

CHARTER APPLICATION

1. Identification of charter applicant.
2. Name of proposed school.
3. Grade and age levels served by the school.
 - a. Total projected enrollment.
 - b. Projected enrollment by grade.
 - c. Projected enrollment by specialty area.
 - d. Projected enrollment by race, gender, ethnicity.
 - e. Projected enrollment by participating districts.
4. Description of proposed Governance Structure of the school.
 - a. Criteria for selection of trustees.
 - b. Roles and responsibilities of trustees.
 - c. Number of trustees.
 - d. Communication process between trustees, administration, staff, parents and community.
 - e. Describe the school based management council.
5. Statement describing the educational mission and educational goals including curriculum and assessment methods.
 - a. Describe how this school is compatible with the vision, mission and goals of the Northern Lehigh School District.
 - b. Describe how this school is innovative leading to improved educational performance.

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- c. Describe how the proposed educational plan meets the components legislated in Chapter 4.
 - d. Describe the school's plan for meeting the needs of special needs students; i.e., bilingual, at-risk, underachieving, gifted, etc.
6. Admissions policy and criteria for evaluating the admission of students which comply with the requirements of this Act.
 - a. Describe the admissions procedures.
 - b. Describe the criteria for admission to each speciality area.
 - c. Describe the appeal process for students not admitted.
7. Procedures for the suspension or expulsion of students.
 - a. Describe the proposed Code of Conduct.
 - b. Describe the process and provisions for suspended and expelled students.
 - c. Describe the method you will use to educate an expelled student.
 - d. Describe the policies as related to acts of violence, weapons and drug possession.
8. Information of the manner community groups can be involved with the school.
 - a. Describe the community's role in site based management.
 - b. Describe the community's role in shared decision making.
9. Financial and audit plans for the school.
 - a. Name the bank depository.
 - b. Name the type of account.
 - c. Describe the banking routing to receive electronic payments from state agencies and/or school districts.
 - d. What is the Federal Employer Identification Number.
 - e. Credentials for administrator handling budgeting, accounting and financial procedures.
 - f. Name the auditing firm.
10. Procedures to review--parental complaints about the school.

11. Description of school site and information regarding the lease and ownership of that property.
 - a. Address of school.
 - b. Describe procurement--lease or purchase.
 - c. If lease, what is the length of the lease.
 - d. Describe plans if property acquisition fails or is terminated.
 - e. Describe necessary renovations.
 - f. Describe method of insuring a safe and healthy facility which meets federal, state and city codes and laws.
12. Proposed school calendar, including length of the school day and school year.
 - a. Describe length of teacher day and year.
 - b. Describe length of student day and year.
 - c. Describe provisions for students attending vocational technical school.
13. Proposed faculty and professional development plan.
 - a. Describe criteria for selection of staff.
 - b. Describe staff who will be non-certified.
 - c. Describe procedures for evaluation of staff.
 - d. Describe the compensation package for staff.
 - e. Describe your professional development plans.
14. Agreements or plans for charter school students to participate in school district extra-curricular activities.
 - a. Describe charter school extra-curricular activities.
 - b. Describe criteria for participation in extra-curricular activities.
 - c. Describe provisions for students engaging in extra-curricular activities at their home school.
15. Report of Criminal History Record of individuals employed by the school.
16. Official Child Abuse clearance statement for individuals employed by the school.

17. Plan for liability and other appropriate insurance for the school, its employees and Board of Trustees.
 - a. Describe the school's proposed insurance cover plans.

18. Purchase of services.
 - a. Describe purchase of services requested from the Northern Lehigh School District.
 - b. Describe purchase of services requested from other districts or intermediate unit.

19. Proposed annual operating budget.
 - a. Detail of anticipated revenues.
 - b. Detail of anticipated expenses.

December, 1999