

## CHARTER SCHOOLS

- 1.0 The District encourages charter applicants to develop an educational program to serve the needs of students at risk of educational failure.
- 2.0 **New Charter Applications.**
  - 2.1 **Timelines:**
    - 2.1.1 No later than 30 days before a charter application is submitted to the district, applicants must complete an “intent to apply for a charter school” form as shown in Exhibit 1 to this policy.
    - 2.1.2 Applications for the formation of charter schools shall be submitted using the standard application format found on the Colorado Department of Education’s website. Applications shall be submitted only on September 1 between 8:00 a.m. and 4:00 p.m. or by 4:00 p.m. the first business day following September 1, of the year preceding planned opening of the charter school.
    - 2.1.3 Prior to submitting the application to the Board of Education, the Superintendent shall appoint an accountability committee facilitated by the Charter Schools Liaison or other appointed administrative designee. The accountability committee shall include, at minimum, one person with demonstrated knowledge of charter schools, regardless of whether that person resides within the school district, and one parent or legal guardian of a child enrolled in a charter school in the school district. Each District charter school will be invited to appoint a designee to participate on the committee. The District may also elect to contract with outside reviewers with charter school expertise.
    - 2.1.4 Within 15 days of the date of the Superintendent’s receipt of the application, the Charter Liaison shall advise the Superintendent as to whether the application is complete as submitted. Applicants shall be allowed 15 calendar days from the date of notification to provide information responsive to identified deficiencies, or the applicant may elect to withdraw the application or submit a competed application in a future year.
    - 2.1.5 After the District accepts the complete application, the Board shall schedule two (2) meetings to allow for public input to obtain information to assist in its consideration of the application.
    - 2.1.6 The Board shall act on the application by resolution at a board meeting within 90 calendar days of acceptance of the application or such deadline as may be mutually agreed upon by the District and the applicant.
  - 2.2 **Application Format.**
    - 2.2.1 Twelve (12) bound copies in writing, and an electronic copy of the complete application in the up-to-date version of Microsoft Word;
    - 2.2.2 Responses to each item identified in this policy, in order;
    - 2.2.3 A table of contents;
    - 2.2.4 Item headings and page numbers; and
    - 2.2.5 Specific, comprehensive responses to all required items which avoid references to other sections of the application.

### 3.0 Applications for Charter Renewal.

- 3.1 **Timeline.** A renewal application from an existing charter school chartered by the District shall be submitted by 4:00 p.m. December 1, or by 4:00 p.m. the first business day following December 1, of the school year during which the charter contract will expire. The Board of Education shall rule by resolution on the renewal application no later than February 1 of the school year during which the charter contract will expire, unless otherwise mutually agreed by the applicant and the District.
- 3.2 **Application Format.**
- 3.2.1 Twelve (12) bound copies in writing, and an electronic copy of the complete application in the up-to-date version of Microsoft Word;
  - 3.2.2 Responses to each item identified in this policy, in order;
  - 3.2.3 A table of contents;
  - 3.2.4 Item headings and page numbers; and
  - 3.2.5 Specific, comprehensive responses to all required items which avoid references to other sections of the application.
- 3.3 In conducting its review of the renewal application the Board may request feedback from internal staff, community members and/or from outside reviewers with charter school expertise. The Board may also require the applicant to conduct a presentation in support of the renewal application at a Board meeting or scheduled public information meeting. At least 15 days prior to the date on which the Board will consider whether to revoke or renew a charter, District staff shall provide to the Board and the charter school a written recommendation, including the reasons supporting the recommendation, concerning whether to revoke or renew the charter.
- 3.4 **Application Content.** Applications for renewal must include the following information:
- 3.4.1 A report on the progress of the charter school in achieving the goals, objectives, pupil performance standards, content standards, targets for the measures used to determine the levels of attainment of the performance indicators, and other terms of the charter contract and the results achieved by the charter school's students on the assessments administered through the Colorado student assessment program;
  - 3.4.2 A financial statement that discloses the costs of administration, instruction, and other spending categories for the charter school that is understandable to the general public and that will allow comparison of such costs to other schools, in a format required by the state board of education;
  - 3.4.3 The Annual Performance Report for each year since the last charter renewal;
  - 3.4.4 Any additional materials submitted by the charter school believed to support the application or additional materials as requested by the Superintendent.
- 3.5 **Expedited Renewal.** Based upon a charter school receiving Improvement and/or Performance Status on each School Performance Framework (as issued by the Colorado Department of Education), demonstrating academic achievement, compliance with its contract, maintaining financial stability and operational sophistication, a charter school currently authorized by the District may be invited to participate in an expedited renewal process. Schools will be invited by August 1 of the school year during which the charter contract will expire. The District and the charter school may then commence negotiations on a renewal contract, which will be submitted to the Board for approval along with the charter school's request for renewal, on or before December 1.

