



SOUTH CAROLINA
STATE DEPARTMENT
OF EDUCATION

CHARTER SCHOOL APPLICATION
EVALUATION RUBRIC

Applicant's Name	
Receipt Date	
Hearing Review Date	

After a charter application is deemed to be complete, the evaluation rubric provides the sponsor with a means of determining the quality of the application. The design criteria and several indicators of quality are provided for each application component. An application that sufficiently addresses the indicator will rate on the “acceptable” side of the chart and would signify that the application meets the expectations for that indicator. An application only partially meeting the expectation would rank on the “not acceptable” side of the chart and would signify that the application does not meet the expectations for that indicator.

1. Executive Summary: The applicant must include an executive summary providing a clear explanation of the proposed charter school.

Acceptable	Not Acceptable
<p>This section:</p> <ul style="list-style-type: none">• Provides a concise description of the proposed charter school’s philosophy for educating students.• Includes a brief, yet thorough, summary of the proposed charter’s plan to provide a new, innovative, and more flexible ways to educate children.• Provides a brief explanation of the key programmatic features the school will implement in order to accomplish its mission.• Includes any unique features, such as a non-traditional school year, longer school day, key partner organizations, multiple campuses, school culture, etc.• Outlines the proposed charter school’s grade levels to be served, the grade levels upon opening, and the growth plan (if the school does not plan to initially open with all grade levels).• Describes the size of the school at full capacity, including the number of classes per grade level and the number of students per class.• Describes the student body to be served, including any key demographic data, the targeted geographical area, etc.• Includes a brief summary of the evidence of a community need for a school of this nature.• Includes a statement indicating the name of the management organization if the proposed charter school intends to contract with an education management organization (EMO) or a charter management organization (CMO).	<p>The executive summary provides a limited explanation of the proposed charter school. Some or all information is missing in the executive summary.</p>

**Reviewer's Comments and Questions
Executive Summary**

Strengths:

Concerns and Questions:

Overall Ranking: The committee provides an overall rating for this application component.

Acceptable

Not Acceptable

2. Mission Statement: The applicant must include a mission statement that must be clear and must support the intent of the Charter Schools Act.

Acceptable	Not Acceptable
<p>This section:</p> <ul style="list-style-type: none">• Includes a clear, focused mission statement for the charter school, which must be aligned with the principles of the General Assembly’s purposes pursuant to Section 59-40-20.• Focuses on high-quality educational outcomes that are likely to result in increased student achievement and closing existing achievement gaps.	<p>The mission statement has been provided, however, it does not express a clear, focused purpose for the school and is weakly linked to the intent of the Charter Schools Act.</p>

Reviewer's Comments and Questions

2. Mission Statement

Strengths:

Concerns and Questions:

Overall Ranking: The committee provides an overall rating for this application component.

Acceptable

Not Acceptable

3. Evidence of Need and Support: The application must include evidence that an adequate number of parents, teachers, pupils, or any combination of them support the formation of the charter school.

Acceptable	Not Acceptable
<p>This section:</p> <ul style="list-style-type: none">• Demonstrates that an adequate number of parents or legal guardians with students eligible to attend the proposed school pursuant to Section 59-40-50 support the formation of the charter school and justify the projected per pupil allocation in the application budget. The evidence presented also indicates that the school will reach its first year's projected enrollment.• Provides sufficient evidence of community support for the school, and any community partnerships are clearly defined.• Provides a full description of all outreach activities designed to reach a broad audience. <p>All appendices items are included and fully developed:</p> <ul style="list-style-type: none">• Letters or other documents indicating support from parents and community• Conversion school support (if applicable)• Evidence of enrollment and racial composition of converted private school (if applicable)• An independent third party notarized affidavit may be submitted documenting actual family interest in enrolling their child in the school. (if applicable)	<p>The application fails to adequately describe the support of pupils, parents, teachers, or a combination. Evidence is not presented to show that the school will reach its first year's projected enrollment. The application does not include sufficient evidence is not provided to indicate community support for the school and community partnerships re not definition. A full description of all outreach activities designed to reach a broad audience is not included in the application.</p> <p>Some or all appendices items are missing or are not fully developed.</p>

Reviewer's Comments and Questions
3. Evidence of Need and Support

Strengths:

Concerns and Questions:

Overall Ranking: The committee provides an overall rating for this application component.

