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Forms are also available for download at:

www.aacps.org

(click on the *Charter Schools* link)

Program Contact

Director of Alternative Education

410.222.5193



Intention Form

This *Intention Form* is the first step in the Public Charter School Application process but implies no further obligation on either party. If, however, the applicant desires to submit an application for a public school charter in Anne Arundel County, then the applicant is required to submit a prospectus within 30 days of submitting this *Intention Form*. The filing of this *Intention Form* may not be used for promotion or advertising, although it may be noted in internal school communications or as otherwise authorized by Anne Arundel County Public Schools. Please inquire with any questions regarding these restrictions. For more information, contact the Director of Alternative Education at 410-222-5193

Contact Information

School Name

Mailing Address

City

State

Zip

Phone

Fax

Website

Principal/Head of School

Phone

Fax

email

Charter Sponsor (1)

Phone

Fax

email

Charter Sponsor (2)

Phone

Fax

email

This proposed public charter school is: for profit not for profit other

If other, please explain:



Guidelines for the Public Charter School Prospectus

Applicants are required to complete and send a Prospectus summarizing their proposal prior to submitting a full application. The submission of this prospectus implies no further obligation on either party. Following are several guiding questions for the narrative. Below is a list of required contents, as well as directions for meeting the format requirements and deadline.

Contents

The Prospectus must contain the following items:

- Cover page: name and location of proposed school
- Information sheet consisting of names, addresses and telephone numbers of all charter sponsors
- Five to ten page summary of the charter proposal consisting of a mission statement that indicates, in one or two sentences, what the school intends to do, for whom, and to what degree; an explanation of how the proposed school will meet the needs of the community; a brief description of the educational foundation, including curricular approach; a brief description of the plan for meeting the proposed school's educational goals; a brief description of the business plan, including financial management capabilities, potential partners and access to financial resources; and a description of the founding team's capacity to implement the educational plan and business plan
- Leadership information for the applicant's authorized representative (as stated in the *Intention Form*), school leader(s), and governing board members

(Note: Several sections of the full application will ask for the same or similar information as the Prospectus. Further expansion of information will be required in the full application.)

Format

The Prospectus should adhere to the following format:

- White, 8.5" x 11" paper with one-inch margins on all sides
- No font smaller than 11-points
- Formatting may not be more compact than standard single spaced
- Spiral bound (no binders, paper clips or folders, please)

Additional information that supports the narrative may be included as attachments. Choice of attachments are up to the applicant, though they should be used to provide evidence, support a particular aspect of the *Prospectus*, or lend insight into the applicant, its leadership, or management personnel. Examples of attachments in the *Prospectus* include curriculum samples, academic standards, letters of support, financial statements, etc. All attachments should be numbered and clearly referred to by number in the *Prospectus* narrative.

Deadline

The *Prospectus* must be received within 30 days after Anne Arundel County Public Schools' receipt of the *Intention Form*. Failure to submit a prospectus within that timeframe will require a new *Intention Form*.

Submit completed *Prospectus* to:

Director of Alternative Education
Anne Arundel County Public Schools
2644 Riva Road
Annapolis, MD, 21401

**Application Cover Page**

Please complete the following information. If you require assistance to complete your application, please feel free to contact the Director of Alternative Education. Please provide 12 bound copies, which include tabs to separate the content areas to: *Director of Alternative Education, Anne Arundel County Public Schools, 2644 Riva Road, Annapolis, MD 21401*

Name of Applicant(s) applying for Charter

(Eligible applicants include staff of a public school; a parent or guardian of a student who attends a public school in the county; a nonsectarian nonprofit entity; a nonsectarian institution of higher education in the State, or any combination of those listed in §9-104(A)(2)(I-IV)) of the Educational Article.

Name of Proposed Charter School**New School****Converted School**

Note: The name by law must include the term "Public Charter School."

Authorized Agent for Application

(This may be the individual applicant or an authorized member of the public charter management board.)

Mailing Address

City

State

Zip

County

email

Day Time Phone

Fax

Existing Legal Arrangements

Please identify any existing legal arrangement with the following types of entities and provide documentation.

