



APPLICATION TEMPLATE

DISTRICT CAMPUS CHARTER

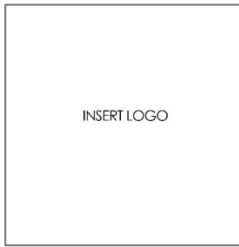
The following must be addressed in an application for district charter campus:

- Description of the educational program
- Description of satisfactory academic student performance
- Admission and Enrollment Policy outlining discrimination prohibition
- Description of the governing structure of the campus
- Specify any procedure and/or requirement to ensure the health and safety of students and employee
- Description and allocation to provide for the required annual independent audit of financial and programmatic operations
- Description of the coordination of PEIMS submissions to the district PEIMS coordinator, including all data elements and proper codes

This document, and all associated materials, have been provided to serve as sample material that meet state and federal statutory requirements. Adoption of this material, in part or in whole, does not vest a right nor privilege to any subsequent Charter School Program grant funds.

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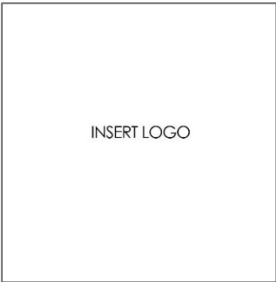
APPLICATION TIMELINE

2017-2018 SCHOOL YEAR

DISTRICT TIMELINE FOR AUTHORIZATION OF A CAMPUS CHARTER

TIMELINE	
June 2016	Deadline to Submit Notice of Intent to Apply for District Campus Charter
August 2016	Deadline to Submit District Campus Charter Application <i>Application may be accessed on the district's website.</i>
September 2016	Charter Application Review Period <i>Conducted by the Board of Trustees or a review committee designated by the Board of Trustees</i>
September 2016	Charter Application Interview(s) <i>Conducted by the Board of Trustees or a review committee designated by the Board of Trustees</i>
November 2016	Deny or Approve Contract for District Charter Campus via a public vote
October 2016*	2017-2019 Public Charter School Program (PCSP) Start-Up Grant application availability date. <i>*(Campus charter must be approved by the Board of Trustees on or before December 15, 2016 to be eligible for the 2017-2018 CSP funding, if awarded.)</i>
December 15, 2016*	2017-2019 PCSP Start-Up Grant application due to TEA
May 2017*	2017-2019 PCSP Start-Up Grant awards announced
August 2017	First Day of School for approved District Charter Campus

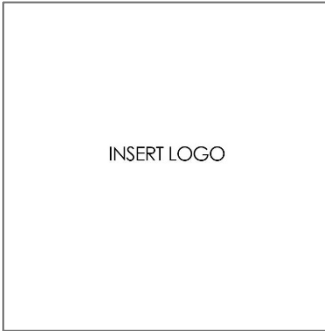
District Program Contact:
 Name and Title of District Contact
 Central Office Address
 City, Texas Zip Code
 Phone:
 Email:



INSTRUCTIONS

2017-2018 SCHOOL YEAR

APPLICANT PROFILE



The applicant profile section of the application provides the district an opportunity to outline requirements and expectations of applicants and should include the following:

- Proposed Campus Charter Name;
- Proposed Campus Charter Address;
- Number of Campuses requested;
- Person(s) and/or entities operating the campus charter;
- Chief operating officer of the campus for which the charter is granted;
- Contact name;
- Contact information; and
- Enrollment Information.
- If the Person(s) and/or entities proposing to operate the campus charter are an Educational Service Provider (ESP), include i) background information on the ESP including relevant performance data for all other schools under their management; ii) a list of all other schools under their management; iii) contact information for all applicable schools; iv) authorizing entities; and v) the service agreement as executed- or template version.

The box below may be prefilled by the district to provide applicants with enrollment and grade restrictions (if needed). State the maximum enrollment and check all grade levels to be served for each school year. For each grade proposed, an annual assessment must be administered and reported.

