

# 2023 Cyber Charter School Application

*August 2023*



**COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF EDUCATION**

333 Market Street  
Harrisburg, PA 17126-0333  
[www.education.pa.gov](http://www.education.pa.gov)



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# Cyber Charter School Requirements and Application

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## Introduction

This application format serves as the framework for the official application submitted by a cyber charter school applicant to the Pennsylvania Department of Education (PDE). The framework reflects research-based components that are essential in planning for the creation of a cyber charter school. The five essential components are School Design, Needs Assessment, Governance, Finance/Facility; and Administration. In addition to the requirements that follow, when completing the application, the applicant should review and refer to the two Basic Education Circulars on charter and cyber charter schools, [Charter School Basic Education Circular](#) and Cyber Charter School Basic Education Circular.

**The deadline for submitting the 2023 Cyber Charter School Application is 5:00 PM Eastern Standard Time and must be postmarked on or before October 1, 2023. Hand delivered applications will not be accepted. One (1) paper and two (2) electronic copies (i.e., thumb drive) of the application must be submitted to PDE's Charter School Office at 333 Market Street, 3rd Floor, Harrisburg, PA 17126 by the application deadline. Any questions should be directed to: Charter Schools Office, (717) 787-9744, [Ra-charterschools@pa.gov](mailto:Ra-charterschools@pa.gov)**

**PDE will not accept any documents submitted to PDE after the application deadline as part of the application or as part of the record before PDE. Any communications outside of the public hearing with PDE and/or with other Commonwealth agencies regarding the application that occur before or after the application deadline will neither become part of the application nor be part of the record before PDE. Only the written application submitted to PDE by the application deadline, testimony provided at the public hearing, and written comments timely submitted by persons or entities other than the applicant will constitute the record before PDE on which PDE will base its decision to grant or deny the application.**

**Through submission of this application, the applicant expressly acknowledges and agrees with this policy.**

## Application Requirements

In the development of your application, you are required to expand upon each of the five essential components as outlined on pages 8 through 18. Successful applicants will be knowledgeable in the implementation of all federal and state requirements that are applicable to cyber charter schools.

**For PDE to effectively assess the adequacy and appropriateness of the proposed cyber charter school, the application must be completed in its entirety and all application requirements must be addressed in detail.**

**At a minimum, an applicant must provide the information required in this application and in sections 1719-A and 1747-A of the Charter School Law (CSL), and describe how the school will meet the requirements of sections 1743-A(c) and (d) (regarding the dissemination of information to parents and school district) and section 1748-A (requiring the notification of enrollment and withdrawal from a cyber charter school).**

### **Requirements of Section 1719-A**

1. The identification of the cyber charter applicant.
2. The name of the proposed cyber charter school.
3. The grade or age levels served by the cyber charter school.
4. The proposed governance structure of the cyber charter school, including a description and method for the appointment or election of the board of trustees.
5. The mission and (measurable) education goals of the cyber charter school, along with the curriculum to be offered and the methods of assessing whether students are meeting educational goals. (Cyber charter school students shall be required to meet the same testing and academic performance standards established by law and regulations applicable to public school students.)
6. The admission policy and criteria for evaluating student admission which shall comply with the requirements of section 1723-A (24 P.S. § 17-1723-A).
7. Procedures which will be used regarding the suspension or expulsion of pupils.
8. Information on the way community groups will be involved in the cyber charter school planning process.
9. The financial plan for the cyber charter school and the provisions which will be made for auditing the school under section 437 of the Public School Code (School Code) (24 P.S. § 4-437).
10. Procedures which shall be established to review complaints of parents regarding the operation of the cyber charter school.
11. A description of and address of the physical facility in which the cyber charter school will be located and the ownership thereof and any lease arrangements.
12. Information on the proposed school calendar for the cyber charter school, including the length of the school day and school year consistent with the provisions of section 1502 of the School Code (24 P.S. § 15-1502).
13. The proposed faculty and a professional development plan for the faculty of a cyber charter school.
14. Whether any agreements have been entered into or plans developed with the local school district regarding participation of the cyber charter school students in extracurricular activities within the school district. Notwithstanding any provision to the contrary, no school district of residence shall prohibit a student of a cyber charter school from participating in any extracurricular activity of that school district of residence,

