

OKCPS Charter School Application

(Revised 2023)

I. CHARTER SCHOOL OVERVIEW

Please respond to each of the following questions to complete your school overview in 500 words or less. The school overview should provide a concise summary of the following:

- The proposed plan for the school;
 - The geographic and population considerations of the school environment;
 - The challenges particular to those considerations; and
 - The applicant team's capacity to successfully open and operate a high-quality school given the above considerations.
1. **Mission, Vision, and Educational Philosophy.** Please provide the Mission Statement for the school, the date of its adoption, and the organizational entity or person(s) formulating such statement. The mission is a statement of the fundamental purpose of the school, describing why it exists. The vision statement outlines how the school will operate and what it will achieve long term. Taken together, these statements should:
 - Identify the students and community to be served
 - Illustrate what success will look like
 2. **Educational Need and Student Population.** Provide a description of the anticipated student population to be served. This description should include geographic preferences (if applicable), student's anticipated educational needs, and any non-academic challenges the school is likely to encounter. Identify any enrollment priorities and methods to be employed for enrollment eligibility and selection, including those that guarantee no enrollment restrictions based on ethnicity, national origin, gender, income level, disabling condition, proficiency in the English language, or measures of achievement or aptitude.
 3. **Education Plan/School Design.** Provide an overview of the education program of the proposed school, including major instructional methods and non-negotiables of the school model. Please provide a minimum of five (5) and a maximum of seven (7) instructional goals for the proposed school to have been attained/achieved by the end of the first five (5) years of operation.
 4. **Community Engagement.** Describe the relationships, if any, that you have already established to generate community engagement in and support for the proposed schools. If you have assessed demand and/or solicited support for the school, briefly describe these activities and summarize their results.
 5. **Leadership and Governance.** Explain the governance philosophy that will guide the board, including the nature and extent of involvement by key stakeholder groups.

II. CHARTER SCHOOL NARRATIVES

SECTION 1. EDUCATIONAL DESIGN & CAPACITY

This section includes primary instructional methods and assessment strategies, non-negotiable elements of the school model, and evidence that promises success for the program with the anticipated student population.

A. Consistency With the Purpose(s) of the Act

1. Describe how the school will fulfill one or more of the purposes of a charter school as enumerated in the Oklahoma Charter School Act.
2. Provide certification that the proposed school has not had or will not have an affiliation with a non-public sectarian agency, organization or association.

B. Educational Program

1. Outline the instructional methods to be used by the proposed school, including any distinctive models being employed and what strategies, programming, and/or other special teaching techniques are planned.
2. (*High Schools Only*) Provide a detailed description of the strategies/course offerings that will assure that students can meet graduation requirements of the state and district. Explain how these requirements will ensure student readiness for college or other postsecondary opportunities (trade school, military service, or entering the workforce).

C. Curriculum Instruction and Design

1. Provide a detailed description of the planned curriculum (grade by grade and/or subject by subject), including identified course outcomes and demonstrated alignment with current state standards.
2. Describe any curriculum emphasis planned for the school that targets a specific learning philosophy or style, or has certain/selected subject areas as school themes.
3. Describe the overall plan to serve students with special needs, including but not limited to English Language Learners, students with Individualized Education Programs (IEPs) or Section 504 plans, student identified as academically gifted, and students at risk of academic failure or dropping out.
4. List the curriculum materials (textbooks, workbooks, etc.) contemplated for use in support of the proposed curriculum and describe the anticipated availability.

D. Admission Standards/Procedures

1. Explain the plan for student recruitment and marketing that will provide equal access to interested students and families.
2. Describe the school's enrollment policy, which should include the following:
 - a. Non-discriminatory, open enrollment, and freedom of choice parameters;
 - b. A timeline for admission, including a deadline for receipt of applications, timetable for admission consideration, and timeline for registering students after admission;

- c. Evidence that the school will require legal residence within the boundaries of Oklahoma City Public Schools for any and all applicants;
 - d. A description of the approach the school will use to seek to achieve racial and ethnic balance among its student population; and
 - e. A plan for an admission lottery if the number of eligible and qualified applicants exceeds the program capacity.
3. Designate, if applicable, a specific geographic area as an academic enterprise zone limiting admissions to students who reside within that area. (An academic enterprise zone must have a minimum of 60% of its students qualify for free or reduced lunch).
 4. Provide an example of an application packet for parents and students describing eligibility criteria and qualifications for admission.

