Cyber Charter School
2019 Renewal Application

July 2019

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF EDUCATION
333 Market Street
Harrisburg, PA 17126-0333
www.education.pa.gov

Commonwealth of Pennsylvania
Tom Wolf, Governor

Department of Education
Pedro A. Rivera, Secretary

Office of Elementary and Secondary Education
Matthew Stem, Deputy Secretary

Advisor to the Deputy Secretary
Dr. Sherri L. Smith, Advisor

The Pennsylvania Department of Education ("Department") does not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, [sex] gender, sexual orientation, disability, age, religion, ancestry, union membership, gender identity or expression, AIDS or HIV status, or any other legally protected category. Announcement of this policy is in accordance with State Law including the Pennsylvania Human Relations Act and with Federal law, including Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, and the Americans with Disabilities Act of 1990.

The following persons have been designated to handle inquiries regarding the Pennsylvania Department of Education's nondiscrimination policies:

For Inquiries Concerning Nondiscrimination in Employment:
Pennsylvania Department of Education
Equal Employment Opportunity Representative
Bureau of Human Resources
Voice Telephone: (717) 783-5446

For Inquiries Concerning Nondiscrimination in All Other Pennsylvania Department of Education Programs and Activities:
Pennsylvania Department of Education
School Services Unit Director
333 Market Street, 7th Floor, Harrisburg, PA 17126-0333
Voice Telephone: (717) 783-3750, Fax: (717) 783-6802

If you have any questions about this publication or for additional copies, contact:

Pennsylvania Department of Education
Office of Elementary and Secondary Education, Bureau of School Support
333 Market Street, 3rd Floor, Harrisburg, PA 17126-0333
Voice: (717) 525.5779, Fax: (717) 783-6642
www.education.pa.gov

All Media Requests/Inquiries: Contact the Office of Press & Communications at (717) 783-9802

Contents

2019 Cyber Charter School Renewal Application

Introduction and Instructions

Cyber charter schools renewing their charter must apply to the Pennsylvania Department of Education ("Department") for a new five (5) year charter. The Cyber Charter School Renewal Application ("Renewal Application") was developed to meet the requirements of the Charter School Law. Please note that a cyber charter school's Renewal Application must be received by the Department between *July 1 and October 1* of the final year of school's current charter.

The Renewal Application is designed to collect information in the following areas:

- *Student Achievement:* Is the educational program contributing to positive and equitable outcomes?
- *School Operations and Management:* Is this a viable organization with proper governance, fiscal and accounting procedures, commitment to transparency, and appropriate insurance coverages?
- *Overall School Design*: Is the school implementing charter terms with fidelity?
- *Plans for the Future:* If the charter is renewed, what are the plans for the next five years?

A successful Renewal Application shall be clearly articulated and based on credible data and evidence. Data and measurable outcomes shall be used whenever possible. A cyber charter school must indicate whether it has met the goals outlined in its current charter application, provide justification, and include compelling description of future goals. Both strengths and weaknesses shall be identified and discussed.

Renewal applicants shall demonstrate knowledge in the implementation of all federal and state requirements applicable to cyber charter schools.

Importantly, the applicant shall utilize and build on information from previous annual reports and other required filings with the Department. **Annual reports, along with information collected from site visits during the charter's term, will play a central role in the Department's consideration of the renewal.**

If a cyber charter school includes information in the renewal application concerning plans for changes to its operations, a written notice will be provided indicating that a separate amendment request must be submitted pursuant to state requirements.

Cyber Charter School Renewal Timeline:

Date	Action
Between July 1 and October 1 of the final year of the charter	The Renewal Application must be received at the Department during this period for the school to operate in the following school year.
Between October 1 and May 31	Initial review of application and documents. Additional information may be requested.
December through May	The Department conducts site visits to school.
By June 30	Decision is rendered by Department.