Non-Profit Corporation

Corporation

Partnership

Staff of Existing School

Tribal Entity

Sectarian

Institution of Higher Learning

Other

Internal Use Only

Assigned tracking code

Date



Application Checklist

This document is similar to the Administrative Checklist used by the AACPS staff in determining if an application is complete. **Any section not complete, including items left blank or unanswered or missing attachments and appendices, will result in an application being deemed INCOMPLETE.** Notice of deficiencies will be sent to the applicant within 30 business days of receipt of application. **Incomplete applications will not be forwarded to the Board of Education.** Certain information will be verified for accuracy.

Arrange document into large sections (A, B, and C) with tabs for each topic (1, 2, 3...) Include the page number where each item listed will be found within the application section indicated.

Include a copy of this checklist with the application.

PART A: Overview

1. Executive Summary

2. Profile of Founding Group

3. Background Information

- _____ References
- _____ Employment history
- _____ Education history
- _____ Statement of Intent
- _____ Background and Credit Check Affidavit

4. Governance Structure (if applicable)

- _____ Description of organizing group
- _____ Business arrangements, or partnerships
- _____ Expertise of consultants
- _____ Methods for conflict resolution
- _____ By-laws
- _____ Proposed communication plan

5. School Management & Administrative Structure

- _____ Organizational chart & description
- _____ Role & Responsibilities
- _____ Proposed operation structure
- _____ Proposed code of ethics
- _____ Proposed compliance plan

6. Student Population & School Calendar

7. Recruiting & Marketing Plan

- _____ Publicizing the school
- _____ Reaching the 'harder to reach' families

8. Private School Conversion

Part B: Instruction & Student Services

1. Educational Plan

- _____ Describe methods to measure progress
- _____ Grades served, number of students, etc.
- _____ Student population and the geographic area

2. Academic Program, Standards, and Curriculum

- _____ Educational program
- _____ Goals and objectives
- _____ Time spent on core classes/ Length of school day
- _____ Sample schedule
- _____ Student Achievement Goals
- _____ Learning standards and curriculum
- _____ Instructional methods
- _____ ESOL
- _____ Special education students

3. Student Assessment

- _____ Plan to assess student performance in the core academic areas.
- _____ Baseline student academic achievement levels established
- _____ Baseline rates compared to academic progress achieved
- _____ Evaluation of progress comparison
- _____ Methods used to identify educational strengths
- _____ Participation in statewide assessment program
- _____ Schedule of the state assessments

3. Student Assessment, continued

- _____ Requirements for graduation (secondary schools)
- _____ State or local rules waived
- _____ Meeting the needs of students at-risk of academic failure,

4. Student Support Services

- _____ Extracurricular activities
- _____ Technology/media availability
- _____ Student Admission
- _____ Student Enrollment and attendance
- _____ Compulsory attendance
- _____ Student withdrawals and dismissals
- _____ Promotion of students
- _____ Student records and forms
- _____ Confidentiality standards
- _____ Immunizations

5. Code of Student Conduct

- _____ Discipline strategies & interventions
- _____ Discipline philosophy

6. Parent Involvement & Community Participation

- _____ Building family-school partnerships
- _____ Parent involvement
- _____ Staff Involvement
- _____ Community partnerships
- _____ Community backing
- _____ Handling disputes
- _____ Support for conversion to charter school

continued on back

Part B: Instruction & Student Services, continued

Part C: Business & Management Services

1. Personnel

- Roster of Charter School
- Determination of positions
- Job descriptions
- Teacher program and related duties
- Information on volunteers
- Personnel and accountability plan
- Evidence of meetings, conversations

2. Human Resource Information

- Recruitment, employment, and retention
- Payroll and benefits
- Certification
- Records management
- Contact information

3. School Facilities

- Location, or options
- Suitability, renovation, and compliance
- Partnerships towards acquisition of a school building.
- Financing plans
- Identified a charter school facility
- Ownership or leas
- Insurance.
- Determination of per-pupil allocation
- Ownership and inventory control of materials and equipment

4. Finances

- Financial management, internal accounting procedures
- Three-year budget
- Budget for start-up expenses
- Revenues and planned expenditures
- Fund Raising
- Insurance
- Per-pupil allocation
- Ownership and inventory control

5. School Safety & Security

- Safety and security of students and staff
- School insurance coverage
- Emergency plans

