

# Salem-Keizer School District Charter School Handbook

Our Vision: All students graduate and are prepared for a successful life.

# Salem-Keizer Charter School Handbook

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## I. Overview

- A. Salem-Keizer School District recognizes that public charter schools may offer an additional opportunity to create new, innovative, and more flexible ways of educating students in an atmosphere of learning experiences based on current research and development. Public charter schools within Salem-Keizer Public School boundaries shall demonstrate a commitment to the mission and diversity of public education as well as provide a unique opportunity for students.
- B. Public charter schools may be established as a new public school, from an existing public school, a portion of the school, or from an existing alternative education program. A public charter school may not convert an existing tuition-based private school into a charter school, affiliate itself with a nonsectarian school or religious institution, or encompass all the schools in the district.
- C. The school board will not approve any public charter school proposal when it is deemed that its value is outweighed by any direct identifiable, significant, and adverse impact on the quality of the public education of students residing in the district.
- D. To meet the eligibility criteria for board approval, a public charter school proposal must meet the requirements of Oregon Revised Statutes, Oregon Administrative Rules, Salem-Keizer Charter School standards, and board policy and regulation. Upon request of the board, the public charter school applicant must furnish in a timely manner any other information the board deems relevant and necessary to conduct a complete and good faith evaluation of the charter school proposal.
- E. Salem-Keizer Public Schools has developed procedures for public charter schools to include: proposal process, review and appeal procedure, and charter agreement provisions.

## II. Definitions:

- A. Applicant means any person or group that develops and submits a written proposal for a public charter school to the district.
- B. Public charter school means an elementary or secondary school offering a comprehensive instructional program operating under a written agreement entered into between the district and an applicant.
- C. Sponsor means the Salem-Keizer Public Schools Board of Directors.

## III. Proposal Process:

- A. The charter school applicant shall arrange a meeting with the school district's charter contact to discuss the proposal process and requirements.
- B. The applicant shall submit a written proposal to the school district's charter contact no later than October 1 of the prior year for a September starting date the following fall.

- C. If the district’s charter advisory committee determines the proposal to be complete, the proposal will be presented at the December School Board meeting for a first reading and at the January School Board meeting for action.

**If a proposal has not been determined to be complete in advance of the December School Board meeting, the school will not be able to open the following September.**

#### **IV. Requirements for Charter School Proposals**

- A. Charter School proposals shall include, but not be limited to:
  - 1. The minimum requirements enumerated in ORS 338.045(2)(a)-(y)
  - 2. The district’s requirements for additional information as per ORS 338.045(3)
- B. The specific content of the required information for charter school proposals is outlined in attachment A of this handbook.

#### **V. Proposal Review Process**

- A. The superintendent appoints a charter advisory committee, consisting of district representatives, to review public charter school proposals and submit a recommendation to the board.
- B. Within 30 working days of receipt of a proposal, the district will notify the applicant as to the completeness of the proposal. Proposals that leave out any of the required components or do not adequately address the required components are deemed incomplete and will be returned to the applicant.
- C. An applicant will have 15 working days after notification that the proposal is incomplete to resubmit a proposal to the district. If the applicant fails to resubmit a complete proposal within 15 working days, the district will not approve the proposal.
- D. Within 60 calendar days of a proposal being deemed complete, the school board shall hold a public hearing on the provisions of the public charter school proposal.
- E. The school board must evaluate a proposal in good faith using the following criteria:
  - 1. The demonstrated sustainable support for the proposal by teachers, parents, students and other community members, including comments received at the public hearing.
  - 2. The demonstrated financial stability of the proposed public charter school.
  - 3. The capability of the applicant in terms of support and planning to provide comprehensive instructional programs.
  - 4. The capability of the applicant in terms of support and planning to provide comprehensive instructional programs to students identified by the applicant as academically low achieving.
  - 5. The adequacy of the information provided as required by ORS 338.045(2) and (3).

