

State Charter School Application
For Authorization By
The State Charter Schools Commission
of Georgia



Applicant School Name:

Applicant Contact Address:

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A. The State Charter Schools Commission of Georgia (SCSC)

The State Charter Schools Commission (SCSC) was established by O.C.G.A. § 20-2-2082 as a state-level charter school authorizer under the authority of the State Board of Education. The SCSC reviews petitions for state charter schools and approves or denies petitions in a manner to ensure that all charters for state charter schools are consistent with state education goals.

B. Eligible Petitioners

A charter school petitioning for authorization by the SCSC must:

- (1) Have a state-wide attendance zone; **or**
- (2) Have a defined attendance zone and demonstrate that the charter school has special characteristics, such as a special population, a special curriculum, or some other feature or features which enhance educational opportunities.

Only newly-proposed start-up charter schools are being considered by the SCSC in the 2013 Petition Cycle. During the 2013 Petition Cycle, the SCSC is only considering schools with opening dates beginning with the 2014-2015 school year or later.

Existing state-chartered special schools were afforded the opportunity to participate in an expedited petition review that concluded in March 2013.

C. Concurrent Submissions

(1) A **charter school that has a state-wide attendance zone** that is petitioning for authorization by the SCSC must submit its petition to the local board of education in which the school is proposed to be located concurrently with its submission of its petition to the SCSC. The submission of the charter petition to the local board of education is for informational purposes only. In other words, a charter school that has a state-wide attendance zone does not need to be denied by a local board of education prior to authorization by the SCSC.

(2) A **charter school that has a state-wide attendance zone that only provides virtual instruction** that is petitioning for authorization by the SCSC does not need to submit a charter petition to a local board of education.

(3) A **charter school that has a defined attendance zone** must submit its petition to the local board of education in which the school is proposed to be located and to each local school system from which the proposed school plans to enroll students. The SCSC will

not consider the charter school's petition for approval until the local board of education in which the school is proposed to be located denies the petition or fails to approve or deny the petition within the time allotted by O.C.G.A. § 20-2-2064.

D. Petition Contents

A charter school petition is a proposal to create a new school or to renew the charter of an existing charter school. The petition serves to describe and summarize the charter school's mission and proposed operations. The petition must address all applicable requirements of the Charter Schools Act of 1998, as amended (O.C.G.A §§ 20-2-2060 through 20-2-2071), requirements applicable to state charter schools as provided by O.C.G.A § 20-2-2084, State Board of Education Rules applicable to charter schools, and any local school system rules and policies. The petition must also address the proposed school's capacity to adhere to the responsibilities of operating as a Local Education Agency (LEA) and with the funding provided to state charter schools rather than the funding provided to locally-approved charter schools.

Petitions submitted to the SCSC must include specific documents and information. Required documents are enumerated below in Section E – Petition Package, and the petition must include all information identified in the Charter School Petition Contents (see Section H – Required Forms). Additionally, the petition must also comply with the technical form requirements specified below in Section F – Petition Technical Requirements. Failure of an applicant to adhere to the requirements of this application, including Section E – Petition Package and Section F – Petition Technical Requirements may result in a recommendation to deny the petition before the SCSC.

Please note that the petition is not a charter. The submission of a petition does not guarantee that the SCSC will authorize a charter.

E. Petition Package

A charter school that is petitioning for authorization by the SCSC must submit the **ORIGINAL** and **TWO COPIES** of all the materials listed below. Applicants must also submit electronic copies of **ALL** documents in .pdf format. Additionally, documents followed by an asterisk (*) must be also submitted in Microsoft Word format and documents followed by a caret (^) must be also submitted in Microsoft Excel format. All electronic materials must be submitted on one single USB drive or CD/DVD and accompany the paper submissions. Email submissions will not be accepted.