Acceptable

Not Acceptable

4. Enrollment: The application must include a description of the charter school’s admission policies and procedures; the application must describe how the charter school intends to ensure that the enrollment of the school is similar to the racial composition of the sponsoring school district or the targeted student population of the school district that the charter school proposes to serve and must also provide assurance that the school complies with any school district desegregation plan or order in effect.

Acceptable	Not Acceptable
<p>This section:</p> <ul style="list-style-type: none"> • Includes a full, comprehensive description of the enrollment procedures aligned with applicable state laws and regulations. • Clearly describes how the school intends to ensure that the enrollment of the school reflects that of the local school district in which the charter school is located or that of the targeted student population of the local school district that the charter school proposes to serve, to be defined for the purposes of this chapter as differing by no more than twenty percent from that population. • Provides assurance that the school will comply with any school district desegregation plan or order in effect. • Fully describes the marketing of a lottery process and enrollment deadlines, placement notification, as well as priority enrollment. <p>Appendices have all items, and they are fully developed:</p> <ul style="list-style-type: none"> • Letter(s) from sponsoring district regarding desegregation plan or order 	<p>The application fails to provide a clear description or provides a limited description of the admission policies and procedures and a clear description of how the school intends to ensure that the enrollment of the school is similar to the racial composition of the sponsoring school district or the targeted student population of the school district that the charter school proposes to serve. There is limited evidence of assurance to comply with any school district desegregation plan or order in effect.</p> <p>Information is not sufficiently provided on placement notification or priority enrollment.</p> <p>Some or all appendices items are missing or are not fully developed.</p>

Reviewer's Comments and Questions

4. Enrollment

Strengths:

Concerns and Questions:

Overall Ranking: The committee provides an overall rating for this application component.

Acceptable

Not Acceptable

5. Educational Program: The charter school’s educational program and curriculum must be clearly described in the application and must meet or exceed any student academic standards adopted by the school district in which the charter school is located. The application must demonstrate that the educational program is designed to enable each student to achieve these standards.

Acceptable	Not Acceptable
<p>This section:</p> <ul style="list-style-type: none"> • Provides an introduction to the educational program that includes an overview of the curriculum and instructional design, the guiding educational philosophy, how the educational program aligns to the mission of the school, and how the education program will improve student achievement. • Includes a one-page chart or graphic organizer illustrating how the proposed educational program’s curriculum and instructional design support the mission of the school and increase student achievement • Demonstrates how the charter school will meet or exceed the academic performance standards and expectations, including how the school will ensure alignment with the academic standards adopted by the State Board of Education. A correlation or other documentation must be included or process identified to ensure that the school will provide an instructional program that meets or exceeds the academic standards. • Articulates how the instructional design, learning environment, class size and structure, curriculum, and teaching methods enable each pupil to achieve these standards per 59-40-60 E(5). • Provides evidence of how the educational program is research based and data driven including why the selected curriculum was chosen for the anticipated population of students • Includes a plan to address the needs of struggling learners through a Response to Intervention (RTI) or other research based child study process. Includes a description of the proposed charter school's procedures for taking corrective action in the event that pupil performance falls below the achievement goals, including a timeline, responsible person(s), and staffing changes as appropriate. • Includes the method and courses to be offered for meeting or exceeding the South Carolina State High School Diploma requirements, if applicable 	<p>The charter school’s educational program and curriculum fails to clearly describe or meet the academic standards adopted by the school district in which the charter school is located.</p> <p>Evidence is not provided demonstrating how the educational program is research based and data driven to include why the selected curriculum was selected for the anticipated student population.</p> <p>The application fails to describe to an adequate degree how the educational program outlined in the application is designed to enable each student to achieve these standards.</p> <p>The application does not include a one-page chart or graphic organizer illustrating how the proposed educational program’s curriculum and instructional design will support the mission of the school and increased student achievement.</p> <p>The application fails to adequately articulate how the instructional design, learning environment, class size and structure, curriculum, and teaching methods enable each pupil to achieve the established standards.</p> <p>The application does not include a plan to address the needs of struggling learners (Response to Intervention or other research based child study process). The <i>plan to address the needs of struggling learners</i> does not include a description of procedures for taking corrective action in the event that pupil performance falls below the achievement goals.</p> <p>The application does not include the applicable requirements for schools intending to issue the South Carolina State High School Diploma (methods and course to be offered to meet or exceed requirements).</p>