6. Whether the value of the public charter school is outweighed by any directly identifiable, significant, and adverse impact on the quality of the public education of students residing in the district. A “directly identifiable, significant, and adverse impact” is defined as an adverse loss or reduction in staff, students, program, or funds that may reduce the quality of existing district educational programs. This may include, but not be limited to, the following current data as compared to similar data from preceding years:
    - Student enrollment;
    - Student teacher ratio;
    - Staffing with appropriately licensed or endorsed personnel;
    - Student learning and performance;
    - Specialty programs or activities such as: music, physical education, foreign language, talented and gifted, and English as a second language;
    - Revenue;
    - Expenditure for maintenance and upkeep of district facilities;
  7. Whether there are arrangements for any necessary special education and related services; and
  8. Whether there are alternative arrangements for students, teachers, and other school employees who choose not to attend or be employed by the public charter school if the public charter school is converting an existing district school facility.
- F. The board must either approve or deny the proposal within 30 calendar days of the public hearing.
- G. Written notice of the board’s action shall be sent to the applicant. If denied, the notice must include the reasons for the denial and suggestions for remediation. The applicant may then amend the proposal to address objections and any suggested remedial measures and resubmit the proposal to the School Board. The School Board must either approve or deny the resubmitted proposal within 30 calendar days of receipt. The School Board may request an extension in the approval process timelines from the State Board of Education.

## **VI. Terms of the Charter Agreement**

- A. Upon school board approval of the proposal, the board will become the sponsor of the public charter school.
- B. The district and the applicant must develop a written charter agreement, subject to board approval, which shall act as the legal authorization for the establishment of the public charter school.
- C. The initial charter agreement shall be legally binding and must be in effect for a period of not more than five years but may be renewed by the district.
- D. The district and the public charter school may amend a charter agreement through joint agreement.
- E. It is the intent of the school board that charter agreements be detailed and specific to protect the mutual interests of the public charter school and the district. The agreement

shall incorporate the elements of the approved proposal and will address additional matters, statutes and rules not fully covered by law, or the proposal that shall apply to the public charter school including, but not limited to, the following:

1. Sexual harassment (ORS 342.700, 342.704);
2. Pregnant and parenting students (ORS 336.640);
3. Special English classes for certain children (ORS 336.079);
4. Student conduct (ORS 339.250);
5. Alcohol and drug abuse program (ORS 336.222);
6. Student records (ORS 326.565);
7. Oregon Report Card (ORS 329.115);
8. Recovery of costs associated with property damage (ORS 339.270) ;
9. Use of school facilities (ORS 332.172);
10. Bias incidents and symbols of hate (ORS 339.347);
11. Abuse and sexual conduct (ORS 339.370 to 339.400).

F. Employment statutes of public charter school employees - Public charter school law requires the following:

1. Employee assignment to a public charter school shall be voluntary;
2. As per ORS 338.135 (2)(a) A public charter school or the sponsor of the public charter school may be considered the employer of any employees of the charter school;
3. The relationship between the sponsor of the public charter school and any employees of the charter school will be defined in the charter agreement;
4. A school board-sponsored public charter school may employ public charter school employees;
5. A public charter school employee may be a member of a labor organization or organize with other employees to bargain collectively. The bargaining unit may be separate from other bargaining units of the district;
6. Any charter school employee who is granted a leave of absence from the district, then returns to district employment, shall retain seniority and benefits as an employee pursuant to the terms of the leave of absence;
7. Any charter school staff employed by the charter school will be subject to seniority and retention policies as adopted by the charter school;
8. Documentation must be maintained that all employees of the public charter school have been subjected to state and federal criminal history checks and have been cleared for employment in compliance with laws of the State of Oregon.
9. When the sponsor of the charter school is also the employer for the charter school employees, the terms and conditions of charter school employment addressed in the agreement may include, but may not be limited to:
  - a. A proposed plan for the placement of teachers and other school employees upon termination or nonrenewal of the charter.
  - b. Arrangements for employees who choose not to be employed or participate in the public charter school, if a district school has been converted to a public charter school;
  - c. Salary for professional staff or wages for classified staff;
  - d. Health benefits;
  - e. Leaves, including timing, commencement and duration of leave; voluntary and involuntary termination and return to work; whether the leave is paid

