



# **Charter Schools APPLICATION**

for

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## **FY 08-09**

Alaska Department of Education & Early Development  
801 W 10<sup>th</sup> Street, Suite 200  
P.O. Box 110500  
Juneau, AK 99811-0500

**September 2008**

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## Application for Charter

This application may be filled in or used as a guideline.

This application must be used and all headings and subheadings addressed for approval by the State Board of Education. It contains all criteria that must be addressed.

After local school board approval, your application and signed charter contract with the district shall be sent to the Department of Education & Early Development for review. Upon receipt of the application, the Department's Charter School Technical Review Team will identify any deficiencies in the application, or determine if any modifications or additional information are necessary. Once the technical review team and the commissioner's office deem that the application is acceptable, it will be sent to the State Board of Education for approval.

The charter school will need to properly address the question(s) under each criterion. For instance, number "1." concerns the "Academic Policy Committee". There are two questions in this section that need to be addressed. Under the question in each section are guidelines regarding "what the reviewers will look for," followed by "suggested sources of evidence". These two review guidelines should assist the charter school in properly submitting information that the technical review team and State Board require for the state's review process. If this is a first application, there may not be enough data available to support an answer to certain questions. However, they must be addressed with comments for future plans to deal with the specific issue. These questions are **highlighted** in yellow.

Your application should not leave to the reader any responsibility for deciphering the explanation or interpreting the evidence presented. Successful applicants will also identify weaknesses, as well as strengths, and will explain why the weaknesses do not outweigh the school's strengths. The application is a response to questions about the school's performance and to questions about the school's future. In conclusion, the charter school's application should be looked upon favorably by the State Board of Education and Early Development if the fifteen criteria are adequately addressed.

If you have any questions related to matters of law, please check the Alaska Statutes and Alaska Administrative Code. Links to these laws can be found on the Charter Schools web page at: [www.eed.state.ak.us/Alaskan\\_Schools/Charter/](http://www.eed.state.ak.us/Alaskan_Schools/Charter/).

## Requirements

### Timeline:

- (a) An initial charter application (after local school board approval) for a new or conversion school may not be submitted to the Department of Education & Early Development sooner than twelve (12) months prior to the start-up of the school.
- (b) An existing charter school cannot apply for reapplication to the state sooner than twelve (12) months before the expiration date of their charter.
- (c) The completed application materials shall be presented to the local school board, which will then forward the application to the Alaska Department of Education & Early Development's charter school program manager as required by AS 14.03.250(c).

### (d) Mail to:

Alaska Department of Education & Early Development  
Attn: Charter School Program Manager  
801 W. 10<sup>th</sup> Street, Suite 200  
P.O. Box 110500  
Juneau, Alaska 99811-0500

- (e) 4 AAC 33.110(g) states: "No later than 20 working days after a local school board's decision to approve or deny an application for a charter school, the local school board shall mail to the Department of Education & Early Development the application and the decision, including the supporting documents required by (a) of this section, and the minutes of the local school board meeting at which the charter school was approved or denied...."

- (f) The completed application must be in the hands of the charter school program manager no later than 90 days before the next regular scheduled meeting of the State Board of Education & Early Development. See schedule at:

[www.eed.state.ak.us/State\\_Board/](http://www.eed.state.ak.us/State_Board/)

### Required Format:

1. Not more than 200 pages single-sided, *unbound*, in 12 point font.
2. ALL pages numbered in consecutive order (i.e. 1, 2, 3, ...200).
3. A table of contents.
4. Follow in numerical order the numbered headings of the application.
5. ALL numbered headings and subheadings must be addressed.

**Application will not be read if any of the above five requirements are not met.**



# Charter Schools Application

<b>Name of Charter School:</b>	<hr/>
<b>Date of Application:</b>	<hr/>
<b>District:</b>	<hr/>
<b>School Contact:</b>	<hr/>
<b>Phone Number:</b>	<hr/>
<b>E-Mail Address:</b>	<hr/>

**1. ACADEMIC POLICY COMMITTEE**

- (a) Has the school's independent academic policy committee operated at an acceptable level?
- (b) Is there an independent academic policy on file?

