



State Sponsored Tribal Charter School Application

Applicant Identification and School Overview ORS 338.045(2)(a), ORS 338.045(2)(b)

School Information	
Name of the Tribe:	
Primary contact person:	
Email:	
Phone:	
Mailing address:	
Name of proposed charter school:	
Proposed location of the school (Please provide the physical address, if known, or the city):	
Proposed School District for funding pass through, Special Education, and other services:	

Names, roles, and current employment of all people on the founding team (add lines as needed):

Founding Team Including Board Members and Proposed School Leader(s)		
Full Name	Current Role and Organization	Role with Proposed School

Does the school intend to contract with a third-party education service provider (ESP) to manage the educational program and operations of the school, but not hold the charter directly? Yes No

If yes, identify the ESP or other partner organization:	
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Does the school intend to apply for a waiver of a specific requirement in ORS 338? Yes No

If yes, please use this [Charter School Waiver Form](#) and include it with your proposed application submission.

Provide the projected grade level and enrollment summary:

Charter Year	Grade Level(s)	Enrollment
Year 1		
Year 2		
Year 3		
Year 4		
Year 5		
At Capacity		

Directions: Respond to the written application prompts below.

Section 1: Executive Summary

Outline why this school, for this community, by this founding team. Please include:

- The proposed school’s philosophy, mission, and vision.
- An overview of the proposed school’s educational model.
- An overview of the school’s governance and leadership.
- A description of the community the school seeks to serve.
- A proposed timeline to opening.

Section 2: Mission, Vision, and Community Need

2.1 School Mission and Philosophy [ORS 338.045\(2\)\(c\)](#)

- Outline the proposed school’s mission. Include a description of the indicators of success in achieving the mission.
- Outline the proposed school’s vision (i.e., describe what will be different if the school successfully meets its mission).

2.2 Community Need and Target Population [ORS 338.045\(2\)\(h\)](#)

- Describe the target population of students the public charter school will be designed to serve.
- Detail how the current options available to families do not meet the expressed needs of the community (academic, programmatic, access, demographic, other).
- Describe how the school will meet an unmet need among the target community and students.
- Attach concrete evidence of community demand. Explain how this evidence supports the school’s ability to meet its proposed enrollment.

Section 3: Educational Program and Student Experience

3.1 Curriculum and Educational Program Design [ORS 338.045\(2\)\(d\)](#), [ORS 338.045\(2\)\(i\)](#)

- Provide a description of the curriculum to be used.
- Explain the plan for ensuring the curriculum aligns with state content standards.

- Summarize and provide a rationale for the proposed school's chosen instructional approaches (e.g. project based, immersion models) and delivery (e.g. in-person, online, hybrid).
- Provide descriptions of any learning or teaching techniques to be used in the school.

3.2 Expected Results and Assessment Systems [ORS 338.045\(2\)\(e\)](#)

- Describe the expected learning outcomes and performance goals for students.
- Include details around the methods for measuring and reporting progress towards these learning outcomes. (including comparisons with public schools).
- Explain the rationale for these goals and targets.

3.3 Enrollment Plan, Ages/Grades Served, and Admission Policies

[ORS 338.045\(2\)\(g\)](#), [ORS 338.045\(2\)\(k\)](#)

- Identify projected student enrollment, grades served, and growth.
- Provide the school's admission and enrollment policy which should include the following:
 - Tentative dates for application period, and enrollment deadlines and procedures, including explanation of how the school will receive and process applications;
 - Description of any enrollment preferences or priorities, including information about whether or not the school intends to request a waiver of any part of ORS 338.0125 as allowed by ORS 338.025;
 - Description of the school's lottery procedures and how they will comply with statutory requirements (ORS 338.125);
 - Policies and procedures for student waiting lists, withdrawals, re-enrollment, and transfers; and
 - Explanation of the purpose of any pre-admission activities for students or parents.

3.4 Student Services, Special Education, and Behavior Systems

[ORS 338.045\(2\)\(s\)](#), [ORS 338.045\(2\)\(o\)](#)

- Describe the proposed school's approach and arrangements for special education and related services to serving students with disabilities and English learners. Provide details about the school's SPED service model and district coordination.
- Describe how the proposed school will ensure an inclusive and safe environment conducive to student learning and development. Include the approach to student discipline and well-being, and procedures for discipline, suspension, or expulsion of students.
- Explain how the school will identify and meet the learning needs of students who are performing below grade level and monitor their progress. Specify the programs, strategies, and supports that will be provided for these students.

