



## GUIDELINES AND REQUIRED FORMS FOR SUBMISSION OF A CHARTER PROPOSAL

Authorizer: Beaugard Parish School Board for 2017-2018 School Year

### I. Information and Forms:

- Applicants for all types of Charter Schools shall follow the guidelines and utilize the forms available at the Louisiana Department of Education. A link is provided so that applicants will have access to the most recent updates:

District Charter School Application: <http://www.louisianabelieves.com/docs/default-source/school-choice/2014-common-charter-application.pdf?sfvrsn=26>

Beaugard Parish Charter Application Addendum (See "IV. Beaugard Parish Charter Application Addendum") shall be completed and submitted with the District Charter School Application.

- Submission Timelines listed in Section III shall be followed.
- Applicants should address the following: how at-risk students will be served in compliance with Federal and State law; and how improved behavior, good discipline, learning and achievement, increased learning opportunities, access to quality education, innovative teaching methods, governance, management, and administration will be addressed by the school.
- Methods of assessment, measurement of academic skills, accountability for results, and utilization of data to improve instruction shall also be addressed.
- Professional Development for faculty and staff, and the avenues for faculty and staff to participate in decision-making at the school shall be included.

### II. Review Process:

- A Third-Party Review Team shall be selected by the Superintendent of Beaugard Parish Schools. The team shall have expertise in educational, organizational, legal, and financial areas as they affect a quality school or system.
- The Team may be selected from the faculty at McNeese State University, the University of Louisiana at Lafayette, Northwestern State University of Louisiana, Louisiana State University at Eunice, and District-Level Administrative Staff in parish schools systems in Louisiana. Alternate reviewers may be suggested by the Louisiana Department of Education.
- The Team will use NACSA Principles and Standards for Quality Charter School Authorizing and criteria set forth in the Louisiana Charter School Demonstration Programs Law. Additionally,

Louisiana Revised Statutes, BESE policies and bulletins, and policies of the Beauregard Parish School Board shall be utilized.

- The Team will contact the applicant to obtain clarity on any issue or concern with the application. The applicant will have a window following the Team review to make corrections or improvements in the application prior to submission to the School Board for final consideration and action.
- The Superintendent will then make a recommendation to the Beauregard Parish School Board for approval or disapproval of the application. The applicant will be notified in writing of the final decision, with an explanation of the decision attached. Minutes of the Board regarding the decision will also be included.
- The Primary Contact for the Beauregard Parish School Board will be Superintendent Timothy J. Cooley.

### III. District Charter Application Process Key Dates:

- **January 6, 2016:** District charter application information available to public
- **March 4, 2016:** Deadline for district charter applicants to submit applications
- **June 2, 2016:** Deadline for local school boards to make approval decisions

### IV. Beauregard Parish Charter Application Addendum

#### School and Community

- (1) Define the physical boundary from which students will be allowed to attend.
- (2) List specific community entities which will provide school support.
- (3) Demonstrate evidence of support from certified personnel and parent/guardians (see criteria below)\*.
- (4) Provide a list of stakeholders who contribute to the vision and financial support of the school.
- (5) Provide a list of board members, their method of selection, length of service, and financial remuneration.

#### School Administration

- (1) Provide a detailed school calendar for the year of application. Include an explanation of days per week, minutes per day, specific school conference days, holidays, and testing days.
- (2) Provide an explanation of the method in which school leaders will be selected and a list of the required qualifications.
- (3) Describe qualifications for classroom teachers and classroom teacher aides.
- (4) Describe the method in which all employees will be evaluated.

### Planning and Procedures

- (1) Describe the regular and special education student admission requirements.
- (2) Describe the school's safety policy.
- (3) Describe the school's technology plan.
- (4) Describe the school's pupil progression plan.
- (5) Describe the school's testing plan and testing security policies.
- (6) Describe the school's discipline policy.

### Student Support Services

- (1) Describe school support personnel including counselor, librarian, special education support personnel, reading and/or mathematics interventionists, teacher leaders, and other applicable personnel.
- (2) Describe the school's athletic program including a list of specific sports to be provided. Include an application to an athletic association.

### \*Evidence of support shall be provided in the following manner:

- (1) School staff who are certified by the Louisiana Department of Education and are assigned to the school on or before the most recent February 1 date will execute a majority vote of a minimum of 80% of the total school staff as provided in a secret ballot conducted at the school at a designated location and time, conducted, witnessed, and tabulated by designees of the Beauregard Parish Superintendent of Schools.
- (2) Parents and guardians whose children are currently enrolled in the school (as determined by the JPAMS system on or after the most recent February 1 date) with one vote cast per each family of students currently enrolled in the school will execute a majority vote of a minimum of 80% of the aforementioned families as provided in a secret ballot conducted at the school at a designated location and time, conducted, witnessed, and tabulated by designees of the Beauregard Parish Superintendent of Schools.