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**CARROLL COUNTY PUBLIC SCHOOLS  
ADMINISTRATIVE REGULATIONS**

**BOARD POLICY CG: PUBLIC CHARTER SCHOOLS**

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**I. PURPOSE**

To establish procedures for the implementation of the policy governing charter schools.

**II. OVERVIEW**

A. An application to establish a public charter school may be submitted to the Board of Education of Carroll County by:

1. The staff of a public school;
2. A parent or guardian of a student who attends a public school in the county;
3. A nonsectarian, nonprofit entity;
4. A nonsectarian institution of higher education in the state; or
5. Any combination of persons specified above.

B. Under Maryland law, the Board of Education shall not grant a charter to:

1. A private school;
2. A parochial school; or
3. A home school.

C. Upon submission of a completed application to establish a public charter school (on a form provided by the Superintendent), the Board of Education shall render a decision within 120 days of receipt of said application.

D. If the Board of Education of Carroll County denies an application to establish a public charter school, the applicant may appeal the decision to the State Board of Education in accordance with §4-205(C) of the Education Article, *Annotated Code of Maryland*.

E. By law, the state board shall render a decision within 120 days of the filing of an appeal under this section.

F. If the Board of Education of Carroll County denies an application to establish a public charter school and the State Board of Education reversed the decision, the state board may direct the local board to grant a charter and shall mediate with the local board and the applicant to implement the charter.

**III. PROCEDURES**

A. Application Process

1. A letter of intent may be submitted by January 1 of the year preceding the proposed starting date in order for the board to provide initial feedback prior to the application process.

2. The complete charter school application must be submitted by the first business day in April of the year prior to the proposed starting date.
3. Waivers – charter school applicants must identify waivers they plan to request from either the local or state board as deemed necessary to execute the mission of the proposed charter school.
4. A public charter school may begin operation at the start of the school year following the date the charter is granted, provided approval is granted no later than the last board meeting in December of the preceding school year.
5. The board retains the right to accept, modify, or deny any charter school application.
6. Upon submission of a completed and required application, the board shall render a decision within 120 days and provide a written recommendation with rationale for its decision.
7. Within 30 calendar days of the application approval, it is expected that the board and the applicant shall complete a charter school agreement.
8. Charter school agreements are five-year agreements. Subsequent years' renewals are subject to annual evaluation and approval by the Board of Education of Carroll County.
9. Upon approval of a public charter school application, the board-approved components of the application shall become part of a contract; i.e., the charter, between the public charter school and the Board of Education of Carroll County. The contract shall include all agreements, including the board-approved waivers and all state-approved waivers of Maryland law. A revision of the terms of the contract may be made upon written approval of the local board and the governing body of the public charter school.
  - a. Consistent with the Maryland Public Charter School Act, waivers are prohibited in the following areas:
    - i. Audit requirements;
    - ii. The measurement of student academic achievement, including all assessments required for other public schools and other assessments mutually agreed upon by the public chartering authority and the school;
    - iii. The health, safety, or civil rights of a student or an employee of the public charter school.
10. Incomplete applications or applications submitted outside the application window shall be rejected.

## B. Chartering a Public Charter School

1. The charter is legally enforceable and must describe all aspects of the new public charter school, including:
  - The applicant’s vision of the public charter school’s expectations and mission.
  - The strategies for focused attention of student academic achievement.
  - Specific plans and strategies for developing and delivering educational programs.
  - Specific educational results, including student academic outcomes and how they will be measured and reported.
  - Additional issues such as waivers.
  - A facilities plan that specifies cost, location, health and safety compliance, available space and its use, and, if a lease is required, the terms and conditions of the lease.
  - A plan for student admission, enrollment, and withdrawal consistent with Carroll County Public Schools (CCPS) board policies and state law.
  - A staffing plan for the school consistent with board policies, all relevant negotiated agreements, and state law.
    - Employees of the public charter school are public school employees, as defined in §§6-401(D) and 6-501(F) of the Education Article, *Annotated Code of Maryland*, and shall have all rights contained therein.
    - Public charter school employees shall be observed and evaluated consistent with state regulations and CCPS procedures.
  - Certification requirements for public charter school employees that are the same as those for employees in other Carroll County schools in accordance with state and federal law.
  - A school improvement plan for the school consistent with CCPS standards.
  - A financial plan for the school.
  - The length of time the public charter school will operate (no longer than five years) and provisions for termination of the charter consistent with board policies and state law.
  - A transportation plan.
  - A food and nutrition plan.
2. The Board of Education of Carroll County will determine the amounts of local, state, and federal funding to be distributed to public charter schools. This amount will be calculated in accordance with current state guidelines for determining allocations commensurate with the amounts disbursed to other public schools in the school system. Annual funding will be based on a contractually agreed upon enrollment and provided on a “per pupil” basis.

Under-enrollment as identified by the September 30 enrollment count may result in funding adjustments for current fiscal year.

3. The Board of Education of Carroll County or State Board of Education may give surplus educational materials, supplies, furniture, and other equipment to an approved public charter school.
4. Public charter schools may offer extra-curricular and supplemental services as described in the educational program of the charter agreement.
5. Public charter schools must fulfill the responsibilities related to children with disabilities. Students with special education identification will adhere to the normal Individualized Education Plan (IEP) process. A public charter school shall implement the IEP of any student with a disability who chooses to enroll and shall adhere to the normal IEP process. Public charter schools shall provide all special education services and related services as delineated in a student's current approved IEP.
6. A public charter school shall provide a level of technology at least equal to that of the schools within the CCPS school system.
7. A public charter school shall utilize existing CCPS technologies for payroll, procurement/fixed asset management, and student record keeping. In order to access these technologies, a public charter school shall become part of the CCPS wide area network and the CCPS domain.

#### C. Review, Renewal, and Revocation of a Charter

##### 1. Review

- a. A charter may be granted for no longer than five years and will be reviewed annually by the board.
- b. The public charter school shall be evaluated annually based on student achievement, fiscal management, and other criteria pursuant to its approved application and the terms and conditions of the charter agreement.
- c. For approved charter schools to remain in operation, their annual report must include all components outlined in the charter agreement.

##### 2. Renewal

The public charter school shall provide CCPS written notice of closure or intent to renew its charter immediately upon decision of its governing board, but not later than six months prior to the closure or expiration of its charter.

### 3. Revocation

- a. The Board of Education may place a public charter school on probationary status to allow the implementation of a remedial plan, pending a decision to revoke the school's charter.
- b. A charter may be revoked for the following reasons:
  - i. The school has not fulfilled conditions in accordance with the charter agreement.
  - ii. The school has violated any provisions of the charter.
  - iii. The fiscal condition of the school is substantially deficient subject to the audit requirements of CCPS.
  - iv. The school does not meet audit requirements in accordance with CCPS policies and regulations.
  - v. The academic achievement of charter school students has not met specified accountability measures.
  - vi. Upon revocation, personnel and students shall be reassigned pursuant to Board of Education policy and procedure.
  - vii. Upon revocation, resources provided by CCPS to the charter school shall remain under the control of CCPS.