

ADMINISTRATIVE REGULATION

APPROVED: March 18, 2011

REVISED: July 2, 2012

PENN MANOR SCHOOL DISTRICT

140-AR-1. CHARTER SCHOOL APPLICATION REVIEW FORM

Reviewer Name: _____

Date: _____

Reviewer Signature: _____

Applicant Name: _____

Applicant Signature: _____

This review sheet contains the criteria used to review and assess the merit of proposals for charter schools.

Rating system: 1 = poor 2 = fair 3 = good 4 = excellent 5 = superior

APPLICATION CRITERIA BY SECTION	RATING	COMMENTS
Section 1 Description of Applicant		
1. Who is seeking to submit a charter school application, and what is the name of the proposed charter school?		
Section 2 Mission of the Charter School		
1. What is the vision, mission and purpose of the charter school?		
2. Is the charter school nonsectarian? Nonprofit?		
3. Does the charter school provide expanded educational opportunities within the school system?		
Section 3 Marketing Data		
1. Is there demonstrated, sustainable support for the charter school plan by teachers, parents/guardians, other community members and students as evidenced by the public hearing?		

2. Are there signatures of parents/guardians attesting to a commitment to enroll their children in the proposed charter school, and is there evidence of enrollment by race?		
Section 4 Admissions Policy and Criteria		
1. Do the admissions policy and criteria comply with the admissions requirements listed in the charter school legislation for Pennsylvania?		
2. What grade and age levels will be served by the school?		
Section 5 Governance Structure		
1. How will the charter school be governed?		
2. How will members of the Board of Trustees be appointed or elected?		
3. How will parents/guardians and community members be involved with the governance of the school?		
Section 6 Staff, Parent/Guardian and Community Involvement		
1. Is there demonstrated, sustainable support for the charter school plan by teachers, parents/guardians, other community members and students?		
2. How will the charter school ensure ongoing parental involvement?		
3. Are procedures established for the review of complaints of parents/guardians regarding the operation of the charter school?		
4. Is there evidence that parents/guardians and community organizations have been involved in the planning process of the charter school?		
Section 7 The Educational Program		
1. What are the education goals of the charter school? For each benchmark level (grade 3, 5, 8, and 12)?		
2. Does the curriculum for the educational program of the charter school demonstrate the ability to improve student learning? Increase learning opportunities for all students?		

Encourage the use of innovative and different teaching methods? Provide bias-free instruction?		
3. Does the educational program, through support and planning, provide comprehensive learning experiences to students?		
4. What curriculum will be offered to students, and how will curricular materials be selected?		
5. Does the educational program create new professional opportunities for teachers, including the opportunity to be responsible for the learning program at the school site?		
6. Does the charter school provide parents/guardians and students with expanded choices in the types of educational opportunities that are available within the public school system?		
7. What is the proposed school calendar? Length of the school day and the school year?		
8. What is the proposed faculty and paraprofessional development plan for the staff of the charter school?		
9. What is the extent to which the proposed charter school will serve as a model for other public schools in the district?		
10. Are there extracurricular activities for students provided by the charter school?		
11. Are there agreements with the district for student participation in extracurricular activities within the district for activities which the charter school does not provide?		
12. Is there evidence of the number of certified and noncertified staff and the qualifications of any noncertified staff?		
Section 8 Accountability, Student Assessment and Evaluation		
1. Does the charter school demonstrate the ability to hold accountability for meeting measurable academic standards?		
2. Does the charter school agree to use the accountability system of the district (district standards of learning, benchmark performance standards, expectations for student learning, school improvement planning and employee performance appraisal system)?		

3. If the charter school does not agree to use the district's employee performance evaluation system, is an effective, alternative system identified?		
4. Does the charter school agree to use the assessments in the assessment system of the district?		
5. Will the charter school submit an annual report to the district describing the extent to which the school is meeting its goals?		
6. Does the charter school agree to participate in the student information system of the district?		
Section 9 Fiscal Operations		
1. Is there a three-year financial plan for the charter school, and are provisions in place for auditing the school by a certified public accounting firm?		
2. Does the three-year financial plan follow the guidelines for budget development of the Commonwealth of Pennsylvania?		
3. Does the budget narrative state the minimum number of students needed for the school to remain financially viable?		
4. Does the charter school specify the length of its contract?		
Section 10 Facilities and Transportation		
1. Is there an adequate description of the facility(ies) to be used by the charter school?		
2. Are the ownership and leasing arrangements of the physical plant specified?		
3. Are best estimates (based on student enrollment projections) of transportation related to extended school day and extended school year costs specified in the application and in the budget?		
Section 11 Liability, Insurance and Risk Management		
1. Are there provisions for health, retirement, automobile liability, general liability, property, trustee and employee liability, performance surety and tort liability insurance?		

Section 12 Staff Conditions and Work		
1. Has a Pennsylvania Criminal History Report been conducted on all staff who will have contact with students?		
2. Has an official clearance statement regarding child injury or abuse from the Department of Public Welfare been secured for all staff who will have contact with students?		
3. Has a Federal Criminal History Record been submitted for all staff who will have contact with students?		
Section 13 Management		
1. Is a person designated to run the charter school?		
2. How will the administrative work of the charter school be accomplished?		
Section 14 Student Discipline Policy and Expulsion Criteria		
1. What procedures will be used for the suspension and expulsion of students?		
2. What are the discipline policies and procedures of the charter school?		
3. Does the charter school make a commitment for compulsory attendance for students for a one-year period?		
Section 15 At-Risk Students, Bilingual Students and Students with Disabilities		
1. Does the charter school demonstrate it will meet the needs of students with disabilities, bilingual and at-risk students?		
2. Does the charter school target low-achieving students and provide equal access for all students?		
Section 16 Legal Issues		
1. Does the charter school agree to comply with all federal, state and local regulations and statutes pertaining to the health, safety, civil rights, insurance and education of children?		

2. Is there an agreement not to violate the 1 st and 14 th amendments of the Constitution of the United States?		
3. Does the applicant agree to provide a free, appropriate education for all students?		
4. Does the applicant agree to comply with the human relations and sexual harassment policies of the district?		

Use the space below for any additional comments concerning the application:

Do you think this application should be approved? Yes No

If you think this application should NOT be approved, use the space provided below to state your reasons. Use additional space if necessary.