Instructions:

As a first step in the renewal process, a team of staff, board members and administrators are encouraged to collect and review the following information to assist in completing the application:

1. **Detail student achievement and other outcomes over the term of the charter** – Review and analyze school and student group data from state assessments, formative assessments, measurements of academic growth (PVAAS), adjusted cohort graduation rate, regular attendance, and other measures, along with interventions deployed in support of these measures. Data summaries should be provided for each of the four completed years of the charter term.

    a. **Summarize stakeholder communication and engagement** – Review the types and the number of communications or contacts received by the cyber school. How does the school promote consistent and transparent engagement with parents, students, community members, and education partners around school operations and practices? How did the school respond to concerns raised by stakeholders? Summarize protocols for meetings of the board of trustees, including meeting dates and minutes from all meetings over the past three years.

    b. **Summarize current charter and annual reviews** – Describe how the cyber charter school's programs and operations have been consistent with terms of the current charter. Have any goals changed since the inception of the current charter agreement? Describe the relationship between the approved staffing plan and school programming. What issues were discussed at the time of each annual report and how were they addressed?

2. **Prepare a letter from Chief Executive Officer (CEO)** –This letter, addressed to the Department's Division of Charter Schools, shall summarize achievements and areas for growth over the last charter term, and propose goals and changes the school wishes to address under a renewed charter.

3. **Answer the questions throughout this Renewal Application completely**. Label all attachments and other documents with the corresponding section (i.e., Student Achievement, School Operations, School Design, and Plans for the Future) of the application. Submit typewritten information on 8½ x 11-inch paper, in 11 point font. All pages and appendices must be clearly marked.

4. Complete and provide **Required Attachments** as listed below, along with all other Renewal Application materials.

5. **Submit the 2019 Cyber Charter School Renewal Application no later than 5:00 PM Eastern Standard Time, , October 1.** Submit two (2) paper and two (2) electronic (USB drive) ADA-compliant copies of the application to the Department's Division of Charter Schools: 333 Market Street, 3rd Floor, Harrisburg, PA, 17126.

Required Attachments

Section	Attachment	Attached (Y/N)	If Not attached, Explain*
Instructions	Cover letter from CEO		
Application Fact Sheet	Enrollment Charts by Grade (chart provided) – only if the school is requesting to increase the number of grades served.		
Application Fact Sheet	Current and Projected Student Enrollment Chart (chart provided)		
Application Fact Sheet	Current and Projected Professional Staffing Levels (chart provided)		
Student Achievement/ Progress Toward Initial Goals & Objectives	Keystone and PSSA Report for Previous Years (chart provided) ** Table 1		
Student Achievement/ Progress Toward Initial Goals & Objectives	List of Formative and Summative Assessments		
Student Achievement/ Progress Toward Initial Goals & Objectives	Assessment Calendar		
Student Achievement/ Educational Programs	Hours of Instruction, Teacher Availability for Assistance, and Method of Instructional Delivery		
Student Achievement/ Educational Programs	School Calendar		
Student Achievement/ Educational Programs	School Improvement Plan (if applicable)		
Student Achievement/ Educational Programs	Curriculum Framework/Maps and/or Scope and Sequences		
Student Achievement/ Educational Programs	Course Offerings, Course Descriptions and Objectives		

Section	Attachment	Attached (Y/N)	If Not attached, Explain*
Student Achievement/Future Goals and Objectives	Measurable Outcomes and Goals Chart (chart provided) Table 2		
School Operations and Management/Teacher Evaluation & Professional Development	Teacher Induction Plan		
School Operations and Management/Teacher Evaluation & Professional Development	Professional Staff Retention and Turnover Chart (chart provided) Table 3		
School Operations and Management/Teacher Evaluation & Professional Development	Teacher Evaluation Protocol		
School Operations and Management/Teacher Evaluation & Professional Development	Act 48 Plan		
School Operations and Management/Teacher Evaluation & Professional Development	Certification Level Chart Addendum A PDE 414		
School Operations and Management/Teacher Evaluation & Professional Development	Professional Development Calendar		
School Operations and Management/Teacher Evaluation & Professional Development	Union Contracts with Professional Employees, if applicable		
School Operations and Management/Financial Solvency	Annual Audits for Each Year of the Charter – Addendum B		
School Operations and Management/Financial Solvency	Most Recent Financial Statements		
School Operations and Management/Financial Solvency	Current insurance policies		

