**Charter School Application: School Board-State Board Model**

Iowa Department of Education

# Instructions

The required criteria and evaluation of charter school applications shall be completed pursuant to Iowa Code chapter 256E, and are detailed in the Application Guidance to Create a School Board-State Board Model Charter School. Please carefully read the guidance before beginning this application. For items that require attachments please utilize designated appendices. **It is highly recommended that potential applicants seek technical assistance from the Iowa Department of Education (Department) prior to beginning a charter school application.** Contact information is available within the guidance, application, and the [Charter School Webpage](https://educateiowa.gov/pk-12/options-educational-choice/charter-schools).

## Introduction

This application is to only be submitted by a local school board founding group wishing to establish and operate a School Board-Iowa State Board of Education (State Board) model charter school within and as a part of the school district by:

* Establishing a new attendance center (i.e., school building),
* Creating a new school located at an existing attendance center, or
* Converting an existing attendance center to a charter school.

For the purposes of this model, the term "founding group" should be taken to mean a person or group of persons that develops and submits a charter school application to the State Board.

## Application Submission Requirements

For an application to be reviewed, the local school board founding group must complete and submit this form with all its required attachments by November 1, 11:59 pm of the school year preceding the establishment of the charter school. **Each question on the form is required and incomplete applications may not be reviewed for approval.** The local school board founding group must submit the completed application form, and all its attachments, via email to [janet.boyd@iowa.gov](janet.boyd%40iowa.gov) or by mail to:

Iowa Department of Education

Attention: Janet Boyd, Charter School Consultant

400 East 14th Street

Des Moines, Iowa 50319-0146

## Technical Assistance Available by Request

It is strongly encouraged that applicants contact the Department to receive technical assistance before completing the application. If the local school board founding group wishes to utilize technical assistance, it must contact Janet Boyd at janet.boyd@iowa.gov or 515-745-3385 before application submission. Once an application is submitted, it is considered final, and no additional changes will be accepted.

## Additional Guidance

For additional information on the requirements and evaluation process, see the School Board-State Board application guidance on the [Charter Schools webpage](https://educateiowa.gov/pk-12/options-educational-choice/charter-schools).

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# 2021-2022 Charter School Application: School Board-State Board Model

*Please note that all information submitted in the charter school application is public information.*

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| Applicant Contact Information |  |  |  |
| First Name: |  |  | Last Name:  |  |
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| Email Address:  |  |  | Phone Number: |  |

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| 1. Executive Summary
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| * 1. Provide an executive summary of the proposed charter school.

Briefly summarize the proposed charter school's ability to meet the charter school purposes outlined in Iowa Code section 256E.1, subsection 3 (see the Purposes of Charter Schools section of the application guidance). |
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| 1. Proposed Vision and Mission
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| * 1. Describe the vision of the proposed charter school.

Describe the overall purpose and intention of the proposed charter school. |
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| * 1. Describe the mission for the proposed charter school and identify the targeted student population(s) and community(ies) the proposed charter school intends to serve.

