



Charter Office
Charter Renewal Petition Review Results
1st Review

Petitioner: International Community School

I. Charter School/Petitioner Information

The pagination of the ICS petition is numbered incorrectly and is difficult to follow. Therefore, it is difficult to ascertain the Petitioner’s intent and complete response. Information may have been missed due to this error. Please refer to the DCSD Petitioner Guidelines and re-write the entire petition accordingly.

1. List the proposed grade levels and ages of students to be served by the charter school.

Page(s) Located: 2	<input type="checkbox"/> Meets Requirement(s)	<input type="checkbox"/> Needs Improvement	<input checked="" type="checkbox"/> Does Not Meet Requirement(s)
<p>Comments: In the petition on page 3, the Petitioner mentions a potential expansion by adding middle year grades 6, 7, and 8 to the existing K-5 program. The chart on page 2, does not reflect this intent. All intended grades to be served during the charter term, and implementation dates, should be added to the petition. The table should be revised to reflect a charter term of only 5 school years. Additionally, the grade level(s) chart indicates that continued student enrollment after 1st and 4th grade at ICS would decrease.</p> <p>Why does the petitioner project increases and decreases in student enrollment between grades K-5, as the students matriculate within a class during the five-year charter term? Please indicate the purpose of the student fluctuations.</p>			

2. Detail the proposed duration of the charter, pursuant to O.C.G.A. § 20-2-2067.1 (b).

Page(s) Located: 2	<input type="checkbox"/> Meets Requirement(s)	<input type="checkbox"/> Needs Improvement	<input checked="" type="checkbox"/> Does Not Meet Requirement(s)
<p>Comments: The petition should be consistent with the DCSD policy that the charter will be issued for up to a five year period and renewal charters will be issued for up to five years, based on whether or not performance goals have been met as specified in the previous charter.</p>			

II. STATEMENT OF INTENT

3. Describe the charter school’s mission.

Page(s) Located: 5-6	<input type="checkbox"/> Meets Requirement(s)	<input checked="" type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
<p>Comments: This is not a mission statement. It currently describes “who the school is” and “what is offered;”</p>			

(Question 3 continued)

whereas, the mission statement must describe “why the school exists.”

4. Provide a description of how the proposed charter school promotes the legislative intent of the charter schools program to “increase student achievement through academic and organizational innovation,” in accordance with O.C.G.A. § 20-2-2061.

Page(s) Located: 5-6	<input checked="" type="checkbox"/> Meets Requirement(s)	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
Comments: Completed.			

III. DESCRIPTION OF THE EDUCATIONAL PROGRAM

5. Describe the focus of the curriculum.

6. Describe the instructional methods to be used, including any distinctive or unique instructional techniques or educational programs to be employed.

Page(s) Located: 7-19; Tabs 13-14	<input type="checkbox"/> Meets Requirement(s)	<input checked="" type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
Comments: Question 5 & 6 were scored collectively. The Petitioner discusses resources, which resources are going to be used and how the resources are going to be used. However, please provide a description of the curriculum and how it will be implemented, including the standards, skills, and content to be covered in each grade the school will serve and must be aligned with the Common Core Georgia Performance Standards (CCGPS) and Georgia Performance Standards (GPS) so that applicants assure coverage of each standard area topic. Please ensure that neither the curriculum nor the reading list contain any religious tenets or doctrine.			

7. Describe the anticipated teacher-to-student ratio and the rationale for maintaining this ratio. See Class Size Rule 160-5-1-.08 for compliance.

Page(s) Located: 12	<input type="checkbox"/> Meets Requirement(s)	<input type="checkbox"/> Needs Improvement	<input checked="" type="checkbox"/> Does Not Meet Requirement(s)
Comments: The Petitioner budgeted for 385 or less students (Question 50-57), but in Question 1, the Petitioner projected for 400 student. Therefore, in Question 7, the Petitioner only listed the current teacher-to-student ratio, not the anticipated. All schools must maintain “Title I Comparability.” The Petitioner should address how ICS will remain compliant with the NLCB requirement. (See http://febp.newamerica.net/background-analysis/no-child-left-behind-act-title-i-comparability-requirement .) Please address the following Guidelines requirement: Please describe your intended class sizes, including the minimum and maximum number of students. Be sure to explain the source of			

(Question 7 continued)

any additional funding necessary if the class sizes are smaller than those set forth in the SBOE Class Size Rule 160-5-1-.08.

8. Describe how the charter school will meet the needs of students identified as gifted and talented.

Page(s) Located: 12-13	<input type="checkbox"/> Meets Requirement(s)	<input checked="" type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
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Comments:

Petitioner should provide clarification regarding methods and strategies to identify gifted and talented students, and provide a dynamic, challenging, student-centered curriculum. The use of the resource model as a sole delivery may not be cost effective. What models will be utilized if the student-teacher ratio increases? How will newly identified students be served? The Petitioner should explain why the 1:21 ratio is subject to change.

9. Describe any extracurricular or other auxiliary educational activities the charter school may offer, including any partnerships between the charter school and the local school system or other community agency(ies) regarding charter school students utilizing extracurricular activities at the local school that the student would otherwise attend, or at any other community location.

Page(s) Located: 13-17	<input type="checkbox"/> Meets Requirement(s)	<input checked="" type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
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Comments:

The Petitioner must provide a business contract setting forth the agreement with their partnerships for the after-school programs.

O.C.G.A 20-02-0211.1: All volunteers, who are not employees of the District and who are approved to serve students directly as an assistant coach in athletics or other in-school or extracurricular activities, including those identified for the mentoring program, shall be fingerprinted and have a criminal background check on file. This requirement shall not apply to volunteers approved by a school principal to serve as chaperones at special school events, field days, field trips, parent and guardian service requirements at theme and conversion charter schools or other volunteer services approved by a principal under the supervision of a school administrator or a teacher.

Any cost of such criminal background checks for volunteers of the District shall be paid by the volunteer.

10. If this is a charter high school, describe how the charter high school will determine that a student has satisfied the requirements for high school graduation as defined in SBOE Rule 160-4-2-.47.

Page(s) Located: N/A	<input type="checkbox"/> Meets Requirement(s)	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
Comments: Not Applicable			

Additional DCSD Academics Requirements:

11. Attach a copy of the curriculum aligned with Georgia Performance Standards and aligned with the Common Core Georgia Performance Standards where applicable. Please note that the State of Georgia will be participating in the National Common Core Standards for curriculum and all charters are required to be in compliance with these standards.

