

2024 Charter Renewal Application Required Element Checklist

<u>Application Element</u>	<u>Required Criteria Verification</u>	<u>Reference</u>
Attachment A Organizational Chart	<ul style="list-style-type: none"> • Clear line of authority from superintendent to the board 	
	<ul style="list-style-type: none"> • Designation of distinct leadership positions (position titles, not names) 	
Attachment B1 Admission and Enrollment Policy	<ul style="list-style-type: none"> • Board approved Admissions and Enrollment Policy 	19 TAC §100.1211(c)
	<ul style="list-style-type: none"> • Non-discrimination statement present 	19 TAC §100.1207(d)(1)
	<ul style="list-style-type: none"> • Clearly defined eligibility for admission 	
	<ul style="list-style-type: none"> • Discipline Policy Exemptions 	TEC §12.111(a)(5)(A) 19 TAC §100.1207(d)(2)
	<ul style="list-style-type: none"> • Clearly defined open enrollment period 	TEC §12.117(a)(1)
	<ul style="list-style-type: none"> • Clearly defined lottery procedures 	19 TAC §100.1207(a)(2)
	<ul style="list-style-type: none"> • Clearly defined waitlist procedures 	TEC §12.1173
	<ul style="list-style-type: none"> • Reenrollment policy 	
	<ul style="list-style-type: none"> • Exemption from lottery, if offered, for siblings, founders, and employees 	19 TAC §100.1207(b)
	<ul style="list-style-type: none"> • Application submitted outside open enrollment period 	
	<ul style="list-style-type: none"> • Provision for required documents 	TEC §25.001 TEC §12.104(b)
	<ul style="list-style-type: none"> • Enrollment verification procedures 	TEC §25.001 TEC §12.104(b)(3)
	<ul style="list-style-type: none"> • Provisions for homeless students (McKinney-Vento Act) 	
	<ul style="list-style-type: none"> • Provision for military dependents 	TEC §25.005 TEC Title 4, Chapter 162
<ul style="list-style-type: none"> • Provisions for student name discrepancies 	TEC §25.002(3)(b)	
<ul style="list-style-type: none"> • Provisions for students with food allergies 	TEC §38.0151	
Attachment B2A Admission Application	<ul style="list-style-type: none"> • Admission Application [if different from the TEA Charter Student Application for Admission (CSAA)] that meets CSAA requirements 	

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Attachment B2B Enrollment Application	<ul style="list-style-type: none"> • Enrollment Application is present 		
	<ul style="list-style-type: none"> • Enrollment Application is separate from the admission application 		
	<ul style="list-style-type: none"> • Enrollment Application is aligned with the admission and enrollment policy 		
Attachment C Student Code of Conduct and Student Discipline Policies (if separate from Student Code of Conduct)	<ul style="list-style-type: none"> • Student Code of Conduct is posted on charter website as a separate link or included in the student/parent handbook 		
	<ul style="list-style-type: none"> • Verify that provisions are present in the Student Code of Conduct or discipline policy for the following: <ul style="list-style-type: none"> ○ Discrimination, harassment, and retaliation ○ Bullying ○ Student alcohol and drug use ○ Tobacco use and possession ○ Prohibited organizations and hazing ○ Dress code ○ Appropriate use of school property ○ Personal electronic devices ○ Student rights and responsibilities ○ Grievance/complaint process ○ Discipline interrogations and searches • Student Code of Conduct also includes: <ul style="list-style-type: none"> ○ Standards for student behavior ○ Specified disciplinary infractions ○ Consequences for disciplinary infractions ○ Criteria for discretionary expulsion ○ Criteria for mandatory expulsion ○ Due process procedures for discretionary and mandatory expulsions 	<p>TEC §12.131(a)</p>	

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Attachment D Safety and Security Policies and MEOP aligned to TEC §37.108	<ul style="list-style-type: none"> • Multihazard Emergency Operations Plan (MEOP) is present 	
Attachment E Fee Collection Policies and Procedures	<ul style="list-style-type: none"> • Fee policy is present <ul style="list-style-type: none"> ○ Authorized fees align with TEC §11.158(A) ○ Unallowable fees align with TEC §11.158(B) 	TEC §11.158(a) TEC §11.158(b)
Attachment F Verification of Charter School Information	<ul style="list-style-type: none"> • Verification is signed and corrections are made, if necessary 	
Attachment G1 – Special Education Assurances	<ul style="list-style-type: none"> • Signature present • Special Education policies are attached 	
Attachment G2 – Bilingual ESL Assurances	<ul style="list-style-type: none"> • Signature present • Bilingual ESL policies are attached 	
Attachment G3 – Section 504 Assurances	<ul style="list-style-type: none"> • Signature present • Section 504 policies are attached 	
Attachment G4 – Dyslexia Assurances	<ul style="list-style-type: none"> • Signature present • Dyslexia policies are attached 	
Attachment H – Certificate of Acknowledgment	<ul style="list-style-type: none"> • Name, title, signature, and date are present 	

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