Describe the mission and objectives of the charter school, including the targeted student population(s) and community(ies) to be served. |
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| 1. Proposed Location
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| * 1. What is the address (Street Address, City, Zip Code) of the proposed charter school? Or, if not yet identified, describe the proposed geographic area within the school district where the charter school is proposed to be located.
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| 1. Proposed Grade Levels and Enrollment
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| * 1. Select each grade level that will be served during the five-year duration of the charter school contract by placing a mark in the first column below (Check all that apply). For each grade level selected, enter the minimum, planned, and maximum enrollment number for each year of the charter school contract.
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| --- | --- | --- | --- | --- | --- | --- |
| √ | Grade | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
|  | K | Min: Planned: Max:  | Min: Planned: Max:  | Min: Planned: Max:  | Min: Planned: Max:  | Min: Planned: Max:  |
|  | 1 | Min: Planned: Max:  | Min: Planned: Max:  | Min: Planned: Max:  | Min: Planned: Max:  | Min: Planned: Max:  |
|  | 2 | Min: Planned: Max:  | Min: Planned: Max:  | Min: Planned: Max:  | Min: Planned: Max:  | Min: Planned: Max:  |
|  | 3 | Min: Planned: Max:  | Min: Planned: Max:  | Min: Planned: Max:  | Min: Planned: Max:  | Min: Planned: Max:  |
|  | 4 | Min: Planned: Max:  | Min: Planned: Max:  | Min: Planned: Max:  | Min: Planned: Max:  | Min: Planned: Max:  |
|  | 5 | Min: Planned: Max:  | Min: Planned: Max:  | Min: Planned: Max:  | Min: Planned: Max:  | Min: Planned: Max:  |
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|  | 9 | Min: Planned: Max:  | Min: Planned: Max:  | Min: Planned: Max:  | Min: Planned: Max:  | Min: Planned: Max:  |
|  | 10 | Min: Planned: Max:  | Min: Planned: Max:  | Min: Planned: Max:  | Min: Planned: Max:  | Min: Planned: Max:  |
|  | 11 | Min: Planned: Max:  | Min: Planned: Max:  | Min: Planned: Max:  | Min: Planned: Max:  | Min: Planned: Max:  |
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| 1. Evidence of Need and Community Support
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| 5.1 and 5.2 should address how the local school board founding group gathered, engaged, and assessed the community's need and support for the proposed school. Evidence may include survey results, minutes from community meetings, summarized public comments, or any other documentation of community need and support for the proposed charter school.* 1. Describe the evidence supporting the need for the proposed charter school.
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| * 1. Describe the evidence of community support for the proposed charter school.
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| * 1. Optional attachment(s) to support 5.1 and 5.2. Please add any information or documents to [Appendix A](#_Appendix_A:_Optional).
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| 1. School Board Founding Group and Governing Board Background Information
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| School Board Founding Group MembersFor the purposes of this model, the term "founding group" should be taken to mean a person or group of persons that develops and submits a charter school application to the State Board.* 1. Enter the names of each of the local school board founding group members.
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| * 1. Attach the curriculum vitae (CV) or résumé for each founding member to [Appendix B](#_Appendix_B:_Attach).
 |
| Proposed Governing Board Members"'Governing board' means the independent board of a charter school whose members are elected or selected pursuant to the charter school contract [Iowa Code § 256E.2(6)].* 1. Enter the names of each of the proposed governing board members. If names of governing board members are not yet known, enter the date when they will be available.
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| * 1. Attach the CV or résumé for each governing board member to [Appendix C](#_Appendix_C:_Attach).
 |
| Proposed Charter School Administration* 1. Enter the names of each of the proposed charter school administrators indicate the role of each person.

Add rows as necessary. |

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| Proposed Administrator Full Name | Role |
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| **6.6 Attach the CV or résumé for each administrator to** [**Appendix D**](#_Appendix_D:_Attach)**.** |

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| 1. Proposed Calendar and Daily Schedule
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| * 1. Attach a copy of the proposed charter school's calendar to [Appendix E](#_Appendix_E:_Proposed) that includes:
* **School year and semester start and end dates,**
* **Holidays and other no-school days, and**
* **Professional learning days.**
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| * 1. Attach a sample of the proposed charter school's daily schedule for one week to [Appendix E](#_Appendix_E:_Proposed) that includes:
* **Daily start and end times,**
* **Class period or content block start and end times, and**
* **Name of classes or content to be covered.**
* **If the proposed charter school wishes to offer grades nine through 12, attach a master schedule and course catalog.**
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| 1. Proposed Academic Program
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| * 1. Describe the proposed charter school's academic program and identify how the program aligns with state academic standards.
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| 1. Proposed Instructional Model
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| * 1. Describe the proposed charter school's instructional model that includes:
* **Type of learning environment,**
* **Class size and structure,**
* **Curriculum overview, and**
* **Teaching methods.**

An instructional model is a framework for the proposed instructional design that aligns with the needs of the charter school's prospective student population(s). The description should address all of the following:* Learning environment is the way instruction will be provided (e.g., face-to-face classroom-based, independent study, online).
* Class size and structure includes the maximum class size, teacher-to-student ratio, grades served in a particular classroom, etc.
* Curriculum overview includes how teachers will teach the standards, including the particular curriculum (e.g., lessons, instructional materials, teaching techniques, activities).
* Teaching methods include the methods and systems that teachers will use to provide differentiated instruction, remediation, and intervention to meet the needs of all students.
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| 1. Assessment of Student Progress
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| * 1. Describe how the proposed charter school will use assessments to measure and report student progress on the performance framework.