Page(s) Located: 17-19 & Tab 13	<input type="checkbox"/> Meets Requirement(s)	<input type="checkbox"/> Needs Improvement	<input checked="" type="checkbox"/> Does Not Meet Requirement(s)
Comments: The Petitioner reported that ICS has adopted the Common Core Georgia Performance Standards. However, this assertion is not evident under Tab 13, where a “full curriculum” was provided. This curriculum is incomplete and does not demonstrate alignment with the CCGPS. The Petitioner must show evidence of the actual curriculum.			

IV. STATE AND FEDERALLY MANDATED SERVICES

12. For students with disabilities, describe how the school will provide state and federally mandated services and comply with all special education laws, including Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, and the Individuals with Disabilities Education Act.

Page(s) Located: 19-23	<input type="checkbox"/> Meets Requirement(s)	<input type="checkbox"/> Needs Improvement	<input checked="" type="checkbox"/> Does Not Meet Requirement(s)
Comments: Pagination of Petition is numbered incorrectly and is difficult to follow. “Services are limited to one full-time teacher dedicated to the teaching of children with disabilities.” Is this statement accurate? Will this be enough staff to implement the IEPs? How many students with disabilities are served by ICS? How will the school provide services if this student population grows? Did the Petitioner consider additional resources or staffing requirements pursuant to the Americans with Disabilities Act As Amended (ADAAA), Individuals with Disabilities in Education Act (IDEA), §504 Plans, or Individualized Education Plans?			

13. For English Language Learners, describe how the charter school will provide state and federally mandated services.

Page(s) Located: 20	<input type="checkbox"/> Meets Requirement(s)	<input type="checkbox"/> Needs Improvement	<input checked="" type="checkbox"/> Does Not Meet Requirement(s)
<p>Comments: The Petitioner did not describe the methods and strategies by which the school will serve ELL students, or the process by which students will be screened and identified.</p> <p>The Petitioner should state how students will be identified as English Language Learners. Once a student is identified, how will the student be screened to qualify for ESOL services? Which assessment will be used to measure progress? How will students exit the ESOL program? Will students be monitored if/when they exit ESOL?</p>			

14. Describe how the charter school will provide supplemental educational services in required cases pursuant to SBOE Rule 160-4-5-.03.

15. Describe how the charter school will provide remediation in required cases pursuant to SBOE Rule 160-4-5-.01.

Page(s) Located: 21-23	<input type="checkbox"/> Meets Requirement(s)	<input checked="" type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
<p>Comments: <i>Question 14 and 15 scored collectively.</i></p> <p>On page 21, the Petitioner mentions “Supplemental Education Services” in section 5.4. SES is no longer available due to the waiver the State of Georgia applied for through the United States Department of Education.</p> <p>The Petitioner’s response regarding remediation services (located on p. 22) is acceptable.</p> <p>Use of the District’s Instructional Coaches is noted several times. However, it should be made clear as to whether or not ICS will hire an instructional coach to fulfill the desired expectations. The District does not hire instructional coaches at the central office level. Principals hire Instructional Coaches, as funded by Title I.</p> <p>Also, the district’s universal screener should be expressly utilized to determine specific areas for remediation for each student.</p>			

V. PERFORMANCE-BASED GOALS AND OBJECTIVES

16. Please list and describe in detail the specific academic performance-based goals and measurable objectives for the charter school, which at a minimum must include goals and objectives that are related to state and Federal assessment standards, measurable on an annual basis, attainable, and reflect the mission set forth in the petition. The petition must demonstrate that the performance based goals and objectives will result in continuous improvement in student achievement and will comply with the Single

Statewide Accountability System. Failure to meet specific performance based goals and measurable objectives may result in charter termination.

Page(s) Located:23-25 & Tab 10 & 11	<input type="checkbox"/> Meets Requirement(s)	<input type="checkbox"/> Needs Improvement	<input checked="" type="checkbox"/> Does Not Meet Requirement(s)
<p>Comments:</p> <p>The Petitioner’s assertion that it will “perform above the level that would place it on the Priority Schools list, the Focus Schools list, or the Alert Schools lists,” is a low performance-goal. The Petitioner should realign the proposed academic performance-based goals to adhere to Georgia’s New Accountability System and CCRPI. It is the District’s contention that any DeKalb Charter School should be meeting or exceeding performance expectations in alignment with the new State Performance Targets.</p> <p>Tabs 10 & 11 need to be reconstructed with a large font for easier review. Additionally, the percentages under Tab 10 are missing numbers under the measurable goals, but these goals should be written in accordance with the State Performance Targets.</p>			

VI. WAIVERS

17. State whether the charter school will or will not utilize the broad flexibility from law, rule, and regulation permitted by O.C.G.A. § 20-2-2065(a). DeKalb is not inclined to accept a blanket waiver. List waivers being requested and how they will support raising student academic achievement.

18. If the school will utilize this flexibility, state that the charter school will comply with all the requirements of the Single Statewide Accountability System and will meet or exceed the performance-based goals included in the charter including but not limited to raising student achievement. Please provide a description of illustrative examples of how the charter school will implement the flexibility granted by the broad flexibility waiver to meet or exceed the performance-based goals and to increase student achievement. This should explicitly state what the flexibility granted will allow the charter to accomplish over the course of the charter term. The petition shall include illustrative examples of how the charter will implement the flexibility to meet or exceed the performance-based goals and to increase student achievement.

19. If the school will NOT utilize this flexibility, the school must enumerate specifically what waivers it is requesting and the rationale for each including how each waiver shall help the school meet or exceed the performance goals and to increase student achievement. Describe further how each waiver shall help the school meet or exceed the performance-based goals included in its charter.

Page(s) Located: Tab 16	<input type="checkbox"/> Meets Requirement(s)	<input type="checkbox"/> Needs Improvement	<input checked="" type="checkbox"/> Does Not Meet Requirement(s)
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Comments: Questions 17, 18, & 19 were scored collectively.

Question 17: This statement was not found in petition. However, in Tab 16 of the petition, the Petitioner lists sixty-seven (67) enumerated waivers of the Georgia Code Annotated, State Board of Education Rules, and/or DeKalb County Board of Education Policy, which satisfies Question 19. Question 18 cannot meet requirements without the appropriate response to Question 17.

Question 18: The petition language did not specifically state that the charter school will comply with all the requirements of the Single Statewide Accountability System.

Question 19: The school utilized enumerated waivers. The Petitioner has described how each waiver will help the school meet or exceed the performance-based goals included in its charter.

VII. DESCRIPTION OF ASSESSMENT METHODS

20. Describe the charter school’s plan to obtain student performance data for each student, which must include how the current baseline standard of achievement shall be determined in order to meet the petition’s performance-based goals and measurable objectives. For the charter school’s first year, baseline student achievement data shall be collected within three months of the first day of school. This data may include, but is not limited to, standardized assessment results from previous school years.

