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**Charter School**

**Application Form**

Version 1.1, August 2022

**About the West Virginia Professional Charter School Board**

The mission of the board is to authorize high-quality public charter schools throughout the state that provide more options for students to attain a thorough and efficient education, particularly through schools designed to expand the opportunities for at-risk students.

Thank you for your interest in expanding educational options in West Virginia. The Professional Charter School Board recognizes that time is limited. To comply with West Virginia’s charter school law, we nevertheless require thorough responses to the following questions. Please feel free to include additional pages or appendices. If you have questions about the application or the standards of review, please contact James Paul, Executive Director, at james.paul@wvpcsb.org.

**General Information**

**Name of Proposed School:**

**Primary Contact for Application**

Name:

Phone Number:

Email:

**501(c)(3) Status**

Receipt Number:

Date Obtained:

If this status has not yet been granted, date of submission of application:

**Charter School Type** *(Select One)*

Start-up charter school—a public charter school that did not exist as a noncharter public school prior to becoming a public charter school.

Conversion charter school—a public charter school that existed as a noncharter public school before becoming a public charter school.

Program conversion charter school—a program within an existing noncharter public school that is either preexisting and converted or newly created to become a separate and discrete program.

Is your application for a virtual charter school?

Yes

No

If yes, will educational services be provided through:

a synchronous, online program

a learn at your own pace, asynchronous program.

Will you hire an Education Service Provider?

Yes

No

If yes, provide the name of the Education Service Provider:

**Enrollment**

What student ages and grade levels will be served by the school? (§18-5G-8.b.14).

What will be the maximum student enrollment at capacity? (§18-5G-8.b.14).

What are the planned minimum and maximum enrollment levels per grade, per year? (§18-5G-8.b.14). A table may be placed here or on another page.

**Acknowledgements/Assurances**

A charter school that is authorized by the Professional Charter School Board will be subject to the oversight of the Professional Charter School Board for operating in accordance with its approved charter contract and for meeting the terms and performance standards established in the charter contract.

The charter school will not charge tuition and will only impose fees that are imposed by local non-charter public schools.

The charter school will not, whether through the enrollment process or general operation of the school, put in place requirements or practices that would exclude from enrollment any child at the charter school who would not be excluded at a non-charter public school.

The charter school’s admission and enrollment processes are void of discriminatory practices, and admission materials will include a non-discrimination statement indicating that all applicants, including those with exceptionalities, are eligible to attend.

Pursuant to W.Va. Code §18-5G-11(a)(6), the charter school shall not discriminate against any person on any basis which would be unlawful, under state or federal law, for non-charter public schools in the school district. Provided, this prohibition shall not be construed to limit a charter school from establishing any of the limited set of enrollment preferences allowed in W.Va. Code §18-5G-1 et seq.

Pursuant to W.Va. Code §18-5G-11(a)(7), a charter school may establish certain enrollment preferences.

Pursuant to W.Va. Code §18-5G-11(a)(8), if a school has excess capacity after enrolling students to whom an enrollment preference has been established, all remaining applicants will be chosen through a random selection lottery.

Pursuant to W.Va. Code §18-5G-11(a)(1), a charter school’s recruitment effort shall include all segments of the student populations served by noncharter public schools of comparable grade levels.

The charter school will appropriately evaluate students and comply with all federal requirements, including, but not limited to, federal nutrition standards, the Civil Rights Act of 1964 (Pub.L. 88-352, 78 Stat. 241 (1964); the McKinney Vento Homeless Assistance Act, U.S.C. 11431 et seq.; the Individuals with Disabilities Education Improvement Act of 2004 (IDEA), Pub.L. 108-446; the Americans with Disabilities Act of 1990 (ADA), Pub.L.101-336, 104 Stat. 328 (1990); and Section 504.

In accordance with Section 504 and the ADA, no otherwise qualified individual with an exceptionality seeking to engage in a major life activity shall, solely by reason of her or his exceptionality, be excluded from participation in, be denied the benefits of, or be subjected to discrimination by a charter school. Charter schools shall create, maintain, and implement a service plan and provide accommodations for each student determined to be eligible for such services.

The governing board and charter school will comply and respond to requests received pursuant to the Freedom of Information Act (W.Va. Code §29B-1-1 et seq.).

The governing board will conduct its business in compliance with The Open Governmental Meetings Act (W.Va. Code §6-9A-1 et seq.).

The charter school will adhere to the same immunization requirements that are applicable to non-charter public schools.

The charter school will adhere to the same compulsory school attendance requirements that are applicable to non-charter public schools.

Students attending the charter school will receive the same minimum number of days or an equivalent amount of instructional time per year as required of students attending non-charter public schools under W.Va. Code §18-5-45.

The charter school will comply with the West Virginia Student Data Accessibility, Transparency and Accountability Act as set forth in W.Va. Code §18-2-5h, the West Virginia Board of Education’s Procedures for the Collection, Maintenance and Disclosure of Student Data (Policy 4350), and the Federal Educational Rights and Privacy Act (FERPA).