E. Student Discipline

1. Describe the planned approach to student discipline. This plan should include:
 - a. Practices the school will use to promote good discipline, including both penalties for infractions and incentives for positive behavior.
 - b. A preliminary list and definitions of the offenses for which students in the school must (where non-discretionary) and may (where discretionary) be suspended, respectively.
 - c. Methods to communicate discipline policies to students and families.
 - d. Procedures for due process when a student is suspended as a result of a code of conduct violation, including a description of the appeal process that the school will employ for student facing both short-term and long-term suspension.

F. Student Assessment

1. Describe the plan for assessing student performance in the core academic areas.
2. Describe the strategy to be employed to collect and report the baseline data against which student achievement growth will be measured.
3. Describe how student progress toward enhanced academic performance will be evaluated and compared with the progress of other closely comparable student populations.
4. Detail the instruments to be used and/or the methods of measurement planned relative to student performance. Include a calendar for assessing and reporting results.
5. Describe the methods to be used to identify, document and monitor academic strengths and needs of students.
6. Describe plans for student participation in the Oklahoma School Testing Program.
7. (*High Schools Only*) Describe the method to be used to track that students are meeting or have met state and local graduation requirements.

G. School Accountability

1. Outline the criteria to be used to measure the effectiveness of the charter school.

2. Describe how the school will meet the reporting requirements of the Oklahoma School Testing Program and the State Department of Education.
3. Describe how the school will respond to requests for data that may be received from and/or required by the State Office of Accountability.
4. Describe plans, if any, for periodic instructional program and curriculum audits for the school.

SECTION 2. OPERATIONS PLAN & CAPACITY

This section includes details about school governance, administrative leadership, personnel, and information regarding general operations of the proposed charter school.

A. Founding Group(s)/Individual(s)/Incorporator(s) & Legal Counsel

1. Provide the names, addresses, background and experience, and references for those persons who composed the founding group and/or the initial incorporators (to include disclosure statements regarding criminal activities and any pending legal actions).
2. Provide the name, address, e-mail, and telephone number of the proposed schools' legal counsel, if any.

B. Governing Board

1. Describe how/when the governing board will be/was chosen.
2. List current board members' names, addresses, telephone numbers, and provide resumes.
3. Describe the steps taken, if any, to assure a governing board that represents a well-balanced group bringing together people with a range of professional skills capable of the organizational, financial, pedagogical, legal, and other tasks required to open and operate a functioning public school.
4. Describe how the board's composition reflects local representation.
5. Describe what steps will be/have been taken to maintain continuity between the founder's vision and that of the permanently established governing board.
6. Provide verification of fingerprinting and other background checks completed or planned for all governing board members and confirm that any exceptions noted will be disclosed to the Board of Education.

C. Duties and Responsibilities of the Governing Board

1. Describe the roles and responsibilities of the governing board, including its relationship to teachers and administrators and whether any employee of the school is eligible to serve on the governing board.
2. Describe any business arrangements, partnerships or other affiliations of the governing board with existing schools, educational programs, businesses, or non-profit organizations.
3. Describe the governing board's responsibilities for the creation and monitoring of policies and for the operational decisions of the school.

4. Describe the planned meeting schedule of the governing board and how it will be communicated to stakeholders and constituents.
5. Describe the governing board's understanding of the conflict of interest requirements for board members under Oklahoma law.
6. Describe the steps taken to provide for the assumption of liability, to include tort liability, and the governing board's understanding of its status relative to entering into contracts, its ability to sue and be sued, and the prohibition against levying taxes or issuing bonds.
7. Discuss the proposed method for resolving conflicts between the governing board of the charter school and the Board of Education.
8. Submit copies of the school's articles of incorporations, by laws, contracts and other legal documents as may have been executed to date or planned to be executed upon approval of the charter (contract).

D. Parent and Community Involvement

1. Discuss the anticipated nature and extent of parental involvement in the decision-making responsibilities of the governing board.
2. Explain the process that the school will follow should a parent or student have an objection to a governing board policy or decision, administrative procedure, or practice at the school.
3. Discuss how the governing board will comply with both the Open Meetings Act and the Oklahoma Open Records Act.

E. Administration/Leadership

1. Provide a detailed organizational chart describing all paid positions contemplated for the school in a) Year 1; and b) at full expansion.
2. Provide job descriptions for all leadership, management and supervisory personnel.
3. Provide a calendar that ensures the school meets all pre-opening conditions for opening prior to the beginning of the academic year.