Page(s) Located: 28-30	<input checked="" type="checkbox"/> Meets Requirement(s)	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
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Comments:

The Petitioner describes the participation of its students in teacher-created math and ELA benchmarks so as to provide baseline student data and determine instructional needs. The school also has summative assessment data from student participation in state assessments and this may be used for this purpose, and details how it will use the district’s universal screener as well.

21. Describe how the charter school’s assessment plan will measure student improvement and over what period of time.

22. Describe how the charter school will use this assessment data to monitor and improve achievement for all students.

Page(s) Located: 28-30	<input checked="" type="checkbox"/> Meets Requirement(s)	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
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Comments: Question 21 & 22 were scored collectively.

The Petitioner states that the school’s assessment plan will measure student improvement throughout the entire school year and will utilize data from SLOs for Kindergarten to Grade 3 students, and CRCT data for Grade 4 and 5 students. Teacher meetings, both vertically and horizontally, will provide time for staff to review student progress and develop “a plan of action” for students not demonstrating growth. Additionally, every six to nine week unit will include pre and post tests to determine student improvement.

The petition details how the school shall provide EIP services to students not passing the Reading/ELA and Mathematics CRCT (or through students qualifying through an “EIP checklist”); however, more detail may be necessary for this response as the Petitioner only states that students not meeting expected performance level will be placed in an EIP class. What will the class look like? How will content be delivered? What about older students where EIP may not be an appropriate fit?

23. Provide a statement that the charter school will not waive and shall comply with the accountability provisions of O.C.G.A. §20-14-30 through 20-14-41 and federal accountability requirements.

24. Provide a statement that the charter will adhere to all assessment guidelines and procedures as outlined by the State Assessment Handbook, the State Accommodations Manual and other state and local guidance on assessment. Staff from the charter is also required to attend required test administration training held by DCSD.

Page(s) Located: 30	<input type="checkbox"/> Meets Requirement(s)	<input checked="" type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
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Comments: Questions 23 & 24 were scored collectively.

Although the Petitioner does acknowledge that it will work with the district in meeting participation requirements for state assessments, no statement relative to the required Title 20 sections is immediately present in this section of the petition. Both questions 23 and 24 need clarity from the Petitioner, particularly a statement detailing that they will comply with all appropriate accountability requirements.

25. Attach the charter school’s proposed annual calendar and a draft of the charter school’s daily school schedule. This calendar shall align with DeKalb County’s calendar for all assessments required by the State.

Page(s) Located: Tab 4 & 12	<input checked="" type="checkbox"/> Meets Requirement(s)	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
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Comments:
The Petitioner states that it will “ensure that its testing calendar aligns with the district and state testing calendar.”

VIII. DESCRIPTION OF SCHOOL OPERATIONS

26. Describe the attendance zone for the charter school, pursuant to O.C.G.A. § 20-2-2062 (1.1).

Page(s) Located: 30	<input type="checkbox"/> Meets Requirement(s)	<input checked="" type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
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Comments:
The attendance zone in the handbook and the attendance zone described on page 30 are not consistent. Please be sure the dated information is revised.

27. Describe the rules and procedures that will govern the admission of students to the charter school.

28. Describe or attach a copy of any admissions application the charter school proposes to use or a description of the application that demonstrates that the application conforms to requirements set forth in the Guidance accompanying this Rule, including the requirement that charter schools shall have open enrollment.

29. Describe whether the charter school will use any enrollment priorities pursuant to O.C.G.A. § 20-2-2066(a) and (b). Additionally, students not residing in DeKalb County are not eligible to attend the charter school. A charter school may not charge tuition.

Page(s) Located: 31, Tab 3 & 17	<input type="checkbox"/> Meets Requirement(s)	<input type="checkbox"/> Needs Improvement	<input checked="" type="checkbox"/> Does Not Meet Requirement(s)
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Comments: Questions 27, 28 & 29 were scored collectively.

Describe how and where to submit the completed forms. The parent handbook (Tab 17) refers to a 2010 date under the section “Admissions of Students”. This document needs revisions.

The Petitioner’s response to Question 29 is completed and meets requirements.

30. Describe the steps that will be taken to reach students that are representative of the racial and socioeconomic diversity in the school system.

Page(s) Located: 32	<input type="checkbox"/> Meets Requirement(s)	<input type="checkbox"/> Needs Improvement	<input checked="" type="checkbox"/> Does Not Meet Requirement(s)
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Comments:

Include ICS's participation in the DeKalb School Choice Expo, open to all DeKalb families. Since parents from all communities visit the DCSD School Choice Office, applications and open enrollment literature should be made available to the District.

The following statements from the Petitioner Guidelines were not addressed: Provide an outreach plan, including strategies for publicizing and recruiting prospective students that is equitable, nondiscriminatory, and will help ensure that the student population will reflect the demographics of the community you intend to serve. For the purposes of this petition, "community" is defined as the entire school system.

31. Describe the rules and procedures concerning student discipline and student dismissal (including code of conduct and student due process procedures). It is advisable to adopt DeKalb's Code of Student Conduct. See DeKalb's Code of Student Conduct for Guidance and attach a copy in the Appendix.

Page(s) Located: 33	<input type="checkbox"/> Meets Requirement(s)	<input checked="" type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
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Comments:

ICS will adhere to the policies, procedures, and protocol of the DCSD Student Code of Conduct discipline. ICS should update the language on page 33 to state that all matters for students with disabilities, not just those with § 504 Plans, will be handled according to federal regulations and state guidelines. The Petitioner must provide information detailing the procedures, interventions, and due process procedures.

It is recommended that an ICS administration attend all trainings/in-services provided by the Department of Safe Schools and Student Relations.

32. Describe the rules and procedures concerning how the school will address grievances and complaints from students, parents, and teachers.

Page(s) Located: 62 and Tab 27	<input checked="" type="checkbox"/> Meets Requirement(s)	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
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Comments:

The grievance policy for parents, students, and employees is located in the appendix. The wording on page 62 is unclear.

33. Generally describe the charter school's employment procedures and policies.

Page(s) Located: 34-39	<input checked="" type="checkbox"/> Meets Requirement(s)	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
Comments: The petition response is appropriate.			

34. If certification by the Georgia Professional Standards Commission (GAPSC) is not required, please provide a description of the training and experience that will be required, including how the school will determine whether a teacher has demonstrated competency in the subject area(s) in which he/she will teach as required by NCLB. If the teacher is required to be highly qualified under No Child Left Behind, please describe how the school will ensure the teachers meet the definition of highly qualified.

Page(s) Located: 38-39	<input checked="" type="checkbox"/> Meets Requirement(s)	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
Comments: The petition response is appropriate. All staff must be highly qualified in the position they are certified in by 2014.			