Year 1: Proposed Enrollment: _____ <input type="checkbox"/> Pre-K3 <input type="checkbox"/> Pre-K4 <input type="checkbox"/> K <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12
Year 2: Proposed Enrollment: _____ <input type="checkbox"/> Pre-K3 <input type="checkbox"/> Pre-K4 <input type="checkbox"/> K <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12
Year 3: Proposed Enrollment: _____ <input type="checkbox"/> Pre-K3 <input type="checkbox"/> Pre-K4 <input type="checkbox"/> K <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12
Maximum Enrollment: At Capacity _____ <input type="checkbox"/> Pre-K3 <input type="checkbox"/> Pre-K4 <input type="checkbox"/> K <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12



EDUCATIONAL PLAN

- Mission and Vision
- Educational Goals and Instruction
- Credit and Promotion
- A Day in the Life
- Support and Campus Community
- School Calendar
- Student Assessment and Evaluation

MISSION AND VISION

- 1.1 State the mission and vision of the proposed campus charter school.
- 1.2 Discuss the methods and efforts that will align the mission with program instruction. *Provide any related research and experience that indicates why the applicant has chosen to use the proposed approach among the anticipated student population.*

EDUCATIONAL GOALS AND INSTRUCTION

- 1.3 Provide an overview of the educational goals for the proposed campus.
- 1.4 Describe the educational programs. *Include special education and bilingual education. Explain, in succinct terms, the specific curricular programs that the applicant proposes and the ways in which the charter staff, board members, and others will use these programs to maintain high quality and continuous improvement. Clearly state how the curriculum will align with Texas Essential Knowledge and Skills (TEKS) standards.*
- 1.5 Describe the process by which the proposed curriculum will be evaluated.
- 1.6 Provide detailed information about any special programs or extracurricular activities that may be offered by or coordinated with the authorizing district.

CREDIT AND PROMOTION

- 1.7 Present clear criteria for grade promotion. *Including the level of proficiency that students must obtain to demonstrate mastery of academic core content.*
- 1.8 Describe the proposed campus course offerings and how they will create a viable and adequate process for supporting students to meet graduation and endorsement requirements, if applicable, in the secondary setting.

A DAY IN THE LIFE

- 1.9 Describe an average school day for a prospective student. Discuss how that experience would set itself apart from the average school day.
- 1.10 Briefly describe how and why the proposed teaching methods will enhance the quality of instruction during the school day. *Including information about any differentiated instruction that will be used to meet the needs of students. Provide detailed discussion regarding students i) who are above or below grade level; ii) with impairments or disabilities; iii) identified as gifted and talented; and iv) requiring bilingual/ESL services.*

SUPPORT AND CAMPUS COMMUNITY

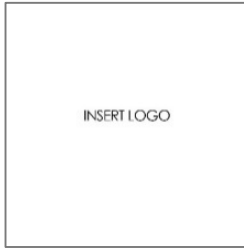
- 1.11 Discuss plans to ensure the health and safety of the student population.
- 1.12 How will campus staff and faculty support the acceptance and academic success of students from varying: i) cultures; ii) sexual orientations; iii) gender identify/expression; and iv) socio- economic levels. *Including a discussion on how these support systems will operate with autonomy while also remaining congruent with general district policies.*

SCHOOL CALENDAR

- 1.13 Describe the school calendar and schedule. *Include i) the anticipated date-of-opening; ii) the total number of minutes per day; iii) start-dismissal times; and iv) the total number of 'instructional' minutes per day.*
- 1.14 Discuss how the proposed school calendar and schedule will help facilitate the applicant's vision and educational goals.

STUDENT ASSESSMENT AND EVALUATION

- 1.15 Detail all plans to measure and evaluate the academic progress of individual students, student cohorts, and the school as a whole. *Include plans for measuring i) throughout the school year; ii) at the end of each academic school year; and iii) for the term of the charter contract.*
- 1.16 Identify person(s), position(s), and/or entities that will be responsible for planning, collecting, and analyzing assessment/evaluation activities. *Include the qualification requirements for each respective role.*
- 1.17 List data collection activities that will be involved in the proposed student assessment and evaluations.



STAFFING AND LEADERSHIP

Campus Organizational Structure
Staff Recruitment
Public Education Information Management System [PEIMS]
Teacher Qualifications
Professional Development

CAMPUS ORGANIZATIONAL STRUCTURE

- 2.1 Outline the organizational structure of the campus. *Citing positions of leadership, staff, teachers, administrative, support service roles etc. Applicants must illustrate a clear reporting structure among positions.*

STAFF RECRUITMENT

- 2.2 Describe the process to be used to identify, recruit, and hire individuals with the expertise necessary to facilitate the school's vision and educational goals. *Including discussion on methods, frequency, and mediums.*
- 2.3 Identify person(s), position(s), and/or entities that will be responsible for planning, goal-setting, and assessing the effectiveness recruitment activities.

