

CAMPUS CHARTERS

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(EXHIBIT)

See the following pages for forms regarding applications for campus charters:

Exhibit A: Application for a Campus Charter—5 pages

Exhibit B: Parent Petition Supporting a Campus Charter—1 page

Exhibit C: Teacher Petition Supporting a Campus Charter—1 page

Note: For purposes of these exhibits, the term “campus charter” includes a program charter.

EXHIBIT A

APPLICATION FOR A CAMPUS CHARTER

Note: For purposes of this exhibit, the term “campus charter” includes a program charter.

Applicant Information

Provide the name of the applicants and, if applicable, the name of any organizations with which they are affiliated for purposes of this application.

Provide the name, address, and phone number of a primary contact person for this application.

Purpose and Need

State the purpose for the proposed campus charter.

Describe what distinguishes the proposed program from the District’s current program.

Indicate the geographical area of intended service.

Mission and Goals

Provide a copy of the mission statement of the proposed campus charter. State the proposed goals for the campus charter, including the number of students to be served and any applicable timelines.

Curriculum and Instructional Program

Provide a copy of the curriculum to be used in the proposed campus charter. List the objectives and the materials to be used. Outline the methods of instruction for each subject for each grade level to be served, and specify any educational services the proposed campus charter intends the District to provide.

Student Achievement

Describe the student performance objectives of the proposed campus charter, and include a plan for implementation of the state accountability system.

Present a description of the plan for evaluating student performance, including the forms of assessment that will be used to measure student progress toward achievement of the school's performance standards, timelines for achievement of such standards, and procedures for corrective action in the event that student performance falls below such standards.

Governance and Decision-Making Plan

Describe the composition of the governing body of the proposed campus charter and the process for selecting its members. Specify its duties. Include a detailed explanation of the governance and management relationship between the proposed campus charter and the District.

List the Board policies that will apply to the proposed program.

List the Board policies for which waivers are requested. Include the reason for each request and describe the alternate policies, if any, under which the program will operate.

Describe the nature and extent of parental and community involvement in the operation of the proposed campus charter. Address the following:

1. Any provisions for a campus charter accountability committee.
2. A process for development of an annual school improvement plan.
3. The relationship of the proposed campus charter to the District-level planning and decision-making process and to the District's goals and objectives.

Describe the procedures by which the campus charter's activities and progress will be communicated to the Board and to the community.

Enrollment and Withdrawal Procedures

Outline the enrollment procedures, including any eligibility and selection criteria.

Outline the withdrawal procedures, including a process for students and teachers already assigned to the affected campus who do not choose to participate in the proposed campus charter. *(Such procedures must prohibit discrimination in admission on the basis of national origin, ethnicity, race, religion, or disability, in accordance with federal and state law.)*

PEIMS Reporting Plan

Explain how PEIMS data will be collected, maintained, and reported to the District and to the Texas Education Agency.

Discipline Program and Procedures

Describe the proposed campus charter's discipline plan and procedures, including the relationship, if any, to the District's adopted Student Code of Conduct and Alternative Education Program.

Safety and Security Plan

Describe the safety and security plan, including any emergency procedures.

Facilities and Transportation Plan

Indicate what facilities are to be used for the proposed campus charter. Describe any modifications proposed for existing District facilities. If the facilities are not currently District property, explain how they will be acquired.

Outline a plan for routine maintenance of the facilities for the proposed campus charter. Indicate whether such services are to be provided by the District or by some other means.

Describe the plan for providing transportation of students to the proposed campus charter. Indicate whether such services are to be provided by the District, by a transportation company, or by some other means.

Employment Plan

Describe the proposed employment practices of the campus charter, including a description of the qualifications and classifications of employees, a compensation schedule including any benefits to be granted, recruitment and selection procedures, hiring and dismissal procedures, and a process for handling employee complaints.

Operational and Financial Plan

Describe the role of the chief operating officer responsible for personnel, the budget, purchasing, program funds, and any other areas of management.

Provide evidence that the proposal for the campus charter is economically sound for both the campus charter and the District.

Include a proposed budget for the term of the campus charter.

Describe the manner in which an annual audit of the financial and administrative operations of the campus charter will be conducted.

Detail the plan for fiscal accountability, including procedures for purchasing and bidding that comply with state law.

List and describe the business services the proposed campus charter intends the District to provide.

Indication of Support

(With the draft application)

Provide a preliminary list of parents who support the application and who have made a commitment to enroll their children in the proposed campus charter. Provide a preliminary list of classroom teachers at the campus and/or elsewhere in the District who support the proposal and who would apply to work in the proposed campus charter.

(With the final application)

Provide the completed petitions of parent and teacher signatures, as required by law. [See Exhibits B and C]

Additional Information

Provide any additional information that might be helpful to the Board when considering this request for a campus charter.