This should describe how the proposed charter school will administer, analyze, and use assessment results related to the performance framework (see the Charter School Contract Performance Framework section of the guidance). |
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| 1. Proposed Identification and Provision of Student Supports
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| * 1. Describe the proposed charter school's plan for identifying and serving students with disabilities, including but not limited to compliance with applicable laws and regulations.

This should describe the school's service delivery plans and referral process, including related professional development, for students with disabilities. For additional guidance please refer to the Department webpage at: <https://educateiowa.gov/pk-12/special-education>. For guidance specific to Service Delivery Plans visit: <https://educateiowa.gov/pk-12/special-education/special-education-state-guidance/district-developed-service-delivery-plan>. Note: A charter school is eligible for Area Education Agency services based on the address of the main office of operations.  |
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| * 1. Describe the proposed charter school's plan for identifying and serving English learners, including but not limited to compliance with applicable laws and regulations.

This should describe the school's Lau plan and use of the English Language Proficiency Assessment (ELPA). For additional guidance please refer to the Departments webpage at: <https://educateiowa.gov/pk-12/learner-supports/english-learners-el>  |
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| * 1. Describe the proposed charter school's plan for identifying and serving gifted and talented students, including but not limited to compliance with applicable laws and regulations.

This should describe the school's gifted and talented plan. For additional guidance please refer to the Departments webpage at: <https://educateiowa.gov/pk-12/advanced-learning-opportunities/gifted-talented> |
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| * 1. Describe the proposed charter school's plan for identifying and serving students who are failing academically or are below grade level, including but not limited to compliance with applicable laws and regulations.

This should describe the school's plan for identification and support for students: * That do not meet benchmark on screening assessments,
* Are not proficient on statewide assessments,
* Have failing grades, and/or
* Are chronically absent.

For additional guidance please refer to the Departments webpage at: <https://educateiowa.gov/pk-12/learner-supports/risk>  |
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| 1. Proposed Co-Curricular and Extracurricular Programs
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| * 1. Describe the proposed charter school's co-curricular and extracurricular programs, including how the programs will be funded and delivered.

Note: Co-curricular and extracurricular programs are not required to be offered. If the school will not offer either of them, please type “None” in the box below. |
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| 1. Proposed Student Recruitment
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| * 1. Describe the proposed charter school's plan and timeline(s) for recruiting, enrolling, and transferring students, including information about any enrollment preferences and procedures for conducting transparent admissions selections.

This should describe how information related to enrollment and lottery policies will be publicly available and provided to the targeted community(ies). |
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| 1. Proposed Code of Student Conduct
 |
| * 1. Describe the charter school's proposed code of student conduct, including procedures and disciplinary sanctions for both general education and special education students.

This should describe the proposed charter school's philosophy of student discipline, including: * Which student actions will result in discipline,
* How discipline practices and procedures will be monitored to ensure legal and policy compliance,
* The appeal process that the school will employ for students facing expulsion, and
* How the school will take into account the rights of students with disabilities in disciplinary actions and proceedings.
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| 1. Proposed Organizational Structure
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| * 1. Describe the proposed charter school's organizational structure. For each position or group, list the duties and powers.
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| 15.2. Attach a copy of the organizational chart to Appendix F. |
| * 1. Describe the delineation of authority and reporting between the governing board, administration, staff, and any other related bodies or external organizations that play a role in managing the charter school.

The delineation of authority is a matter of local determination, as long as the delineation is clear and unambiguous. |
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| 1. Proposed Staffing Plan
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| * 1. the proposed charter school’s staffing plan for the duration of the charter school contract.

This should include how staffing needs will be analyzed and addressed over the duration of the contract and how compliance with licensure requirements through the Board of Educational Examiners will be achieved. |
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| 1. Proposed Recruitment and Development of Administration, Staff, and Governing Board
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| * 1. Describe how the proposed charter school will recruit and develop school administrators, staff, and governing board members.