6. Transportation

- Transporting students
- Reasonable distance
- Policies to ensure equal access
- Transportation for special needs

7. Food & Nutrition Service

8. Accountability Plan

- Proposed three-year plan
- Statement of goals
- Student academic content and performance standards
- Performance indicators
- Benchmarks (annual/long-term)
- Measurement tools
- Improvement & renewal strategies
- Reporting procedures

9. Final Documentation

- Compliance Assurance form
- Any other information for evaluation of application



Student Population

Name of Charter School

Enrollment

Grades Served <i>Please circle all grades included in the Charter.</i>	Total Number* Served	# of Sites
Year 1: K 1 2 3 4 5 6 7 8 9 10 11 12		
Year 2: K 1 2 3 4 5 6 7 8 9 10 11 12		
Year 3: K 1 2 3 4 5 6 7 8 9 10 11 12		

**Enrollment cap at all campuses and in all grades combined*

School Calendar

If this is different from the existing collective bargaining agreement, it must be first negotiated through the existing bargaining units with the Board of Education.

- Standard School Year
- Extended School Year
- Alternative School Year _____
Please describe in five words or less.

Number of Instructional Days:	Hours:	Start Date:
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Student Population

Please define student population, i.e., special education, etc.



Background Information

Please provide the following information on the authorized agent, principal, and any individuals responsible for the day to day operation of the school. A resume for each individual is also required. The information and resume provided will be subject to verification by the Board. This page may be copied as many times as necessary.

Name	Role (Position in School)

Employment History:

Using as much space as necessary, please provide your employment history that supports your qualifications and relates your experiences to be considered sufficiently qualified to operate a charter school. Specifically address your qualifications and experiences as it relates to the development of academic programs, operations of a school or a small business, and background in financial management.

Education History:

Using as much space as necessary, please provide your educational training (including degrees earned, dates enrolled, and institution) that supports your qualifications to be considered sufficiently qualified to operate a charter school.

Statement of Intent:

Using as much space as necessary, provide a personal statement regarding your role and responsibilities relating to this application and/or operation of the proposed public charter school.



Affidavit, Disclosure, and Consent for Background and Credit Check

Instructions: Return this signed affidavit with the application. Include a copy of this form for all members of the founding group, Board of Directors, etc.

<i>Name</i>		<i>Social Security #</i>	
<i>Street Address</i>			
<i>City</i>		<i>State</i>	<i>Zip</i>
<i>Phone</i>	<i>Date of Birth</i>	<i>Place of Birth</i> _____	

1. Have you ever been convicted or pled “no contest” for any violation of law other than minor traffic offenses? **Yes No**
 If either event has occurred, you must answer YES. If the conviction has been set aside, the charges must be disclosed. Please give details on a separate signed, notarized and dated sheet.

2. Have you ever been convicted of, admitted committing, or are you awaiting trial on any of the following criminal offenses in this state or similar offenses in another jurisdiction: (1) Sexual abuse of minor, (2) Incest, (3) First or second degree murder, (4) Kidnapping, (5) Arson, (6) Sexual assault, (7) Sexual exploitation of a minor, (8) Contributing to the delinquency of a minor, (9) Commercial sexual exploitation of a minor, (10) Felony offenses involving distribution of marijuana or dangerous or narcotic drugs, (11) Felony offenses involving the possession or use of marijuana or dangerous or narcotic drugs, (12) Misdemeanor offenses involving the possession or use of marijuana or dangerous drugs, (13) Burglary in the first degree, (14) Burglary in the second or third degree, (15) Aggravated or armed robbery, (16) Robbery, (17) A dangerous crime against children (18) Child abuse, (19) Sexual conduct with a minor, (20) Molestation of a child, (21) Manslaughter, (22) Aggravated assault, (23) Assault, or (24) Exploitation of minors involving drug offenses? If YES, submit certified court record and details of incident(s), signed notarized and dated. **Yes No**

3. Have you ever declared bankruptcy? Please give details on a separate signed, notarized and dated sheet. **Yes No**

With signature below, permission is hereby granted to complete the background and credit check of the individual above for _____ Public Charter School.