Section	Attachment	Attached (Y/N)	If Not attached, Explain*
School Operations and Management/Financial Solvency	Management contract(s) and benefits packages		
School Operations and Management/Financial Solvency	Leases, Deeds or Real Estate Agreements not previously submitted to the Department		
School Operations and Management/Financial Solvency	Lease agreements and invoices/statements for equipment and services.		
School Operations and Management/Financial Solvency	Investments Chart (chart provided) Table 5 Resource Expenditures		
School Operations and Management/Student Services	Student Services Table Addendum C		
School Operations and Management/Student Services	Policy and procedure manuals regarding instruction provided to students with IEPs		
School Operations and Management/Student Services	Most recent program evaluation		
School Operations and Management/Student Services	Agendas & records of staff & parent special education trainings		
School Operations and Management/Student Services	Special education teacher certifications		
School Operations and Management/Student Services	Special education caseloads		
School Operations and Management/Student Services	Total numbers of students receiving special services & services received		
School Operations and Management/Student Services	Federal child counting sample		
School Operations and Management/Student Services	Existing statewide service providers under contract		
School Operations and Management/Student Services	Anticipated or tentative service providers to support enrollment increases		
School Operations and Management/Student Services	Policy and procedure manuals regarding English Language Learners (ELL) instruction/programming		

Section	Attachment	Attached (Y/N)	If Not attached, Explain*
School Operations and Management/Student Services	Most recent English Language Learners program evaluation		
School Operations and Management/Student Services	Most recent English Language Learners Program Evaluation		
School Operations and Management/School Governance	List of Board members who have served since the last renewal, the dates they served and in what capacity		
School Operations and Management/School Governance	Board meeting calendar, agenda, and board minutes for all board meetings held within the last school year; Board policies and procedures.		
School Operations and Management/School Governance	Staff Organizational chart		
School Operations and Management/School Governance	Signed Ethics Forms (as required by the State Ethics Commission) for each Board member currently serving		
School Operations and Management/School Governance	Evaluations of the External Management Organization (EMO), if applicable		
School Operations and Management/School Governance	Explanations and evidence that the Board of Trustees complied with regulations of a governing entity.		
School Operations and Management/School Governance	Sample Sunshine Notice for public meeting(s)		
Overall School Design/ Communications to Parents & Community	Examples of Communication, Outreach and Marketing to the Community and Parents		
Overall School Design/ Communications to Parents & Community	Board Meeting Minutes		
Overall School Design/ Communications to Parents & Community	Satisfaction surveys from stakeholders		
Overall School Design/ Communications to Parents & Community	Dates, times, and agendas for parent meetings and sign-in sheets.		

Section	Attachment	Attached (Y/N)	If Not attached, Explain*
Overall School Design/Communications to Parents & Community	Examples of formal parental and/or community complaints and resolutions		
Overall School Design/ Student Enrollment	Enrollment Chart (chart provided) Table 6		
Overall School Design/ Student Enrollment	Waiting list data for each year		
Overall School Design/Policies and Procedures/Technology and Support	Technology plan		
Overall School Design/Policies and Procedures/Technology and Support	Children Internet Protection Act (CIPA) policy		
Overall School Design/Policies and Procedures/Technology and Support	Policies and procedures concerning appropriate use curriculum and training materials.		
Overall School Design/ Policies & Procedures/ Technology and Support	Three months of help desk reports		
Overall School Design/ Policies & Procedures/ Technology and Support	Cyber Bullying Policy		
Overall School Design/ Policies & Procedures/ Truancy Policies	Attendance, Truancy and Withdrawal Policy		
Overall School Design/ Policies & Procedures/ Truancy Policies	All forms used for Truancy Communications to parents, resident school district, etc.		
Overall School Design/ Policies & Procedures/ School Safety	School Safety Plan		
Overall School Design/ Policies & Procedures/ School Safety	Student Handbook		
Overall School Design/ Policies & Procedures/ School Safety	Staff clearance protocols, Act 4, Act 126, Act 168, Act 82 and Act 24		
Overall School Design/ Policies & Procedures/ School Safety	Suicide Awareness and Prevention Policy and Act 71.		

Section	Attachment	Attached (Y/N)	If Not attached, Explain*
Overall School Design/ Policies & Procedures/ School Safety	Annual Safe Schools Report		
	Signature Page		
Addendum A	PDE 414		
Addendum B	Finance & Facilities, Budget		
Addendum C	Student Services Table		

**Charts for certain specific information are included in the application. Copy and paste these charts into the response document or recreate them for submission with the remainder of the Renewal Application.