- For virtual schools (complete only if the proposed charter school is a virtual or blended school)
 - A timeline of how curriculum development will be completed and approved by the SCDE
 - A description of how the school will comply with the 25 percent “real time” requirement
 - A description of how much teacher interaction students will receive within the online instruction
 - A description of the portal and how it works.

Appendices have all items, and they are fully developed:

- School calendar and daily schedule for the academic year
- Virtual school list of courses (if applicable)
- Supporting documents from the described educational program
- A list of the teaching positions, grade(s), and content areas the teachers will instruct and the required qualifications/certifications

The application **does not include** the applicable requirements identified in the guidance document for virtual schools.

Some or all appendices items are missing or are not fully developed.

Reviewer's Comments and Questions
5. Educational Program

Strengths:

Concerns and Questions:

Overall Ranking: The committee provides an overall rating for this application component.

Acceptable

Not Acceptable

6. Goals, Objectives, and Evaluations: The charter school’s goals and objectives must be clearly described in the application and must meet or exceed any student academic standards adopted by the State of South Carolina. The application must include a description of the charter school’s plan for evaluating pupil achievement and progress toward accomplishment of the school’s achievement standards. The school’s evaluation plan must include state-mandated assessments and other assessments, the timeline for meeting these standards, and the procedures to be taken if pupil achievement falls below the standards.

Acceptable	Not Acceptable
<p>This section:</p> <ul style="list-style-type: none"> • Fully identifies goals that are appropriate, manageable, SMART, and aligned with the mission of the school along with meeting the purpose of 59-40-20 including closing achievement gaps. • Provides measurable objectives with benchmarks (or state how and when a baseline will be established) including some that align with the state (Report Cards) and federal (ESEA flexibility) accountability systems. • Includes strategies to meet the goals and objectives that reference the educational program section. • Clearly documents the diagnostic, formative, and summative assessments including state mandated assessments, to include baseline data gathering, types of assessments, • Clearly describes a plan to monitor progress toward meeting the goals and objectives of the school and how the school will make modifications based on data including revising and redirecting professional development and instruction. • Includes an explanation of data collection, analysis, and management • Includes an explanation of how student assessment and progress will be communicated to parents, the sponsor, and the broader community 	<p>The applicant has failed to identify or fully describe goals and objectives that reflect high expectations and include benchmarks based on reliable research and data.</p> <p>The school has included limited/no information on how the charter school will monitor progress toward meeting the goals of the school and how the school will make modifications based on data.</p> <p>The application fails to or does not adequately discuss how goals are aligned with the academic standards adopted by the State of South Carolina..</p> <p>The charter school application does not include a plan or timeline for evaluating pupil performance across the curriculum.</p> <p>The application fails to provide a description of the charter school’s plan for evaluating pupil achievement and progress toward accomplishment of the school’s achievement standards.</p> <p>The school’s evaluation plan does not sufficiently describe the kinds of assessments or a timeline for meeting these standards.</p> <p>The school fails to adequately describe a plan or provide clear procedures to be taken if pupil achievement falls below the standards.</p>

Reviewer's Comments and Questions
6. Goals and Objectives

Strengths:

Concerns and Questions:

Overall Ranking: The committee provides an overall rating for this application component.