F. Employment Policy for Personnel

1. Detailed descriptions of policies related to: a) employment contracts; b) certification issues; c) professional development provisions; d) personnel evaluation plans and procedures; e) suspension, dismissal and non-reemployment rules; f) sick leave, personal business leave, emergency leave, and family and medical leave provisions; and g) fingerprinting and background check requirements and expectations.
2. Specification of the set of salary, hours, fringe benefits, and working conditions for all employees by class of employment.
3. Plans for use of employer-employee bargaining, if any.
4. Plans for the disclosure of employment rights of employees in the event the charter school closes or the charter is not renewed
5. Anticipated participation in the Oklahoma Teacher Retirement System, if any.
6. Anticipated participation in the health and related insurance programs available to the employees of Oklahoma City Public Schools.

7. Plans for providing required employee' right to know training and documentation.

G. Hiring Process/Procedure

1. Provide a copy of the school's staffing plan, if any.
2. Describe the standards to be used in the hiring process of teachers, administrators, and other school staff.
3. Describe how the qualifications of teachers will be described to parents considering the charter school for their children.
4. Define the target staff size, by category of employment, for the school.
5. Specify the projected student-to-teacher ratios by grade and/or subject.

H. Facilities

1. Identify any possible facilities and provide the locations for the proposed school.
2. Describe the basic facilities requirements for accommodating your school plan, including number of classrooms, square footage per classroom, common areas, overall square footage, and amenities. If not a OKCPS facility, please provide a detailed site plan
3. If applicable, discuss any progress, partnership developments, or other future steps toward acquisition of a school facility. Describe any financial plans for the acquisition of the facility, if applicable.
4. Provide evidence that the proposed site(s) will be suitable, including evidence that the facility is properly zoned to house an operating common school program.
5. Demonstrate the safety and structural soundness of the school and compliance with applicable state/local building codes and fire protection codes, including written documentation of any inspections, or provide details of any plans to renovate and/or otherwise bring the proposed facility into compliance.

I. Transportation

1. Provide the school's decisions and rationale relative to the provision of transportation in accordance with Sections 9-101 through 9-118 of Title 70 of the Oklahoma Statutes.
2. Provide a description of the transportation plans, if any, for workable, fair, non-discriminatory and cost-effective processes and procedures to safely transport students to and from school. How will the school assure that transportation is not a barrier to equal access for all eligible and interested students?
3. Describe any planned arrangements that will be made with private providers or Oklahoma City Public Schools relative to transportation services.
4. Describe the provisions for providing to parents/guardians the necessary information regarding transportation, if any, at the time the student enrolls.

J. Child Nutrition Services

1. Discuss the school's plans for providing food service for faculty and students.

2. Describe any arrangements that will be made with any private agency for providing food services.
3. Describe the plan for meeting reporting requirements and for documenting annual sanitation certification.
4. Describe procedures to process free/reduced lunch applications for eligible students.
5. Describe the planned cafeteria or other eating facility to include description of equipment, sanitation, and capacity parameters.

K. School Calendar

1. Discuss the annual academic schedule for the school.
2. Provide the school's proposed calendar for the first three (3) years of operation, including start/end times, total minutes of instruction each day, and total number of instructional days each year. Explain how the calendar reflects the needs of the educational program.
3. Provide clear intention relative to either conformity to or variances from the published OKCPS school year calendars.

SECTION 3. FINANCIAL PLAN & CAPACITY

A. Financial Plan

1. Present a financial plan, including cash flows, for the first three (3) years of operation.
2. Present a budget for start-up expenses covering the planning and capital expense necessary before school opens.
3. Present a budget including all projected sources of revenue, both public and private, and an outline of planned expenditures for the initial term of the charter.
4. Describe competent financial management and internal accounting procedures for the school.
5. Describe plans to conduct any fundraising efforts to generate capital or to supplement state/local allocations.

B. Finance Expertise

1. Provide a description of the treasurer's qualifications and the qualifications of any other officers or persons who shall have primary responsibility for finances.
2. Provide evidence that the treasurer has demonstrated experience in school finance or the equivalent thereof.

C. Audit & Reporting

1. Provide a clear understanding of the annual requirement for a financial audit, audit procedures, and financial reporting for local school districts in Oklahoma.
2. Certify that the school shall use the Oklahoma Cost Accounting System to report financial transactions to Oklahoma City Public Schools.

D. Insurance Coverage

1. Explain the manner in which the school will be insured.
2. Present the school's insurance coverage plans, including applicable health, general liability, property insurance and director's and officer's liability coverage.