Completed Charter Petition Cover Page (see Section H – Required Forms)*

- Charter School Executive Summary (see Section H – Required Forms)*
- Charter School Petition Contents (see Section H – Required Forms)*
- Charter Petition, including appendices, that were submitted concurrently to the local board of education as described in Section C – Concurrent Submissions.*
- Letter of Intent submitted to the local board(s) of education. (*This is not applicable to a proposed charter with a state-wide attendance zone.*)
- Local Board Action Acknowledgement Form. (see Section H – Required Forms)* (*This is not applicable to a proposed charter with a state-wide attendance zone.*)
- Virtual School Addendum if applicable. (see Section H – Required Forms)*
- Two (2) Petition Budget Templates utilizing ONLY state funding for state charter schools.^ One Petition Budget Template must reflect full enrollment, and the other Petition Budget Template must reflect half enrollment. Please refer to the SCSC website for Microsoft Excel versions of the Petition Budget Template.

Failure of an applicant to include all required documents may result in a recommendation to deny the petition before the SCSC. Only the petition and requested documents will be considered.

Petitions and petition packages will not be returned. Please keep a copy for your records. Additionally, please note that all petitions and petition packages submitted to the SCSC are subject to the Georgia Open Records Act.

F. Petition Technical Requirements

Petitions submitted to the SCSC must adhere to all of the following form requirements:

- All pages, including appendices, are consecutively numbered in the document footer;
- All pages, including appendices, include the proposed charter school name in the document header;
- All appendices are tabbed and clearly labeled;
- Petition does not exceed 100 pages, exclusive of appendices;
- Petition does not utilize a font smaller than 11 point Times New Roman;
- Petition does not utilize margins smaller than 1 inch on all sides;
- The petition is unbound, not enclosed in a notebook, binder, or folder;
- Electronic documents are clearly identified in the document title; and

- The original petition is signed in **blue ink**. Stamped signatures will not be accepted.

Failure of an applicant to adhere to these requirements may result in a recommendation to deny the petition before the SCSC.

G. Deadline

The petition package must be postmarked or hand-delivered by **4:00 PM June 14, 2013**. Petitions postmarked or hand-delivered after that date will not be considered. Electronic and faxed petition packages will not be considered.

All petition packages must be mailed or hand-delivered to the following address:

State Charter Schools Commission
1470B Twin Towers East
205 Jesse Hill Jr., Drive, SE
Atlanta, Georgia 30334

It is the responsibility of the sender to ensure and verify that the application package, in its entirety, is postmarked or received by the deadline. Due to periodic disruptions in normal mail delivery, the use of an alternative method (e.g., a commercial carrier such as Federal Express or UPS, U.S. Postal Service Express mail, a courier service or personal delivery) to deliver petition packages is **strongly** encouraged. Inability of the applicant to establish that the petition package was postmarked by the deadline may result in a recommendation to deny the petition before the SCSC.

H. Required Forms

The following forms must be included in any petition package submitted to the SCSC. Any attempt to change or alter the required forms may result in a recommendation to deny the petition before the SCSC.

(Application continued on following page.)

STATE CHARTER SCHOOL PETITION COVER PAGE

Part I. Proposed Charter School Information

Name of Proposed Charter School: _____

Name of the Georgia nonprofit corporation that will hold the charter if granted:

Check one:

- The proposed charter school has a state-wide attendance zone.
- The proposed charter school has a state-wide attendance zone but offers only virtual instruction.
- The proposed charter school has a defined attendance zone that is not state-wide.

LEA in which the School will be Located: _____

LEA(s) that will be Included in the Proposed Attendance Zone:

Prospective Address for School Location: _____

Part II. Petition Contact Information

Applicants must designate one individual to serve as the contact for official communications.

Name: _____ Title: _____

Physical Address: _____ Phone Number: _____

Fax Number: _____

Email Address: _____

Part III. Assurances and Signatures

All assurances must be initialed in blue ink by the chairperson of the proposed charter school's governing board. The charter petitioner (or school leader) and chairperson must sign below the final assurance in blue ink to further indicate understanding and agreement to the requirements of governing a state charter school.

