

New Hampshire Department of Education Charter School Application Guidelines

The following guidelines will assist the applicant in the development and creation of a charter school application. Applications must give a detailed description of the required components, (a) – (dd) below. A legal review will be conducted by an attorney based upon the required components to establish a public charter school. Please refer to New Hampshire law, Chapter 194-B: Chartered Public Schools, Section 194-B:3, II at: <http://www.gencourt.state.nh.us/rsa/html/NHTOC/NHTOC-XV-194-B.htm>

Applications should be consistent with the specific alpha numbering

(a)	Educational mission (also include a vision statement).
(b)	Governance and organizational structure and plan (also include background/qualifications for each founding member).
(c)	Methods by which trustees and their terms are determined.
(d)	General description and proposed or potential location of facilities to be used, if such information is available.
(e)	Maximum number, grade or age levels, and, as applicable, other information about pupils to be served.
(f)	Curriculum.
(g)	Academic and other learning goals and objectives.

(h)	Achievement tests to be used to measure pupil academic and other goal achievement including, but not limited to, objective and age-appropriate measures of literacy and numeracy skills, including spelling, reading, expository writing, history, geography, science, and mathematics.
(i)	For schools offering high school grade levels, graduation requirements sufficient to ensure that the school has provided an adequate education for its pupils.
(j)	Staffing overview, including qualifications sought for professionals and paraprofessionals.
(k)	Personnel compensation plan, including provisions for leaves and other benefits, if any.
(l)	Pupil transportation plan, including reasonable provision from the charter school's own resources for transportation of pupils residing outside the district in which the charter school is physically located.
(m)	Statement of assurances related to nondiscrimination according to relevant state and federal laws.
(n)	Method of coordinating with a pupil's local education agency (LEA) responsible for matters pertaining to any required special education programs or services including method of compliance with all federal and state laws pertaining to educationally disabled pupils.
(o)	Admission procedures.
(p)	Philosophy of pupil governance and discipline, and age-appropriate due process procedures to be used for disciplinary matters including suspension and expulsion.

(q)	Method of administering fiscal accounts and reporting, including a provision requiring fiscal audits and reports to be performed by an independent certified public accountant.
(r)	Annual budget, including all sources of funding (also include a proposed five-year budget containing revenue and expenditures).
(s)	School calendar arrangement and the number and duration of days pupils are to be served pursuant to RSA 194-B:8, III
(t)	Provision for providing continuing evidence of adequate insurance coverage.
(u)	Identity of consultants to be used for various services, if known.
(v)	Philosophy of parent involvement and related plans and procedures.
(w)	A plan to develop and disseminate information to assist parents and pupils with decision-making about their choice of school.
(x)	A global hold-harmless clause which states: The charter school, its successors and assigns, covenants and agrees at all times to indemnify and hold harmless the (school district), any other school district which sends its students to the charter school, and their school boards, officers, directors, agents, employees, all funding districts and sources, and their successors and assigns, (the "indemnified parties") from any and all claims, demands, actions and causes of action, whether in law or in equity, and all damages, costs, losses, and expenses, including but not limited to reasonable attorneys' fees and legal costs, for any action or inaction of the charter school, its board, officers, employees, agents, representatives, contractors, guests and invitees, or pupils.
(y)	Severability provisions and statement of assurance that any provision of the charter school contract found by competent authority to be contrary to applicable law, rule, or regulation shall not be enforceable.

(z)	Provision for dissolution of the charter school including disposition of its assets or amendment of its program plan.
(aa)	In the case of the conversion of a public school to a charter conversion school, provision for alternative arrangements for pupils who choose not to attend and teachers who choose not to teach at the charter school.
(bb)	A plan for the education of the school's pupils after the charter school may cease operation.
(cc)	<p>In addition to an application, each charter school applicant, in consultation with the local school board, shall prepare a proposed contract. The contract shall include, but shall not be limited to, the following elements:</p> <p>(1) Purpose. (2) Written policies. (3) Authority of trustees. (4) Reporting, fiscal accounting and fiscal audits to be performed by a certified public accountant. (5) Contract agreements. (6) Indemnification. (7) Secular orientation. (8) Non-discrimination. (9) Health and safety. (10) Enrollment. (11) Attendance. (12) Availability of services. (13) Assessment of pupils. (14) Tuition and funding. (15) Property ownership. (16) Records. (17) Severability in accordance with subparagraph (y) above. (18) Assignment of contract. (19) Insurance. (20) Revocation. (21) Amendment. (22) Renewal. (23) Entire agreement. (24) Location, which shall be identified prior to submission to the legislative body.</p>
(dd)	An outline of the proposed accountability plan which clarifies expectations for evaluating the school's program and which contains an acknowledgement that a full accountability plan shall be developed and ready to implement prior to the date of opening.

*** For additional guidance, please refer to the evaluation scoring guide that is used by the committee of reviewers to score each charter school application ***

Please submit your proposed charter school application including cover letter and appendices to:

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