

**SECTION L:
EDUCATION
AGENCY
RELATIONS**

SECTION L: EDUCATION AGENCY RELATIONS

Section L of the EPS/NSBA classification system contains policies, regulations, and exhibits on the school district's relationship with other education agencies — including other school systems, regional or service districts, private schools, colleges and universities, education research organizations, and state and national education agencies.

- LA** Education Agency Relations Goals/Priority Objectives
- LB** Relations with other Schools and School Systems
 - LBA** Shared Services and Staff
 - LBB** Cooperative Educational Programming
 - LBC** Relations with Nonpublic Schools
- LC** Relations with Education Research Agencies
- LD** Relations with Colleges and Universities
 - LDA** Student Teaching and Internships
 - LDB** Cooperative Programming with Higher Education
 - LDC** Staff Development Assistance from Higher Education
- LE** Relations with County/Regional Education Agencies
- LF** Relations with State Education Agencies
- LG** Relations with Federal Education Agencies
- LH** Relations with Education Accreditation Agencies
- LI** Professional Visitors and Observers from Education Agencies

Relations with Other Schools and School Systems

The Charter Board shall cooperate whenever possible with other school districts, with boards of cooperative services and with other local, state and regional agencies and organizations in matters of common concern.

This cooperation may extend to such areas as joint educational services, research, exchange of data and information, coordination of curriculum, coordination of school activities and calendars, and cooperative use of school facilities.

Before joining any cooperative programs or participating in joint educational services with other districts, the Charter Board shall carefully weigh the desirability and feasibility of such cooperation and shall make sure that in all instances the best interests of the charter school students are served.

LEGAL REF: C.R.S. 22-32-122

CROSS REF: LBB, Cooperative Educational Programming

First Reading Date: 1-17-2017

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Lake George Charter School

Cooperative Educational Programming

Park County School District Re-2 and Lake George Charter School are members of the Mountain Board of Cooperative Educational Services (BOCES).

The District Board shall appoint one of its members to serve on the BOCES board and one member to serve as an alternate. Their terms of office shall have the same expiration date as the term for which they are serving on the local board. It shall be their duty to keep the District Board informed of BOCES activities and programs.

The charter school shall participate in the programs offered by BOCES depending on the needs of the charter school.

LEGAL REFS: C.R.S. 22-5-101
C.R.S. 22-5-104(2)
C.R.S. 22-5-117
C.R.S. 22-32-122

First Reading Date: 5-10-2016

Adoption Date: 6-14-2016

Lake George Charter School

(Included in the policy book to show the relationship between the district and the charter school.)

File: LBD Rev.

Relations with District Charter Schools

The district supports efforts by parents/guardians, teachers or other interested persons or organizations interested in establishing district charter schools within the district. In accordance with state law, district charter schools are intended to:

- Expand learning opportunities for all students
- Encourage diverse approaches to learning through the use of different, innovative, research-based or proven teaching methods
- Provide parents/guardians and students with expanded choices in the types of educational opportunities that are available within the public school system
- Encourage parental and community involvement with public schools

A district charter school shall be a public, nonsectarian, nonreligious school which operates within the school district and is accountable to the district's Board of Education. It is subject to all federal and state laws and constitutional provisions prohibiting discrimination on the basis of disability, race, creed, color, sex, sexual orientation, national origin, religion, ancestry or need for special education services. A district charter school has standing to sue and be sued in its own name for the enforcement of any contract it is authorized by law to enter into.

Enrollment shall be open to any child who resides within the school district or in contiguous school districts and who meets the criteria in the district charter application. However no district charter school shall be required to make alterations in the structure of its facility or the arrangement or function of rooms within the facility except as may be required by state or federal law. The majority of the district charter school's students, other than online students, must reside in the school district or in contiguous school districts. Students participating in any online program offered by the district charter school are not required to reside in the district or contiguous districts and there shall be no restriction on the number of online students that may enroll in any online program offered by the district charter school. A district charter school shall not charge tuition except as otherwise provided by law.

Each district charter school shall be governed by its own governing body in a manner agreed to by the district charter school applicant and the Board. An approved district charter application shall serve as the basis for negotiating a contract between the district charter school and the district. The contract shall reflect all agreements between the district and the district charter school including the waiver of local district policies and the waiver of statutory requirements or rules by the State Board of Education.

A district charter school shall comply with all the state financial and budget rules, regulations and financial reporting requirements with which the school district is required to comply.