- or unpaid; and a description of benefits upon termination of leave (i.e., same, similar or available position and salary schedule placement);
  - f. Work year;
  - g. Working hours;
  - h. Discipline and dismissal procedures;
  - i. Arrangements to secure substitutes; and
  - j. Evaluation procedures.
- G. Student enrollment, application procedures and whether the public charter school will admit nonresident students and on what basis. Public charter school law requires the following:
1. Student enrollment shall be voluntary. If the number of applicants exceeds the charter school capacity, students shall be selected through a lottery process.
  2. A public charter school may not limit student admission based on ethnicity, national origin, race, religion, disability, the terms of an individualized education program, sex, sexual orientation, gender identity, income level, proficiency in the English language, or athletic ability but may limit admission within a given age group or grade level.
  3. A public charter school may implement a weighted lottery that favors historically underserved students. If the number of applications from students exceeds the capacity of a program, class, grade level, or building, the charter school may select students through an equitable lottery selection process.
  4. For the purpose of ameliorating the impact of discrimination against historically underserved students, an equitable lottery selection process may include weights that favor historically underserved students. As used in this paragraph, “historically underserved students” are students who are at risk because of any combination of their race, sex, sexual orientation, gender identity, ethnicity, disability, income level, proficiency in the English language, socioeconomic status or geographic location.
- H. Public charter school law requires the following regarding the transportation of students:
1. The public charter school shall be responsible for providing transportation for its students and may negotiate with the district for the provision of transportation services.
  2. The district shall provide transportation for public charter school students pursuant to ORS 327.043. Resident public charter school students will be transported under the same conditions as students attending private or parochial schools located along or near established district bus routes. The district shall not be required to add or extend existing bus routes.
  3. Public charter school students who reside outside the district may use existing bus routes and transportation services of the district in which the public charter school is located.
  4. Any transportation costs incurred by the district shall be considered approved transportation costs.

- I. The plan for performance bonding or insuring the public charter school is sufficient to protect the district. Documentation shall be submitted prior to agreement approval on insurance<sup>1</sup>.
  1. Commercial General Liability Insurance in an amount of not less than \$2,000,000 combined single limit per occurrence/\$3,000,000 annual aggregate covering the public charter school, the governing board, employees and volunteers against liability for damages because of sexual abuse and molestation, personal injury, bodily injury, death or damage to property including the loss of use thereof. Coverage to include, but not limited to, contractual liability, advertisers' liability, employee benefits liability, professional liability, and educators' liability.
  2. Liability Insurance for Directors and Officers in an amount not less than \$2,000,000 each loss/\$3,000,000 annual aggregate covering the public charter school, the governing board, employees, and volunteers against liability arising out of wrongful acts and employment practices (where applicable). Continuous "claims made" coverage will be acceptable, provided the retroactive date is on the effective date of the charter.
  3. Automobile Liability Insurance in an amount not less than \$2,000,000 combined single limit covering the public charter school, the governing board, employees, and volunteers against liability for damages because of bodily injury, death, or damage to property, including the loss of use thereof arising out of the ownership, operation, maintenance or use of any automobile. The policy will include underinsured and uninsured motorist vehicle coverage at the limits equal to bodily injury limits.
  4. Honesty Bond to cover all employees and volunteers. Limits to be determined by the governing board, but no less than \$25,000. Coverage shall include faithful performance and loss of monies and securities.
  5. Property Insurance shall be required on all owned or leased buildings or equipment. The insurance shall be written to cover the full replacement cost of the building and/or equipment on an "all risk of direct physical loss basis," including earthquake and flood perils.
- J. Additional Insurance requirements:
  1. The district shall be the additional insured on commercial general and automobile liability insurance. The policies shall provide for a 15-day written notice of cancellation or material change. A certificate evidencing all of the above insurance shall be furnished to the district.
  2. The public charter school shall also hold harmless and defend the district from any liability, injury, damages, fees, or claims arising out of the operations of the public charter school operations or activities.
  3. The district shall be loss payee on the property insurance if the public charter school leases any real or personal district property.
  4. The coverage provided and the insurance carriers must be acceptable to the district.

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<sup>1</sup> Insurance requirements for individual public charter schools may vary and should be reviewed by legal counsel and an insurance representative.