- _____ 1. This petition was submitted to appropriate the local board of education(s) as required by O.C.G.A. § 20-2-2084(c) on the following date: _____.
- _____ 2. This petition was approved by the governing board of the proposed charter school on the following date: _____.
- _____ 3. If a charter is granted the proposed charter school programs, services, and activities will operate in accordance with the terms of the charter and all applicable federal, state, and local laws, rules, and regulations.

These assurances are agreed to by:

Charter Petitioner or School Leader Date

Governing Board Chairperson Date

STATE CHARTER SCHOOL EXECUTIVE SUMMARY

Name of Proposed Charter School: _____

Proposed Opening Date: _____ Proposed Charter Term: _____

Grade Range: _____ Will the School Enroll All Grades the First Year? (Yes/No): _____

Expected Initial Enrollment: _____ Proposed Full Enrollment: _____

For each year of the proposed charter term, indicate the number of students the charter school plans to serve. *Please note that the SCSC reserves the right to condition expansion and increased enrollment on the charter school's ability to meet performance goals and compliance requirements.*

	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
Yr 1														
Yr 2														
Yr 3														
Yr 4														
Yr 5														

In the box below, state the charter school's mission and describe how the school will meet its statutory charge of increasing student achievement through academic and organizational innovation.

In the box below, describe the charter school’s academic program, specifically focusing on its innovation and need for flexibility and any special characteristics, such as a special population, a special curriculum, or some other feature or features which enhance educational opportunities.

In the box below, describe the charter school’s organizational structure, specifically focusing on its innovation and need for flexibility, its general partnership structure with an educational management organization (EMO) if any, and the school’s community interest and need.

STATE CHARTER SCHOOL PETITION CONTENTS

Identify the appropriate page number in the petition or appendix where the following information may be located:

DESCRIPTION OF THE EDUCATIONAL PROGRAM

1. Page_____ Describe the focus of the curriculum.
2. Page_____ Describe the instructional methods to be used in the charter school, including any distinctive or unique instructional techniques or educational programs.
3. Page_____ Describe the anticipated teacher-to-student ratio and the rationale for maintaining this ratio.
4. Page_____ Describe how the charter school will meet the needs of students identified as gifted and talented.
5. Page_____ Describe any extracurricular or other auxiliary educational activities the charter school may offer, including the description of any partnerships between the charter school and local school system or other agency addressing these activities.
6. Page_____ If this is a charter high school, describe how the charter high school will determine that a student has satisfied the requirements for high school graduation, including the credits or units to be earned and the completion credentials to be awarded.

STATE AND FEDERALLY MANDATED SERVICES

7. Page_____ For students with disabilities, describe how the charter school will provide state and federally mandated services under both the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act, including the school's plans to evaluate and identify students with disabilities; to develop, review and revise IEPs; to integrate special education into the general education program; to deliver special education and related services; to ensure that the school facility meets the requirements of other related laws including the ADA and Section 504; to address student discipline; to handle programming disputes involving parents; to ensure confidentiality of special education records; to purchase services from special education vendors; and to secure technical assistance and training.
8. Page_____ For English Learners (ESOL), describe how the charter school will provide state and federally mandated services.
9. Page_____ Describe how the charter school will provide supplemental educational services, or a flexible learning program when required by the Elementary and Secondary Education Act (ESEA) or applicable waiver thereof.
10. Page_____ Describe how the charter school will provide remediation in required cases pursuant to SBOE Rule 160-4-5-.01 and ESEA or applicable waiver thereof.

DESCRIPTION OF ASSESSMENT METHODS

- 11. Page_____ Describe the charter school’s assessment plan to obtain student performance data for each student, including the students’ baseline achievement data, which will be used in connection with the academic performance-based goals and measurable objectives stated in the petition.
- 12. Page_____ Explain how the charter school will ensure all students participate in all state-mandated assessments.
- 13. Page_____ Describe how the charter school’s assessment plan will measure student improvement and over what period of time.
- 14. Page_____ Describe how the charter school will use this assessment data to monitor and improve achievement for students.