- provided that the student is able to fulfill all of the requirements of participation in such activity and the cyber charter school does not provide the same extracurricular activity.
15. A report of criminal history record, pursuant to section 111 of the School Code (24 P.S. § 1-111) for all individuals who shall have direct contact with students. Direct contact includes contact through any electronic means.
  16. An official clearance statement regarding child injury or abuse from the Department of Public Welfare as required by 23 Pa.C.S. Ch. 63 Subch. C.2 (relating to background checks for employment in schools) for all individuals who shall have direct contact with students. Direct contact includes contact through any electronic means.
  17. How the cyber charter school will provide adequate liability and other appropriate insurances for the cyber charter school, its employees, and its board of trustees.

### **Requirements of Section 1747-A**

1. The curriculum to be offered and how it meets the requirements of 22 Pa. Code Ch.4 (relating to academic standards and assessment) or subsequent regulations promulgated to replace 22 Pa. Code Ch. 4.
2. The number of courses required for elementary and secondary students.
3. An explanation of the amount of online time required for elementary and secondary students.
4. The manner in which teachers will deliver instruction, assess academic progress and communicate with students to provide assistance.
5. A specific explanation of any cooperative learning opportunities, meetings with students, parents and guardians, field trips or study sessions.
6. The technology, including types of hardware and software, equipment and other materials which will be provided by the cyber charter school to the student.
7. A description of how the cyber charter school will define and monitor a student's school day, including the delineation of on-line and off-line time.
8. A description of commercially prepared standardized achievement tests that will be used by the cyber charter school in addition to the Pennsylvania System of School Assessment (PSSA), Keystone Exams, and Pennsylvania Alternate System of Assessment (PASA), including the grade levels that will be tested and how the data collected from the tests will be used to improve instruction.
9. The technical support that will be available to students and parents or guardians.
10. The privacy and security measures to ensure the confidentiality of data gathered online.
11. The level of anticipated enrollment during each school year of the proposed cyber charter school including expected increases due to the addition of grade levels.
12. The methods to be used to insure the authenticity of student work and adequate proctoring of examinations.
13. The provision of education and related services to students with disabilities, including evaluation and the development and revision of individualized education programs.
14. Policies regarding truancy, absences and withdrawal of students, including the manner in which the cyber charter school will monitor attendance consistent with the provisions of section 1715-A(9) (24 P.S. § 17-1715-A(9)).

15. The types and frequency of communication between the cyber charter school and the students and the manner in which the cyber charter school will communicate with parents and guardians.
16. The addresses of all facilities and offices of the cyber charter school, the ownership thereof and any lease arrangements. If the cyber charter school has more than one facility, it must designate the administrative office where all student records shall be maintained as required by section 1748-A(h) (24 P.S. § 17-1748-A(h)).

### **Requirements of Section 1743-A(c) and (d)**

1. Describe how your cyber charter school will make available upon request, either in writing or electronically, the following information to each student's school district of residence:
  - a. A copy of the charter;
  - b. A copy of the cyber charter school application;
  - c. A copy of all annual reports prepared by the cyber charter school; and
  - d. A list of all students from that school district enrolled in the cyber charter school.
2. Describe how the cyber charter school upon request and prior to the student's first day in the cyber charter school will provide, either in writing or electronically, the following information to the parent or guardian of a student:
  - a. A list and brief description of the courses of instruction the student will receive. The list shall be updated annually for each grade level in which the student is enrolled.
  - b. A description of the lessons and activities to be offered online and offline.
  - c. The manner in which attendance will be reported and work will be authenticated.
  - d. A list of all standardized tests the student will be required to take during the school year and the place where the test will be administered, if available.
  - e. The meetings to be held during the school year between a parent or guardian and a teacher and among other school officials or parents or guardians and the manner in which the parent or guardian will be notified of the time and place for the meeting.
  - f. The address of the cyber charter school and the name, telephone number and email address of the school administrator and other school personnel.
  - g. A list of any extracurricular activities provided by the cyber charter school.
  - h. The names of the student's teachers, if available, and the manner in which each teacher can be contacted by the student or the parent of guardian.
  - i. A list of all services that will be provided to the student by the cyber charter school.
  - j. Copies of policies relating to computer security and privacy, truancy, absences, discipline and withdrawal or expulsion of students.
  - k. Information on:
    - i. The cyber charter school's professional staff, including the number of staff personnel, their education level, and experience; and



- ii. The cyber charter school's performance on the PSSA, Keystone Exams, and other standardized tests.
- l. Information regarding the proper usage of equipment and materials and the process for returning equipment and materials supplied to the students by the cyber charter school. A parent or guardian shall acknowledge either in writing or electronically, the receipt of this information.
- m. A description of the school calendar, including, but not limited to, the time frame that will constitute a school year and a school week, holiday, and term breaks.