Acceptable

Not Acceptable

7. Serving Students with Special Needs: To ensure that a free and appropriate public education (FAPE) and a continuum of services, including transition and technical assistance, will be provided in the initial year of operation, the application must include either a budget that reflects the employment of at least one special education teacher starting with the initial year or the agreement reached for the provision of special education and related services between the school and the sponsor.

Acceptable	Not Acceptable
<p>This section:</p> <ul style="list-style-type: none"> • Includes a clear indication that the prospective charter school understands requirements of the Individuals with Disabilities Education Improvement Act (IDEA) of 2004, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, and Title III of the Elementary and Secondary Education Act (ESEA) and plans to comply with these requirements, which includes appropriately certified personnel, documentation, assessments, adaptations, and modifications • Provides a description of the plan to provide a variety of service delivery and placement options • Includes plans for transitioning students out of special education; • Describes the plan to include needed staff, adequate funding, evaluation of programs' success, flexibility to add contracted services, and specific services the sponsoring district is expected to provide for the initial year of operation • Identifies nonacademic and extracurricular services and activities in the manner necessary to afford children with disabilities an equal opportunity for participation in school or district activities <p>Appendices have all items, and they are fully developed:</p> <ul style="list-style-type: none"> • Agreement with sponsoring district for special education services (if applicable) 	<p>The application fails to provide necessary information on how the charter will follow regulations related to IDEA, Section 504 of the Rehabilitation Act, The Americans with Disabilities Act, Title III of ESEA, and provision of a FAPE.</p> <p>Some, or all, information is not sufficiently provided on the charter's process for referral and evaluation of students with disabilities, including transition, technical assistance, program evaluation, and an exit strategy for students found to no longer require specialized services.</p> <p>Some or all appendices items are missing or are not fully developed.</p>

Reviewer's Comments and Questions
7. Serving Students with Special Needs

Strengths:

Concerns and Questions:

Overall Ranking: The committee provides an overall rating for this application component.

Acceptable

Not Acceptable

8. Student Discipline, Suspension, and Expulsion: The charter school application must include a policy governing student conduct, student rights and responsibilities, and student discipline standards and procedures.

Acceptable

This section:

- Includes a process and timeline for developing a student handbook and related policies
- Describes the student rights and responsibilities
- Provides a reasonable appeal process for students recommended for expulsion that includes a right to appeal a decision to the charter school board, including notice and hearing procedures for the board of directors of the charter school.
- Includes a process for addressing IDEA compliance regarding student discipline, suspension, and expulsion for students with IEPs and the continued provision of FAPE.
- Ensures that the discipline policy **complies** with the Family Education Rights and Privacy Act (20 U.S.C. § 1232) (FERPA)

Appendices have all items, and they are fully developed:

- A draft policy governing student conduct, student rights and responsibilities, and student discipline standards and procedures that meets state law. Include the hearing procedures for the charter board appeals process for students recommended for expulsion. Must also comply with S.C. Code Ann. § 59-63-235, which provides for the expulsion of any student who brings a firearm to school. (if applicable)

Not Acceptable

The charter school application fails to provide detailed or adequate policies governing student conduct, student rights and responsibilities, and student discipline standards and procedures that meets state law.

The application fails to adequately address that under IDEA of 2004, the continued provision of FAPE for a student with a disability who is expelled from a public school remains with the LEA.

The discipline policy described **does not comply or provides limited discussion of compliance** with the FERPA, and includes no or limited discussion of the charter board appeals process for students recommended for expulsion or comply with S.C. Code Ann. § 59-63-235, which provides for the expulsion of any student who brings a firearm to school.

Some or all appendices items are missing or are not fully developed.

Reviewer's Comments and Questions
8. Student Discipline, Suspension, and Expulsion

Strengths:

Concerns and Questions:

Overall Ranking: The committee provides an overall rating for this application component.