I do solemnly swear or affirm that the foregoing information provided by me for receipt of charter school status of _____ Public Charter school is true and correct to the best of my knowledge. Furthermore, should any part of the information herein provided prove to be false, I recognize that it shall be just cause for denial of charter school applications, or revocation of charter status of charter school by the Anne Arundel County Board of Education.

<i>Applicant's signature</i>	<i>Date</i>
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Compliance Assurances

Admission Procedures §9-102

Admission is not limited based upon ethnicity, national origin, gender, disabling condition, proficiency in the English language or athletic ability. There are no tuition or fees charged for attending _____
_____Public Charter School.

_____Public Charter School will admit all eligible pupils who submit a timely application. A charter school shall give enrollment preference to pupils returning to the charter school in the second or any subsequent year of its operation and to siblings of pupils already enrolled in the charter school. If, by the application deadline, the number of applications exceeds the capacity of a program, class, grade level, or building, all applications for that program, class, grade level or building will be selected for the available slots through an equitable selection process, such as a lottery, except that preference shall be given to siblings of a pupil. After the application deadline, pupils for any remaining slots or from a waiting list will be accepted in chronological order.

Nonsectarian Statement §9-104

_____Public Charter School is nonsectarian in its programs, admission policies and employment practices and all other operations.

Agreement to Participate in Training and Professional Development

The Operators of _____Public Charter School shall be informed of applicable training and professional development as set forth by the Anne Arundel County Public Schools policies and administrative procedures (§9-107(c)(d)).

Special Education/Exceptional Student Services Training

The Operators of _____Public Charter School shall take Special Education training classes approved by the Anne Arundel County Public Schools subsequent to signing the contract, but prior to the first day of instruction (§9-107(c)(d)).

Agreement to Comply with Audit Requirements

The Operators of _____Public Charter School agree to comply with audit requirements as set forth by the Board of Education.

Agreement to Comply with Maryland Student Assessment

The Operators of _____Public Charter School agree to comply with the Maryland Student Assessment Program.

_____	_____	_____
<i>Authorized Agent (please print)</i>	<i>Authorized Agent Signature</i>	<i>Date</i>



Site Information and Schedule for Opening

Complete the following information for each site indicated.

If facility arrangements have been made, provide the information below:

Site Name

Site Address

If a facility *has not been established*, provide the following Site/Location Description:

A. Present option for building:

B. Specific boundary information (e.g. targeted 10 mile radius) on the planned school location:

Facility Plan:

Provide a summary of the Spatial Requirements (i.e. type of rooms, size and quantity including total square footage) to implement your program. If program is to expand during term of agreement, describe how facility will be expanded.

See Schedule on Reverse

Schedule for the Opening of the Charter School

Complete this schedule in the days prior to opening of school.

Items in Bold must be submitted two weeks prior to Board meeting. Two meetings may be required for approval vote.

**Name of
Charter School**

_____ Site/building reviewed with A. A. County Inspections and Zoning departments.

_____ Site/building submitted to AACPS Facilities for approval by State.

_____ Lease submitted to AACPS Facilities.

_____ **Architect's contract submitted for AACPS Board of Education approval.**

_____ **Educational Specification submitted for AACPS Board of Education approval.**

_____ Reviewed Health Service requirements with A.A. County Health Department.

_____ Reviewed Food Licensing requirements with A. A. County Health Department.

_____ Schematic design submitted to AACPS Facilities for review.

_____ **Schematic Design submitted for AACPS Board of Education approval.**

_____ Design Development Documents submitted to AACPS Facilities for review.

_____ **Design Development Documents submitted for AACPS Board of Education approval.**

_____ Construction documents submitted to AACPS Facilities for review.

_____ Construction contract draft submitted to AACPS Facilities for review.

_____ Documents submitted to A.A. County PACE for permit.

_____ Anticipated date of receiving permit

_____ **Proposed construction contracts submitted for AACPS Board of Education approval.**

_____ Start construction.

_____ Complete construction.

_____ Final inspection by A.A. County Inspectors, Fire Marshal, Health Department (Health services and food).

**30 days
before the
opening
of Charter
School**

_____ Certificate of Occupancy

_____ AHERA Management Plan submitted to Maryland Department of Environment

_____ Asbestos certification

_____ Emergency Management Plan

_____ Final approved Shelter-in-Place and other security measures.

_____ , **200** — **Opening Day**