Pursuant to W.Va. Code §18-5G-3(c)(11), contractors and service providers, and employees of the same, will be prohibited from making direct contact with students, virtually or in person, and will not be permitted unaccompanied access to school grounds when students are present until it can be verified that such individuals have not previously been convicted of a qualifying offense pursuant to W.Va. Code §18-5-5(c).

Pursuant to W.Va. Code §18-5G-3(c)(8), the charter school will use the West Virginia Education Information System (WVEIS) to report all data required by statute or the charter contract.

Pursuant to W.Va. Code §18-5G-3(c)(10), the governing board and charter school will meet the same accounting and financial reporting requirements required of non-charter public schools, including, but not limited to, participation in the State Auditor’s financial transparency website.

Pursuant to W.Va. Code §18-5G-3(c)(13), the charter school will adhere to the same building codes, regulations, and facility fees that apply to non-charter public schools under Chapter 18 of the W.Va. Code, including the West Virginia State Fire Marshal inspections and certificate of occupancy certificate requirements.

Pursuant to W.Va. Code §18-5G-3(c)(14), the charter school shall be subject to the same student transportation safety laws applicable to public schools when transportation is provided.

The charter school shall obtain all required occupation and operation certificates and licenses prior to the first instructional day for students.

The charter school shall assure that no elected official is receiving, or will receive, monetary compensation if the charter school proposed in the charter school application is authorized.

Every charter school teacher will be certified by the West Virginia Department of Education, or will satisfy each of the following requirements, as certified by the school:

* + Is a citizen of the United States or otherwise holds a valid credential to be employed in the United States
  + Is 18 years by the time the teacher begins instructional duties
  + Is physically, mentally, emotionally, and morally qualified to perform the duties of a teacher, as determined by the charter school
  + Meets the charter school’s requirements for employment, including relevant academic or occupational qualification or experience that reasonably indicates the applicant will perform his or her instructional duties competently; and
  + Passes a criminal history record check and fingerprinting requirements applicable to noncharter public schools in West Virginia.

The charter school will participate in the state accountability system and follow state guidelines and regulations for administering state tests and providing necessary data for state reporting.

Pursuant to W.Va. Code §18-5G-5(d), the charter school will remit an oversight fee to its authorizer, not to exceed one percent of the charter school’s per-student funding in a single school year.

Members of a charter school governing board shall:

* + Not be an employee of the charter school administered by the governing board
  + Not be an employee of an education service provider that provides service to the charter schools; and
  + File a disclosure report to the Professional Charter School Board identifying potential conflicts of interest, relationships with management organizations, and relationships with family members who are employed by the public charter school or have other business dealings with the school, the management organization of the school, or any other public charter school.
  + Collectively possess expertise in leadership, curriculum and instruction, law, and finance; and
  + Be considered an officer of a school district under the provisions of W.Va. Code §6-6-7, and removal from office shall be in accordance with the provisions of that section.

The governing board for the charter school will consist of no fewer than five members, including at least the following: Two parents/guardians of students attending the charter school operating under the governing board (these members may be identified after enrollment has occurred); and two members who reside in the community served by the charter school (who may also be the parent/guardian board members).

Pursuant to W.Va. Code §18-5G-11(d), each charter school will certify annually to the State Department of Education and to the county board of the school district in which the charter school is located its student enrollment, average daily attendance and student participation in the national school lunch program, special education, vocational education, gifted education, advanced placement and dual credit courses, and federal programs in the same manner as school districts.

**Mission and Vision**

Provide a brief mission statement for the school. (§18-5G-8.b.1).

Provide a brief vision statement for the school. If the school will have a specialized academic focus, describe it here. (§18-5G-8.b.1).

**Educational Program**

Provide a detailed description of the school’s educational program. (§18-5G-8.b.2). Applicants may discuss accountability measures like academic proficiency, academic growth, achievement gaps, attendance rates, retention rates, and graduation rates.

Separately, address each of the following:

What curriculum will be used for each grade level? Include textbooks, online materials, and other materials that will be used to deliver educational content.

What are the school’s student achievement goals? (§18-5G-8.b.3).

How will the school use data derived from student evaluations and assessments—including the West Virginia statewide summative assessment—to determine whether students are achieving those goals? (§18-5G-8.b.3; §18-5G-8.b.4).

How will student achievement data inform instructional practice and school improvement? (§18-5G-8.b.4).

How will the educational program improve the achievement of traditionally underperforming students located in the local school district of proposed residence? (§18-5G-8.b.5)

How will the school successfully serve students with disabilities, students who are English language learners, bilingual students, students who are academically behind, and students who are academically gifted? (§18-5G-8.b.20).

Describe student discipline procedures, including those for students with disabilities—which should be consistent with requirements of due process, as well as with state and federal laws and regulations governing the placement of students with disabilities. (§18-5G-8.b.12).

Describe the school calendar and school day schedule. (§18-5G-8.b.15).

