

**CHARTER SCHOOL GUIDELINES****A. Annual Working Agreement Between Charter School Site and Building Administration**

1. The District Administrator will distribute a format for the "Annual Working Agreement" to the leadership of the charter school and the building administration prior to May 1 each year.
2. The charter school site and the building administration will jointly submit the "Annual Working Agreement" for the upcoming year to the District Administrator prior to July 1.
3. The District Administrator will arbitrate any differences between the charter school site and the building administrator and render a final decision prior to August 1.

**B. Student Population in District Charter School Program**

The student population in district-wide charter school programs will reflect comparable demographic percentages to district-wide elementary or middle school levels. "Comparable" is defined as within five percentage points of K-5 and 6-8 low income students using free or reduced price meal averages and within three percentage points of K-5 and 6-8 special education averages, excluding speech and language, both based on the 2nd Friday in January count. It is not the intent of Board policy to adjust the population demographics of the entire charter school choice option through the enrollment of one particular class (i.e., the incoming kindergarten class).

1. Between January 1 and February 1, the District will inform parents/guardians in the District about K-8 school choice programs that will be available to children for the next school year. Parents/guardians of incoming kindergarten students will be invited to attend a District information meeting to inform them about kindergarten options available to them.
2. After the District provides general information to parents/guardians, sites may hold information sessions to inform parents/guardians about the specifics of their programs.
3. By December 15, the charter school sites will provide the District, in writing and signed by the Charter School Director and site or governing council chair, any requests for changes in enrollment or shared services. Budget discussions will begin by January, based on negotiated and approved enrollment or shared services for the next year.
4. By February 15, parents/guardians of preK-7 students will be asked to identify a charter school choice. If the choice has a limited capacity, and there is more interest than the slots available, a lottery will be held to place students based on the criteria listed below.
5. The District will accept students in these charter school choice options based on the following criteria:
  - a. Until the charter school site/program reflects the demographics of the comparable District-wide program,

- For students entering first through eighth grades, the priority order will be as follows:
  - (1) Students qualifying for free or reduced price meals (low income)
  - (2) Students receiving special education services
  - (3) Siblings of enrolled resident students
  
- For students entering kindergarten, the priority order will be as follows:
  - (1) Siblings of enrolled resident students
  - (2) Students qualifying for free or reduced price meals (low income)
  - (3) Students receiving special education services

After priorities (1) through (3) are filled in both situations above, children of paid staff members working 50% or more for the charter school choice program will be given priority preference for placements. After that, any additional placements will be issued by random lottery that is open to the public.

- b. Once the charter school choice site/program reflects the low income or special education demographics of the comparable District-wide program, first priority will go to siblings. Second priority will be given to children of paid staff members working 50% or more for the choice program. Other placements will be conducted by random lottery.
  
- c. Charter school choice options will be allowed to fill to their maximum number per classroom based on the February 15 District registration, unless directed otherwise by the Board.
  
- d. After March 15, or the date of the lottery drawing, a waiting list will be established and maintained up to five (5) business days before the start of the school year for students that requested but were not placed in a charter school choice option through the lottery. These students will be placed on the waiting list by grade level according to the above stated priorities. Where no priorities exist, students will be listed in a random lottery order. New move-in students to the District will be added to the waiting list according to the above stated priorities. Where no priority exists, new move-in students will be added to the end of the waiting list. On the fifth business day before the start of the school year, this waiting list will be eliminated except for those students on the waiting list identified as low income or receiving special education services. These students will remain on the waiting list until the start of the school year and will have 1<sup>st</sup> and 2<sup>nd</sup> priority over new move-ins. If there are no students with free or reduced price meal or special education priority, any open slots will be filled from new move-ins to the District.
  
- e. Placement in charter school choice options will have an automatic renewal for residents of the District.
  
- f. Placement in charter school choice options will be for a period of at least one year. Exceptions to the one-year placement may only be made by the District Administrator with consideration for extreme or unusual circumstances.

- g. Resident students who qualify for free or reduced price meals or are receiving special education services will be allowed to transfer to the charter schools throughout the year, as long as there are openings at the appropriate grade level until the site reflects the demographics of the comparable District-wide program.
6. Demographic data of charter school choices will be included in the Annual Report to the Board.

C. **Parent/Guardian Information**

- Standards and rules for communication to parents/guardians and community about the charter school choice option in the District will be established by the District Administrator. All communications regarding choices must be reviewed relative to the standards and rules prior to distribution, through a consistent District process.

CROSS REF.: New Century School Charter Renewal Contract (2000-2005)  
First Renewal Agreement between Verona Area School District and Verona Area Core Knowledge® Charter School (2001-2006)

APPROVED: July 20, 1998

REVISED: December 7, 1998  
May 17, 1999  
October 22, 2001  
April 7, 2003  
October 23, 2006