PEIMS

- 2.4 Identify person(s), position(s), and/or entities that will be responsible for PEIMS data and submissions. Outline the procedures for coordination of PEIMS submissions with the district. *Applicants must cite specific requirements for educational attainment and prior experience.*

TEACHER AND PRINCIPAL QUALIFICATIONS

- 2.5 Discuss the level of education, experience, and certification attainment that will be required of the school's teaching and leadership staff, *including (but not limited to) Special Education, Bilingual/ESL, Gifted and Talented.*

PROFESSIONAL DEVELOPMENT

- 2.6 Discuss the components of the professional development plan and how these components will support effective implementation of the educational program. Describe any operational or financial assumptions about the District's role in the professional development opportunities.

- 2.7 Explain how the school calendar, daily schedule, and staffing structure will help facilitate sufficient time to conduct, review, and provide guidance on professional development and growth.
- 2.8 Identify person(s), position(s), and/or entities that will be responsible for the i) planning; ii) execution; iii) analysis; and iv) integration of any data for classroom teachers to improve student achievement.



OPERATIONS

Admissions and Enrollment
Facilities
Technology- Interface and Resource
Transportation Services
Contracted Services

ADMISSION AND ENROLLMENT

Approval of this charter application will be conditional on the applicant's ability to comply with enrollment policies outlined in the charter contract.

- 3.1 Provide the proposed admission and enrollment window.
- 3.2 Provide the proposed date(s) of any prospective lottery.
- 3.3 Identify any exempted classes of students from the proposed lottery system.

FACILITIES

- 3.4 Outline any special facility features/modifications that may be needed to successfully facilitate the school model. Describe any operational or financial assumptions about the District's role in the process.

Any changes made to real property must be made with the explicit permission of the district's board of trustees.

TECHNOLOGY-INTERFACE AND RESOURCES

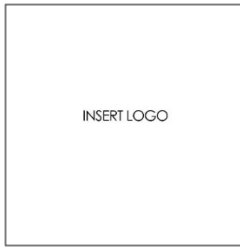
- 3.5 Provide the role of technology (and all specific resources) in the operation of the school. *Including discussion regarding administrative, educational, and security aspects of the school.*
- 3.6 Detail the acquisition process for obtaining all the proposed technological resources. Describe any operational or financial assumptions about the District's role in the process and (or) maintenance. *Include information regarding the network bandwidth, licensing, hardware, software, and purchasing agreements, etc.*

TRANSPORTATION SERVICES

- 3.7 Outline any ancillary student transportation plans that will not be provided by the District. *Include financial arrangements, partnerships, or foreseeable contracted services.*

CONTRACTED SERVICES

3.8 Describe service(s) for which the applicant proposes to contract with an outside entity.



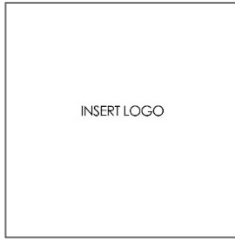
GOVERNANCE

Governance Board

GOVERNANCE BOARD

This section does not refer to the district board of trustees. Applicant must assign a campus governance board to reside over matters limited to the proposed charter school.

- 4.1 How many board members will constitute the campus governance board? *Cite any prior charter school experience among the board members.*
- 4.2 Describe the campus governance structure of the proposed school. *Include the primary roles of the campus board and how the board will interact with the principal/head of school and any district board of trustees.*
- 4.3 Describe the campus board member selection process. *Include, experience requirements, length of term, recruitment methods, and the process for vetting criminal history.*



FINANCIAL PLAN

Start-Up Budget
Source(s) of Funding
Annual Independent Audit

START-UP BUDGET

- 5.1 Describe the anticipated expenses that will be incurred prior to the first day of serving students. *Applicants must include costs for i) personnel, contracted services, operational; and facility operation/maintenance.*
- 5.2 Discuss any sources of funding that will be utilized to meet start-up budget expenses.

SOURCE(S) OF FUNDING

- 5.3 Cite and explain all sources of funds, chattel/property, or other resources expected to be available during the term of the charter.
- 5.4 Detail plans for meeting financial needs if the anticipated revenues are not received or are lower than the estimated budget.

ANNUAL INDEPENDENT AUDIT

- 5.5 Identify person(s), position(s), and/or entities that will be responsible for the preparation, assistance, and submission of materials to third parties for all annual independent audits of financial and programmatic operations of the campus budgeted for by the applicant and coordinating with the district's fiscal year.