### **Requirements of Section 1748-A**

1. Within 15 days of the enrollment of a student to a cyber charter school, the parent or guardian and the cyber charter school shall notify the student's school district of residence of the enrollment by the notification form developed by PDE.
2. The cyber charter school and the parent or guardian shall provide written notification to the school district of residence within 15 days following the withdrawal of a student from the cyber charter school.

# Cyber Charter School Application Fact Sheet

This application fact sheet is intended to be a “finger-tip” summary of your application. The information furnished below must be an accurate representation of the application and must correspond to the information provided in the body of the application.

## Proposed Charter School Name (Must Include “Charter School” in the Title):

\_\_\_\_\_

## Proposed Charter School Location

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Zip Code: \_\_\_\_\_

County: \_\_\_\_\_

Intermediate Unit: \_\_\_\_\_

Proposed Start Date: \_\_\_\_\_

Federal Employer Identification Number: \_\_\_\_\_

## Contact Person:

First: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

Organization: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

## Indicate Number of Representatives per Group

### Founding Coalition

Group	Number of Representatives
Parents	
Teachers	
Business Partners	
Community Based Organizations	
Museums	
Higher Education	
Other Group - Identify:	

**Grade and Age Ranges**

Group	Grade/Age Range
Elementary	
Secondary	
Age of Kindergarten	
Age of Beginners	
Grades Educated	<input type="checkbox"/> K <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12
Kindergarten	<input type="radio"/> Full Day <input type="radio"/> Half Day

**Projected Student Enrollment Years 1-5**

Year	Enrollment
1 <sup>st</sup> Year	
2 <sup>nd</sup> Year	
3 <sup>rd</sup> Year	
4 <sup>th</sup> Year	
5 <sup>th</sup> Year	
Total Number of Teachers	

Does the cyber charter applicant have an existing retirement system?

- Yes                       No

Does the applicant group presently have access to a facility suitable for the cyber charter school's administrative offices?

- Yes                       No

**School Focus:** Describe, in brief terms and on an additional page, the proposed cyber charter school's mission, educational focus, and other essential characteristics.

# I. SCHOOL DESIGN

## 1. Mission Statement

- A. Describe the core philosophy or underlying purpose of the proposed school.
- B. Describe your overarching vision of the school.

*Explanation: Define a concise plan for an innovative public school that will lead to improved educational performance. Consistency between the mission and the educational programs should be articulated to achieve improved performance.*

## 2. Measurable Goals and Objectives

- A. Describe the school's **measurable** academic goals and objectives to promote student learning.
- B. Describe the school's **measurable** non-academic goals and objectives to promote student performance.

*Explanation: Develop clear, **measurable** goals with objectives for building the educational program that reflects a commitment to academic excellence for all students.*

## 3. Educational Program

- A. Describe the educational program of the school, providing a detailed description of the curriculum and the content in all subject areas. This description should include an explanation as to how the curriculum complies with the requirements of 22 Pa. Code [Chapter 4](#), as well as the number of courses and the amount of online time required for elementary and secondary students.
- B. Describe how your school will meet the educational needs of students with disabilities in accordance with 22 Pa. Code Chapter 711. Provide a projection of the number and type of special education programs that will be operated directly by your charter school or through contracts. Provide a projection of the number and type of related services that will be provided directly by the charter school or through contracts.
- C. Describe how your school will meet the needs of English Learners in accordance with [22 Pa. Code § 4.26](#). Provide a description of the program design, how the school will comply with all state regulations and procedures related to the education of English Learners, and the curricular materials and other resources that will be used to implement the program.
- D. Describe the teaching methods that will be used to deliver instruction and assess academic performance. How will this pedagogy enhance student learning?
- E. Describe the two-year teacher induction program, providing a description of goals, objectives, competencies, alignment to state requirements, mentor selection, and induction activities to include the state-mandated trainings required by [22 Pa. Code § 49.16](#)). How does the program align to inductees'?

needs? How will mentors be chosen during the first year of operation? Please include a copy of the induction program calendar.