35. Describe whether the charter school will use the state salary schedule, and if another schedule will be used, provide that schedule. Please attach the salary schedule to be used.

Page(s) Located: 36 & Tab 23	<input checked="" type="checkbox"/> Meets Requirement(s)	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
Comments: The petition response is appropriate. The Petitioner does not use the DCSD salary schedule.			

36. Describe the charter school's procedures to ensure compliance with the requirement that staff members are subject to fingerprinting and background checks.

Page(s) Located: 39	<input checked="" type="checkbox"/> Meets Requirement(s)	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
Comments: ICS utilizes lexis-nexis.com for criminal background checks. Employees may not begin working at ICS until they possess a DCSD ID card that confirms fingerprinting.			

37. Describe the charter school’s insurance coverage, including the terms and conditions and coverage amounts thereof.

Page(s) Located: 63-67 & Tab 21	<input checked="" type="checkbox"/> Meets Requirement(s)	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
<p>Comments: Pursuant to O.C.G.A. § 20-2-2065(b)(5), the Petitioner acknowledges that the DeKalb County Board of Education is included as an additional insured. (There is a typo on page 64). Under Tab 21, the insurance forms are provided; however, the BOE is not listed as an additional insured.</p> <p>On page 63, and throughout the document, any reference to “DeKalb County School System” should be changed to “DeKalb County School District.”</p> <p>The Petitioner does not acknowledge the following statement in the petition, but included it on the (Question 37 continued)</p> <p>cover sheet of Tab 21: <i>“The charter school shall hold harmless and indemnify DeKalb County School District, the Board of Education, its members, officers and employees for every liability, claim or demand upon the charter school; and the charter school petition shall contain a statement that the charter school agrees to defend and indemnify the DeKalb County Board of Education in any action arising in any way from the charter school’s activities.”</i></p>			

38. Describe whether transportation services will be provided and include a statement that the transportation program will comply with applicable law. If transportation services are not provided, explain how this will not discourage eligible students from attending the school.

Page(s) Located: 46	<input checked="" type="checkbox"/> Meets Requirement(s)	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
<p>Comments: DCSD could continue to collaborate with the ICS to provide transportation services based on negotiations that are agreed upon and approved by the DCSD Board of Education. DCSD currently provides contracted transportation services for the International Community School. Currently the base cost includes \$1.80 per mile; driver hourly salary and 5% transportation services fee. Activity trips and field trips are an additional cost.</p>			

39. State whether the charter school will provide food services (including participation in federal school meals programs). If food services will be provided, please describe this program briefly.

Page(s) Located: 40	<input type="checkbox"/> Meets Requirement(s)	<input checked="" type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
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Comments:

The International Community School (ICS) plans to participate in the National School Lunch Program using Preferred Food Services as a vendor. ICS must ensure their food program is in compliance with Local, State, and Federal rules and regulations. To foster program acceptance it is suggested that a hot breakfast be offered to students. ICS will assume responsibility for all orders (food, equipment, etc.) placed with district vendors.

The Petitioner did not state the estimated cost to students.

40. State whether the charter school will elect to participate in the State Health Benefit Plan as provided pursuant to O.C.G.A. § 20-2-880 and O.C.G.A. § 20-2-910.

Page(s) Located: 40-41	<input checked="" type="checkbox"/> Meets Requirement(s)	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
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Comments:

The petition response is appropriate. ICS does not participate in SHBP, but offers Kaiser.

Additional DCSD Personnel Requirements:

41. Describe the proposed staff qualifications, employee recruitment procedures, hiring practices, compensation, and employee evaluation procedures. For Conversion Charters: please state, “The charter will adhere to current DCSD policies, procedures and standards in all areas regarding the status of district employees to include treatment, qualifications/credentials, placement, compensation, and evaluations.”

Page(s) Located: 34-39 & Tab 28	<input type="checkbox"/> Meets Requirement(s)	<input checked="" type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
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Comments: The Petitioner states that “all teachers, paraprofessionals, and instructional support personnel will be submitted to TKES.” Please note that TKES is for certified teachers only. Job descriptions are located under Tab 28.

IX. FACILITIES

42. Describe the school facilities to be used, their location(s), and any pending modifications necessary for utilizing the space for educational purposes. Please state whether the building is new or existing. Building plans must be approved by the DeKalb County School's Facilities department. If the charter intends to lease or contract with a church or other religious organization, please attach a completed questionnaire regarding this arrangement (please see DCSD Charter Guidelines for this form).

Page(s) Located: 46-47 and Tabs 18 & 22	<input checked="" type="checkbox"/> Meets Requirement(s)	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
Comments: The Petitioner demonstrates good understanding of the facility needs. The Petitioner has entered into a lease agreement with the DCSD for the former Medlock Elementary School, which will cover the entire charter term, if renewed.			

43. Please provide a statement that any future facility used to house students will be subject to approval by the local Board of Education and the Georgia Department of Education prior to occupancy.

Page(s) Located: 47	<input checked="" type="checkbox"/> Meets Requirement(s)	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
Comments: Complete.			

44. Provide documentation of ownership or a copy of the lease of the facility. If ownership documentation or a lease is unavailable, provide a timeline for obtaining such facilities or providing such documentation (this question does not apply to conversion charter schools).

Page(s) Located: 46 & Tab 18	<input checked="" type="checkbox"/> Meets Requirement(s)	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
Comments: The Petitioner has entered into a lease agreement with the DCSD for the former Medlock Elementary School location.			

45. Attach a copy of Certificate of Occupancy. Please provide a Certificate of Occupancy, or a timeline detailing the latest possible date by which the Certificate of Occupancy will be obtained prior to students occupying the proposed facility.

Page(s) Located: 47 & Tab 22	<input checked="" type="checkbox"/> Meets Requirement(s)	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
Comments: Completed.			

46. Provide the school's emergency safety plan, which may constitute a statement that the Petitioner will prepare a safety plan in accordance with O.C.G.A. § 20-2-1185 and will submit and obtain approval of that plan from the Georgia Emergency Management Agency by a specified date.

Page(s) Located: 47 & Tab 25	<input checked="" type="checkbox"/> Meets Requirement(s)	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
Comments: Completed.			

Additional DCSD Facilities and Insurance Requirements:

47. Provide a copy of the school's site selection form.

Page(s) Located: 47	<input checked="" type="checkbox"/> Meets Requirement(s)	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
Comments: Not applicable.			

X. PARENT AND COMMUNITY INVOLVEMENT

48. Describe how parents, community members, and other interested parties contributed to the development of the petition and how they will be involved in the school.

Page(s) Located: 48-49	<input type="checkbox"/> Meets Requirement(s)	<input checked="" type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
Comments: In terms of question 48, which the Petitioner lists under 13.2 (please note that 13.1 is missing), the petition does not describe how parents were engaged in the writing of the petition. From the language, one can surmise that information was sent to the parents, but there is little or no evidence of true engagement, input, and shared decision making.			