## VII. Public Charter School Operation

- A. The public charter school shall operate at all times in accordance with the public charter school law, the terms of the approved proposal, and the charter agreement.
- B. Statutes and rules that apply to the district shall not apply to the public charter school except the following, as required by law, shall apply:
1. Federal law;
  2. ORS 30.260 to 30.300 (tort claims);
  3. ORS 192.311 to 192.478 (public records law);
  4. ORS 192.610 to 192.690 (public meetings law);
  5. ORS chapter 279A, 279B and 279C (Public Contracting Code);
  6. ORS 297.405 to 297.555 and 297.990 (Municipal Audit Law);
  7. ORS 326.565, 326.575 and 326.580 (student records);
  8. ORS 181A.195, 326.603, 326.607, and 342.223 (criminal records checks);
  9. ORS 329.045 (academic content standards and instruction);
  10. ORS 329.451 (high school diploma, modified diploma, extended diploma and alternative certificate);
  11. ORS 329.496 (physical education);
  12. The statewide assessment system developed by the Department of Education for mathematics, science and English under ORS 329.485 (2);
  13. ORS 336.840 (use of personal electronic devices);
  14. ORS 337.150 (textbooks);
  15. ORS 339.119 (consideration for educational services);
  16. ORS 339.141, 339.147 and 339.155 (tuition and fees);
  17. ORS 339.250 (9) (prohibition on infliction of corporal punishment);
  18. ORS 339.326 (notice concerning students subject to juvenile court petitions);
  19. ORS 339.370 to 339.400 (reporting of child abuse and training on prevention and identification of child abuse);
  20. ORS 342.856 (core teaching standards);
  21. ORS chapter 657 (Employment Department Law);
  22. ORS 659.850, 659.855 and 659.860 (discrimination);
  23. Any statute or rule that establishes requirements for instructional time provided by a school during each day or during a year;
  24. Statutes and rules that expressly apply to public charter schools;
  25. Statutes and rules that apply to a special government body, as defined in ORS 174.117 or a public body as defined in ORS 174.109;
  26. Health and safety statutes and rules;
  27. Any statute or rule that is listed in the charter;  
and
  28. Chapter 338.
- C. The public charter school may employ as a teacher or administrator a person who is not licensed by the TSPC. However, at least one-half of the total full-time equivalent teaching and administrative staff at the public charter school shall be licensed by TSPC pursuant to ORS 342.125.

- D. The public charter school shall participate in the Public Employees Retirement System.
- E. The public charter school shall not violate the Establishment Clause of the First Amendment to the United States Constitution or Article I Section 5 of the Oregon Constitution, or be religion based.
- F. The public charter school shall maintain an active enrollment of at least 25 students.
- G. The public charter school may sue or be sued as a separate legal entity.
- H. The public charter school may enter into contracts and may lease facilities and services from the district, education service district, or other governmental unit, person, or legal entity.
- I. The public charter school may not levy taxes or issue bonds under which the public incurs liability.
- J. The public charter school may receive and accept gifts, grants and donations from any source for expenditure to carry out the lawful functions of the school.
- K. The district shall offer a high school diploma, a modified diploma, an extended diploma, or alternative certificate, to any public charter school student located in the district who meets the district's and state's standards.
- L. The public charter school shall adhere to Oregon Government Ethics Law according to ORS Chapter 244.
- M. The public charter school shall employ safety-related protocols, processes, and adequate staff supervision to help ensure the safety and wellbeing of student. Safety related concerns will be promptly addressed and reported to the appropriate authorities.

### **VIII. Charter Agreement Review**

- A. The public charter school shall report at least annually on the performance of the school and its students to the State Board of Education and the district:
  - 1. Overview of School Mission, Vision and Focus.
  - 2. School demographics, including information on students, staff, and charter board/directors.
  - 3. Report on progress of annual goals including data and significant highlights.
  - 4. Summary evaluation from Charter Board of Directors.
  - 5. Budget showing proposed and actual revenues and expenditures for the fiscal year.
- B. The board or designee shall visit the public charter school at least annually to assure compliance with the terms and provisions of the charter.
- C. The public charter school shall be audited annually in accordance with the Municipal Audit Law and shall forward the audit to Salem-Keizer School District.