Application Fact Sheet

The Application Fact Sheet is intended for administrative processing of the Cyber Charter Renewal Application. Information furnished below must be an accurate representation of the complete Renewal Application.

Cyber Charter School Name:

School Address(es):
(The cyber charter school must identify the administrative office where all student records are maintained pursuant to section 1743-A (h).)

County: Intermediate Unit:

Charter Start Date: Date Current Charter Expires:

Federal Employer Identification Number:

AUN #:   Vendor Identification Number:

Chief Executive Officer (CEO):

First: Middle: Last:

Address:

Telephone:

Email:

Grades and Age Ranges

Group	Grade/Age Range					
Elementary						
Middle						
Secondary						
Grades Educated	☐K ☐1 ☐2 ☐3 ☐4 ☐5 ☐6 ☐7 ☐8 ☐9 ☐10 ☐11 ☐12					

Current and Projected Student Enrollment:

Year	Enrollment
2019-2020	
2020-2021	
2021-2022	
2022-2023	
2023-2024	

Current and Projected Professional Staffing Levels:

Year	Number of Professional Staff
2019-2020	
2020-2021	
2021-2022	
2022-2023	
2023-2024	

If there is an increase from one year to another, is the increase due to addition of grade levels?

○ Yes   ○ No

What retirement system does the cyber charter school provide for employees?

_____

Provide, in Excel format, a list of all staff by title; detail professional certification(s) (if any) for each employee listed.

I. Student Achievement and Other Outcomes

A. Progress toward Initial Goals

- Describe how the cyber charter school has met or made reasonable progress toward initially established goals defined in the current charter application. If goals were revised, discuss why and how the new goals provide a better fit with the overall mission of the cyber charter school. Responses must include both school and student group data from state assessments, formative assessments, measurements of academic growth (PVAAS), adjusted cohort graduation rate (if applicable), regular attendance, and other measures, along with interventions deployed in support of these measures.

- If the school has been designated for Comprehensive Support and Improvement (CSI) or Additional Targeted Support and Improvement (A-TSI), discuss what steps are in place to resolve the designation. Reference information from the school's School Improvement Plan, where applicable.

- Describe the strategies in place to ensure that historically underserved students (students with special needs, those at risk of failure, and those not making reasonable progress) are meeting – or are being given the opportunities and reasonable accommodations to meet – the academic goals. Use data and other evidence to document how those strategies are proving effective.

- Using the chart on the following page, report the school's scores for each of the state assessments for the preceding years. Report out for each applicable student group, including, at a minimum, students with IEPs, English learners, economically disadvantaged, and each major racial/ethnic student group. Explain how the scores correspond to the goals identified in the current charter. Discuss how the scores

correspond to academic growth as established in the Pennsylvania Accountability System.

- List formative and summative assessments.

- Attach Assessment Calendar.

- Describe systems for collecting and analyzing data and how the data is used to inform instruction and planning.

  - Provide a high-level summary of achievement and other outcomes to include trend information and results by student group.
  - What do these data suggest in terms of the school's short- and long-term goals?
  - How do these goals relate to school improvement plan, if any?

B. Educational Programs
- Provide a detailed description of the curriculum offered by the cyber charter school, and how it meets the requirements of 22 Pa. Code Ch. 4 (relating to academic standards and assessment).

- Describe the curriculum delivery method. Provide specific information pertaining to the hours of instruction, availability of teachers for direct assistance, method of instructional delivery, etc.

- Describe how students are assessed and how this information is used to improve student achievement and attain learning objectives.

- Describe instructional strategies used to support student learning.

- Provide specific examples of staff professional development opportunities provided by the school and how these opportunities support and enhance the delivery of instruction.

- Attach school calendars for both the current school year and the upcoming school year.

- Attach the latest version of the School Improvement Plan if the school has been designated for CSI or A-TSI.

- Provide clear explanation and evidence of how the school has complied with requirements and regulations in the administration of the PSSA, PASA, and/or Keystone Exams. Address any complaints and corrections regarding compliance in this area.

- Attach the curriculum framework, maps, or scope and sequence for English Language Arts, mathematics, science, and social studies.

- Attach descriptions and objectives for all courses.

Table 1: State Assessment (PSSA, Keystone, PASA) Report for Previous Years

Copy the following table and make copies for each tested grade level and for each tested subject (mathematics, English Language Arts, and science).