A district charter school shall be responsible for its own operation including but not limited to preparation of a budget, contracting for services and personnel matters. Services for which a district charter school contracts with the school district shall be negotiated and provided at district cost. No rent shall be charged for use of district facilities which may be available for the district charter school. Any moneys received by a district charter school from any source that remain at the end of any budget year shall remain in the district charter school account for use by the district charter school in subsequent years.

A district charter school may offer any educational program that may be offered by a school district, including an online program, unless expressly prohibited by its district charter or by state law.

The district encourages district charter applicants to develop an educational program to serve the needs of students considered "at-risk" academically as evidenced by poor performance on the state assessments, among other things.

A district charter school shall begin in the fall following the date the application is approved, unless another starting time is agreed upon by the Board and the applicant.

The period for which a new district charter may be approved is a minimum of three academic years. Renewal of a district charter shall be for specified periods of time.

LEGAL REFS.: C.R.S. 13-80-103.9 (*liability for failure to perform an education employment required background check*)

C.R.S. 19-2-402 (3)(c) (*charter schools pay the proportionate share of educational expense of students in juvenile detention facilities*)

C.R.S. 22-2-119 (*inquiries prior to hiring*)

C.R.S. 22-30.5-101 et seq. (*Charter Schools Act*)

C.R.S. 22-32-124 (*Pursuant to section 104 of the Charter School Act, all decisions regarding the planning, siting, and inspection of charter schools shall be made in accordance with the same statute that applies to school districts*)

NOTE 1: Colorado law provides for the establishment of independent charter schools distinct from the charter schools described in this policy. See C.R.S. 22-30.5-301 et seq.

NOTE 2: The State Charter School Institute is authorized to approve and monitor institute charter schools. See C.R.S. 22-30.5-501 et seq. This policy applies only to charter schools authorized by the Board of Education.

NOTE 3: A school board may include a statement in this policy encouraging charter applicants to address specified school district needs. See C.R.S. 22-30.5-107(3.5). The General Assembly intends that school districts give greater consideration to charter school applications designed to increase educational opportunities of at-risk students. See C.R.S. 22-30.5-109(3).

NOTE 4: The district is prohibited from imposing a moratorium on the approval of charter applications. See C.R.S. 22-30.5-109(8). Any existing policy language limiting the number of charter schools in the district should be removed from policy. The school district may not restrict the number of pupils a charter school may enroll unless one of the exceptions applies. The parties may negotiate a limit on enrollment in the charter school as necessary to facilitate the academic success of the students or the school's ability to achieve other objectives or to ensure that enrollment does not exceed the capacity of the charter school facility. See C.R.S. 22-30.5-109(7).

NOTE 5: The charter school and the school district shall negotiate prior to the beginning of each fiscal year for the payment to the school district of any direct costs incurred by the school district. The school district must provide an itemized accounting of these costs. For this purpose, "direct costs" means the direct costs incurred by the school district solely for the purpose of reviewing charter applications, negotiating the charter contract and providing direct oversight to charter schools. See C.R.S. 22-30.5-112(2) (b.5). Direct costs does not include legal or other costs attributable to litigation or dispute resolution.

First Reading: 10-10-18

Adoption Date: 11-13-18

Lake George Charter School

(Rev. 10-30-18)

Relations with Charter Schools

(Procedures for Establishment, Renewal, Revocation and Waivers)

A. Establishment of a Charter School

Review by district accountability committee

Prior to submission of an application to the Board of Education, the charter school applicant must submit the application to the district accountability committee for review and comment. The committee shall include one person, who need not reside in the district, with the knowledge of charter schools and one parent of a student in the district. The parent must be a charter school parent if the district has a charter school(s). The accountability committee will have _____ days to review the proposal.

Perquisite for filing application

A charter school applicant must demonstrate that a majority of the charter school's pupils will reside in the chartering school district or in contiguous school districts in order to apply for or be granted a charter.

Date for submission of application

To allow sufficient time for an approved charter school to begin operations at the beginning of the next academic school year, the application must be officially submitted to the Board or its designee by Oct. 1. However, the Board and the applicant may mutually waive this deadline.

Prior to the submission of a formal application, persons preparing applications may submit a preliminary draft of the application to the Board or its designee for review and comment prior to formal submission. (Note: *This is not required by statute, but is suggested as a way to begin negotiations prior to formal submission of the application which starts the 75-day period for Board review. Negotiations must be concluded and the terms of the charter agreed upon, no later than 90 days after the Board rules by resolution on the application, unless the Board and the applicant mutually waive this deadline.*)

An administrative team will be designated to provide information to an applicant about matters subject to negotiation between the applicant and the district and to begin the negotiation process.