## **IX. Charter School Renewal**

- A. The first renewal of a charter shall be for the same time period as the initial charter. Subsequent renewals of a charter may be for a minimum of five years but may not exceed 10 years.
- B. The board and the public charter school shall adhere to the following timeline unless a different timeline has been agreed upon by the board and the public charter school:
  - 1. The public charter school shall submit a written renewal request to the board for consideration at least 180 calendar days prior to the expiration of the charter.
  - 2. Within 45 calendar days after receiving a written renewal request from a public charter school, the board shall hold a public hearing regarding the renewal request.
  - 3. Within 30 calendar days after the public hearing, the board shall approve the charter renewal or state in writing the reasons for denying the charter renewal.
  - 4. If the board approves the charter renewal, the board and the public charter school shall negotiate a new charter within 90 calendar days unless the board and the public charter school agree to an extension on the time period. Notwithstanding the time period specified in the charter, an expiring charter shall remain in effect until a new charter is negotiated
  - 5. If the board does not renew the charter, the public charter school may address the reasons stated for denial of the renewal by the board and submit a revised request for renewal to the board.
  - 6. If the board does not renew the charter based on the revised request for renewal, the public charter school may appeal the board's decision to the State Board of Education.
- C. The board shall base the charter renewal decision on a good faith evaluation of whether the public charter school:
  - 1. Is in compliance with all applicable state and federal laws;
  - 2. Is in compliance with the charter of the public charter school;
  - 3. Is meeting or working toward meeting the student performance goals and agreements specified in the charter or any other written agreements between the board and the public charter school;
  - 4. Is fiscally stable and has used the sound financial management system described in its proposal; and
  - 5. Is in compliance with any renewal criteria specified in the charter of the public charter school.
- D. The board shall base the renewal evaluation described above primarily on a review of the public charter school's annual performance reports, annual audit of accounts, and annual site visit and review.

## **X. Charter School Termination**

- A. The public charter school may be terminated by the board for any of the following reasons:

1. Failure to meet the terms of an approved charter agreement or any requirement of ORS Chapter 338 unless waived by the State Board of Education;
  2. Failure to meet the requirements for student performance as outlined in the charter agreement;
  3. Failure to correct a violation of federal or state law;
  4. Failure to maintain insurance;
  5. Failure to maintain financial stability;
  6. Endangering the health and safety of the students enrolled in the public charter school.
  7. Failure to maintain for one or more consecutive years, a sound financial management system described in the proposal submitted under ORS 338.045 and incorporated into the written charter under ORS 338.065
- B. If a charter school is terminated by the board, the following shall occur:
1. The district shall give the public charter school at least 60 calendar days notice of its decision;
  2. The district shall state the grounds for termination and deliver notification to the business office of the public charter school;
  3. The public charter school may request a hearing by the district. The request must be made in writing and delivered to the district's business address;
  4. Within 30 calendar days of receiving the request for a hearing, the sponsor must provide the public charter with the opportunity for a hearing on the proposed termination;
  5. The public charter school may appeal the decision to terminate to the State Board of Education;
  6. If the district reasonably believes that a public charter school is endangering the health or safety of the students enrolled in the public charter school, the sponsor may act to immediately terminate the approved charter and close the public charter school without providing the notice requirements;
  7. A public charter school closed due to health or safety concerns may request a hearing by the district. Such a request must be made in writing and delivered to the business address of the district. Within 10 calendar days of receiving the request for a hearing the district must provide the public charter school with the opportunity for a hearing on the termination;
  8. Throughout the appeals process the public charter school shall remain closed at the discretion of the district unless the State Board of Education orders the district to open the public charter school and not terminate the charter;
  9. If terminated or dissolved, assets of the public charter school purchased by the public charter school with public funds shall be given to the State Board of Education.
- C. If the public charter school is terminated, closed or dissolved by the governing body of the public charter school, it shall be done only at the end of a semester and with 180 calendar days notice to the district, unless the health and safety of the students are endangered. Such notice must be made in writing and be delivered to the business address of the district.

- D. Assets of a terminated, closed or dissolved public charter school that were obtained with grant funds will be dispersed according to the terms of the grant. If the grant is absent any reference to ownership or distribution of assets of a terminated, closed or dissolved public charter school, all assets will be given to the State Board of Education for disposal. All student records must be returned to the district upon dissolution.