Additional DCSD Community Understanding Requirements:

49. Describe in detail the community support for this school and the need for this particular school in the community it will serve. Support may be evidenced through additional documentation (see DCSD Guidelines for Charter School Petitions for details).

Page(s) Located: 48	<input checked="" type="checkbox"/> Meets Requirement(s)	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
Comments: More parental engagement at the decision-making level is needed.			

XI. DEMONSTRATION OF FISCAL FEASIBILITY AND CONTROLS

50. Indicate whether the school will utilize the local school board for fiscal management; and, if so, specify what autonomy the charter school will have over budgets and expenditures.

Page(s) Located: 49	<input checked="" type="checkbox"/> Meets Requirement(s)	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
Comments: Completed.			

51. Please use the spreadsheets provided by GADOE to accompany Guidance for Georgia State Board of Education Rule 160-4-9-.04, which list detailed budget information projecting revenues and expenditures for the first five years of the proposed charter term. If any sources of revenue appearing in the spreadsheets are anticipated to come from private sources, documentation of such revenues must be included along with the petition.

Page(s) Located: Tab 6	<input type="checkbox"/> Meets Requirement(s)	<input checked="" type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
Comments: State and Local Revenue (1 st Line) is overstated by \$350,000.00 in the cash flow chart.			

52. Please state that the school is subject to an annual financial audit by an independent Georgia-licensed Certified Public Accountant, in accordance with O.C.G.A. § 20-2-2065 (b) (7). The financial reporting format shall be in conformity with generally accepted accounting principles.

Page(s) Located: 50	<input checked="" type="checkbox"/> Meets Requirement(s)	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
Comments: Since 2002, ICS has contracted for an annual audit with Brooks McGinnis & Company, LLC.			

53. Identify the school's Chief Financial Officer and describe how that person's credentials comply with the Guidance for Georgia State Board of Education Rule 160-4-9-.04 for the purpose of developing and adhering to generally accepted accounting principles.

Page(s) Located: 50-51	<input checked="" type="checkbox"/> Meets Requirement(s)	<input type="checkbox"/> Needs Improvement	<input checked="" type="checkbox"/> Does Not Meet Requirement(s)
Comments: The Chief Financial Officer for ICS is Mr. Paul Littleton. His credentials meet guideline requirements.			

54. Provide a description of the method used to recruit the number of anticipated students at the school and a statement setting forth the school's plan for maintaining and/or increasing attendance.

Page(s) Located: 51	<input type="checkbox"/> Meets Requirement(s)	<input checked="" type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
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Comments:
The Petitioner should go into more detail, or provide evidence to support the assertion made. What are the targeted marketing operations? What organizations and agencies will/can address the needs of the refugee community at ICS? How will this be accomplished?

55. Describe the manner in which the school's enrollment count will be determined for the purposes of calculating charter school funding, pursuant to O.C.G.A. § 20-2-2068.1 (c) or O.C.G.A. § 20-2-2090 (d), as appropriate.

Page(s) Located: 51	<input type="checkbox"/> Meets Requirement(s)	<input type="checkbox"/> Needs Improvement	<input checked="" type="checkbox"/> Does Not Meet Requirement(s)
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Comments:
The petition response does not accurately describe the manner in which the school's enrollment count will be determined for the purposes of calculating charter school funding, pursuant to O.C.G.A. 20-2-2068.1(c). The projected enrollment on page 1 indicates an enrollment fluctuation that raises questions.

State Funds are not received by the District until the last day of each month. The date listed in the petition should be revised to reflect the last day of July 2014.

56. Provide a proposed timeline as to when the charter school expects to receive state and local funding from the local board in order to begin operations.

Page(s) Located: 51 & 52	<input type="checkbox"/> Meets Requirement(s)	<input checked="" type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
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Comments:
Because of the unique pagination of the document, the Petitioner appears to respond to this inquiry in sections 14.4 and 14.5.2.
(Question 56 continued)

State Funds are not received by the District until the last day of each month. The date listed in the petition should be revised to reflect the last day of July 2014.

57. Please state that the charter school will comply with the federal monitoring requirements for schools receiving federal funds.

Page(s) Located: 52	<input checked="" type="checkbox"/> Meets Requirement(s)	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
Comments: Completed in section 14.5.2.			

Additional DCSD Requirements:

58. Please describe in detail the school's plans for securing other sources of funding.

Page(s) Located: 52-53	<input checked="" type="checkbox"/> Meets Requirement(s)	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
Comments: The Petitioner relies on fundraising contributions and grant awards as a secondary source of funding. The Petitioner appears to have a good understanding of fundraising campaigns with the community and businesses. The Petitioner states that Board Members must make a donation to the school.			

XII. DESCRIPTION OF GOVERNANCE STRUCTURE

59. Please describe in detail how the charter school will be governed.

Page(s) Located: 54	<input checked="" type="checkbox"/> Meets Requirement(s)	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
Comments: The explanation met guideline expectations.			

60. Please state that the governing board shall be subject to the control and management of the local board and subject to the provisions of O.C.G.A. §§ 50-14-1 et seq. and 50-18-70 et seq.

Page(s) Located: 54	<input type="checkbox"/> Meets Requirement(s)	<input checked="" type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
Comments: The Petitioner does not acknowledge that the "governing board shall be subject to the control and management of the local board." The Petitioner does acknowledge Georgia's Open Records & Meetings laws.			

61. Describe in detail the governing board’s function, duties, and composition, including the board’s role as it relates to the charter school’s mission. Also include information on how and when governing board members will be selected, trained, how long each governing board member will serve, how governing shall avoid conflicts of interests and how governing board members may be removed from office, as outlined in Georgia State Board of Education Rule 160-4-9-.04.

Page(s) Located: 54-60	<input type="checkbox"/> Meets Requirement(s)	<input checked="" type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
<p>Comments: The ICS Board of Directors’ roles and functions, located in the petition, were well thought out. The petition does not explicitly state how and when governing board members will be selected, trained, how long each governing board member will serve, how governing shall avoid conflicts of interests and how governing board members may be removed from office. However, a review of the bylaws demonstrates this information. The Petitioner must add this information to the response.</p>			

62. Describe how parents, community members, or other interested parties will be involved in the charter school’s governing board.

