



## **Oregon New Charter School Application Checklist (ORS 338.045)**

### **I. Applicant Information**

- ☐ Identification of the applicant
- ☐ Name of the proposed public charter school
- ☐ Legal address, facilities, and physical location (if known)

### **II. Mission & Educational Program**

- ☐ Description of the philosophy and mission of the school
- ☐ Description of the curriculum
- ☐ Expected results of the curriculum, with verified methods for measuring and reporting objective results (including comparisons with public schools)
- ☐ Description of any distinctive learning or teaching techniques

### **III. Governance & Operations**

- ☐ Date the school will begin operating
- ☐ Term of the charter
- ☐ Target population of students to be served
- ☐ Projected enrollment and ages/grades to be served
- ☐ School calendar, including length of school day and school year
- ☐ Governance structure of the school
- ☐ Proposed staff members and qualifications of teachers
- ☐ Description of admission policies and application procedures
- ☐ List of statutes and rules that will apply to the school

#### **IV. Financial & Accountability**

- ☐ Proposed budget and financial plan, with evidence of financial soundness
- ☐ Description of financial management system, showing compliance with ORS 338.095 and readiness for operations
- ☐ Manner in which program review and fiscal audit will be conducted
- ☐ Plan for performance bonding or insurance (including buildings and liabilities)

#### **V. Student Policies**

- ☐ Standards for behavior and procedures for discipline, suspension, and expulsion
- ☐ Arrangements for special education and related services for students with disabilities (ORS 338.165)

#### **VI. Community & Human Resources**

- ☐ Information on community group involvement in planning and development
- ☐ Proposed plan for placement of teachers, employees, and students if the charter is terminated or not renewed

#### **VII. Conversion Schools (if applicable)**

- ☐ Alternative arrangements for students who choose not to attend
- ☐ Alternative arrangements for teachers and employees who choose not to participate
- ☐ Description of relationship between the school and its employees, including evidence of consultation with staff and recognized employee representatives

## **VIII. Additional Requirements**

- ☐ Each proposed governing board member acknowledgment of understanding related to nonprofit director standards and liabilities (ORS chapter 65)
- ☐ Any additional information required by the school district board

## **IX. Technical Assistance & Facilities (process-related)**

- ☐ (Optional) Request for technical assistance from the district board in developing the proposal
- ☐ (Optional) Request list of vacant/unused public buildings from the district, ESD, or other public body (must be provided within 30 days of request)