This should describe information, such as:* Recruitment policies;
* How open positions will be advertised in the community(ies);
* Ongoing professional learning that will be provided to administrators, staff, and governing board members; and
* Plans for mentoring and induction for [teachers](https://educateiowa.gov/pk-12/educator-quality/teacher-quality/mentoring-and-induction-beginning-educators) and [administrators](https://educateiowa.gov/pk-12/educator-quality/administrator-quality).
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| * 1. Attach the proposed charter school's employment policies, including performance evaluation plans, to Appendix G.

This should include hiring policies and a plan or form for [educator evaluation](https://educateiowa.gov/pk-12/educator-quality/teacher-quality) and should address compliance with applicable state and federal employment policies.  |

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| 1. Proposed Governing Bylaws
 |
| * 1. Attach the proposed governing bylaws for the proposed charter school to [Appendix H](#_Appendix_H:_Proposed).
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| 1. Partnerships or Contractual Relationships
 |
| * 1. Does any local school board founding group or proposed governing board member have a partnership or contractual relationship with any person or entity related to the proposed charter school's operations or mission (Mark either yes or no)?

[ ] Yes (must complete 19.1.1)[ ] No (skip to 20.1) |
| * + 1. If yes, state the name(s) of person(s) or entity(ies). For each person or entity listed, explain the partnership or contractual relationship.
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| 1. Proposed Transportation, Food, Operational, and/or Ancillary Services
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| * 1. Describe the proposed plan for providing transportation services.

This should describe:* Bus inspection,
* Bus safety,
* Driver training,
* Planned routes, and
* Transportation charges.
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| * 1. Describe the proposed plan for providing food services.

This should describe:* How the school will provide nutritious lunches to children,
* If the school will participate in the [National School Lunch Program](https://educateiowa.gov/pk-12/nutrition-programs/school-meals/national-school-lunch-program), and
* Its process for [income eligibility and verification](https://educateiowa.gov/pk-12/nutrition-programs/school-meals/income-eligibility-and-verification).
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| * 1. Describe the proposed plan for all other operational or ancillary services.

This may describe:* School facility maintenance,
* School business and finance,
* Technology, and
* Safety and security.
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| 1. Proposed Family and School Partnerships
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| * 1. Describe how parents and guardians will be given opportunities to be involved in the proposed charter school.

This may describe:* How input and feedback from parents will be requested and used,
* How family-school partnerships will be used to strengthen support for learning,
* Volunteer activities the school will seek or offer to parents,
* How the school will conduct parent-teacher conferences and provide other opportunities for parents to communicate with their child's teacher, and
* How the school will communicate with families that do not speak English.
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| 1. Start-Up and Five-Year Plans
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| * 1. Describe the charter school’s start-up plan that includes information, timeline(s), and the individual(s) responsible for each of the following items:
* **Finances;**
* **Budget;**
* **Insurance coverage; and**
* **Facility construction, preparation, and contingencies.**
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| * 1. Describe the charter school’s five-year plan that includes information, timeline(s), and the individual(s) responsible for each of the following items:
* **Finances;**
* **Budget;**
* **Insurance coverage; and**
* **Facility construction, preparation, and contingencies.**
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| 1. Fundraising
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| * 1. Does the proposed charter school have anticipated fundraising contributions (Mark only one set of brackets)?

This includes any fundraising activities or grant activities known to the applicant at the time of the application. Examples might include U.S. Department of Education grants, state grants, or local fundraising efforts.[ ] Yes (must attach evidence to 23.1.1)[ ] No (skip to 24.1) |
| * + 1. If yes, attach evidence of the contributions to [Appendix I](#_Appendix_I:_Fundraising.).
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| 1. Evidence of Prior Student Success
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| * 1. Attach evidence of the school board founding group's success in serving student populations like those proposed in this application to [Appendix J](#_Appendix_J:_Evidence).

This may include demonstration of:* Growth on assessment scores over time for the specific population;
* Provision of curriculum and instruction matched to the student population being served;
* Increased student enrollment and attendance for the specific population;
* Decreased student discipline for the specific population; and
* Exemplary parent and community involvement for the specific population.
 |
| * 1. Has the local school board founding group operated other charter schools (Mark either Yes or No)?