Page(s) Located: 55	<input checked="" type="checkbox"/> Meets Requirement(s)	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
<p>Comments: Completed.</p>			

63. Describe the method that the local board and the charter school plan to utilize for resolving conflicts.

Page(s) Located: 55	<input checked="" type="checkbox"/> Meets Requirement(s)	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
<p>Comments:</p> <p>The Petitioner should remove “Premier DeKalb System,” and replace this language with DeKalb County School District.</p>			

64. List any proposed business arrangements or partnerships with existing schools, educational programs, businesses, or nonprofit organizations and disclose any potential conflicts of interest. This includes a copy of any intended contracts for the provision of educational management services or the provision of supplemental educational services and remediation, and any agreements with other local schools for the charter school students' participation in extracurricular activities such as interscholastic sports and clubs.

Page(s) Located: 56	<input type="checkbox"/> Meets Requirement(s)	<input checked="" type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
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Comments:

ICS recently contracted with Georgia State University's Education Departments for teachers in training to work as teacher assistants. The Petitioner's authorization from the International Baccalaureate Organization was not included. Does ICS have other business partnerships? Evidence should be provided by the Petitioner.

65. Attach an official copy of the certificate of incorporation for the required Georgia nonprofit corporation from the Georgia Secretary of State, pursuant to O.C.G.A. § 20-2-2065(b)(4)].

Page(s) Located: Tab 1	<input checked="" type="checkbox"/> Meets Requirement(s)	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
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Comments: Located in the Appendix.

66. Please provide a copy of the by-laws for the nonprofit corporation, pursuant to O.C.G.A. § 20-2-2065(b)(4)]. (Conversion Charter Schools do not need to provide certificates of incorporation; however the by-laws to be used by the governing board are still required).

Page(s) Located: Tab 2	<input checked="" type="checkbox"/> Meets Requirement(s)	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
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Comments:

The ICS Board of Directors Bylaws are located in the petition appendix. However, it is recommended that the Petitioner merge their bylaws into the petition response for question Questions 61-62.

Additional DCSD Governance Requirements:

67. Please provide a complete and signed conflict of interest for each proposed founding board member (see DCSD Guidelines for Charter School Petitions 2013 for this form).

Page(s) Located: 60 & Tab 26	<input type="checkbox"/> Meets Requirement(s)	Needs Improvement	<input checked="" type="checkbox"/> Does Not Meet Requirement(s)
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Comments:

The conflict of interest forms were not provided.

All seven (7) conflict of interest forms need to be completed with hand signatures and the Criminal Background History sections need to be completed with a signed initial only and signed. Minor traffic violations do not need to be reported.

68. Please provide a resume for each governing board member that explains what role they will play on the board and why they were chosen to participate in the founding group.

Page(s) Located: 60 & Tab 26	<input checked="" type="checkbox"/> Meets Requirement(s)	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
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Comments: Completed.

69. Please provide a brief plan for continuous governance training, recruitment and retention of high quality governing board members.

Page(s) Located: 61-62	<input type="checkbox"/> Meets Requirement(s)	<input checked="" type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
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Comments:

Evidence of continuous governance training was not found. However, the Petitioner discusses the board's self-evaluation. More information is required.

70. Describe the governing board's role in resolving teacher, parent, and student grievances and other conflicts.

Page(s) Located: 62 & Tab 27	<input type="checkbox"/> Meets Requirement(s)	<input checked="" type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
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Comments:

The Petitioner's reference towards escalating a matter to "the legal system" after the board hearing needs improvement.

XIII. STATEMENT ON ANNUAL REPORT

71. State that the charter school shall, by October 1st, submit an annual report to the Georgia Department of Education, the DeKalb County Board of Education and parents/guardians of students enrolled in the school. This report shall include all state-mandated assessment and accountability scores and complies with all requirements set out in O.C.G.A. § 20-2-2067.1(c)(1)-(6). Charter schools must use the template provided by the Department of Education to complete the report.

Page(s) Located: 63	<input checked="" type="checkbox"/> Meets Requirement(s)	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
Comments: Completed.			

Other Additional DCSD Requirements:

72. Please provide information on the charter board’s legal counsel and how the proposed school will ensure compliance with the requirements of law with respect to legal issues.

Page(s) Located: 63	<input checked="" type="checkbox"/> Meets Requirement(s)	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
Comments: ICS utilizes the Pro Bono Partnership of Atlanta on a case by case basis.			

73. Please complete the insurance/indemnification clause as stated (see DCSD Guidelines for Charter School Petitions 2013 for required wording).

Page(s) Located: 64-67 & Tab 21	<input checked="" type="checkbox"/> Meets Requirement(s)	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
Comments: Completed.			

74. Please include the Indemnification and insurance requirements to be met by charter Petitioner. The statement that must be included can be found in the DeKalb County Schools Charter Schools Guidance. Pursuant to O.C.G.A. § 20-2-2065(b)(5), each insurance policy required by the DeKalb County Board of Education for every charter school shall contain a statement that the DeKalb County Board of Education be included as an additional insured. Copies of each policy shall be provided to the DeKalb Charter Schools Office prior to the opening of school, the charter petition shall include a statement that the charter school shall hold harmless and indemnify DeKalb County School District, the board of education, its members, officers and employees for every liability, claim or demand upon the charter school; and the charter school petition shall contain a statement that the charter school agrees to defend and indemnify the DeKalb County Board of Education in any action from the charter school’s activities.

Required insurance coverages are as follows with coverage amounts as written:

- a. General Liability
- b. Errors or Omissions
- c. Property/Lease Insurance
- d. Auto Liability
- e. Worker's Compensation
- f. Theft

Page(s) Located: 64-67 & Tab 21	<input checked="" type="checkbox"/> Meets Requirement(s)	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
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Comments:

The Petitioner provided proof of insurance policies with the mandatory indemnification language.

75. Please attach any other relevant materials referenced in your petition. These materials may include academic and financial data for other schools managed by the educational management organization, program descriptions, letters of support from the community, etc. Any other handbooks, policies or procedures referenced in your charter must be attached (see DCSD Guidelines for Charter School Petitions 2013 for a list of possible attachments/appendices).

Page(s) Located: N/A	<input type="checkbox"/> Meets Requirement(s)	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
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Comments: N/A

76. Please provide required charter assurances document.

Page(s) Located: 68-75	<input checked="" type="checkbox"/> Meets Requirement(s)	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
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Comments: Completed.

FOR CHARTER RENEWALS ONLY

All charter renewal petitions that are submitted by a charter Petitioner to the local board must meet all petition requirements in sections I. through XIII above. Additionally, if the renewal is for a conversion charter, please include section XIV.

a. Please provide an executive summary that includes a succinct overview of the performance of the school or schools over the term the charter and the proposed changes to the charter.