Acceptable

Not Acceptable

9. Governance: The application must include a description of the governance of the charter school.

Acceptable	Not Acceptable
<p>This section:</p> <ul style="list-style-type: none"> ● Includes brief profile of each member of the charter committee, including any leadership experience and credentials. ● Summarizes the process involved in developing the charter committee and the outreach it conducted; profiles are also provided. ● Provides a clear description of the model or philosophy of governance of the proposed charter school which will guide the board ● Explains the authority of the charter committee to develop policies, make decisions, and execute each of the following responsibilities: <ul style="list-style-type: none"> ○ employing and contracting with teachers and nonteaching employees; ○ ensuring that all certified personnel, teachers, and noncertified teachers undergo background checks and other investigations before they are employed in the school; ○ contracting for other services including, but not limited to, transportation, accounting, and legal; ○ developing pay scales, performance criteria, and discharging policies for its employees, including the school's administrator; ○ deciding all other matters related to the school's operation, including budgeting, curriculum, and operating procedures; and ○ ensuring that the school will adhere to the same health, safety, civil rights, and disability rights requirements applicable to all public schools operating in the same school district. ● Provides how a lead administrator will be hired and how the transition of leadership and charter committee responsibilities will happen ● Includes a plan for ongoing board training and capacity building aligned to the budget line that includes board 	<p>The application fails to coherently discuss effective governance of the proposed charter school. This section has little and/or incomplete information on the following processes:</p> <ul style="list-style-type: none"> ● explanation of the transition from a charter committee to the initial governing board and lead administrators, including identification of individuals making the transition and a timeline ● a plan for ongoing board training and capacity building ● overview of the proposed board's meeting frequency and focus and the role of any standing subcommittees ● Explain powers and duties, size, terms, composition, qualifications, term limits, officer positions and duties, election procedure, vacancy replacement, minimum number on the board, quorum and decision making process, how board members are elected or appointed, and when this takes place. ● a plan for how a lead administrator will be hired and how the transition of leadership will happen ● a description of the relationship between the charter governing board and the sponsor ● a description of parent involvement in the governance of the school, along with volunteer requirements and opportunities after the board is open <p>The governance section does not describe the relationship between the governing board and school administrators, including the amount of authority the governing board will convey to the school administrators.</p> <p>There is insufficient or no mention of liability and indemnification and information regarding bylaws, articles of incorporation, and an organizational chart (with school administration, employees, and the relationship to the sponsoring district).</p> <p>Some or all appendices items are missing or are not fully developed.</p>

training

- Includes a description of the ongoing parent and community involvement in the governance of the school

Appendices have all items and are fully developed:

- Charter committee resumes
- Bylaws should clearly include:
 - A description of the election process of the governing board, including when elections will occur and the voting procedures. Procedures should include that parents/legal guardians will have one vote for each student enrolled in the school. In addition, each employee will have one vote.
 - A detailed plan for dissolving the charter committee and instituting the first governing board. Procedures should specifically describe how nominations will be taken, when the vote will occur, how eligible voters will cast their ballots, and when training will be provided for these governing board members.
 - An explanation of the powers and duties, size, terms, composition, qualifications, term limits, officer positions and duties, election procedure, vacancy replacement, minimum number on the board, quorum and decision-making process, how board members are elected or appointed, and when this takes place.
 - An explanation of the proposed board meeting frequency and focus, and the role of any standing subcommittees
 - A description of the relationship between the governing board and the school administrator, which includes the amount of authority the governing board will convey to the school administrator
 - A statement that the proposed charter school and its governing body will comply with the Freedom of Information Act (FOIA)
- Articles of Incorporation and signed Certificate of Incorporation
- Organizational Chart (include school administration, employees, and the relationship to the sponsoring district).

Reviewer's Comments and Questions
9. Governance

Strengths:

Concerns and Questions:

Overall Ranking: The committee provides an overall rating for this application component.