PERFORMANCE-BASED GOALS AND MEASURABLE OBJECTIVES

- 15. Page_____ Describe the academic performance-based goals and related measurable objectives for the charter school. Academic goals must be related to state and federal assessment standards. For each goal, provide measurable objectives that address each grade and content area for each year of the charter term. Academic goals should be rigorous, yet realistic and attainable, and to the extent possible, should be developed in connection with the students’ baseline achievement levels.
- 16. Page_____ Describe how these academic goals and measurable objectives will comply with the Single Statewide Accountability System.
- 17. Page_____ Describe the organizational and management performance-based goals and measurable objectives for the charter school. Organizational and management goals and measurable objectives should describe and measure the effectiveness, viability and competency of the organization, which may include, for example, financial management and performance, operational management, and satisfaction of a range of stakeholders.

WAIVERS

- 18. Page_____ State whether the charter school will utilize the broad flexibility from law, rule, and regulation permitted by O.C.G.A. § 20-2-2065(a), and if so, include illustrative examples of how the charter school will implement the flexibility to meet or exceed the performance-based goals and to increase student achievement.
- 19. Page_____ If the school will not utilize this flexibility, list the specific waivers requested and the rationale for each. Describe further how each waiver will help the school meet or exceed the performance-based goals and to increase student achievement.

DESCRIPTION OF SCHOOL OPERATIONS

20. Page_____ Describe how the charter school intends to fulfill all responsibilities of acting as its own LEA.
21. Page_____ Describe the attendance zone for the charter school.
22. Page_____ Describe the rules and procedures that will govern the admission of students to the charter school.
23. Page_____ Describe whether the charter school will use any enrollment priorities pursuant to O.C.G.A. § 20-2-2066(a)(1).
24. Page_____ Describe the steps that the school will take to reach students representative of the racial and socioeconomic diversity in the attendance zone for the charter school.
25. Page_____ Describe the charter school's plan for recruiting students and for maintaining/increasing enrollment.
26. Page_____ Describe the rules and procedures concerning student discipline and student dismissal (including code of conduct and student due process procedures).
27. Page_____ Describe the rules and procedures concerning how the school will address grievances and complaints from students, parents, and teachers, including the role the governing board will play in resolving such grievances and complaints.
28. Page_____ Describe generally the charter school's employment procedures and policies.
29. Page_____ Describe how and by whom the principal's performance will be evaluated.
30. Page_____ State whether certification by the Georgia Professional Standards Commission will be required, and if not, describe the training and experience that will be required and the procedure for determining whether a teacher has demonstrated competency in the subject area(s) in which he/she will teach as required by ESEA.
31. Page_____ Describe whether the charter school will use the state salary schedule, and if another schedule will be used, provide that schedule.
32. Page_____ Describe the charter school's procedures to ensure that staff members are subject to fingerprinting and background checks.
33. Page_____ Describe the charter school's insurance coverage, including the terms and conditions and coverage amounts thereof.
34. Page_____ Describe whether transportation services will be provided and, if so, briefly describe the transportation program for the school. If transportation services are not provided, describe how this will not be a barrier to eligible students to attend the school.
35. Page_____ Describe whether the charter school will provide food services (including participation in federal school meals programs), and if so, briefly describe the proposed food services programs.
36. Page_____ State whether the charter school will elect to participate in the State Health Benefit Plan as provided pursuant to O.C.G.A. § 20-2-880 and § 20-2-910.

PARENT AND COMMUNITY INVOLVEMENT

37. Page_____ Describe how parents, community members, and other interested parties were involved in developing the petition and will be involved in the school, including

involvement with the governing body of the school. This may include letters of support, signed petitions, sign-in sheets from town hall meetings discussing the proposal, or other indicia of community interest.

DEMONSTRATION OF FISCAL FEASIBILITY AND CONTROLS

38. Page_____ Describe the level of autonomy the charter school will have over budgets and expenditures.
39. Page_____ Describe the plans for ensuring that the charter school will be subject to an annual financial audit by an independent Georgia-licensed certified public accountant.
40. Page_____ Identify the school's chief financial officer and describe how that person's credentials comply with requirements of the State Board of Education.
41. Page_____ Provide a proposed timeline as to when the charter school will begin to receive state to when operations begin.
42. Page_____ Describe the charter school's plans for securing other sources of funding, including funding from corporations, individuals, foundations, philanthropic groups, or any other source.

