PUBLIC CHARTER SCHOOL PROSPECTUS GUIDELINES

Applicants are required to submit with their Letter of Intent a Prospectus summarizing their proposal prior to submitting a full application. The submission of this prospectus implies no further obligation on either party. Below is a list of required contents, as well as directions for meeting the format requirements and deadline.

Contents

The Prospectus should be a five to ten page summary of the charter proposal consisting of:

1. The name and the location of the proposed public charter school. (The name of the school must include the words “Public Charter School” in the title.)
2. The applicant’s mission statement and identified focus of the school. The primary mission must remain focused on student academic achievement.
3. The applicant’s vision for what the school intends to do, for whom, and to what degree.
4. Specific plans and strategies for developing and delivering educational programs, including the proposed educational program’s goals and objectives and the applicant’s plan for meeting the proposed goals.
   a. How the school would improve the academic performance of BCPS.
   b. How the school would enhance the curricular and instructional programs of BCPS.
   c. How the school would address improved student performance on accountability measures.
5. Specific educational results, including student academic outcomes and how they will be measured.
6. Student recruitment and admission procedures, including population to be served (geographic area; grade levels; number of students initially, when at full capacity; number of students currently BCPS students, etc.)
7. A brief description of the business plan, including financial management capabilities, potential partners, access to financial resources, and legal accountability for the operation of the public charter school.
8. A description of the founding team’s capacity to implement the educational plan and business plan.
9. General governance structure, including leadership information for the applicant’s authorized school leader(s) and governing board members.

(Note: Several sections of the full application will ask for the same or similar information as the Prospectus. Further expansion of information will be required in the full application.)

Format

The Prospectus should adhere to the following format:

1. White, 8.5” x 11” paper with one-inch margins on all sides
2. No font smaller than 11-point
3. Formatting may not be more compact than standard single space
4. Spiral-bound or 3-ring binders (no paper clips or folders)

Additional information that supports the narrative may be included as attachments. Choice of attachments are up to the applicant, though they should be used to provide evidence, support a particular aspect of the Prospectus, or lend insight into the applicant, its leadership, or management personnel. Examples of attachments in the Prospectus include curriculum samples, academic standards, letters of support, financial statements, etc. All attachments should be numbered and clearly referred to by number in the Prospectus narrative.