

Part IV. Charter School Checklist

ADDENDUM FOR VIRTUAL CHARTER SCHOOLS

All virtual charter school applicants must submit this Addendum in addition to the applicable Charter School Petition Application. Virtual charter school petitions must address each of the following requirements. Applicants should fill in the page number(s) at which the charter petition addresses each requirement.

VIRTUAL CHARTER SCHOOL/PETITIONER INFORMATION

Name of Proposed Virtual Charter School _____

Contact person _____

Name

Title

1. Page ____ Provide the address of and briefly describe the Georgia-based administrative office of the virtual charter school.
2. Page ____ State that the administrative office is not located in a private residence.

DESCRIPTION OF THE EDUCATIONAL PROGRAM

3. Page ____ Describe the specific student instructional needs the virtual charter school will meet (*i.e.*, explain demonstrated needs, how course offerings meet those needs, etc.).
4. Page ____ Provide any data that demonstrates the instructional needs stated above.
5. Page ____ Describe the needs served by the proposed virtual charter school that currently are un-served or under-served by the Georgia Virtual School.
6. Page ____ Describe the level of participation in instructional activities students will be required to meet to receive credit for successfully completing a course and receive a satisfactory grade for that course. The level of participation may include the amount of time students will be engaged in both online and other instructional activities in order to receive credit for a course.
7. Page ____ Describe how cooperative and group learning activities will be integrated in the instructional program.
8. Page ____ Describe how the instructional program will address different student needs and learning styles.
9. Page ____ Describe procedures to ensure the integrity and authenticity of student work product and assessment scores.
10. Page ____ Describe the intervention procedures the virtual charter school will take when students fail to provide authentic work product or assessment responses.

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11. Page ____ Describe what role parents/guardians will have in promoting accountability.
12. Page ____ Describe how virtual instruction and activities will be geared to develop and nurture social needs of students.
13. Page ____ Describe any extracurricular activities that will be offered to develop and nurture the social needs of students.

STATE AND FEDERALLY MANDATED SERVICES

14. Page ____ Describe how the virtual charter school will identify students with special needs in the virtual school environment and how the virtual charter school will provide services to all enrolled students with special needs regardless of where the student resides.
15. Page ____ Describe the virtual charter school's procedures for ensuring that students with disabilities are identified and receive all services needed to comply with the Individuals with Disabilities Education Act (IDEA), the Rehabilitation Act, and the Americans with Disabilities Act (ADA) and related state and federal laws and regulations.
16. Page ____ Describe the virtual charter school's procedures for Individual Education Plan (IEP) meetings, including determining where such meetings will occur.
17. Page ____ Describe how the virtual charter school will implement ADA and Rehabilitation Act standards for accessibility to web-based curricula.
18. Page ____ Explain how the virtual charter school will accommodate English Language Learners (ELL) and address their unique needs in online and offline instruction and activities.

DESCRIPTION OF ASSESSMENT METHODS

19. Page ____ Explain how the virtual charter school will tailor its instructional approach during the pendency of its charter term if student achievement goals are not met.
20. Page ____ Describe the virtual charter school's plan for the administration of all required state assessments (*e.g.*, CRCT, GHSGT, EOCTs) and other assessments set forth in the school's charter. The plan should address, *inter alia*, test taking location(s), who will administer the tests, and test security procedures.

DESCRIPTION OF SCHOOL OPERATIONS

21. Page ____ Describe the virtual charter school's attendance zone.
22. Page ____ If the proposed attendance zone encompasses more than one local school district, include documentation that all school districts within the attendance zone have approved the charter petition.
23. Page ____ Provide a copy of any agreement, financial or otherwise, with an LEA governing enrollment, funding, or any other subject matter related to the virtual charter school.

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24. Page ____ Describe how the virtual charter school will ensure or facilitate student attendance at any in-person school activities.
25. Page ____ Indicate whether the virtual charter school will set a maximum student enrollment during each year of the requested charter term, and if so, provide the predicted annual enrollment caps.
26. Page ____ Explain how the virtual charter school will screen teacher candidates to select faculty members that perform effectively in a virtual environment.
27. Page ____ Describe what, if any, additional responsibilities will be required of teachers in the virtual environment (*e.g.* course development/design, research, website maintenance).
28. Page ____ Describe how the virtual charter school communicates these responsibilities to teachers.
29. Page ____ Describe teacher performance assessment measures and procedures (*e.g.* observing lessons, ensuring alignment of instruction to student needs, auditing student performance tracking instruments).
30. Page ____ Identify any non-teacher faculty members (paraprofessionals, guidance counselors) and describe their roles and how they will function in the virtual charter school.
31. Page ____ Describe professional development opportunities that the virtual charter school will provide to maximize the faculty's effectiveness in a virtual environment.
32. Page ____ Describe procedures to ensure compliance with the 180 day requirement.
33. Page ____ Describe the virtual charter school's policies regarding truancy, absence, and withdrawal.
34. Page ____ Describe the intervention procedures the virtual charter school will take when students are not participating as required.
35. Page ____ Describe all technological equipment and services that the virtual charter school will provide, including hardware, software, connectivity, and media storage devices.
36. Page ____ Specify any equipment that students and families will be responsible for obtaining.
37. Page ____ Describe any technological support for which students and families will be responsible.
38. Page ____ Describe the scope of technical support that will be provided, including where support staff will be located, and the hours (including weekends and holidays) and manner in which the support will be accessible to students and families.
39. Page ____ Describe the virtual charter school's data retention and confidentiality procedures.
40. Page ____ Describe the virtual charter school's Acceptable Use Policy.
41. Page ____ Describe procedures to deliver instruction when equipment, software, or connectivity at any location is lost or impaired.
42. Page ____ Describe data protection and recovery procedures in event of catastrophic system failure.
43. Page ____ Describe how the virtual charter school will provide for the health and safety of students and staff both in online and offline activities.
44. Page ____ Describe how the virtual charter school will address the nutritional needs of students when appropriate.

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PARENT AND COMMUNITY INVOLVEMENT

45. Page _____ Indicate the nature, frequency, and location of all required in-person meetings between parents and virtual charter school faculty, such as parent/teacher conferences.
46. Page _____ Indicate the nature and frequency of all optional opportunities for in-person meetings and interactions, such as open houses and school community meetings.
47. Page _____ Describe the procedures for parents to contact virtual charter school faculty and administrators with concerns of any nature and the procedures for prompt and helpful responsiveness to such communications.
48. Page _____ Explain how virtual charter school administration will communicate with non-English speaking parents/guardians.