DESCRIPTION OF GOVERNANCE STRUCTURE

43. Page_____ Describe how the governing board will comply with the provisions of O.C.G.A. §§ 50-14-1 *et seq.* and 50-18-70 *et seq.*
44. Page_____ Describe the governing board's function, duties, and role, including the board's role as it relates to the charter school's mission.
45. Page_____ Describe the composition of the governing board, how and when governing board members will be selected, how long each governing board member will serve, and how governing board members may be removed from office.
46. Page_____ List any proposed business arrangements or partnerships with existing schools, educational programs, businesses, or nonprofit organizations and disclose any potential conflicts of interest.
47. Page_____ Disclose any potential conflicts of interest of the founding board members.
48. Page_____ Describe how the governing board will ensure that current and future board members avoid conflicts of interest.
49. Page_____ Describe how the governing board will ensure effective organizational planning and financial stability.
50. Page_____ Describe the method that the local board and the charter school plan to utilize for resolving conflicts.
51. Page_____ State if the charter school intends to contract, or has contracted for, the services of a for-profit entity or any other educational management agency. If so, describe how the contract will be in the best educational and financial interests of the charter school.
52. Page_____ Describe the decision making process and due diligence exercised by the founding/governing board in choosing to contract with the educational management organization.

FACILITIES

53. Page _____ Describe the school facility that the charter school will use and its location. State whether the school facility is new or existing. If the facility plans for the charter school have not been finalized, the petition should describe prospective facilities and the steps the charter school is taking to attain a permanent facility.
54. Page _____ Describe any modifications necessary for utilizing the space for educational purposes.
55. Page _____ Provide documentation of ownership or a copy of the lease of the facility. If ownership documentation or a lease is unavailable, provide a timeline for obtaining such facilities or providing such documentation.
56. PAGE _____ Provide a Certificate of Occupancy, or a timeline for obtaining a Certificate of Occupancy, prior to students occupying the proposed facility.
57. PAGE _____ Provide the school's emergency safety plan, or a timeline for preparing a safety plan in accordance with O.C.G.A. § 20-2-1185 and submitting it to the Georgia Emergency Management Agency.

APPENDICES

- App. _____ Contains an official copy of the certificate of incorporation from the Georgia Secretary of State for the Georgia nonprofit corporation that will hold the charter if approved.
- App. _____ Contains a copy of the by-laws for the nonprofit corporation that will hold the charter if approved.
- App. _____ Contains a copy of any admissions application (pre-lottery) the charter school proposes to use.
- App. _____ Contains the charter school's proposed annual calendar and a draft of the charter school's daily school schedule.
- App. _____ Contains a monthly cash flow projection detailing revenues and expenditures for the charter school's first two (2) years of operation.
- App. _____ Contains alternative monthly cash flow spreadsheets projecting revenues and expenditures that assume one-half (1/2) of the projected student enrollment for the first two (2) years of operation.
- App. _____ Contains spreadsheets projecting cash flow, revenue estimates, budgets, and expenditures on an annual basis for the first five (5) years of the charter term.
- App. _____ Contains documentation of any sources of revenue appearing in the spreadsheets that are anticipated to come from private sources.
- App. _____ Contains a copy of any agreements with other local schools or school systems for services that will be provided to the charter schools, including for the charter school students' participation in extracurricular activities such as interscholastic sports and clubs.

- App. _____ Contains a copy of any intended contracts for the provision of educational management services or the provision of supplemental educational services and remediation. Such contracts shall describe the specific services for which the contracting organization is responsible. In the case of a management organization, such contracts shall clearly delineate the respective roles and responsibilities of the management organization and the governing board in the management and operation of the charter school.
- App. _____ Contains a copy of any contracts, leases, deeds or any intended contracts or leases for facilities for the charter school.