Describe the cocurricular and extracurricular programs to be offered, including how they will be funded and delivered. (§18-5G-8.b.21).

Describe the plan for encouraging parental involvement. (§18-5G-8.b.25).

**Governance**

Provide a list of the members of the initial governing board. For each board member, provide the following information:

**Board Chair**

Full Name:

Phone Number:

Full Address:

**Board Member**

Full Name:

Phone Number:

Full Address:

**Board Member**

Full Name:

Phone Number:

Full Address:

**Board Member**

Full Name:

Phone Number:

Full Address:

**Board Member**

Full Name:

Phone Number:

Full Address:

Describe the governance structure of the school. (§18-5G-8.b.6).

Separately, include each of the following:

Bylaws, including the qualifications, terms, and methods of appointment or election of governing board members.

The organizational structure of the school. Clearly identify the lines of authority and reporting between the governing board, school administrators, staff, related bodies (i.e., advisory bodies, parent councils, teacher councils), and any external organizations that will play a role in school management.

Process and procedures in the case of the closure or dissolution of the school, including provisions for the transfer of students and their records to the appropriate local school district and an assurance and agreement to payment of net assets or equity after payments of debt. (§18-5G-8.b.18).

Provide a proposed handbook related to personnel policies. **The handbook should be attached a separate document to this application.** (§18-5G-8.b.11).

Separately, include each of the following:

Criteria for hiring qualified teachers, school administrators, and other school employees.

Descriptions of staff responsibilities.

Plan for annual evaluations of school personnel.

Describe the process by which the school will resolve disputes with the Professional Charter School Board. (§18-5G-8.b.22).

**Finance**

Provide a detailed proposal for start-up and multi-year operating budgets necessary to achieve the educational mission of the charter school as well as the standard operating procedures, roles and responsibilities, and contingency plans to realize sound financial management across the term of the contract. Include assumptions for staffing, revenue, and expenditures.

Separately, include each of the following:

A proposed five-year budget, including the start-up year and projections for future additional years with clearly stated assumptions. **This can be a separate attachment**. (§18-5G-8.b.8)

Proposed fiscal and internal control policies. (§18-5G-8.b.9)

A code of ethics identifying the standards of conduct expected of governing board, officers, and employees. **This can be a separate attachment**. (§18-5G-8.b.19).

The types and amounts of insurance coverage that the school will obtain, which must include adequate insurance for liability, property loss, and the personal injury of students comparable to noncharter public schools within the local school district operated by the county board. (§18-5G-8.b.16.A).

**Start-up and Operations**

Provide a detailed start-up plan, including financing, tasks, timelines, and individuals responsible for carrying out the plan. **This can be a separate attachment**. (§18-5G-8.b.23).

Describe the plan for school facilities. (§18-5G-8.b.13)

Separately, address each of the following:

Where will the school building be located?

How will the facility support the implementation of the school’s educational program?

Acknowledge that the school will obtain all required occupation and operation certificates and licenses prior to the first instructional day for students.

Describe the food services to be provided to students (§18-5G-8.b.17).

**Student Enrollment Plans and Policies**

Describe the plans and timelines for student enrollment (§18-5G-8.b.7).

Separately, address each of the following:

What is the school’s primary recruitment area?

Describe policies and procedures for conducting transparent and random admission lotteries, in the event that applications for enrollment exceed capacity (§18-5G-8.b.7; §18-5G-11.a.8).

Describe how the school will notify parents, and others, that this school is an educational option for West Virginia students, particularly in the school’s primary recruitment area. (§18-5G-8.b.24).

**Education Service Provider**

*Note: This section is only required for applicants that have hired or will hire an Education Service Provider. (§18-5G-8.c).*

Regarding the Education Service Provider (ESP):

Provide evidence of success serving student populations similar to the targeted population, including demonstrated academic achievement and successful management of nonacademic school functions. (§18-5G-8.c.1).

Provide student performance data and financial audit reports for all current and past public charter schools.

Provide documentation and explanation for any action taken, legal or otherwise, against the Education Service Provider’s public charter schools for academic, financial, or ethical concerns.

Provide investment disclosures for the Education Service Provider.

Regarding the applicant’s relationship with the ESP:

What is the proposed duration of the service contract with the Education Service Provider?

What are the annual proposed fees, and other amounts, to be paid to the Education Service Provider? Alternatively, if submitting a contract or proposed contract with the ESP, please note the sections that contain these amounts.

What are the roles and responsibilities of the governing board, school staff, and the Education Service Provider?

Describe the scope of services and resources to be provided by the Education Service Provider.

How will the school’s governing board evaluate the Education Service Provider? Provide performance evaluation measures and timelines.

What methods will the school’s governing board use to oversee and enforce the contract with the Education Service Provider?

Identify conditions under which the contract with the Education Service Provider will be renewed or terminated.

Please disclose and explain any existing or potential conflicts of interest between the governing board and the proposed education service provider or any affiliated business entities.