Page(s) Located: 1 & Tabs 9-11	<input type="checkbox"/> Meets Requirement(s)	<input checked="" type="checkbox"/> Needs Improvement	<input checked="" type="checkbox"/> Does Not Meet Requirement(s)
<p>Comments:</p> <p>An “Executive Statement” was found on page 1, but it is not sufficient to meet this requirement. No Executive Summary was found. This document should be a 1-3 page snapshot of the school’s academic achievement rates, financial stability, and other laudable events at the school. However, Tabs 9-11 provide a review of some of this information that should be located in the Executive Summary.</p>			

b. Please provide information that demonstrates the success of the charter school(s) during the previous charter term(s). This demonstration shall explain how the charter school(s) succeeded in meeting the annual measurable objectives of AYP (although ended after 2011-2012) and the performance-based objectives stated in the charter and how the charter school(s) succeeded in achieving financial and organizational stability and effectiveness.

Page(s) Located: Petition; Tabs 9-11	<input type="checkbox"/> Meets Requirement(s)	<input checked="" type="checkbox"/> Needs Improvement	<input type="checkbox"/> Does Not Meet Requirement(s)
<p>Comments:</p> <p>See comments in subsection a above. Also, it appears that the school has not met student accountability goals in totality, as demonstrated in Tab 11. Please explain.</p>			

DeKalb County Schools Required Statements

Charter School Petitioners are required to copy the statements below, as written, and insert into the charter petition as the last pages of the main section of the charter petition. Please check to ensure each statement is entered into the petition.

Academics and Assessments

- The charter school understands that as a public school, it can not charge tuition or fees for attendance. **Present** **Not Present**
- The charter will adhere to all assessment guidelines and procedures as outlined by the State Assessment Handbook, the State Accommodations Manual, and other state and local guidance on assessment. **Present** **Not Present**
- The charter school agrees to unannounced visits and announced instructional audits conducted by the DeKalb School District's Instructional Audit Team as needed and as determined by the Charter School Office. **Present** **Not Present**

Student Support Services

- "The provision of services and due process procedures will be implemented for students with disabilities and English Language Learners in accordance with all relevant Federal and State laws, rules, and regulations."
 Present **Not Present**
- Establish a Student Support Team (SST) in accordance with state guidelines and local school board policies manual and use DCSD forms for SST.
 Present **Not Present**
- Establish a Section 504 team in accordance with state guidelines and local school board policies.
 Present **Not Present**
- Use DCSD forms for Section 504, special education, counseling services, psychological services, social services and health services.
 Present **Not Present**
- Handle all discipline issues regarding Section 504 students in accordance with federal regulations, state guidelines, and local school board policies.
 Present **Not Present**
- Comply with Section 504 by providing the appropriate accommodations and equipment.
 Present **Not Present**

- Immediately notify the DCSD Director of Support Services upon receipt of a complaint made by a parent/guardian or student concerning Section 504, furnish a copy of such complaint and cooperate fully in the investigation, defense and resolution of such complaint.
 Present **Not Present**

- Hire or contract Certified Special Education teacher(s), a licensed school counselor, a licensed certified school psychologist or a licensed clinical psychologist, a licensed school social worker and a licensed school nurse; to provide services to eligible students (in accordance with State guidelines and DCSD policy). **Present** **Not Present**

- Develop an Individualized Education Plan (IEP) for each student identified as needing special education services, with the full participation of the DCSD Program for Exceptional Children staff. **Present** **Not Present**

- Employ substitute teachers as required by state guidelines until certified teachers are hired if the charter school does not have certified staff.
 Present **Not Present**

- Handle discipline issues regarding special education students in accordance with federal guidelines, state rules and DCSD policy. **Present** **Not Present**

- Immediately notify the Director of Special Services upon receipt of a complaint made by a parent/guardian or student concerning the Individuals with Disabilities in Education Act, furnish a copy of such complaint and cooperate fully in the investigation, defense and resolution of such complaint.
 Present **Not Present**

- Report all allegations of child abuse and/or neglect to the charter school social worker and to the persons required to receive such reports pursuant to state law.
 Present **Not Present**

Facilities

- The school will comply with the Uniform Building Code Inspection and the Standard Building Code, Standard Plumbing Code, Standard Mechanical Gas Code, federal Americans with Disabilities (ADA) access requirements and other applicable fire, health and structural safety requirements, local state, and federal laws. **Present** **Not Present**

- The charter school will meet all applicable codes for sanitation, fire, construction, stability, temperature, ventilation, and suitability of physical space. The charter school will maintain a certificate of occupancy from the required government agency. The charter school will grant access to local health and fire department officials for inspection of the premises or operations of the school for purposes of ensuring the health, safety, and welfare of students and employees pursuant to Georgia Statutes and National Fire Protection Association Life Safety Code, N.F.P.A. 101. **Present** **Not Present**

- The charter school is subject to all federal, state, and local rules, regulations, court orders, and statutes relating to civil rights; insurance; the protection of physical health and safety of school students, employees and visitors; conflicting interest transactions; and the prevention of unlawful conduct.
 Present **Not Present**

Financial

- Any surplus funds remaining at the close of each fiscal year will be used to enhance the charter school's academic program the following year.
 Present **Not Present**
- The charter school's annual audit will meet GASB guidelines and will contain a complete asset inventory. **Present** **Not Present**
- The charter school agrees to submit monthly financial statements to the DCSD Charter Schools Office. **Present** **Not Present**
- The charter school is subject to an audit by the District's Internal Audits Department.
 Present **Not Present**
- Any surplus funds remaining at the close of each fiscal year will be used to enhance the charter school's academic program the following year.
 Present **Not Present**
- Any deficit occurring during or at the end of a fiscal year shall be eliminated by funds to be provided by the Petitioner. The charter school shall not request any additional funds from the DCSD to cover any deficit created by the charter school and the DCSD shall not allocate funds for the charter school for the next fiscal year until the deficit has been eliminated.
 Present **Not Present**
- The charter school is solely responsible for all debts incurred by the charter school and its governing body, and the DCSD shall not be contractually bound to the charter school or to any third party with whom the charter school has a contract or from whom the charter school has purchased goods or services, except as otherwise agreed in the charter contract.
 Present **Not Present**
- The charter will provide evidence that it has obtained appropriate bonding of the governing board and administrators by October 1st of its first year of operation.
 Present **Not Present**
- In the event the charter school ceases operation for any reason, the charter school and its governing body shall be responsible for closing out the business affairs of the charter school. The charter school shall cooperate with the DCSD to the extent necessary to provide an orderly return of the students to the appropriate schools for which they are zoned.
 Present **Not Present**