- F. Describe the professional development program, providing a description of goals, objectives, competencies, alignment to state requirements and professional development activities required by [22 Pa. Code § 49.17](#). How does the program align to the needs of the educators and students? Please include a copy of the professional development calendar.
- G. Attach the school calendar and identify hours of the school operation, as per section 1715-A (9) (24 P.S. § 17-1725-A(9)).

*Explanation: Describe effective teaching methods, curriculum, and a specific plan to meet the needs of ALL students that are consistent with the mission of your school.*

#### **4. School Accountability**

- A. Describe the methods of self-assessment or evaluation which will be used to ensure that the school is meeting its stated mission and objectives.
- B. Describe how teachers and administrators will be evaluated. Describe the school's standards for teacher and staff performance.
- C. Describe how the school will be accountable to the parents of the children attending your school.
- D. Discuss the plan for regular review of school budgets and financial records.
- E. Describe the system for maintaining school records and disseminating information as required under the Family Educational Rights and Privacy Act (FERPA).
- F. Describe the system for maintaining accurate student enrollment and withdrawal information as required under section 1748-A (24 P.S. § 17-1748-A).
- G. Describe plans to evaluate student performance.
- H. Describe how student development will be measured toward the school's overall learning goals and objectives.
- I. Describe how student evaluation will be used to improve student achievement and attain the stated learning objectives.
- J. Describe how the school will evaluate your language instruction educational program for English Learners to ensure that they are making progress in both learning English and mastering academic content.

*Explanation: Describe your commitment to high academic standards for all students; well-developed evaluation program for either school-developed or standardized testing; use of the Pennsylvania System of School Assessment (PSSA), the PA Alternate School Assessment (PASA), and Keystone Exams; the ACCESS for English Language Learners and Alternate ACCESS; and an analysis of assessment results to improve student performance.*

#### **5. School Community**

- A. Describe the relationship of your school with the surrounding community.
- B. Describe the nature and extent of parent involvement in the school's mission.
- C. Describe procedures established to review complaints of parents regarding operation of the charter school.
- D. Describe how you will communicate effectively with language minority communities through translation and interpretation of information.

*Explanation: Describe expectations of family members (or guardians) to be active participants in their children's education and the integration plan of the school to collaborate with other community organizations.*

## **6. Extracurricular activities (athletics, publications and organizations)**

- A. Describe the program of extracurricular activities planned for the school.  
**Note:** Charter schools shall be permitted, if otherwise qualified, to be members of the Pennsylvania Interscholastic Athletic Association.
- B. Describe whether any agreements have been entered into or plans developed with the local school district regarding participation of the cyber charter school students in extracurricular activities within the school district.

*Explanation: Identify organized activities that complement the mission of the cyber charter school and the programs in the students' school districts of residence.*

## **7. Technology Support**

- A. Describe how the school will use technology and the Internet to provide a significant portion of its curriculum and to deliver a significant portion of instruction.
- B. Describe how you will improve student engagement and achievement through effective uses of technology.
- C. Describe the technical support that will be provided to students and parents and procedures for equipment repairment/replacement.
- D. Describe your policies and procedures for ensuring the acceptable and appropriate use of technologies, student Internet safety and privacy, and cybersecurity measures that will guarantee the confidentiality of data.
- E. Describe your methods to ensure authenticity of student work and the proctoring of online exams.
- F. Describe equipment, including hardware, software, and Internet connections, to be provided to students and the process by which the technologies will be periodically assessed and refreshed.

# **II. NEEDS ASSESSMENT**

## **1. Statement of Need**

- A. Describe why there is a need for this cyber charter school.
- B. Explain why the cyber charter school model is an appropriate vehicle to address this need.

*Explanation: Identify potential opportunities to improve service and expand choices for students and parents.*

## **2. School Demographics**

- A. Describe the cyber charter school's enrollment projections for each of the first five years. What is the cyber charter school's ultimate enrollment goal? What grades will be served? How many students are expected to be in each grade or grouping?
- B. Describe the community or region where the cyber charter school, particularly the administrative office, will be located.
- C. Provide the reason this location was selected for the administrative office. What other locations are suitable to the needs and focus of the cyber charter school's administrative office?
- D. Describe any unique demographic characteristics of the student population to be served including primary languages spoken.