In the blank student group cells, insert any measurable student group (e.g., white, black, Hispanic, etc.). A student group is considered measurable when there are 20 or more students.

Grade: Subject:

Student Group	Proficiency	Year 1	Year 2	Year 3	Year 4	Year 5	Results indicated for CSI/A-TSI designation: Yes or No
All Students	% Below Basic						
	% Basic						
	% Proficient						
	% Advanced						
IEP	% Below Basic						
	% Basic						
	% Proficient						
	% Advanced						
LEP	% Below Basic						
	% Basic						
	% Proficient						
	% Advanced						
Economically Disadvantaged	% Below Basic						
	% Basic						
	% Proficient						
	% Advanced						
(Insert)	% Below Basic						
	% Basic						
	% Proficient						
	% Advanced						
(Insert)	% Below Basic						
	% Basic						
	% Proficient						
	% Advanced						

C. Future Goals and Objectives

What goals and measurable outcomes will the cyber charter school set to achieve over the next five years?

Use the table below to detail academic goals as measured by the Future Ready PA Index and the blank rows to insert other, school-selected academic and non-academic goals. Be sure to include goals for any new grades being proposed. If CSI or A-TSI designated, use goals and objectives listed in school improvement plan.

Table 2: Goals for Future Planning

Goal	Current Status	Year 1	Year 2	Year 3	Year 4	Year 5
PSSA/Keystone Exam goals for all grades tested						
-English Language Arts						
-Mathematics						
-Science						
Regular Attendance						
Graduation Rate						
Career Readiness Skills						

II. School Operations and Management

A. Staff Evaluation and Professional Development

- What protocol is used to evaluate teachers and administrators? Describe the standards and frequency of observation and evaluation for professional staff and administrators? Discuss the specific activities and trainings employed to support professional staff in a cyber environment.

- What protocol is used to evaluate non-professional staff? Describe the standards and frequency of observation and evaluation for non-professional staff.

- Analyze the quality of teaching at the cyber charter school; provide supporting evidence by including outcomes of teacher evaluations and teacher surveys in the discussion.

- Using the tables below, provide staff retention rates for both professional and non-professional staff for each year of the charter term; use exit interview, survey, and other sources to explain any significant variations. Repeat table for non-professional staff.

Table 3: Professional Staff Retention and Turnover

Professional Staff	Year 1	Year 2	Year 3	Most Current Year
Total number of professional staff				
Number of professional staff employed in September returning from end of previous year				
Number of professional staff employed in June who completed a full school year of employment				

- Complete Addendum A: PDE 414

- Discuss how the cyber charter school meets the requirements for ESSA's "Effective Educators." Include data for: (1) effectiveness, (2) experience level, and (3) mapping of credential to teaching assignment for the most recent completed school year.

- Submit documentation and discuss evidence that teachers and other staff have the training and resources they need to perform effectively.

  - Attach a copy of teacher induction plans; include records of inductees' mentoring experiences, records of entering/uploading Act 48 credits, and a list of current mentors.
  - Describe the professional development in place to support teachers in providing a standards-based education for all students. Include a copy of professional development calendar.

     o Describe the rationale for the professional development and how it relates to the overall cyber charter school mission and student outcomes.

- Does the cyber charter school have any collective bargaining agreements with professional employees? If so, please attach.

B. Financial Solvency: Complete Addendum B

- How frequently are the school budget and financial records reviewed by the Board of Trustees? Please describe the review process.

- Who is responsible for review of contracts, invoices, and receivables? Who has signature authority?

- Describe the school's financial controls and procedures for the management of financial resources.

- Attach copies of annual audits for each year of the current charter renewal period.

- Attach a copy of the most recent financial statement.

- Attach copies of all current insurance policies.

- Attach copies of management contract(s) and benefits packages.

- How many bank accounts exist for the cyber charter school? Provide bank locations, type of accounts, and account numbers.

- Detail all fund balance reserves (dedicated and unrestricted) as of the date of renewal application.

- If applicable, discuss and provide documentation regarding how any findings from any Department of Auditor General report were resolved.

- Attach copies of leases, deeds, or real estate agreements.

- Attach lease agreements and invoices/statements for equipment and services.

- Explain how the cyber charter school commits resources to ensure it achieves its mission. Describe the intersection between the school's purchasing philosophy and educational goals.