***What Reviewers Will Look For:** Evidence that the school is meeting the objectives as stated in the independent academic policy.*

***Suggested Sources of Evidence:** The number of academic policy sessions and the minutes from those committee meetings.*

**INSERT INFO HERE ➡**

## **2. LAW PROVISIONS**

- (a) To be valid, the application must include a separate, signed, charter school contract with the district, addressing the fourteen provisions as listed under AS 14.03.255(c)(1 – 14).
- (b) Have the responsibilities of the academic policy committee regarding provisions of the law been fully addressed?
- (c) Is the charter school within the bounds of the most current applicable statutory and regulatory requirements?

***What Reviewers Will Look For:*** Evidence that the school complies with applicable federal, state, and local laws and regulations in regards to the academic policy.

***Suggested Sources of Evidence:*** Charter contract, charter school bylaws, and minutes of meetings where committee has adopted bylaws, etc.

**INSERT INFO HERE ➔**

### 3. EDUCATION PROGRAMS

- (a) Has the school made reasonable progress in meeting its academic goals?
- (b) Has the school demonstrated progress, where applicable, on the statewide assessment?
- (c) Has the school demonstrated progress, where applicable, on other assessments?
- (d) Does the school use its assessment data to drive decision-making in curriculum and instruction?
- (e) Where performance-based assessments are used, does the school have clear criteria?

***What Reviewers Will Look For:** Evidence that the school is providing an instructional program that meets or exceeds the academic standards, including assessments set by the state.*

***Suggested Sources of Evidence:** Promotion & graduation requirements & results of assessments that determine whether students are achieving standards.*

INSERT INFO HERE ➔



#### 4. PROGRAM ACHIEVEMENT

- (a) Is the school implementing a well-conceived plan to ensure equal and bias-free access for all students, for all facilities, courses, programs, activities, and services?
- (b) Is the school systematically addressing the needs of students who do not perform at acceptable levels of proficiency in the statewide assessment program?
- (c) Is the school systematically informing parents of their child's performance and progress?
- (d) Did the charter school provide student assessment participation rates?
- (e) Has the charter school made a comparison between their assessment scores and the district's assessment data?
- (f) Has the charter school made a comparison between their assessment scores and the state's assessment data?
- (g) Has the charter school shown disaggregated scores across all categories?
- (h) Does the school provide professional development that is goal-based and driven, in large part, by the student assessment data?
- (i) Is the school implementing a well-conceived plan to demonstrate progress over time?

***What Reviewers Will Look For:** Evidence that the school is meeting the objectives agreed to for program achievement, particularly assessment data comparisons, student assessment participation rates, and disaggregated scores across all categories*

***Suggested Sources of Evidence:** Implementation of approved plans for special education, relevant data regarding enrollment & services provided to special needs & bilingual students, school schedule & calendar, and student records of statewide assessment performance. Also, student report card/progress report & description of staff development activities.*

**INSERT INFO HERE ➡**

## 5. ADMISSION PROCEDURES

- (a) Does the school have admission procedure criteria?
- (b) Are eligible students specifically defined?
- (c) What are the provisions for accommodating additional students, if necessary?
- (d) Is there a lottery or other type of provision for random drawing for enrollment when applicants exceed the school's capacity?

***What Reviewers Will Look For:** Evidence that the school is viable in terms, of student admissions, and has adequate provisions for accommodating additional students and a plan for random drawing for enrollment when applicants exceed capacity.*

***Suggested Sources of Evidence:** Enrollment data, turnover data, waiting list data, exit interviews or surveys, and written admissions/enrollment procedures.*

INSERT INFO HERE ➡

**6. ALTERNATIVE OPTION**

- (a) Is there a provision in place for students who do not wish to attend the charter school, even though it's the only option?

***What Reviewers Will Look For:** Evidence through a local written provision that there are alternative choices for students who choose not to attend the local charter school, even though it is the only local school available.*

***Suggested Sources of Evidence:** Check local provision.*

INSERT INFO HERE ➡