**XI. Contact Information for Salem-Keizer Public Schools Staff**

- |                              |                                 |              |
|------------------------------|---------------------------------|--------------|
| A. Charter School Oversight  | Director, Strategic Initiatives | 503-399-3000 |
| B. Enrollment (Level Office) |                                 | 503-399-2632 |
| C. Fiscal Services           |                                 | 503-399-3021 |

## Attachment A Required Content for Charter School Proposals

Charter School proposals shall include, but not be limited to the minimum requirements enumerated in ORS 338.045(2)(a)-(y), which are **bolded**, as well as the Salem-Keizer School Board's requirements for additional information as per ORS 338.045(3). The specific content of the required information for charter school proposals is outlined below:

### General Information:

1. Contacted District Staff
  - a. Charter School Liaison
  - b. Other
2. **Identification of the applicant**
3. **Name of the proposed public charter school.**
4. **Description of the philosophy and mission of the public charter school.**
5. **Governance structure of the public charter school.**
6. Explanation of the legal relationship between the public charter school and any other public charter school, if applicable. (Provide any contracts or legal documents that will create the basis of the relationship between the entities, including all financial audits and auditor's reports.)
7. Proof of 501(c)(3) designation or application to receive same.
8. If a public charter school applicant is operating any other public charter school, documentation that the public charter school applicant has established a separate Oregon nonprofit corporation, legally independent of any other public charter school in operation.
9. **Term of the charter.**
10. **Proposed school calendar for the public charter school, including the length of the school day and school year.**
  - a. The developers must provide this a minimum of 90 days prior to the school year starting.
11. **Date upon which the public charter school would begin operating.**
  - a. Please note that before a contract with the District is finalized, a known, legal address must be submitted. This information must be submitted not later than 45 days prior to the opening of the Charter School Program or the charter will not open until the following school year.

### Curriculum, Instruction and Assessment

12. **Description of the curriculum of the public charter school.**
13. Identification of goals/standards and objectives which reflect a comprehensive instructional program.
  - a. Provide clear definitions.
  - b. Demonstrate alignment to ODE content standards.
  - c. Articulate instructional philosophy or specialized practices.
14. **Description of any distinctive learning or teaching techniques to be used in the public charter school.**
  - a. Scientifically based research that information is based on.
  - b. Evidence supporting the charter premise.

15. **Description of the expected results of the curriculum and the verified methods of measuring and reporting objective results that will show the growth of knowledge for students attending the public charter school and allow comparisons with public schools.**
16. Explanation of grading practices for all grade levels and how student performance is assessed, documented, utilized, and communicated to families.
  - a. Include a description of the use of student focal group data.
17. Explanation of how the proposed academic program will be aligned with that of the district. If applicant is proposing an elementary or middle level public charter school, please describe how the curriculum is aligned at each grade level with the district's curriculum, including an explanation of how a student in the public charter school will be adequately prepared to re-enter the district's public school system after completing the charter school program.
18. Description of how the public charter school will adjust and improve student performance.
19. Description of policies and practices for meeting the needs of students who are not successful in the regular program.
20. Identification of primary instructional materials by publisher, copyright date, version, and edition for each academic content area in each grade.
21. Identification of major supplementary material in core academic content areas and the criteria for use with students.
22. Description of how the public charter school will differentiate instruction to meet the unique learning needs of students working above and below grade level, including but not limited to talented and gifted students.
23. Description of strategies the public charter school staff will use to create a climate conducive to learning and positive student engagement.
24. Documentation that demonstrates improvements in student academic performance over time (both individual and program/grade level) from any private alternative school operated by the public charter school applicant, if applicable.
25. Description of a testing schedule for all state-mandated assessments, including a description of how testing will occur.
26. Description of parental involvement, content of planned meetings and conferences, and how the school will adjust meeting or conferences to meet the needs of working parents.
27. Description of distance learning options available to students, including the grade level and amount of instruction offered to students, if applicable.
28. Grades 9-12 Only
  - a. Description of policies and procedures regarding diplomas and graduation, if applicable.
  - b. Identify how the public charter school will provide access to national assessments such as PSAT, SAT and ACT, if applicable.
  - c. Planned course statement for classes taught in the program, including related content standards, course criteria, assessment practices and state required work samples that will be collected. Plans for TAG students need to be included, too.
  - d. Documentation that reflects consideration of credits for public charter school course work a student may perform at any other public school.

