

**BALTIMORE COUNTY PUBLIC SCHOOLS**

**DATE:** October 9, 2003

**TO:** BOARD OF EDUCATION

**FROM:** Dr. J. Hairston, Superintendent

**SUBJECT:** Recommended Charter School Rule 1600

**ORIGINATOR:** Christine Johns, Deputy Superintendent

**RESOURCE**  
**PERSON(S):** Phyllis Bailey, Executive Director, Special Programs, PreK-12  
George Poff, Assistant to the Superintendent, Governmental  
Relations

**INFORMATION**

That the Charter School Rule 1600 be submitted for  
information only to the Board of Education.

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ADMINISTRATION: PUBLIC CHARTER SCHOOLS

1. APPLICATION PROCESS

**A PUBLIC CHARTER SCHOOL IS CREATED IN ACCORDANCE WITH STATE LAW AND REGULATIONS, AND OPERATES UNDER THE SUPERVISION OF THE BOARD OF EDUCATION OF BALTIMORE COUNTY IN COMPLIANCE WITH ALL APPROPRIATE BOARD POLICIES, *THE BLUEPRINT FOR PROGRESS, REALIZING THE VISION*, AND THE MASTER PLAN OF THE BALTIMORE COUNTY PUBLIC SCHOOLS.**

a) PROSPECTIVE APPLICANTS

TO INITIATE THE APPLICATION PROCESS, THE APPLICATION TO ESTABLISH A PUBLIC CHARTER SCHOOL SHALL BE SUBMITTED TO THE BOARD OF EDUCATION BY ONE OR MORE OF THE FOLLOWING:

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 NON-SECTARIAN NONPROFIT ENTITY
4. A NONSECTARIAN INSTITUTION OF HIGHER EDUCATION IN THE STATE OR
5. ANY COMBINATION OF THE ABOVE.

UNDER MARYLAND LAW, THE BOARD OF EDUCATION OF BALTIMORE COUNTY SHALL NOT GRANT A CHARTER TO A PRIVATE SCHOOL, A PAROCHIAL SCHOOL, OR A HOME SCHOOL.

b) APPLICATION PROCEDURES

AN APPLICANT TO OPERATE A PUBLIC CHARTER SCHOOL SHALL BE PROVIDED WITH THE MANUAL OF PROCEDURES FOR PUBLIC CHARTER SCHOOLS IN BALTIMORE COUNTY. PRIOR TO SUBMISSION OF THE APPLICATION, THE APPLICANT(S) SHALL CONFER WITH DESIGNATED STAFF REGARDING HOW THE APPLICATION COMPONENTS AS CITED IN THE MANUAL SHALL BE ADDRESSED. THE APPLICANT(S) SHALL BE INFORMED OF THE HUMAN, FISCAL, AND ORGANIZATIONAL CAPACITY NEEDED TO FULFILL THE SCHOOL'S RESPONSIBILITIES RELATED TO CHILDREN WITH DISABILITIES.

c) APPLICATION TIMELINE

1. A CONCEPT PROPOSAL, AS DESCRIBED IN THE MANUAL, MUST BE SUBMITTED BY JANUARY 1 OF THE YEAR PRIOR TO THE PROPOSED STARTING DATE.

IF CONCEPTUAL APPROVAL IS GRANTED, THE COMPLETED APPLICATION MUST BE SUBMITTED BY MAY 1 OR THE NEAREST BUSINESS DAY THEREAFTER OF THE YEAR PRIOR TO THE PROPOSED STARTING DATE OF THE CHARTER SCHOOL.

2. THE PUBLIC CHARTER SCHOOL MAY BEGIN OPERATION AT THE BEGINNING OF THE SCHOOL YEAR FOLLOWING THE DATE THE CHARTER IS GRANTED, PROVIDED APPROVAL IS GRANTED NO LATER THAN THE LAST BOARD MEETING IN AUGUST OF THE PRECEDING SCHOOL YEAR.

d) APPLICATION REVIEW

UPON SUBMISSION OF A COMPLETED APPLICATION FOR A PUBLIC CHARTER SCHOOL AS DESIGNATED IN THE MANUAL OF PROCEDURES FOR PUBLIC CHARTER SCHOOLS IN BALTIMORE COUNTY, THE SUPERINTENDENT'S DESIGNATED STAFF SHALL REVIEW THE APPLICATION AND SUBMIT FINDINGS AND RECOMMENDATIONS TO THE SUPERINTENDENT FOR CONSIDERATION BY THE BOARD OF EDUCATION. THE BOARD OF EDUCATION SHALL RENDER A DECISION WITHIN 120 DAYS OF RECEIPT OF SAID APPLICATION.

