Act of 1978
- 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

**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.**

**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.