#### Admission

29. **Projected enrollment to be maintained and the ages or grades to be served.**
30. **Description of admission policies and application procedures.**
31. **Target population of students the public charter school will be designed to serve.**

- a. For the population that is being targeted, address the diversity that may occur as a result of the lottery.
32. Procedures to address out of district students wishing to enroll.

#### State and Federal Mandates

**Note: The district has the discretion to determine which specialized programs will be offered on the charter school site.**

33. **Inclusion of the statutes and rules that shall apply to the public charter school.**
34. Outcomes pupils are to achieve that also reflect the capability to provide service to academically low achieving students.
  - a. How will meeting Adequate Yearly Progress be addressed?
35. Criteria for evaluating and monitoring the progress of the public charter school.
36. **Arrangements for any necessary special education and related services provided pursuant to ORS 338.165 for children with disabilities who may attend the public charter school.**
  - a. Explanation of how the public charter school intends to work with the District to provide special education services.
  - b. The facility must be able to accommodate space for a Learning Resource Center (LRC).
  - c. Submit a description of the space to be allotted for the LRC.
37. Description of specific program information regarding curriculum and how specially designed instruction is delivered for special education students. (Include methodologies, data systems and service delivery models used).
38. Description of how the public charter school will serve the needs of talented and gifted students, including screening, identification, and services.
  - a. Include a description of how instruction will meet learning rates and levels.
39. Description of how the public charter school will deliver services and instruction to English Learners (ELs), including descriptions of curriculum, methodology and program accommodations.
40. Description of how the public charter school will comply with Section 504 requirements.
41. Explanation of how the public charter school will implement Child Find requirements.
42. Explanation of how the public charter school will manage IDEA mandates regarding eligibility, IEP, and placement meetings.
43. Explanation of how the public charter school will implement accommodations and modifications contained in the IEP or Section 504 plan.
44. Explanation of the role of parents in implementing IEPs.
45. Statement regarding how student health and medical needs will be met, especially with medication management and training.
46. **Legal address, facilities, and physical location of the public charter school, if known.**
  - a. Developers' expectations from the District regarding facilities issues
  - b. If facilities are not known 90 days prior to the opening of the charter, the contract is rescinded.
  - c. If a public charter school applicant has not secured a facility at the time of submitting a public charter school proposal, a written and signed declaration of intent that states that the applicant will provide the school district liaison with proof that a suitable facility will be secured a minimum of 90 days before intended date of operation.
47. **Plan for performance bonding or insuring the public charter school, including buildings and liabilities.**



48. Plans and procedures for use of any unique district facilities including, but not limited to: gymnasiums, auditoriums, athletic fields, libraries, cafeterias, computer labs and music facilities.

#### Student Issues

49. **Standards for behavior and the procedures for the discipline, suspension, or expulsion of students.**
  - a. These must be in place prior to school starting at the charter school or the contract is rescinded.
  - b. Must show calendar specifying staff development regarding this topic.
50. Plans and procedures for student participation in extracurricular activities pursuant to Oregon School Activities Association and board policy, regulations, and rules.
51. Description of how the public charter school will address the rights and responsibilities of students.
52. Description of how the public charter school will handle situations involving student, possession, use or distribution of illegal drugs, weapons, flammable devices, and other items that may be used to injure others.
53. Copies of program reviews conducted by other school districts that may have referred students to another public charter school operated by the public charter school applicant, if applicable.
54. Description of the typical school day for a student, including a master schedule, related activities, breaks and extracurricular options.
55. Description of how student membership will be calculated, including a description of the type of instruction and location of instruction that contributes to Average Daily Membership (ADM).
56. Documentation and description of how most students remain in the program, and documentation of student improvement in academic performance, disciplinary referrals, juvenile interventions, or any other disciplinary action while in the program.