- If the charter plans to cease operation, the school will notify the DCSD Charter Office with 24 hours of the governing board's decision and include the name and contact information for the person responsible for the closing procedures. Any surplus remaining at the time any charter school ceases operations shall be remitted to the DCSD. The charter school shall submit a financial audit for the final year of operation, prepared by an independent Georgia-licensed certified public accountant. **Present** **Not Present**
- This audit shall include a detailed inventory of all assets. Any furniture and equipment purchased with DCSD funds shall be delivered to the school system. Further, should the charter school not have sufficient funds to pay all of its bills, invoices, or other evidence of indebtedness at the time it ceases operation, the DCSD shall not be responsible for any debts incurred or contracts signed by the charter school. **Present** **Not Present**

Personnel

- The charter school shall submit certified personnel information (CPI) to the DeKalb County School System's Human Resources Department no later than October 1, May 1 and July 1 and other times upon request by Human Resources personnel. **Present** **Not Present**
- The charter school will provide documented annual professional development for all instructional staff. **Present** **Not Present**
- The faculty, instructional staff and all other personnel necessary for the operation of the Charter School shall be employees of the Charter School. Charter School instructors of core subjects shall be certified in those subjects by the Georgia Professional Standards Commission as defined in Section 1119 of the No Child Left Behind Act, unless a waiver of this requirement is requested. If this requirement is waived, teachers will meet all other GAPSC requirements for highly qualified teachers working at charter schools. Paraprofessionals with instructional support duties will meet guidelines of Section 1119 of the No Child Left Behind Act and ESEA. **Present** **Not Present**

Governance

- The local governance of the charter school shall operate under a structure that retains a local school level governance body of parents, teachers, administrators, and others who are involved in school level governance within the charter. The operation and support of the charter school under the control and management of DCSD will be the sole function of the local school level governance body. **Present** **Not Present**
- The charter school board members will not constitute a voting majority on any other charter school board, will be voluntary and fully and insured and bonded prior to final approval of the charter, and will maintain fully bonded status throughout the term of the charter. **Present** **Not Present**

- No Petitioner and no member of the governing board of the Petitioner or the charter school shall sell, lease, or receive payment for providing textbooks, supplies, services, equipment, facilities, or land to a charter school or other public school in this school system. Nor will the board members receive payment for services as board members. **Present** **Not Present**
- All meetings of the charter governance board are subject to the provisions of O.C.G.A. § 50-14-1 et seq. (Open and Public Meetings) and O.C.G.A. § 50-18-70 et seq. (Inspection of Public Records). **Present** **Not Present**

Administrative

- Representatives from the charter school will attend all workshops, in-services and/or training and other meetings requested by DeKalb County Schools. Charter school administrators are responsible for informing the charter staff of all required meetings. Charter school administrators will use the school systems email system and will check the email system daily to ensure they stay informed on all required events and information by DCSD, as this will be DCSD's primary means of communication with the schools. **Present** **Not Present**
- No administrator will be directly responsible for the supervision or evaluation of a member of his/her immediate family. **Present** **Not Present**
- The charter school shall report daily attendance to the DeKalb County School System (DCSD) using the standard, approved method of data collection. Master schedules and student schedules must exist for students in grades K-12, as well as final marks for each course after each semester. DCSD will provide the necessary software and training for the Student Information System (eSIS) application while the charter school shall provide hardware and the necessary Internet service connection. The DCSD Student Information System is to be used for the collection of all data and information required by O.C.G.A. 20-2-320 for mandatory reporting to the State Department of Education (SDOE) and federal agencies (example: discipline). The method of data collection will be that which is currently in use by DCSD and may be changed from time to time based on technology currently in use. Existing periodic and end-of-year checklists provided by DCSD will be used to define when progress reports, report cards and other verifications that are to be produced. **Present** **Not Present**
- The charter school shall maintain all student records in accordance with applicable federal and state laws, regulations, rules and policies. The charter school shall maintain all student records on behalf of the Board during each student's enrollment in the charter school. Upon a student's withdrawal or other matriculation from the charter school, the student's educational records shall be returned within ten (10) business days to the Board's student records center for retention. The charter school shall maintain and ensure the privacy and confidentiality of each student's educational record in accordance with the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, and shall not disclose to any unauthorized third party any personally identifiable information concerning any student enrolled in the charter school without first obtaining prior written parental permission. **Present** **Not Present**

Other

- The charter will comply with all legal and regulatory local, state, and federal laws or court orders requirements, including those outlined in DeKalb County Board of Education Charter School Guidelines. Failure to comply with any and all recommendations or directions of the DCSD Board Of Education with respect to the operation of the charter school may result in termination of the charter.
 Present **Not Present**

- The charter school will observe a brief period of quiet reflection in compliance with O.C.G.A. § 20-2-1050. **Present** **Not Present**

- The Charter School is subject to all laws relating to unlawful conduct in or near a public school.
 Present **Not Present**

- The charter school will not waive and is not exempt from the Federal law, including the following:
 - School Accountability Provisions, Part 3 of Article 2 of Chapter 14 of
 - Title 20 O.C.G.A. 20-14-30 through O.C.G.A. 20-14-41
 - Shall Not Charge Tuition, O.C.G.A. 20-2-133
 - Unlawful Conduct in or near a Public School, O.C.G.A. 20-2-1180 through
 - O.C.G.A. 20-2-1182
 - Reporting Requirements – Student Data Collection, O.C.G.A. 20-2-320
 - Brief Period of Quiet Reflection, O.C.G.A. 20-2-1050, 20-2-1051
 - Open and Public Meetings, O.C.G.A. 50-14-1 et seq.
 - Inspection of Public Records, O.C.G.A. 50-18-70 et seq.
 - Fingerprinting and Criminal Record Check of All Personnel Employed by the Charter
 - School, O.C.G.A. 20-2-211 **Present** **Not Present**

- The charter school will provide documentation that the school has applied for accreditation and received probationary status by the Southern Association of Colleges and Schools (SACS), Georgia Accrediting Commission (GAC), or other recognized accrediting commission approved by the State Board of Education no later than October 1st of its first year of operation. The charter school understands that a school not able to receive full accreditation by the end of its second year of operation shall forfeit their charter. **Present** **Not Present**

- The charter school will comply with all federal, state, and local laws, policies, procedures, and requirements unless specifically waived in the charter. The charter understands that DCSD will not accept the “blanket waiver” but requires specific waivers and the rationale for each waiver.
 Present **Not Present**

- The charter agrees to complete registration for the upcoming school year and provide the names, addresses and home school of all accepted students to DCSD no later than April 1st annually. It is understood that the school can continue to accept students after this date and will continue to update the system on the number of students registered and all other student information as requested. If the charter school does not meet its projected enrollment within twenty percent (20%), the charter may be terminated. If the enrollment levels create a financial hardship that puts student achievement in jeopardy, the charter may be terminated unless it can document additional independent financial support.

Present **Not Present**

- The charter school shall provide an electronic copy of the complete charter school petition and contract to every parent as a part of the student enrollment procedures. **Present** **Not Present**