*Explanation: Provide a description of the students to be served and the community in which the cyber charter school's office will be located.*

## **3. District Relations/Evidence of Support**

- A. Provide evidence that the cyber charter school has the sustainable support to operate.
- B. Describe the efforts you have made to notify the district(s) from which your cyber charter school would draw students.
- C. Describe the efforts that will be implemented to maintain a collaborative relationship with school districts.  
**Note:** Please attach letters of intent that were sent to all school districts from which the cyber charter school could reasonably expect to draw students.
- D. Convey the scope of community backing for the proposed cyber charter school and its founding coalition. Document community support among teachers, parents, students, community members, institutional leaders, and others using letters of support, surveys, or other tangible means.

*Explanation: Document efforts to foster open communications with local school districts; evidence that the founders inspire the confidence of their targeted community; evidence that the program provides an attractive educational alternative to students and parents; and evidence that the breadth of community support extends beyond the core group of founders.*

### III. GOVERNANCE

#### 1. Profile of Founding Coalition

- A. Describe the makeup of the group or partnership that is working together to apply for a charter, including the names of the founders, their background and experiences, and references for each.
- B. Discuss how the group came together, as well as any partnership arrangements with existing schools, educational programs, businesses, non-profits, or any other entities or groups. Provide information on the manner in which community groups are involved in the charter school planning process.
- C. Include any plans for further recruitment of founders or organizers of the cyber charter school.

*Explanation: Describe a group that is composed of people with a range of professional skills capable of the organizational, financial, pedagogical, legal, and other skills required to operate a functioning public school.*

#### 2. Governance

- A. Describe the proposed management organization of the cyber charter school, including the following requirements:  
An affirmative vote of a majority of the members of the Board of Trustees of the cyber charter school, duly recorded, showing how each member voted, shall be used in order to take action on the following subjects:
  - School calendar (must include 990 hours or 180 days of instruction for secondary students [grades 7-12] and 900 hours or 180 days for elementary students [grades 1-6]. School cannot be kept open for students or staff on Sundays, Fourth of July, Memorial Day, Thanksgiving, the first of January, Christmas, or Saturdays unless Monday is the weekly holiday for the entire school year.)
  - Adopting textbooks
  - Appointing or dismissing charter school administrators
  - Adopting the annual budget
  - Purchasing or selling of land
  - Locating new buildings or changing the locations of old ones
  - Creating or increasing any indebtedness
  - Adopting courses of study
  - Designating depositories for school funds
  - Entering into contracts of any kind where the amount involved exceeds \$200
  - Fixing salaries or compensation of administrators, teachers, or other employees of the cyber charter school.



- Entering into contracts with and making appropriations to an intermediate unit, school district or Career and Technical Center for the cyber charter's proportionate share of the cost of services provided or to be provided by the foregoing entities.
- B. Describe the selection process for the Board of Trustees.
  - C. Describe the steps that will be taken to maintain continuity between the founding coalition's vision and the Board of Trustees.
  - D. Describe the roles and responsibilities of the Board of Trustees.
  - E. Describe the steps that will be taken to facilitate a productive relationship between administrators and teachers.
  - F. Discuss the nature of parental and student involvement in decision-making matters where appropriate.
  - G. Submit copies of the school's Articles of Incorporation, by-laws and contracts, and other documents required by applicable law. Requirements for the bylaws are as follows:
    - The bylaws must contain a provision for "failure to organize or neglect of duty". Specifically, the bylaws must outline a removal procedure for the failure of a board member to perform their duties as outlined in the [Charter School Law](#).
    - No board member shall, as a private citizen, engage in any business transaction with the charter school of which they are a trustee, be employed in any capacity by the charter school of which they are a trustee, or receive from such charter school any pay for services rendered to the charter school.
    - A charter school Board of Trustees shall have a designated treasurer who shall receive all funds including local, state, and federal funds and privately donated funds. The treasurer shall also make payments out of the same on proper orders approved by the Board of Trustees, signed by the president or vice president of the Board. The treasurer may pay out such funds on orders that have been properly signed without the approval of the Board first having been secured for the payment of amounts owing under any contracts, which shall previously have been approved by the Board, and by which prompt payment the charter will receive a discount or other advantage.
    - Procedures for dismissal of an employee must be contained in the by-laws.
  - H. Submit board members' names, addresses, phone numbers and resumes.
  - I. Submit copies of the school's management contracts, if any.