A "No" response does not disqualify the applicant.[ ] Yes (must attach evidence to 24.2.1)[ ] No (skip to 25.1) |
| * + 1. If yes, attach evidence of past performance of other charter schools and the founding group's capacity for an additional charter school to [Appendix K](#_Appendix_K:_Evidence).
 |

This must include demonstration of the local school board's:

* Past performance of other charter schools, which may be demonstrated by:
	+ Growth on assessment scores over time;
	+ Curriculum, instruction, and assessment matched to the mission of the charter school;
	+ Increased student enrollment and attendance;
	+ Decreased student discipline;
	+ Exemplary parent and community involvement;
	+ Financial stability; and
	+ Staff stability.
* Capacity for an additional charter school, which may be demonstrated by:
	+ Sound budget management;
	+ Proper allocation of resources;
	+ Fundraising efforts; and
	+ Level of commitment and time for the proposed school.

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| 1. Proposed Staff Performance Evaluation
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| * 1. Describe the proposed local school board founding group's staff performance evaluation measures and compensation structure for teachers, administrators, and other staff members.
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| * 1. Describe the proposed local school board founding group's methods of contract oversight and dispute resolution.
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| * 1. Describe the proposed local school board founding group's investment disclosures and conflicts of interest.
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| 1. Proposed Charter School Contract with State Board
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| * 1. Attach an outline of the proposed charter school contract with the State Board to [Appendix L](#_Appendix_L:_Attach) that includes:
* **Duration,**
* **Designation of roles,**
* **Authority,**
* **Duties of the governing board, and**
* **Charter school staff.**

Any contract should include a review by the applicant’s legal counsel. |

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| 1. Statute and/or Rule Waiver
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| * 1. Select each statute and/or administrative rule with which the charter school requests a waiver to not comply (Mark all that apply).

[ ] Requirements of Iowa Code section 256.7, subsection 21 and the educational standards of Iowa Code section 256.11.[ ] Provision of instruction for at least the number of days or hours required by Iowa Code section 279.10, subsection 1. |
| * 1. Describe the technical assistance sought by the local school board founding group from the Department concerning statutes and administrative rules that may be waived including the reason the charter is requesting to have each statute and/or administrative rule waived.
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## Iowa Public Charter School Program Assurances and Conditions

### Assurances

Please mark the following assurances with Y for yes and N for no. If the local school board founding group is unable to assure compliance with any of the following assurances, the application will not be approved. Later discovery of failure to adhere to any of the assurances may be basis for the State Board to revoke the charter contract.