Acceptable

Not Acceptable

10. Operation: The application must include a description of the operations of the charter school.

Acceptable

Not Acceptable

This section:

- Provides a clear overview of the administrative and operational functions at the school including the roles, powers, and responsibilities. It will explain how the capacity of school’s administrative team is tied to the mission, organizational sustainability, and student achievement.
- Documents the capacity and experience of the proposed school leadership and management team along with job descriptions of the administrative positions, including the principal and guidance counselor, with a clear delineation of employee classification and who is responsible for employment decisions and oversight at each level
- Documents any involvement with the replication of existing successful public charter schools
- Indicates any proposed management company or educational service provider responsibilities
- Explains the nature and extent of parental, professional educator, and community involvement in the operation of the charter school
- Provides a capacity building plan for leadership and staff development with funding reflected in the budget.
- Provides school leader evaluation and succession plans

Appendices have all items, and they are fully developed:

- Sample Job Descriptions (for administrators and key employees)
- A detailed school start-up plan

The application fails to coherently discuss effective governance and the operation of the proposed charter school. This section **has little and/or incomplete information** on the following:

- Administrative and operational functions at the school
- Documented capacity and experience of the proposed school leadership
- Documented involvement of the replication of existing successful public charter schools (if applicable)
- Nature of parental, professional, educatory, and community involvement in the operation of the charter school
- Plan detailing steps to build capacity for leadership and staff development with funding reflected in the budget
- School leader evaluation and succession plan

Some or all appendices items are missing or are not fully developed.

Reviewer's Comments and Questions
10. Operation

Strengths:

Concerns and Questions:

Overall Ranking: The committee provides an overall rating for this application component.

Acceptable

Not Acceptable

11. Budget and Finance: The application must include a plan for the charter school that is economically sound and in compliance with state and federal requirements, including a proposed budget for the term of the charter. The application also must describe the manner in which an annual audit will be conducted.

Acceptable

Not Acceptable

This section:

- Describes the budget in terms of educational and operational priorities. Describe how your budget is aligned to the mission of your school and how resource allocations will be adjusted to meet the needs of the students and the long-term sustainability of the charter. Explain the school’s data-driven decision-making process in regards to resource allocations.
- Explains how the school will remain fiscally solvent, adhere to generally acceptable accounting practices, have no material breaches, address any financial concerns, and follow the South Carolina pupil accounting system, auditing, and reporting procedures
- Describes how the school will maintain its books and records according to generally accepted accounting principles and will create an appropriate system of internal control
- Describes how the planned client subcontracts to outside providers (if applicable)
- Describes the process the school will follow to contract with a certified public accountant to conduct an annual, independent financial audit and to disseminate the results from the audit to the school district and required state agencies

Appendices have all items, and they are fully developed:

- Student Enrollment Projection Form (template provided by the SCDE).
- SCDE Per Pupil Estimate Review
- Five-Year Detailed Budget (an Excel spreadsheet showing realistic assumptions and their basis, a cash flow projection of operation, minimum enrollment needed for solvency, and adequate staffing that fits with the application narrative in

The application **does not** include a plan to submit a financial audit, conducted by an outside, certified financial firm, to the SCDE as required in regulation.

The budget included in the charter application **fails to reflect or connect to** the educational and operational priorities of the school, and does not document any “soft funds,” such as grant money or donations that have been received or are likely to be received.

This section does not describe the process the school will follow to contract with a certified public accountant to conduct an annual, independent financial audit and to disseminate the results from the audit to the school district and required state agencies.

The budget section **does not explain** how the school will remain fiscally solvent, adhere to generally acceptable accounting practices, have no material breaches, address any financial concerns, and follow the South Carolina pupil accounting system, auditing, and reporting procedures.

The application **does not include** information on planned subcontracts to outside providers.

Some or all appendices items are missing or are not fully developed.

educational plan and other related sections). **Do not save as a pdf.**

- Ten-Year Budget Plan (an Excel spreadsheet). **Do not save as a pdf.**
- Memorandums of Agreement for Negotiated Services (for any negotiated services to be provided by the sponsor or a third party, if applicable).
- Documentation of any “soft funds,” such as grant money or donations that have been received or are likely to be received.

Reviewer's Comments and Questions
11. Budget and Finance

Strengths:

Concerns and Questions:

Overall Ranking: The committee provides an overall rating for this application component.