STATE CHARTER SCHOOL

Local Board Action Acknowledgement

This form is to be completed only by a charter school that has a defined attendance zone.

1. Explanation. A charter school that has a defined attendance zone must submit its petition to the local board of education in which the school is proposed to be located and to each local school system from which the proposed school plans to enroll students concurrently with the submission of its petition to the SCSC. As a result, the charter school will not have received an approval or denial at the time of its submission to the SCSC. Pursuant to O.C.G.A. § 20-2-2084, the SCSC will not consider the charter school's petition for approval until the local board of education in which the school is proposed to be located denies the petition or fails to approve or deny the petition within the time allotted by O.C.G.A. § 20-2-2064. Accordingly, a charter school applicant that has a defined attendance zone must notify the SCSC of the local board of education's action regarding the charter school to be included in the petition package.

2. Acknowledgement. As the charter school in this petition has a defined attendance zone, the school must be denied approval from the local board of education in which the school is proposed to be located prior to the SCSC considering the petition for approval. For the petition to be considered by the SCSC, I understand that I must submit a copy of the denial letter, **along with a written response to the denial letter that does not exceed ten pages**, to the SCSC.

In the event the local board of education approves the petition, I understand that I must notify the SCSC of the approval. I understand that the charter school must then follow the requirements and processes of the State Board of Education to become a locally-approved charter school.

Additionally, in the event the local board of education fails to approve or deny the petition within the time allotted in O.C.G.A. § 20-2-2064, I will notify the SCSC of such failure within thirty (30) calendar days of the expiration of the time allotted in O.C.G.A. § 20-2-2064.

I understand that the notification of local board action and written response, if applicable, should be mailed or delivered, within thirty (30) calendar days of receiving notice of the local board action, to the following address:

State Charter Schools Commission
1470B Twin Towers East
205 Jesse Hill Jr., Drive, SE
Atlanta, Georgia 30334

I understand that failure to remit the notification in a timely manner will result in the petition package being incomplete, and the package will not be considered by the SCSC.

Acknowledged hereto by:

Charter Petitioner or School Leader

Date

Governing Board Chairperson

Date

STATE CHARTER SCHOOL VIRTUAL SCHOOL ADDENDUM

This form is to be completed only by a charter school that proposes to use solely virtual instruction.

Identify the appropriate page number in the petition or appendix where the following information may be located:

DESCRIPTION OF THE EDUCATIONAL PROGRAM

1. Page_____ Describe the specific student instructional needs the virtual charter school will meet (*i.e.*, explain demonstrated needs, how course offerings meet those needs, etc.).
2. Page_____ Provide any data that demonstrates the instructional needs stated above.
3. Page_____ Describe the needs served by the proposed virtual charter school that currently are un-served or under-served by the Georgia Virtual School.
4. Page_____ Describe the level of participation in instructional activities students will be required to meet to receive credit for successfully completing a course and receive a satisfactory grade for that course. The level of participation may include the amount of time students will be engaged in both online and other instructional activities in order to receive credit for a course.
5. Page_____ Describe how cooperative and group learning activities will be integrated in the instructional program.
6. Page_____ Describe how the instructional program will address different student needs and learning styles.
7. Page_____ Describe procedures to ensure the integrity and authenticity of student work product and assessment scores.
8. Page_____ Describe the intervention procedures the virtual charter school will take when students fail to provide authentic work product or assessment responses.
9. Page_____ Describe what role parents/guardians will have in promoting accountability.
10. Page_____ Describe how virtual instruction and activities will be geared to develop and nurture social needs of students.
11. Page_____ Describe any extracurricular activities that will be offered to develop and nurture the social needs of students.

STATE AND FEDERALLY MANDATED SERVICES

12. Page_____ Describe how the virtual charter school will identify students with special needs in the virtual school environment and how the virtual charter school will provide services to all enrolled students with special needs regardless of where the student resides.
13. Page_____ Describe the virtual charter school's procedures for ensuring that students with disabilities are identified and receive all services needed to comply with the Individuals with Disabilities Education Act (IDEA), the Rehabilitation Act, and the

Americans with Disabilities Act (ADA) and related state and federal laws and regulations.