Contents of the application

In accordance with law, the approved charter school application will be the basis for a contact between the district and the charter school and will include:

1. Cover page
Provide the name of the applicant(s) and the name, address and phone number of a contact person.

2. Purpose
State the purpose for this charter school including a geographic description of the area of intended service.

Provide evidence that an adequate number of parents/guardians, teachers and students support the formation of the proposed charter school. This evidence shall be shown in aggregate (by grade level and school), without personal identifying information.

3. Mission and goals
Provide a copy of the mission statement of the charter school including the process used to develop this statement. The mission statement of the proposed charter school must be consistent with the declared purposes set forth in the law.
State the proposed three-year goals for the school including timelines. The applicant also should describe the process used to identify the goals.

4. Student achievement and curriculum
Describe the charter school's educational program and the student performance standards to be achieved by the proposed school. Standards must meet any content standards adopted by the district.
Detail the plan for academic accountability.

Provide a description of the curriculum to be used in the school. It should list the objectives and means of measuring student performance for each subject and each grade level.

Present a description of the charter school's plan for evaluating student performance including types of assessment that will be used to measure student progress toward achievement of the school's performance standards, timelines for achievement of such standards and procedures for taking corrective action in the event that student performance at the charter school falls below such standards.

Describe any objectives and means for increasing the educational opportunities for "at risk" students, meaning those who because of physical, emotional socioeconomic or cultural factors are less likely to succeed in school.

5. Criteria for enrollment decisions
Describe the enrollment policy and the criteria for enrollment decisions including a description of the proposed school's plan to include academically low-achieving students and to promote diversity and the plans for educational programs for exceptional students as well as students with special needs.

6. Governance and decision-making

Describe the governing body. This should include a detailed description of the relationship between the proposed school and the school district.

Describe the types and extent of parental and community involvement in the operation of the proposed school. Provide information on how the charter school will be accountable to the public. Specifically include how the following areas will be addressed:

- a. Provisions for a representative school accountability committee.
- b. Development of an annual school improvement plan with supporting profile information.
- c. Representation on the district accountability committee.
- d. Reporting procedures to the Board and school community.

7. Employment plan and practices

Describe the employment policies of the school including a description of the qualifications for certificate and classified employees, employee compensation schedule, recruitment and selection procedures, plan for resolving employee relation problems, and a description of the relationship that will exist between the charter school and its employees including evidence that the terms and conditions of employment have been addressed with affected employees and their recognized representatives.

If applicable, i.e. taking over a current school, include a plan for the displacement of students, teachers and other employees who will not attend or be employed in the charter school.

8. Financial data, facilities and transportation

Provide necessary evidence that the plan for the charter school is economically sound for both the charter school and the district.

Include a proposed budget for the term of the charter and a description of the manner in which an annual audit of the financial and administrative operations of the charter school including any services purchased from the district is to be conducted. A student fee schedule should be included in addition to a proposed schedule of cash flow.

Detail the plan for fiscal accountability.

Describe the services the charter school plans to purchase from the school district.

Provide a detailed summary of all insurance coverage. The legal liability issues must be fully addressed in the contract.

Describe the facilities to be used and the way they will be obtained and maintained. Include any contracted services and the proposed contractor.

Describe the proposed student transportation system including the contract if services will be provided by a second party. If transportation is to be provided by the charter school, include a plan for addressing the transportation needs of low income and academically low-achieving students.

9. Requested waivers

List the local district policies for which waivers are requested. Include the reasons for each request.

List the state laws and regulations for which waivers are requested. Include the reasons for each request.

10. Additional information

Provide any additional information that might be helpful in supporting this request to establish a charter school.

Submission procedures

No application fee will be charged by the Board.

The applicant must provide two original copies of the completed application printed single-sided on white paper, not stapled.

Applications will be accepted prior to Oct. 1 for schools beginning in August. Applications are to be submitted to.

Incomplete application

If the application is incomplete, the Board will request additional information from the applicant. The parties may mutually agree to waive any deadlines during the application process, including extending the deadline for Board consideration of the application.

Public meetings

After giving reasonable notice, the Board will schedule and hold community meetings in the affected areas or the entire district to obtain information to assist the Board in making a decision about the charter school application.

All persons or groups who have an interest in the approval or denial of the charter school application must present their comments or concerns to the Board in writing in a timely manner or in testimony during a public meeting on the charter application to preserve a right to appeal the Board's decision on the charter application.