Acceptable

Not Acceptable

12. Employees: The charter school must employ administrators and teachers in a manner consistent with the Charter Schools Act. The application must explain the relationship that will exist between the charter school and its employees, including evaluation procedures. Charter schools must adopt an evaluation program for teachers and principals that meets the requirements of the SCDE’s ESEA Waiver. The charter school must have a reasonable grievance and termination procedure for its employees.

Acceptable	Not Acceptable
<p>This section:</p> <ul style="list-style-type: none"> • A clear description of the process to be used to advertise for, select, and employ instructional staff and other employees. • A clear statement asserting that at least one member of the administrative staff will hold a current SC certification of administration or will have at least one year of experience in the field of school-based administration. • A complete description of the proposed evaluation process. Charter schools may use SAFE-T (ADEPT and PADEPP), another evaluation system that complies with the state’s ESEA Flexibility Waiver requirements such as TAP. • An explanation of how the school will communicate its employment policies and any policy changes. • A description of the grievance and termination procedure for the charter school’s employees. <p>Appendices have all items, and they are fully developed:</p> <ul style="list-style-type: none"> • Only if applicable, a Letter of Agreement from Sponsor Regarding Compliance with S.C. Code Ann. § 59-25-410 et seq. (2004). 	<p>The application fails to include required information or extremely limited information in the following area:</p> <ul style="list-style-type: none"> • No description of the process to be used to advertise for, select, and employ instructional staff and other employees. • No statement asserting that at least one member of the administrative staff will hold a current SC certification of administration or will have at least one year of experience in the field of school-based administration. • No description of the proposed evaluation process. Charter schools may use SAFE-T (ADEPT and PADEPP) or another evaluation system that complies with the state’s ESEA Flexibility Waiver requirements. • No explanation of how the school will communicate its employment policies and any policy changes. • No clear description of the grievance and termination procedure for the charter school’s employees. <p>Some or all appendices items are missing or are not fully developed.</p>

Reviewer's Comments and Questions
12. Employees

Strengths:

Concerns and Questions:

Overall Ranking: The committee provides an overall rating for this application component.

Acceptable

Not Acceptable

13. Insurance Coverage: The application must include a description of the types and amounts of insurance coverage to be obtained by the charter school. The application must address, but is not limited to, the following types of insurance: worker’s compensation, property, indemnity, and automotive.

Acceptable	Not Acceptable
<p>This section: Includes all of the following required components for charter school insurance coverage:</p> <ul style="list-style-type: none"> • Worker’s compensation insurance • Liability insurance that covers limits of SC Tort Claims Act • Property insurance • Indemnity insurance • Automobile insurance for property and liability • Other type(s) of insurance <p>Appendices include statements from licensed SC insurance companies verifying applicant’s insurance with cost.</p>	<p>.</p> <p>Few or None of the following required components for charter school insurance coverage are included:</p> <ul style="list-style-type: none"> • Worker’s compensation insurance • Liability insurance that covers limits of SC Tort Claims Act • Property insurance • Indemnity insurance • Automobile insurance for property and liability <p>Some or all appendices items are missing or are not fully developed.</p>

Reviewer's Comments and Questions
13. Insurance Coverage

Strengths:

Concerns and Questions:

Overall Ranking: The committee provides an overall rating for this application component.

Acceptable

Not Acceptable

14: Transportation: The application must include a description of how the charter school intends to meet the transportation needs of its pupils.

Acceptable	Not Acceptable
<p>This section:</p> <ul style="list-style-type: none">• Describes how the proposed charter school plans to address the transportation needs of its students and, in particular, if the lack of transportation is preventing a child from attending school• Provides a plan if the school is providing transportation by school bus (must comply with state regulations for driver and training and the state safety requirements for school buses)• Describes the contracted services if the school intends to contract with the local school district or a third party. <p>Appendices have all items, and they are fully developed:</p> <ul style="list-style-type: none">• Transportation services contract (if applicable)	<p>Transportation is not adequately addressed in the application.</p> <p>Some or all appendices items are missing or are not fully developed.</p>

Reviewer's Comments and Questions
14: Transportation

Strengths:

Concerns and Questions:

Overall Ranking: The committee provides an overall rating for this application component.