3.5 Calendar and Daily Schedule

[ORS 338.045\(2\)\(p\)](#)

- Provide a school year calendar and daily/weekly schedule that includes instructional minute requirements for core subject areas. Note the length of the school day, including start and dismissal times. Provide the minimum number of hours/minutes per day and week that the school will devote to academic instruction in each grade.

Section 4: Governance, Staffing, and Organizational Capacity

4.1 Governance Structure and Board Member Acknowledgements

[ORS 338.045\(2\)\(f\)](#), [ORS 338.045\(3\)\(a\)](#), [ORS 338.045\(3\)\(b\)](#)

- Describe how the Tribal governing board, council or committee will be organized to manage and provide strategic direction for the proposed school, including decision making, and governance policies.
- Attach signed acknowledgement forms from each proposed board member affirming understanding of ORS Chapter 65 standards.
- Attach all existing organizational founding documents, approved board policies or resolutions, and a status update on policies the organization plans to adopt relating to school governance before opening.

4.2 Staffing Plan and Teacher Qualifications

[ORS 338.045\(2\)\(q\)](#)

- Provide a detailed staff organizational chart for the school that includes key job descriptions.
- Include information about the school's staffing qualifications, licensure, and alternative qualifications.

4.3 Community Involvement in School Planning

[ORS 338.045\(2\)\(t\)](#)

- Summarize the founding team's approach to gathering community input and explain how this input shaped the school design.
- Identify key people the founding team has engaged with (e.g., families, students, Tribal and community leaders, elected officials, organizations, and others) and describe:
 - Their support for the proposed school, including any commitments they have made. (Include letters of support or similar, as appropriate.)
 - Any reasons for strong opposition, and strategies to mitigate this.

4.4 Opening Timeline

[ORS 338.045\(2\)\(r\)](#)

- Provide a detailed milestone timeline from charter approval to opening day.

Section 5: Finance, Facilities, and Operations

5.1 Budget and Financial Plan

[ORS 338.045\(2\)\(m\)](#)

- Present detailed start-up (year 1) and five-year budget projections. Include start-up and Year 1 cash flow projections and contingency plans.
- Provide a budget narrative including detailed assumptions for all revenues and expenditures.

5.2 Financial Management System

[ORS 338.045\(2\)\(n\)](#)

- Provide a description of the school's financial management system, internal controls and segregation of duties demonstrating compliance with ORS 338.095.

- Describe how the school will approach the development of financial policies and systems. Include any financial services expected to be contracted for by the school; describe the selection process and the criteria to select and evaluate these contractors. Or, if financial management is handled by in-house staff, describe the qualifications of key internal finance staff and the hiring plan.

5.3 Facilities Plan

[ORS 338.045\(2\)\(j\)](#)

- Describe the building location (if known), capacity, zoning, and readiness. If not yet finalized, provide the criteria and timeline.
- Describe facility needs based on the educational program and projected enrollment. Include on- and off-campus sites that may be used to support the school model and program.
- Explain the contingency plan if a facility is not acquired in time, or if construction timelines delay the completion of the facility plan.

5.4 Bonding and Insurance Plan

[ORS 338.045\(2\)\(v\)](#)

- Provide evidence or plan for performance bonding and insuring the public charter school, including buildings and liabilities.

5.5 Transportation and Food Services

- Describe the proposed school's transportation plan.
- Describe the proposed school's food services plan.

Section 6: Charter Term and Additional Requirements

6.1 Proposed Charter Term

[ORS 338.045\(2\)\(u\)](#)

- Outline the proposed school's charter term.

6.2 Program Review and Fiscal Audit Procedures

[ORS 338.045\(2\)\(x\)](#)

- Describe how the school will review its programs and operations on a regular basis.
- Describe the school's fiscal audit procedures, including a process and timeline.

6.3 Applicable Statutes and Rules

[ORS 338.045\(2\)\(L\)](#)

- Provide evidence that the school is in compliance with all laws listed as applicable to charter schools in [ORS 338.115\(1\)](#).

6.4 Staff and Student Placement Upon Termination or Non-Renewal

[ORS 338.045\(2\)\(w\)](#)

- In the event of a non-renewal or termination of the charter contract, describe a proposed plan for the placement of the public charter school's teachers, other school employees and students of the public charter school.

6.5 Conversion Schools Only

[ORS 338.045\(2\)\(y\)](#)

- If converting an existing school into a charter school, describe the following:
 - The plan for alternate arrangements for students or staff not choosing to attend or participate in the public charter school.
 - Employee rights, assignments, and union considerations.