The Board shall consider an application for a campus charter or program charter if the applicant:

1. Complies with the statutory requirements for a campus charter or program charter;
2. Follows the application process established by the District.
3. Supplies evidence to the Board that the applicant will comply with the statutory and District requirements for a campus charter or program charter.

When the Superintendent announces the campus charter or program charter application process and time line, an interested group (parents, teachers, community, Board- and/or Superintendent-appointed committee, and/or contractor) may submit a proposal and state their intent to complete a charter school or program application. The Superintendent may then designate an administrator to assist the applicants in compiling needed information for their application.

COMPLIANCE WITH LAW

Campus charters and program charters shall comply with all federal, state, and local laws and codes, including health, safety, building, and environmental, that govern such charters and shall be nonsectarian. [See EL] The Superintendent or designee will monitor compliance in implementation quarterly during the initial year of the charter.

APPLICATION PROCESS

Annually, the Superintendent shall announce the charter school time line and application process for anyone expressing interest in establishing a campus charter or program charter. Applications and petition forms for campus charters and program charters shall be available in the Superintendent's or designee's office.

Applicants shall present a draft of the application to the Superintendent or designee in accordance with a time line established in administrative regulations. The Superintendent or designee shall work with the applicants in completing the application process.

Public forum(s) shall be held to allow the applicants an opportunity to present their proposals to the Board and to the community prior to formal consideration by the Board.

Final applications and petitions for campus charters or program charters shall be submitted to the District prior to January 1 for a charter to be considered by the Board to begin the following school year.

CONTENT OF FINAL APPLICATION

A final application for a campus charter or program charter shall include, but is not limited to, the following:

1. The purpose and need for such a campus or program;
2. The unique distinction between the proposed campus or program and the District's current program;
3. A mission and goals statement aligned with the District's mission;
4. A description of the curriculum, instructional approaches, and programs to be offered;
5. A plan for measuring student achievement with results reported annually to the Board;
6. A governance and decision-making plan including planning for improvement;
7. An enrollment and withdrawal process including an equitable method of student selection both initially and for openings during the year;
8. A plan for maintaining and reporting PEIMS data in accordance with state requirements;
9. Discipline procedures;
10. A safety and security plan that includes a crisis plan, staff training, safety and security drills, and procedures for handling bomb and other safety threats;
11. A plan for providing facilities, student transportation, and food services;
12. A facility and maintenance plan that includes routine maintenance, emergency procedures for managing potential danger to the health and safety of students and employees; as well as construction to support instructional programs and furnishings;
13. An employment plan consistent with federal and applicable state guidelines, due process requirements, and contract nonrenewal and termination procedures;
14. A plan for budgeting that complies with state and local requirements for financial accounting and a budget that is based on an annual Board allotment;
15. A plan for purchasing that complies with all bidding and purchasing laws and policies that includes training regarding requisition procedures for ordering and stocking supplies;
16. A plan for staff development;

17. A proposed calendar, length of school day, and staff workday calendar;
18. A public relations and marketing plan;
19. A plan for special populations programs required by law (Section 504, special education, bilingual/ESOL);
20. A plan for student assessment and grading; and
21. A plan for student activities and counseling.

CONTENT OF CHARTER

A charter shall be a written contract signed by the Board President, the Superintendent, and the chief operating officer of the campus charter or program charter.

Each charter shall:

1. Satisfy the requirements of the law governing campus charters or program charters.
2. Include the items listed in the application, with any modifications required by the Board.
3. Stipulate a term length for the charter not to exceed five years.
4. Establish a yearly date for reporting, review, and renewal of the charter.

APPROVAL

Each application shall be filed with the office of the General Superintendent, which shall review the application for compliance with the District's standards and provide technical assistance prior to requesting approval of the Board.

PROVISIONS FOR REVOCATION

The Board may revoke a charter or place it on probation if it finds that the charter campus or program charter:

1. Violates a provision of applicable state or federal law (may result in revocation at the conclusion of the school year).
2. Violates a provision of the charter.
3. Fails to meet generally accepted accounting standards for fiscal management.
4. Fails to meet the District standard for student performance and at the end of two years is below the District average for state-mandated assessment scores, resulting in probation. No improvement in the third year will result in the revocation of the charter.

REVOCATION PROCEDURE

The Superintendent or designee shall investigate any allegation that a charter campus or charter program has violated federal or applicable state law or provisions of the charter or fails to meet generally accepted accounting standards for fiscal management. The Superintendent or designee shall hold a conference with the chief operating officer and governing body of the charter campus or program to discuss any such allegation.

If the Superintendent determines that a violation or mismanagement has occurred, the chief operating officer of the charter campus or program shall respond to the allegation at the next regularly scheduled Board meeting. The Superintendent shall ensure that the issue is on the agenda.

The Board shall hear the presentation and take action, if necessary, to place the charter campus or program on probation or take action to revoke the charter.

If the Board decides to consider revocation of the charter, it shall schedule a public hearing to be held on the campus where the program is located.