

**Application for Renewal of a Charter
For a Nevada State Board of Education-
Sponsored Charter School**

Nevada Department of Education
July 2008

Application for Renewal Of a Public School Charter

Certification Statement

Charter School Name: _____

I hereby certify that the information submitted in this application for renewal of a public school charter is true to the best of my knowledge and belief; and further I understand that, if awarded a renewed charter, the school shall continue to be open to all students on a space available basis, and shall not discriminate on the basis of race, gender, religion, ethnicity, disability, athletic performance, special need, or proficiency in the English language, and academic achievement. This is a true statement, made under the penalties of perjury.

This request for renewal of the charter was approved in a public, open meeting of the school's governing body held on (date)_____. A copy of the meeting agenda and minutes is attached.

Governing Body President signature: _____

Print Name: _____

Date: _____

Introductory Instructions

The Application for Renewal shall consist of narrative responses to all requirements in the Application for Renewal as well as any and all documentation and data submitted to support the responses. The charter school should strive to complete each response as thoroughly and comprehensively as possible (including submitting documentation, data or other objectively verifiable information to support each response) so as to minimize further explanation or clarification to the Sponsor. Responses that identify strengths as well as weaknesses, and explanations why such weaknesses are outweighed by the strengths, are strongly encouraged. Responses that lack supporting evidence or require the Sponsor to guess at the meaning of a particular statement or make assumptions concerning supporting evidence are strongly discouraged.

During the process of evaluating whether to approve the Application for Renewal, the Sponsor reserves the right to conduct site visits and interviews of parents, students, members of the governing body, administration, and staff of the charter school. The Sponsor may also consider the school's most recent NRS 386.610(1) progress report and NAC 386.410 compliance report.

The Application for Renewal of a Public School Charter Certification Statement must be signed and attached to the Application for Renewal.

It is recommended that the charter school's Governing Body President and Administrator be in attendance at the meeting of the State Board of Education in which the Application for Renewal is considered.

Please indicate the type of Application for Renewal the charter school is submitting (check one):

_____ **NRS 386.530(1)**. This application for renewal of a charter under NRS 386.530 (1) may be submitted to the sponsor of a charter school not less than 120 days before the expiration of the charter. The charter expiration date can be found in the “Written Agreement” (under “term”) between the charter school and its sponsor. Charter schools wishing to renew their charters are solely responsible for submitting an Application for Renewal before the deadline stated above. The Department of Education shall not be responsible for notifying charter schools of this deadline.

Please respond to the questions on pages 4-6 of this application.

Please also submit a copy of the school’s current budget.

_____ **NRS 386.530(2)**. An application for renewal of an initial charter under NRS 386.530(2) may be submitted after three (3) years of operation of the charter school.

Please respond to the questions on pages 7-9 of this application. Include in your answer to #3, for NAC 386.310(3), the NRS 386.610(2) and NAC 386.350(6) three year progress report.

Please also submit a copy of the school’s current budget.

The application, excluding attachments, should not exceed 20 pages, 12 point font, single or double spaced. Submit 10 copies of the renewal application and supporting documents.

Application

Please provide the following for a renewal pursuant to NRS 386.530(1):

1. Any changes in any of the items listed in the initial application to form the charter school. NAC 386.300(1)

Explain how the initial application (application as approved by the sponsor and written agreement) has served the school during the term of its charter. Explain what have been the strengths and weaknesses.

Provide in detail any changes that have been made to the application/charter. Offer the reasons behind the changes and what the results have been. Provide documentation of Department/State Board approval of all changes and amendments to the original application. Changes and amendments that have not been approved by the Department/State Board will not be recognized and must be reversed.

2. A profile of the achievement of the pupils enrolled in the charter school during the preceding six years, as reflected in proficiency examinations and other means of assessment and evaluation. NAC 386.300(2)

Provide evidence that the charter school's students have made academic progress over time while enrolled in the school. As much student academic data as is available should be used to support progress.

Adequate Yearly Progress (AYP) of the charter school must also be addressed, and a current copy of the School Improvement Plan must be provided.