#### Personnel

57. **Description of the proposed staff members and required qualifications of teachers at the public charter school.**
  - a. Completed criminal history checks and fingerprinting must be completed and submitted to the District prior to contact with any students.
58. Identification regarding the training and/or licensure of staff, including endorsements and Teacher Standards and Practices Commission (TSPC) licensure.
59. Documentation of how the public charter school will comply with TSPC requirements for all staff, including all TSPC Oregon Administrative Rules pertaining to its staff.
60. Provide the public charter school's plan for comprehensive professional development for all staff.
61. Identification of how the public charter school's licensed staff will obtain their required Continuing Professional Development units for licensure renewal with TSPC.
62. Identification of the designated employer of the charter school staff.
63. Explanation of contingency plans for the hiring of substitute professional and classified staff.
64. **Proposed plan for the placement of public charter school teachers, other school employees, and students of the public charter school upon termination or nonrenewal of a charter.**

#### Finances and Budget

65. **The proposed budget and financial plan for the public charter school and evidence that the proposed budget and financial plan for the public charter school are financially sound.**

- a. Annual financial plan for each year requested by the charter that includes all revenues, expenditures, fund balances and financial controls.
  - b. Funding sources from the district will come from ORS 338.155 with elementary schools funded at 80% and middle and high schools funded at 95% of State School Fund grant. Funding may change annually, and the amounts identified by Salem-Keizer school district will be reviewed on an annual basis.
66. Does proposed budget include start-up expenditures before school opening?
  67. Does proposed budget include projected enrollment and average daily membership (ADM)?
  68. Cash reserve at the end of the fiscal year is sufficient to assure continued operation of the charter school.
  69. Proposed budget includes an explanation of projected budget for salaries and associated payroll costs.
  70. Proposed budget include an explanation of facilities costs, including rents, utilities, and repairs.
  71. Planned and identified expectations for District services and listed them within the submitted budget.
  72. **Description of the financial management system for the public charter school, an explanation of how the financial management system will meet the requirements of ORS 338.095 (1) and a plan for having the financial management system in place at the time the school begins operating.**
  73. **Process and procedure in which the program review and fiscal audit will be conducted.**
  74. Description of how the charter will address the storage of student and financial records.
  75. Description of format and frequency (at least quarterly) of financial reporting to the district, including statement of net assets, statement of activities, and cash flow statements compared to budget.
  76. Compliance with the district's purchasing and billing practices in accordance with Oregon public procurement laws..
  77. Copies of annual audits for any other charter school(s) operated by the charter applicant, if applicable.

#### Policy Requirements

78. Copies of any policy that the public charter school intends to adopt which address expectations of academic standards for students and transcription of credits.
79. Copies of any policy that the public charter school intends to adopt on student behavior, classroom management, suspensions, and expulsions, which must contain an explanation of how the charter school will handle a student expelled from another district for reasons other than a weapons violation.
80. Descriptions and copies of any policy that the public charter school intends to adopt regarding corporal punishment.
81. Copies of any policy that the public charter school intends to adopt regarding dispensing of medication to students who are in need of regular medication during school hours.
82. Description of procedures on how the public charter school will handle disciplinary referrals and how they will impact student promotion and advancement.
83. Copies of any policy that the public charter school intends to adopt regarding reviewing and selecting instructional materials.
84. Copies of any policy that the public charter school intends to adopt regarding solicitation/advertising/fundraising by non-school groups.

85. Copies of any policy that the public charter school intends to adopt regarding student promotion and retention.
86. Copies of any policy that the public charter school intends to adopt regarding student publications.
87. Copies of any policy that the public charter school intends to adopt regarding staff/student vehicle parking and use.
88. Copies of any policy that the public charter school intends to adopt regarding diplomas and graduation, and participation in graduation exercises.
89. Copies of any policy that the public charter school intends to adopt regarding student/parent/public complaints.
90. Copies of any policy that the public charter school intends to adopt regarding visitors.
91. Copies of any policy that the public charter school intends to adopt regarding staff discipline, suspension, or dismissal.

#### Community Involvement

92. **Information on the manner in which community groups may be involved in the planning and development process of the public charter school.**
  - a. Must show evidence of this.
93. Demonstrated sustainable support for the public charter school by teachers, parents, students, and community members?
  - a. Evidence must show how this was measured.

#### Miscellaneous

94. Plans and procedures for child nutrition program(s).
95. Plans and procedures for counseling services.
96. Transportation issues and needs.
97. **In the case of an existing public school being converted to charter status:**
  - a. The alternative arrangements for students who choose not to attend the public charter school and for teachers and other school employees who choose not to participate in the public charter school; and,
  - b. The relationship that will exist between the public charter school and its employees, including evidence that the terms and conditions of employment have been addressed with affected employees and their recognized representative, if any.