III. CHARTER SCHOOL ADDITIONAL EXHIBITS

A. Demonstration of Support

Provide evidence of support from residents who may include, but not be limited to, surveys or petitions. Document, to the degree possible, support among teachers, parents, students, community members, institutional/community leaders, and other groups or organizations.

B. Evidence of State Department of Education Training

With your Proposal, provide documentation that the Applicant has completed mandatory charter school training provided by the State Department of Education on the process and requirements for establishing a charter school, as specified in Okla. Stat. tit. 70, § 3-134(A).

C. Final Documentation

No later than two (2) calendar weeks (fourteen days) prior to the first day of school operation, the board of the charter school shall:

1. Certify that it has complied with all applicable laws, ordinances and codes of federal, state, and local governments. Such certification shall include compliance with the Americans with Disabilities Act, as it may apply.
2. Provide all necessary licenses, permits, user approvals, facility certifications, and other approvals as required for use of the planned facility as a public school by the local governmental entities and/or other governmental agencies as may be necessary. If the governing board fails to provide such documentation, the charter contract shall immediately terminate with no compensation due to the school. The charter contract will include this termination condition.
 - i. The governing board shall further agree that all costs for or associated with complying with local ordinances; securing licenses, permits, use approvals, or facility certifications; and/or any costs associated with any other approvals shall be paid by the school and from its resources. Such costs shall include but not be limited to application fees, legal advertising costs, survey costs, plan review fees, permit costs and licensing costs and any other additional charges or surcharges by the local government or any other governmental agencies.

In addition, no later than fourteen (14) days prior to the opening of school, the governing board must certify, in writing, that it:

1. Has followed and/or implemented all federal regulations and state and local rules and statutes relating to health, safety, civil rights and insurance.
2. Has complied with all federal and state laws relating to the education of children with disabilities in the same manner as a school district.
3. Shall not use the charter school as a method of generating revenue for students who are being home schooled and are not being educated at the charter school site.
4. May not charge tuition or fees for any student.
5. Must comply with the student suspension requirements of the State of Oklahoma.
6. Commits not to allow/encourage student resignation and/or transfer in lieu of suspension/expulsion.
7. Has secured the necessary insurance coverage to properly protect the state's investment in the school.

I certify that I have read the above section entitled "Final Documentation" and understand the requirements for meeting the conditions of this section by no later than fourteen (14) days prior to the official opening of the school.

Signature of Applicant

Title/Office

Date

Signature of Notary Public

Date

(Seal, if any)

Title (and Rank): Notary Public

My commission expires:

The applicant should submit an original and eight copies of the charter application.

The board will accept or reject the application within ninety (90) days of receipt of the application at a lawfully convened meeting of the board of education. Notification of the acceptance or rejection and the reasons therefore, will be provided to the applicant in writing. If the proposal is accepted, the board shall notify the State Board of Education of the sponsorship. If the proposal is rejected, the applicants may resubmit a revised application for reconsideration within thirty (30) days after receiving notification of the rejection. The board will respond to the revised application within thirty (30) days. If rejected again, the applicant may appeal the decision to the State Board of Education in accordance with the Act.

The OKCPS feedback cycle is intended to provide the applicant with the application's strengths, areas of concern and questions, as gathered by members of the Charter School Application Review Team. Feedback is not meant to coach the applicant on how to develop an application. Additional questions and requests for information may be directed to the applicant based on the capacity interview and the application details. During the initial 90-day review process, the applicant will receive an executive summary for their application in advance of board action. The initial feedback is not intended to allow the applicant to submit a revised application.

Appeals Process

Should the application be denied, the applicant should use the executive summary to make changes to the original application. After resubmission, the Charter School Application Review Team will reconvene to assess the areas of concern captured in the executive summary and revised in the second application submission. An additional executive summary will thereafter be generated and shared with the applicant. Feedback during the appeals process will be made in writing in advance of board action in the form of the executive summary. Such feedback is not intended to coach the applicant on the application details.

If the proposal is accepted, the charter school will fall under the district's insurance programs, unless otherwise stated in the charter contract.

Once a charter application has been approved, the District shall contract with the charter school based on the charter's unique mission and/or the student population that the charter serves as indicated in the charter's application.

REFERENCE: [70 O.S. §3-134](#)

OSSBA Policy EGAAA-P

Adoption Date: October 3, 2005

Revision Date(s): 10/15/12, 7/1/16, 8/5/17, 10/16/18