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| Y/N | The proposed charter school assures that: |
|  | 1. It will meet all applicable federal, state, and local health and safety requirements and laws prohibiting discrimination based on race, creed, color, sex, sexual orientation, gender identity, national origin, religion, ancestry, or disability. If approved, the charter school will be subject to any court-ordered desegregation in effect for the school district at the time the charter school application is approved, unless otherwise specifically provided for in the desegregation order.
 |
|  | 1. It will operate as a nonsectarian, nonreligious school.
 |
|  | 1. It will be free of tuition and application fees to Iowa resident students between the ages of five and 21 years.
 |
|  | 1. It will comply with chapters 216 and 216A relating to civil and human rights.
 |
|  | 1. It will provide special education services in accordance with chapter 256B.
 |
|  | 1. It understands that it is subject to the same financial audits, audit procedures, and audit requirements as a school district. The audit must be consistent with the requirements of sections 11.6, 11.14, 11.19, and 279.29, and section 256.9, subsection 20, except to the extent deviations are necessary because of the program at the school. The Department, the auditor of state, or the Legislative Services Agency may conduct financial, program, or compliance audits.
 |
|  | 1. It will comply with the requirements of section 256.7, subsection 21, and the educational standards of section 256.11, unless specifically waived by the State Board during the application process.
 |
|  | 1. It will provide instruction for at least the number of days or hours required by section 279.10, subsection 1, unless specifically waived by the State Board as part of the application process.
 |
|  | 1. It will comply with the requirements of chapter 256E.
 |
|  | 1. Its governing board meetings will be conducted in a manner that is open to the public. The governing board will be a governmental body for purposes of chapter 21 relating to open meetings.
 |
|  | 1. It understands that all records, documents, and electronic data of the charter school and of the governing board—its governing body for purposes of chapter 22—will be public records and are subject to the provisions of chapter 22 relating to the examination of public records.
 |
|  | 1. It will employ or contract with teachers as defined in section 272.1, who hold valid licenses with an endorsement for the type of instruction or service for which the teachers are employed or under contract.
 |
|  | 1. It will have a chief administrator that is one of the following:
* An administrator who holds a valid license under chapter 272,
* A teacher who holds a valid license under chapter 272, or
* An individual who holds an authorization to be a charter school administrator issued by the Board of Educational Examiners under chapter 272.
 |
|  | 1. It will not discriminate in its student admissions policies or practices based on intellectual or athletic ability, measures of achievement or aptitude, or status as a person with a disability. However, a charter school may limit admission to students who are within a particular range of ages or grade levels or on any other basis that would be legal if initiated by a school district.
 |
|  | 1. It will give enrollment priority to the siblings of students enrolled in a charter school.
 |
|  | 1. It will enroll an eligible student who submits a timely application unless the number of applications exceeds the capacity of a program, class, grade level, or building. In this case, students must be accepted by lot.
 |
|  | 1. It will, upon enrollment of an eligible student, notify the public school district of residence not later than March 1 of the school year preceding the year of enrollment.
 |
|  | 1. It will adopt a conflict-of-interest policy and a code of ethics for all board members and employees.
 |
|  | 1. It will adopt a policy regarding the hiring of family members to avoid nepotism in hiring and supervision. The policy must include but is not limited to a disclosure to the governing board of potential nepotism in hiring and supervision. Any person subject to the policy with a conflict must not be involved in the hiring decision or supervision of a potential employee.
 |
|  | 1. It will prohibit individuals compensated by an education service provider from serving as a voting member on the governing board unless the State Board waives such prohibition.
 |
|  | 1. It will have a majority of the membership of the governing board be residents of the geographic area served by the charter school. Each member of the governing board who is not a resident of the geographic area served by the charter school must be a resident of Iowa.
 |
|  | 1. It will post the charter school's annual budget on the charter school's website for public viewing within 10 days of approval of the budget. Each posted budget must continue to be accessible to the public on the website for all subsequent budget years (Iowa Code § 256E.7(2)-(11).
 |

#### Conditions

Each condition must be met and followed for the duration of the charter school contract. The failure to maintain any of these conditions could result in the revocation of the charter by the State Board (Iowa Code § 256E.10(3).

#### Reporting

To meet the data reporting requirements, including student enrollment and performance information needed for the performance framework, charter schools must use a student information system that will transmit information to the Department that is compliant with the School Interoperability Framework (SIF) education data standard [Iowa Admin. Code r. 281—19.10(3)].

#### Non-Discrimination

Iowa Code section 256E.7, subsection 4, states that a charter school cannot discriminate in its student admissions policies or practices based on intellectual or athletic ability, measures of achievement or aptitude, or status as a person with a disability. However, a charter school may limit admission to students who are within a particular range of age or grade level or on any other basis that would be legal if initiated by a school district. Enrollment priority must be given to the siblings of students enrolled in a charter school.

## Certification

**WE, THE UNDERSIGNED**, do hereby submit an Iowa public charter school program application and agree to the conditions and assurances contained therein.

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| School District Superintendent Signature |  | Date |

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| School District School Board President Signature |  | Date |

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|  |  |  |
| School District Founding Group Representative Signature |  | Date |

## Appendix A: 5. Optional Attachment – Evidence of Need and Community Support

## Appendix B: 6.2. Attach the curriculum vitae (CV) or résumé for each founding member.

## Appendix C: 6.4. Attach the CV or résumé for each governing board member.

## Appendix D: 6.5. Attach the CV or résumé for each administrator.

## Appendix E: 7.3. Proposed Calendar and Daily Schedule.

## Appendix F: 15.1. Proposed Organizational Structure.

## Appendix G: 17.2. Proposed Recruitment and Development of Administration, Staff, and Governing Board.

## Appendix H: 18.1. Proposed Governing Bylaws.

## Appendix I: 23.1.1. Fundraising.

## Appendix J: 24.2. Evidence of Prior Student Success.

## Appendix K: 24.3.1. Evidence of past performance of other charter schools operated by the applicant.

## Appendix L: 26.1. Attach an outline of the proposed charter school contract with the State Board.