*Explanation: Describe the effective governance model; consistency with the mission; clearly defined roles of the Board of Trustees; teacher, student and parent input in school decision-making; and the well-developed, viable management structure.*

## IV. FINANCE AND FACILITY

### 1. Financing:

- A. Develop a preliminary startup and operating budget. Using the [Pennsylvania Department of Education budget templates](#), draft a preliminary operating budget that is balanced and covers all projected sources of revenue, both public and private, and planned expenditures.
- B. Explain how the cyber charter school arrived at revenue or expenditure estimates. Include information as to startup revenue and demonstrate how the school will fund operations prior to the receipt of recurring operating revenue.
- C. Describe the plans for budgetary contingencies in the event revenues are less than projected. **Note:** For additional financing procedures see section 1725-A of the CSL (24 P.S. § 17-1725-A).
- D. Describe any fundraising efforts that have occurred and/or are planned to generate capital or to supplement the per pupil allocations?
- E. Describe the school's policies and procedures that address a competitive way to purchase goods and services.
- F. Describe the implementation of the following required financial procedures: The treasurer of the cyber charter school shall deposit the funds belonging to the charter school in a depository approved by the board and shall at the end of each month make a report to the charter Board of the amount of funds received and disbursed by him or her during the month. All deposits of charter school funds by the charter treasurer shall be made in the name of the charter school. The Board of Trustees of a charter school shall invest charter school funds consistent with sound business practice. Authorized types of investments for charter schools shall be:
  - United States Treasury bills.
  - Short-term obligations of the United States Government or its agencies or instrumentalities.
  - Deposits in savings accounts or time deposits or share account of institutions insured by the Federal Deposit Insurance Corporation or the Federal Savings and Loan Insurance Corporation or the National Credit Union Share Insurance Fund to the extent that such accounts are so insured, and for any amounts above the insured maximum, provided that approved collateral as provided by law therefore shall be pledged by the depository.
  - Obligations of the United States of America or any of its agencies or instrumentalities backed by the full faith and credit of the United States of America, the Commonwealth of Pennsylvania or any of its agencies or instrumentalities backed by the full faith of the Commonwealth, or of any political subdivision of the Commonwealth of Pennsylvania or any of its agencies or instrumentalities backed by the full faith and credit of the political subdivision.

- Shares of an investment company registered under the Investment Company of America Act of 1940 (54 Stat.789, 15 U.S.C. \* 80a-1 et seq.) as defined in section 440.1 of the School Code (24 P.S. § 4-440.1).

**Note:** All investments shall be subject to the standards set forth in section 440.1 (24 P.S. § 4-440.1).

The school treasurer shall settle his or her accounts annually with the Board of Trustees for each school year. Pursuant to section 437 of the School Code (24 P.S. § 4-437) the accounts of the cyber charter school treasurer shall be audited annually.

## 2. Facility

- Provide descriptions of and addresses for the physical facilities and the ownership of the facilities and any lease arrangements. If the school has more than one facility, it must designate the administrative office where all student records shall be maintained as required by section 1748-A(h) of the CSL (24 P.S. § 17-1748-A(h)).
- Explain how you will use the physical facilities in accordance with Basic Education Circular (BEC) [“Cyber Charter School Operations and Proper Use of Physical Facilities.”](#)
- Explain how this site(s) would be a suitable facility for the proposed cyber charter school. Consider the necessity of renovation to the facility and compliance with applicable building codes and accessibility for individuals with disabilities. Describe the services of the facility including heating, ventilating, lighting, sanitary conditions, and water supply.
- Discuss the plan for maintaining the facility on a daily basis (custodial) and extended basis (facility maintenance).
- Discuss any progress, partnership developments or other future steps towards acquisition of a facility/land.
- Describe facility financing plans.