e) APPLICATION APPROVAL

UPON THE ACCEPTANCE BY THE BOARD OF EDUCATION OF THE SUPERINTENDENT'S RECOMMENDATION, A CONTRACT, BALTIMORE COUNTY PUBLIC SCHOOLS CHARTER CONTRACT, SHALL BE EXECUTED BEFORE THE BOARD OF EDUCATION AND THE PARTIES WHO ARE APPLICANTS FOR THE PUBLIC CHARTER SCHOOL.

f) APPLICATION APPEAL PROCESS

IF THE BOARD OF EDUCATION DENIES AN APPLICATION TO ESTABLISH A PUBLIC CHARTER SCHOOL, THE APPLICANT MAY APPEAL THE DECISION TO THE STATE BOARD IN ACCORDANCE

WITH SECTION 4-205(C) OF THE EDUCATION ARTICLE, ANNOTATED CODE OF MARYLAND.

g) RESTRUCTURED SCHOOL

THE APPLICATION REVIEW PROCESS AND DECISION MAKING FOR A RESTRUCTURED SCHOOL SHALL BE IMPLEMENTED ACCORDING TO THE PROCEDURES OUTLINED IN SECTION 9-104(A)(4) II OF THE EDUCATION ARTICLE, ANNOTATED CODE OF MARYLAND.

2. STUDENT ADMISSION

- a) STUDENTS DOMICILED IN BALTIMORE COUNTY WILL BE ELIGIBLE FOR ADMITTANCE WITHOUT TUITION CHARGE. STUDENTS NOT DOMICILED IN BALTIMORE COUNTY MUST COMPLY WITH POLICY AND RULE 5150: STUDENTS: ENROLLMENT AND ATTENDANCE GOVERNING ENROLLMENT AND TUITION CHARGES FOR NONRESIDENT STUDENTS.
- b) THE PUBLIC CHARTER SCHOOL SHALL NOT DISCRIMINATE REGARDING ADMISSION OF STUDENTS AND SHALL BE IN COMPLIANCE WITH ALL FEDERAL AND STATE ANTI-DISCRIMINATION LAWS.
- c) A PUBLIC CHARTER SCHOOL CHOSEN BY PARENTS/GUARDIANS FOR THEIR CHILDREN IS OPEN TO ALL STUDENTS ON A SPACE-AVAILABLE BASIS. A RANDOM SELECTION PROCESS SHALL BE USED IF THE NUMBER OF QUALIFIED APPLICANTS EXCEEDS THE PREDETERMINED STUDENT CAPACITY IN THE PUBLIC CHARTER SCHOOL.
- d) STUDENTS WITH SPECIAL EDUCATION IDENTIFICATION WILL ADHERE TO THE NORMAL IEP PROCESS. SPECIFIC ADDITIONAL RESOURCES ALLOCATED TO A STUDENT VIA THE APPROVED IEP WILL REMAIN WITH THE STUDENT GOING TO THE CHARTER SCHOOL.

3. MANAGEMENT OF THE PUBLIC CHARTER SCHOOL

- a) THE CHARTER APPLICATION SHALL CLEARLY DEFINE THE GOVERNANCE STRUCTURE THAT WILL BE IN PLACE FOR THE PUBLIC CHARTER SCHOOL.

- b) EXCEPT AS EXPRESSLY PROVIDED IN THE CHARTER AGREEMENT, THE PUBLIC CHARTER SCHOOL SHALL ADHERE TO THE POLICIES, RULES, AND PROCEDURES GOVERNING ALL OTHER SCHOOLS IN BALTIMORE COUNTY.
- c) PUBLIC CHARTER SCHOOL EMPLOYEES SHALL BE OBSERVED AND EVALUATED CONSISTENT WITH STATE LAW AND PROCEDURES OF THE BALTIMORE COUNTY PUBLIC SCHOOLS.
- d) OPERATIONAL REQUIREMENTS RELATED TO CURRICULUM AND ACADEMIC PROGRAMMING, RESOURCES, FACILITIES, FISCAL SUPPORT, AND REPORTING AS CONTAINED IN THE MANUAL OF PROCEDURES FOR PUBLIC CHARTER SCHOOLS IN BALTIMORE COUNTY MUST BE INCLUDED IN THE APPLICATION AND IMPLEMENTED ONCE THE CONTRACT IS APPROVED BY THE BOARD OF EDUCATION OF BALTIMORE COUNTY AND ONCE THE PUBLIC SCHOOL IS OPERATIONAL.

4. REPORTING REQUIREMENTS

THE PUBLIC CHARTER SCHOOL SHALL MAKE AN ANNUAL RESULTS REPORT TO THE BOARD OF EDUCATION ADDRESSING STUDENT ACHIEVEMENT, FISCAL ACCOUNTABILITY, AND ANY OTHER INFORMATION PURSUANT TO THE MANUAL OF PROCEDURES FOR PUBLIC CHARTER SCHOOLS IN BALTIMORE COUNTY.

Rule  
Approved:

Superintendent of Schools