3. A report on the progress of the charter school toward meeting its mission, goals, and objectives. NAC 386.300(3)

To ensure that the school reports on the mission, goals, and objectives that were approved by the sponsor, the school must request from the Department a copy of the mission, etc., that is included in the school's charter. Provide quantitative evidence that the school has made satisfactory progress toward achievement of the mission, etc. Any claims about student performance should be supported by evidence from state-mandated assessments. If staff evaluations of student performance are included, they need to be supported by objective assessment data and documented criteria.

If the charter school has not fully reached the standard called for by a particular academic performance objective or goal, an explanation must be included about why the school considers the progress that it has made to be reasonable.

Provide a statement about the history of the school's enrollment during the term of its charter. Provide Count Day numbers and March 1st enrollment for each of the most recent three school years. Address fluctuations in enrollment.

4. A report on the effectiveness of the collaboration between licensed and nonlicensed staff members in the instructional program of the charter school. NAC 386.300(4)

Provide evidence that the school's administration, professional staff, and nonlicensed staff have performed capably and have made significant progress relative to the school's goals and objectives. This section should include discussion of teacher and staff evaluation, staff turnover, leadership changes, etc.

Provide evidence that teachers and paraprofessionals (in Title I schools) are highly qualified as required by State Law.

Evidence should be provided that the Governing Body has been responsible and effective in providing appropriate collaboration oversight, and that it has handled organizational challenges competently. Describe how the Governing Body has functioned over the term of the charter, include evidence of stability and discussion of turnover.

5. If applicable, a report on the number of pupils who have graduated from grade 12 at the charter school and the plans of those pupils for careers or continuing education. NAC 386.300(5)

Provide graduation reports, as well as dropout rates, at the charter school for the term of the school's charter. Include a report detailing what graduates of the charter school have gone on to do after graduation. Explain how this data was collected.

6. A report on the effectiveness of the educational program of the charter school, including, without limitation, the effectiveness of any programs designed to assist pupils who meet the criteria of being "at risk" as set forth in NRS 386.500. NAC 386.300(6)

Provide a written description of the curriculum/programs being used in all subject areas and the rationale for the selection. Include in your narrative how the selected programs are meeting the needs of your students. Provide reliable documentation to support your answer.

Include the percentage of students who are determined to be at-risk in the charter school's total student population, and the defining characteristic(s) for that specific label. Describe what programs are offered to meet the needs of these students. Provide credible evidence of the success of the at-risk programs.

Describe the services offered to special education and limited English proficient students. Include the percentages of SE and LEP students in the school's population. Describe what programs are offered to meet the needs of both groups of students. Provide credible evidence of the success of these programs.

7. A summary that outlines the plans of the charter school for the next three years. NAC 386.300(7)

Provide a plan that describes the school's measurable objectives for the next three to six years. If these objectives differ from those in the application/charter, include a request for amendment (See NRS 386.527(6)) of the charter with your response to this item.

Explain how the Governing Body plans to evaluate the school's programs in the next term of its charter.

If the school contracts with an Educational Management Organization (EMO) (NAC 386.033) to provide services of any kind, explain how the governing body plans to evaluate the EMO in the next term of its charter.

What facility or facilities does the school plan to use during the term of the next charter?

8. A report on the charter school's standards of accounting and financial management, including, without limitation, whether those standards comply with generally accepted accounting principles. NAC 386.300(8)

Provide documentation that the school is financially solvent and stable. Provide evidence that the school has competently and effectively managed its finances. Address any negative findings from independent audits and/or the sponsor's annual monitoring and how the school responded to both. Any lessons learned or changes made to fiscal management should be explained.

9. Any other information the charter school wishes to submit in support of its application for renewal. NAC 386.300(9)

Application

Please provide the following for a renewal pursuant to NRS 386.530(2):

1. Any changes in any of the items listed in the initial application to form the charter school. NAC 386.310(1)

Explain how the initial application (application as approved by the sponsor and written agreement) has served the school during the term of its charter. Explain what have been the strengths and weaknesses.