- 4.0 Charter School Closure. In the event that the Board takes action to revoke or non-renew a charter school's contract, the District shall implement the most recent version of the Colorado Charter School Sample Closure Framework, including, but not limited to:
- 4.1 A plan to provide educational services in accordance with the charter contract until the end of the current school year, or the agreed upon date when instruction will cease.
  - 4.2 A plan to support parents in the transition of students to schools that meet their educational needs.
  - 4.3 A plan to address the charter school's financial, legal and reporting obligations during the period that the school is concluding operations.
- 5.0 **Charter School Calendars.** Each charter school shall develop a school calendar which meets state requirements (unless otherwise waived) concerning the number of instructional days, hours of student/teacher contact, and any additional requirements established by the charter contract. Each charter school shall submit its proposed calendar for the next school year to the Superintendent or his/her designee on or before April 1 of each year. Charter schools shall not be subject to the requirements of any other District Policy concerning school calendars.

LEGAL REFERENCE:  
C.R.S. 22-30.5-101et seq.

**Intent to Apply for a Charter School in Adams 12 Five Star School District**

Instructions: This form is due no later than 30 days before a completed charter application is submitted to Adams 12 Five Star School District. (Completed charter applications are accepted on September 1.) Email this form to [patti.gilmour@adams12.org](mailto:patti.gilmour@adams12.org).

Name of Proposed Charter School: \_\_\_\_\_

Date: \_\_\_\_\_

Primary Contact Person's Name: \_\_\_\_\_

Mailing Address:

City: \_\_\_\_\_ State: CO Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Facsimile Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name of Educational Service Provider, if applicable:

\_\_\_\_\_

Have you/will you file an application to charter this school with other authorizers?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please list the other authorizers:

\_\_\_\_\_

Entity Applying for Charter:

\_\_\_\_\_ Already incorporated in Colorado as a nonprofit

\_\_\_\_\_ Application filed for becoming a Colorado nonprofit

\_\_\_\_\_ Other type of entity (state which type):

This proposal is for (check one):

\_\_\_\_\_ A new charter school independent of any management company or partner agency

\_\_\_\_\_ A new charter school partnering with a management company or partner agency

\_\_\_\_\_ A conversion or relocation of an existing school

Where will the proposed charter school be located:

\_\_\_\_\_

Executive Summary (1-3 paragraphs describing the proposed charter school)

Brief explanation of:

1. Type of applicant group (parents, teachers, nonprofit, for-profit, etc.)
2. Charter school vision and/or mission statement and core beliefs
3. A brief description of the proposed educational program and philosophy
4. Why the organizers are seeking a charter through Adams 12 Five Star Schools
5. A brief description of who the organizers are, who will potentially serve on the charter school governing board and capacity/expertise within the organizers/board members to operate a charter school
6. A brief description of expected school characteristics, student populations, school size and school culture
7. If a management company, technical assistance company, partners or other entities are involved in the creation of the school, a brief description of the relationship between school organizers and that company/group/partner

Grade levels and student enrollment:

School Year	Grade Levels	Total Student Enrollment
First Year		
Second Year		
Third Year		
Fourth Year		
Fifth Year		

Expected enrollment at full capacity: \_\_\_\_\_ Year Expected \_\_\_\_\_

**Certification Statement**

I hereby certify that the information submitted in this application is true to the best of my knowledge and belief. I understand that if awarded a charter, the proposed school shall be subject to all federal and state laws and constitutional provisions prohibiting discrimination on the basis of disability, race, creed, color, gender, national origin, religion, ancestry, or need for special education services. This proposed charter school is not sectarian, religious or home-based in nature.

Signature of authorized person \_\_\_\_\_

Name and title of authorized person \_\_\_\_\_