14. Page_____ Describe the virtual charter school's procedures for Individual Education Plan (IEP) meetings, including determining where such meetings will occur.
15. Page_____ Describe how the virtual charter school will implement ADA and Rehabilitation Act standards for accessibility to web-based curricula.
16. Page_____ Explain how the virtual charter school will accommodate English Learners (ELs) and address their unique needs in online and offline instruction and activities.

DESCRIPTION OF ASSESSMENT METHODS

17. Page_____ Explain how the virtual charter school will tailor its instructional approach during the pendency of its charter term if student achievement goals are not met.
18. Page_____ Describe the virtual charter school's plan for the administration of all required state assessments (*e.g.*, CRCT, GHSGT, EOCTs) and other assessments set forth in the school's charter. The plan should address, among other things, test taking location(s), who will administer the tests, and test security procedures.

DESCRIPTION OF SCHOOL OPERATIONS

19. Page_____ Describe the virtual charter school's attendance zone.
20. Page_____ Provide a copy of any agreement, financial or otherwise, with an LEA governing enrollment, funding, or any other subject matter related to the virtual charter school.
21. Page_____ Describe how the virtual charter school will ensure or facilitate student attendance at any in-person school activities.
22. Page_____ Explain how the virtual charter school will screen teacher candidates to select faculty members that perform effectively in a virtual environment.
23. Page_____ Describe what, if any, additional responsibilities will be required of teachers in the virtual environment (*e.g.* course development/design, research, website maintenance).
24. Page_____ Describe how the virtual charter school communicates responsibilities to teachers.
25. Page_____ Describe how the virtual charter to adhere to required teacher performance assessment measures and procedures (*e.g.* observing lessons, ensuring alignment of instruction to student needs, auditing student performance tracking instruments).
26. Page_____ Identify any non-teacher faculty members (paraprofessionals, guidance counselors) and describe their roles and how they will function in the virtual charter school.
27. Page_____ Describe professional development opportunities that the virtual charter school will provide to maximize the faculty's effectiveness in a virtual environment.
28. Page_____ Describe procedures to ensure compliance with providing instruction for the equivalent of 180 days.
29. Page_____ Describe the virtual charter school's policies regarding truancy, absence, and withdrawal.

30. Page_____ Describe the intervention procedures the virtual charter school will take when students are not participating as required.
31. Page_____ Describe all technological equipment and services that the virtual charter school will provide, including hardware, software, connectivity, and media storage devices.
32. Page_____ Specify any equipment that students and families will be responsible for obtaining.
33. Page_____ Describe any technological support for which students and families will be responsible.
34. Page_____ Describe the scope of technical support that will be provided, including where support staff will be located, and the hours (including weekends and holidays) and manner in which the support will be accessible to students and families.
35. Page_____ Describe the virtual charter school's data retention and confidentiality procedures.
36. Page_____ Describe the virtual charter school's Acceptable Use Policy.
37. Page_____ Describe procedures to deliver instruction when equipment, software, or connectivity at any location is lost or impaired.
38. Page_____ Describe data protection and recovery procedures in event of catastrophic system failure.
39. Page_____ Describe how the virtual charter school will provide for the health and safety of students and staff both in online and offline activities.
40. Page_____ Describe how the virtual charter school will address the nutritional needs of students when appropriate.

PARENT AND COMMUNITY INVOLVEMENT

41. Page_____ Indicate the nature, frequency, and location of all required in-person meetings between parents and virtual charter school faculty, such as parent/teacher conferences.
42. Page_____ Indicate the nature and frequency of all optional opportunities for in-person meetings and interactions, such as open houses and school community meetings.
43. Page_____ Describe the procedures for parents to contact virtual charter school faculty and administrators with concerns of any nature and the procedures for prompt and helpful responsiveness to such communications.
44. Page_____ Explain how virtual charter school administration will communicate with non-English speaking parents/guardians.