- Cut and paste (or recreate) the table below into your report in order to reflect expenditures the charter school has made over the last five years in staff and professional development, technology, materials, and other supplies. Indicate how each investment supports the cyber charter school's priorities as stated in the current charter agreement.

Table 5: Resource Expenditures

Investment Area:	Year 1	Year 2	Year 3	Year 4	This year
Professional Development					
Technology					
Materials and Other Supplies					

- Provide any other information or data that describes how resources have been used and/or leveraged to further the school's mission and support the school's unique design.

- Provide information on School Facilities:

  o Provide addresses of all facilities, the ownership of each facility, and the purpose of each facility.

  o Are there any plans to ask for an amendment to move or expand any facilities in the next five (5) years?

C. Student Services

- Complete Addendum C and provide copies of policies and procedure manuals regarding instruction of students receiving special education services:

  o Most recent program evaluation

  o Redacted samples of agendas and records of staff and parent special education trainings

  o Copies of special education teacher certifications for current employees

  o Special education teacher caseloads for each year of the charter term

  o For each year of the charter term:
     1) Total number of students receiving services
     2) Services received by disability type

  o Copy of federal child count sample

  o List of all existing statewide service providers currently under contract

  o List and description of current, anticipated or tentative service providers that may be needed

- Provide copies of policies and procedure manuals regarding instruction of English language learners:

   o Document translation policy

   o Most recent program evaluation

   o A description of the Language Instruction Educational Program (LIEP), including:
- supports and accommodations provided for ELs to learn content
- targeted language instruction to promote academic English development
- involvement of parents in their child's education and in important programmatic decision-making at the school
- how they resource their program appropriately with certified EL teachers
- training for content area staff in working with ELs
- instructional resources provided for accommodating ELs in content classes and delivering targeted English language development instruction
- how they conduct on-going and annual evaluation of their program and make necessary changes to ensure that it is effective.

D. School Governance

- Attach organizational chart for the cyber school.

- Attach list of board members who have served since the last renewal, the dates they served, and in what capacity. Attach copies of the executed ethics form for each board member.

- Discuss leadership changes on the board and within school administration and reasons for these changes.

- Provide policies governing the election or appointment of board members. How do election or appointment policies ensure adequate representation from key school stakeholders?

- Attach board meeting calendar, board agendas, meeting minutes from last three complete school years.

- Include copies of all current board policies and procedures.

- Include a sample of the public notice of a public board meeting. Describe how Sunshine notices are provided for all public meetings and how key stakeholders, including parents and families, are involved in board meetings.

- If the cyber charter school utilizes an external management organization, describe how that relationship has functioned over the course of the charter; note any changes to the management agreement not previously provided to the Department.

  o Describe how the board has held the external management organization accountable for measurable results.

> o Discuss evaluations of the management organization conducted by the board and any relevant reports from the management organization to the board. (include as appendices)

- Provide evidence that the Board of Trustees has been responsive and effective as a governing entity. Provide specific examples of governance challenges and how these challenges have been resolved.

III. Overall School Design

A. Communications to Parents and Community
- Generally discuss how formal parental and/or community complaints have been investigated and resolved.

- Provide examples of communications between school leadership and key stakeholders. Include dates, times, and agendas of important parent meetings or events; include copies of sign-in sheets for the session.

- Describe the mechanisms in place to measure stakeholder satisfaction and solicit input. Include copies of most current surveys and include a summary of responses. Describe the role of parents in school improvement planning, if any.

B. Student Enrollment
- Is the enrollment stable with no greater than 10% decline in any given year and/or near capacity? What is the average "churn rate" for the last five years?[1] Discuss trends in student turnover and retention data.

- Populate the following table to provide the history of student enrollment for each year

Table 6: Student Enrollment

Student Enrollment	Year 1	Year 2	Year 3	Year 4	This Year
Total student enrollment at the end of the school year					
Number of students enrolled in June who were enrolled for the full school year (September)					
Number of current students, excluding graduates, who were enrolled at the end of last school year	N/A				

-

[1] Churn Rate is the Number of Enrollments divided by the Number of Withdrawals (# of Enrollments/# of Withdrawals).

- Describe the system for maintaining accurate student enrollment and withdrawal information as required under Section 1748-A, Enrollment and Notification.

