

CONVERSION SCHOOL

Prior to converting any part of the school district to a conversion school, the board of education shall have the administration of the school district prepare a conversion plan. The conversion school may consist of a new school site or all or any portion of an existing school site. The entire district may not legally become a charter school site. The conversion plan shall include documentation that demonstrates and includes the following:

1. A mission statement for the conversion school;
2. A description including, but not limited to, background information of the organizational structure and the governing body of the conversion school;
3. A description of the facility and location of the conversion school;
4. A description of the grades being served;
5. An outline of criteria designed to measure the effectiveness of the conversion school;
6. Documentation that the applicants completed charter school training as set forth in 70 O.S § 3-134;
7. Unless otherwise authorized by law or regulation, a description of the academic program aligned with state standards;
8. A description of the instructional design of the conversion school, including the type of learning environment, class size and structure, curriculum overview and teaching methods;
9. The plan for using internal and external assessments to measure and report student progress on the performance framework developed by the applicant in accordance with subsection C of 70 O.S. § 3-135;
10. The plans for identifying and successfully serving students with disabilities, students who are English language learners and students who are academically behind;
11. A description of cocurricular or extracurricular programs and how they will be funded and delivered;
12. Plans and timelines for student recruitment and enrollment including lottery procedures;
13. The student discipline policies for the conversion school, including those for special education students;
14. An organizational chart that clearly presents the organizational structure of the conversion school, including lines of authority and reporting between the governing board, staff, any related bodies such as advisory bodies or parent and teacher councils and any external organizations that will play a role in managing the school;
15. A clear description of the roles and responsibilities for the governing board, the leadership and management team for the conversion school and any other entities shown in the organizational chart;
16. The leadership and teacher employment policies for the conversion school;

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17. Proposed governing bylaws;

18. Explanations of any partnerships or contractual partnerships central to the operations or mission of the conversion school;

19 Plans for providing transportation, food service and all other significant operational or ancillary operations; .

20. A requirement that the conversion school governing board meet at a minimum quarterly in the state and that for those charter schools outside of counties with a population of five hundred thousand (500,000) or more, that a majority of members are residents within the geographic boundary of the sponsoring entity; and

21. A requirement that the conversion school follow the requirements of the Oklahoma Open Meeting Act and Oklahoma Open Records Act; and

22. A copy of any proposed contract between the governing board of a charter school and an educational management organization as defined by 70 O.S. § 5-200 which meets the requirements of the Oklahoma Charter Schools Act.

The conversion plan and all documents shall be in writing and will be available to the public as an Open Record subject to the Oklahoma Open Records Act. The board of education shall be provided the conversion plan and members will be given the documentation 5 days in advance of the board meeting wherein the plan will be voted upon. Members of the board will discuss the item and vote on the plan at a meeting which is open to the public. All votes by the board of education to approve a conversion plan will be publically cast and recorded. If a majority of the board of education votes to approve the conversion plan, the superintendent shall notify the State Board of Education within sixty (60) days of the vote. The notification shall include a copy of the minutes for the board meeting at which the conversion plan was approved.

The conversion school will comply with all of the same accountability measures as required of charter schools. The conversion school is not required to comply with the requirements of 70 O.S. §§ 3-140 and 3-142. A conversion school is funded as a site within the school district and a conversion school cannot limit student enrollment.

Conversion schools shall be funded by the board of education of the school district as a school site within the school district and funding shall not be affected by the conversion of the school.

The board of education may vote to revert a conversion school back to a traditional public school at any time; provided, the change shall only occur during a break between school years.

REFERENCE: 70 O.S. §§3-132.2 and 3-134