*Explanation: Describe the progress toward identifying and acquiring a school facility, with a back-up plan considering alternative facilities.*

## 3. Liability and Insurance

- Describe the proposed cyber charter school’s insurance coverage plans, including health, general liability (including school operation, extracurricular activities, and parent volunteer activities), property, and director and officer’s liability coverage (see section 1719-A(17) of the CSL (24 P.S. § 17-1719-A(17))).

*Explanation: Provide evidence of insurability in all areas identified above.*

## 4. Child Accounting

- A. Describe the proposed cyber charter school's enrollment and attendance procedures.

**Note:** State child accounting procedures must be followed. (24 PS § 13-1332)

*Explanation: Cyber charter school funding is based on enrollment; therefore, a totally accurate child count is necessary to meet audit standards.*

## V. ADMINISTRATION

### 1. Recruiting and Marketing Plan

- A. Demonstrate how the school will publicize the cyber charter school to attract a sufficient pool of eligible applicants.
- B. Describe the type of outreach that will be made to potential students and their families.

*Explanation: Describe the school's plan to attract sufficient students to operate a cyber charter school; publicize the cyber charter school; and ensure a match between the cyber charter school program and applicants' educational and personal needs.*

### 2. Admissions Policy

- A. Describe the admission methods and eligibility criteria that will be used to select students.
- B. Explain administrative procedures to ensure compliance with laws pertaining to special education.
- C. Describe the timetable to be used for admitting students, including a plan for the admission lottery for students.
- D. Explain how these policies further the mission of the school in a non-discriminatory fashion.

*Explanation: Establish consistency with the mission of the school and the non-discriminatory policies for timely and realistic procedures for admitting students in accordance with the section 1723-A of the CSL (24 P.S. § 17-1723-A).*

### 3. Human Resource Information

- A. Describe the standards to be used in the hiring process of teachers, administrators, and other school staff.
- B. Explain the targeted staff size and teacher/student ratio.
- C. Describe the professional development opportunities that will be available to teachers and other staff.

- D. Describe your human resource policies governing salaries, contracts, hiring and dismissal, and benefits.
- E. Identify the proposed faculty.
- F. Attach a report of criminal history record, pursuant to section 111 of the School Code (24 P.S. § 1-111) for all individuals seeking the charter who shall have direct contact with students. Direct contact includes contact through any electronic means.
- G. Attach an official clearance statement regarding child injury or abuse from the Pennsylvania Department of Human Services as required by 23 Pa. C.S. Chapter 63 subchapter C. 2 (relating to background checks for employment in schools) for all individuals who shall have direct contact with students. Direct contact includes contact through any electronic means.
- H. Describe the hiring procedures that have been developed, that ensure the hiring of certified, highly qualified teachers and other professional staff.

*Explanation: Describe how the school has establish high professional standards for teachers and other staff; commitment to professional development of staff; and working conditions and compensation packages that will attract and retain quality staff as per compliance with labor laws.*

#### **4. Code of Conduct**

- A. Discuss any rules or guidelines governing student behavior.
- B. Describe the cyber charter school's policies regarding student expulsion and suspension, including students with disabilities.
- C. Describe the cyber charter school's mandatory student attendance plan and how it fits with the code of conduct.

*Explanation: Provide evidence that the founders inspire the confidence of their targeted community; program provides an attractive educational alternative to students and parents; and community support extends beyond the core group of founders. Expectation for student behavior is clear and specific processes for disciplinary actions are established.*

#### **5. Timetable**

- A. Provide a detailed timetable of projected steps and dates leading to the opening of a cyber charter school.

*Explanation: Establish a well-developed, realistic plan of action for opening a cyber charter school.*

#### **6. Safety**

- A. Submit written documentation of intent to comply with all applicable safety requirements, including the following to demonstrate the safety and structural soundness of the cyber charter school:

- Inspection by a local building inspector.
- Inspection by a local fire department.
- Approval from the municipal licensing authority for use of any explosives and flammable compounds or liquids in connection with courses taught by the school.
- Compliance with all other federal, state, and local health and safety laws and regulations.
- Application for certificates, licenses, etc. are part of the planning process.

**Note:** All necessary certificates and occupancy permits must be issued and in effect prior to the opening of the cyber charter school. **Preliminary clearances on all these requirements should be obtained prior to a lease being executed.**

## **7. School Health Services**

- A. Describe your plan for providing school health services as required under Article XIV of the School Code.
- B. Describe how school nursing services, including administration of medication, will be delivered.