- Describe efforts by the cyber charter school to ensure equitable deployment of resources.

- For each year, provide waiting list data, detailing how many students were on the waiting list at the beginning of the year, how many were extended opportunities to enroll, and how many enrolled during the year.

- If the school has been under- or over-enrolled in any given year, provide an explanation for the variance.

- Drawing upon exit interviews and other sources, discuss factors influencing student transfer and any corrective policies implemented by the school. How are these policies evaluated?

C. Policies and Procedures

a. Technology and Support
- How is technology used to deliver and support curriculum and instruction? Include copy of the technology plan.

- How is the cyber charter school improving student learning through the effective use of technology? What enhancements are planned to improve technology in the next charter?

- Attach a copy of the Children's Internet Protection Act policy.

- Attach copies of policies and procedures concerning appropriate use of curriculum and training materials.

- Provide most recent three (3) months of help desk reports showing the number of tickets and average time to close ticket. What are the most common help desk questions?

- How is technical support provided to students and parents?

- Describe the hardware, software, and Internet connections provided to students.

- If spyware is installed on student computers, describe the type of spyware used and explain its purpose.

- How does the cyber charter school verify the authenticity of student work? How are exams administered and proctored?

- Describe the system for maintaining school records and disseminating information as required under the Family Educational Rights and Privacy Act (FERPA).

- Include a copy of the school's policy on cyber bullying. Explain how the policy is shared with students and families.

b. **Truancy Policies**
- How is the "school day" defined? How is student attendance for the day monitored and audited? How are students held accountable for attendance? How are parents held accountable for student attendance?

- Provide copies of the cyber charter school's policies and procedures regarding attendance, truancy, and withdrawal. Attach copies of all forms used to implement these policies.

- Describe the school's policy on truancy. Attach copies of all forms used.

- Explain in detail the processes and procedures the cyber charter school uses to notify a student's school district of residence of a student's truancy. How often has the cyber charter school provided such notification to resident school districts in the previous school year? Attach copies of all forms used.

c. **Extracurricular Activities**
- Does the cyber charter school maintain any agreements with local school districts regarding participation of cyber charter school students in district extracurricular activities? If so, please describe the agreement(s).

- Does the cyber charter school host any social events for enrolled students? If so, explain. Are they available to all students?

d. **School Safety**
- Attach a copy of your School Safety Plan.

- Describe the cyber charter school's Student Assistance Programs (SAP). Include information about agreements with county agencies to provide mental health and drug abuse counseling, when necessary.

- Describe the cyber charter school's expectations for student behavior and discipline. Explain how the cyber charter school's discipline policy complies with Chapter 12 of the Pennsylvania Education Regulations, Title 22, particularly with respect to due process for students.

- Provide a copy of the Student Handbook and/or other materials detailing behavior and consequences for students.

- List and discuss the cyber charter school's suspension/expulsion history for the past 3 years. Describe the interventions/processes in place to reduce the number of suspensions and expulsions. If there are concerns regarding suspensions/expulsions, describe the steps/adjustments to address these concerns.

- Attach copies of the staff clearance protocols for Act 4 Background Checks, Act 126 Child Abuse, Act 168 Employment History, Act 82 Lifetime Bans, and Act 24 Reporting Arrests.

- Attach a copy of the Suicide Awareness and Prevention policy and Act 71 Youth Suicide Awareness and Prevention plan.

- Attach a copy of the most recent Annual Safe Schools Report

- Provide a copy of the school's board-approved Health and Safety Requirements policy.

Cyber Charter School Charter Renewal Application Signature Page

We, the undersigned, have reviewed and approve the submission of this Cyber Charter School Renewal Application to the Pennsylvania Department of Education.

Chief Executive Officer	Date

President, Board of Trustees	Date

Secretary, Board of Trustees	Date

Addendum C

Student Services Table

Disability	Year 1		Year 2		Year 3		Year 4		Year 5	
	#	Services	#	Services	#	Services	#	Services	#	Services
Autism										
Deafness										
Emotional Disturbance										
Hearing Impairment										
Intellectual Disability										
Multiple Disabilities										
Orthopedic Impairment										
Other Health Impairment										
Specific Learning Disability										
Speech or Language Impairment										
Traumatic Brain Injury										
Visual Impairment (incl. blindness)										

Revised August 2019