Acceptable

Not Acceptable

15. Facilities: The application must include descriptions of the building, facilities, and equipment and an explanation as to how they will be obtained.

Acceptable	Not Acceptable
<p>This section:</p> <ul style="list-style-type: none"> • Describes the building, facilities, and equipment needs, and there is a detailed plan for how they will be obtained. • If a facility has been identified, application includes the address of the facility, a description of the facility, and the name and address of the owner of the facility. • If a facility has not been identified, application specifies a detailed plan for obtaining such a facility and include a description of the facility needs, a statement as to whether an existing facility will be remodeled or a new facility will be built, and a schedule for completing or obtaining a suitable facility and, if applicable, a description of and timeline for any plan to raise funds for completing or obtaining the facility. <p>Appendices include all items only if a facility is identified:</p> <ul style="list-style-type: none"> • Floor plan of facility • Proposed lease or rental agreement • Documentation from the SCDE’s Office of School Facilities (OSF) • Documentation from SCDOT 	<p>The building, facilities, and equipment needs are not included, or there is no plan or evidence of how the following will be obtained.</p> <ul style="list-style-type: none"> • If a facility <u>has been identified</u>, application includes the address of the facility, a description of the facility, and the name and address of the owner of the facility. • If a facility <u>has not been identified</u>, application specifies limited or no plan for obtaining such a facility and include a description of the facility needs, a statement as to whether an existing facility will be remodeled or a new facility will be built, and a schedule for completing or obtaining a suitable facility and, if applicable, a description of and timeline for any plan to raise funds for completing or obtaining the facility. <p>Some or all appendices items are missing or are not fully developed.</p>

Reviewer's Comments and Questions

15. Facilities

Strengths:

Concerns and Questions:

Overall Ranking: The committee provides an overall rating for this application component.

Acceptable

Not Acceptable

16. Education/Charter Management Contracts: Applicants must complete this section if the proposed charter school intends to contract with an education management organization (EMO/CMO).

Acceptable	Not Acceptable
<p>This section:</p> <ul style="list-style-type: none">• The application provides strong evidence that shows that the service provider has successfully managed other charter schools and has demonstrated strong academic achievement for similar student populations.• The application includes a term sheet for management of the charter school that fully outlines both performance measures and contract severance provisions.• The application includes a statement of authorization of the EMO/CMO to conduct business in SC and the financial obligation of the charter to the EMO/CMO. <p>Appendices have all items, and they are fully developed:</p> <ul style="list-style-type: none">• Evidence that the EMO/CMO is authorized to conduct business in SC• Proposed EMO/CMO contract	<p>The application does not provide adequate information to show that the service provider has managed other charter schools with adequate success.</p> <p>The application does not include a term sheet for management of the charter school.</p> <p>The application does not include a statement of authorization of the EMO/CMO to conduct business in SC and does not show the financial obligation of the charter to the EMO/CMO.</p> <p>Some or all appendices items are missing or are not fully developed.</p>

Reviewer's Comments and Questions
16. School Management Contracts

Strengths:

Concerns and Questions:

Overall Ranking: The committee provides an overall rating for this application component.

Acceptable

Not Acceptable

Overall Summary of Application			
Descriptor	Acceptable	Unacceptable	Comments
1. Executive Summary			
2. Mission Statement			
3. Evidence of Need			
4. Enrollment			
5. Educational Program			
6. Goals, Objectives, and Evaluations			
7. Serving Students with Special Needs			
8. Student Discipline, Suspension, and Expulsion			
9. Governance			
10. Operations			
11. Budget and Finance			
12. Employees			
13. Insurance Coverage			
14. Transportation			
15. Facilities			
16. Educational/Charter Management Contracts			
Final Evaluation on Application			
Compliant		Non-Compliant	
Comments:			