Provide in detail any changes that have been made to the application/charter. Offer the reasons behind the changes and what the results have been. Provide documentation of Department/State Board approval of all changes and amendments to the original application. Changes and amendments that have not been approved by the Department/State Board will not be recognized and must be reversed.

2. A profile of the achievement of the pupils enrolled in the charter school during the preceding three years, as reflected in proficiency examinations and other means of assessment and evaluation. NAC 386.310(2)

Provide evidence that the charter school's students have made academic progress over time while enrolled in the school. As much student academic data as is available should be used to support progress.

Adequate Yearly Progress (AYP) of the charter school must also be addressed, and a current copy of the School Improvement Plan must be provided.

3. A report on the progress of the charter school toward meeting its mission, goals, and objectives. NAC 386.310(3)

To ensure that the school reports on the mission, goals, and objectives that were approved by the sponsor, the school must request from the Department a copy of the mission, etc., that is included in the school's charter. Provide quantitative evidence that the school has made satisfactory progress toward achievement of the mission, etc. Any claims about student performance should be supported by evidence from state-mandated assessments. If staff evaluations of student performance are included, they need to be supported by objective assessment data and documented criteria.

If the charter school has not fully reached the standard called for by a particular academic performance objective or goal, an explanation must be included about why the school considers the progress that it has made to be reasonable.

Provide a statement about the history of the school's enrollment during the term of its charter. Provide Count Day numbers and March 1st enrollment for each of the most recent three school years. Address fluctuations in enrollment.

Attach the NRS 386.610(2) three year progress report. Avoid duplicating information from that report in your response to this item.

4. A report on the effectiveness of the collaboration between licensed and nonlicensed staff members in the instructional program of the charter school. NAC 386.310(4)

Provide evidence that the school's administration, professional staff, and nonlicensed staff have performed capably and have made significant progress relative to the school's goals and objectives. This section should include discussion of teacher and staff evaluation, staff turnover, leadership changes, etc.

Provide evidence that teachers and paraprofessionals (in Title I schools) are highly qualified as required by State Law.

Evidence should be provided that the Governing Body has been responsible and effective in providing appropriate collaboration oversight, and that it has handled organizational challenges competently. Describe how the Governing Body has functioned over the term of the charter, include evidence of stability and discussion of turnover.

5. If applicable, a report on the number of pupils who have graduated from grade 12 at the charter school and the plans of those pupils for careers or continuing education. NAC 386.310(5)

Provide graduation reports, as well as dropout rates, at the charter school for the term of the school's charter. Include a report detailing what graduates of the charter school have gone on to do after graduation. Explain how this data was collected.

6. A report on the effectiveness of the educational program of the charter school, including, without limitation, the effectiveness of any programs designed to assist pupils who meet the criteria of being "at risk" as set forth in NRS 386.500. NAC 386.310(6)

Provide a written description of the curriculum/programs being used in all subject areas and the rationale for the selection. Include in your narrative how the selected programs are meeting the needs of your students. Provide reliable documentation to support your answer.

Include the percentage of students who are determined to be at-risk in the charter school's total student population, and the defining characteristic(s) for that specific label. Describe what programs are offered to meet the needs of these students. Provide credible evidence of the success of the at-risk programs.

Describe the services offered to special education and limited English proficient students. Include the percentages of SE and LEP students in the school's population. Describe what programs are offered to meet the needs of both groups of students. Provide credible evidence of the success of these programs.

7. A summary that outlines the plans of the charter school for the next three years. NAC 386.310(7)

Provide a plan that describes the school's measurable objectives for the next three to six years. If these objectives differ from those in the application/charter, include a request for amendment (See NRS 386.527(6)) of the charter with your response to this item.

Explain how the Governing Body plans to evaluate the school's programs in the next term of its charter.

If the school contracts with an Educational Management Organization (EMO) (NAC 386.033) to provide services of any kind, explain how the governing body plans to evaluate the EMO in the next term of its charter.

What facility or facilities does the school plan to use during the term of the next charter?

8. A report on the amount of money that the charter school has, on average, expended on each pupil during the preceding three years. NAC 386.310(8)

9. Any other information the charter school wishes to submit in support of its application for renewal. NAC 386.310(9)