Decision on the charter application

The Board will make a decision by resolution on the charter school application either in a regular or special meeting within 60 days after receipt of the official application unless the parties have mutually agreed in writing to extend this deadline. A new charter may be approved for a period of at least three academic years but not more than five academic years. A charter may not be approved unless a majority of the charter school's pupils will reside in the chartering school district or in contiguous school districts.

If the application is denied, the Board will set forth in writing the grounds for denial. If the application is granted, the Board will send a copy of the approved charter to the Colorado Department of Education within 15 days.

Appeal process

The applicant may appeal the denial of its application or the imposition of conditions it finds unacceptable by filing a notice of appeal to the State Board of Education and the Board within 30 days of the Board's initial decision. Within 60 days, the State Board of Education will issue written instructions and recommendations to the Board. The Board will reconsider its initial decision and make a final decision within 30 days. If the final decision is still to deny the application, the applicant may file a second notice of appeal with the State Board of Education.

Facilitation

In lieu of filing an appeal to the State Board of Education, the parties may agree to facilitation by filing a notice of facilitation with the State Board of Education within 30 days of the Board's initial decision. The parties may continue in facilitation as long as they agree to do so. After a seven-day cooling-off period, if one party rejects facilitation, the Board will reconsider its initial action and make a final decision. The applicant has 30 days from the final decision to appeal to the State Board of Education.

B. Renewal of a charter

The governing of a charter school shall submit a renewal application to the Board of Education no later than December 1 of the year prior to the year in which the charter expires. The Board of Education shall rule by resolution on the renewal application no later than February 1 of the year in which the charter expires or by a mutually agreed upon date.

Renewal of a charter shall not be for a period of more than five years. The renewal application must contain a complete report on the progress of the school in achieving the goals, objectives, student performance standards, content standards and other terms of the initial application.

The renewal application also must include a financial statement that discloses the costs of administration, instruction and other spending categories for the school.

A charter may not be renewed upon a determination by the Board that it is not in the best interest of students residing within the district to continue the operation of the charter school.

C. Revocation of a charter

A charter may be revoked or not renewed by the Board if the Board determines following a hearing that the charter school did any of the following:

1. Committed a material violation of any of the conditions, standards or procedures in the application.
2. Failed to meet or make reasonable progress towards achievement of student performance standards.
3. Failed to meet generally accepted standards of fiscal management.
4. Violated any provision of law for which the charter school is not specifically exempt.

If the board revokes or does not renew a charter, the Board will state its reasons for doing so.

D. Waivers

Request for waiver

Within ten days after the contract between the charter school and the Board of Education is approved by the Board, any request for release from state statutes or regulations shall be delivered by the Board to the State Board of Education. If the State Board of Education grants the request, it will notify the local Board and the charter school of its decision. If the State Board of Education denies the request, it will notify the local Board and the charter school in writing that the request is denied and specify the reasons for denial. If notification is not received within 45 days (or 90 days, if the State Board of Education has extended the time for review of the request), the request shall be deemed by state law to be granted.

Review of waiver

A waiver of state statutes or regulations by the State Board of Education is subject to review every two years and may be revoked if it is deemed no longer necessary. A waiver of state or district regulations is for the term of the charter.

Lake George Charter School

First Reading Date: 5-8-2001

Second Reading Date: 6-5-2001

Adoption Date: 8-15-2001

Facilities Planning and Funding for District Charter Schools

Planning

District charter schools shall be invited to participate in the district's facilities planning process on the same basis as any other school in the district. To be considered during the facilities planning process, the district charter school shall submit a capital construction plan to the Board of Education as provided in state law. The Board of Education will prioritize the district charter school's request in relation to the capital construction needs of the entire district and inform the district charter school of its status. The Board of Education has discretion when reviewing the request, as provided in state law.

Funding

District charter schools shall be invited to participate in discussions regarding possible submission by the district of a bond question to the voters. The district charter school may request that its facility needs be included in any district bond question or be submitted as a separate ballot question for approval of a special mill levy.

If the Board of Education determines that a district charter school has established capital construction needs which are a priority in relation to the needs of the entire district, the Board of Education has discretion to include the district charter needs in either a district bond question or submit a special mill levy to the voters. In either case, the Board of Education will proceed according to state law and consult with the district charter school as required. If the Board of Education determines that a district charter school has not established capital construction needs or submitted a viable plan, the Board of Education shall provide the district charter with a written statement specifying reasons for its conclusions. Despite the determination by the Board of Education, the district charter school may request that a special mill levy be submitted as long as the district charter school agrees to pay all of the costs of submitting the ballot question.

New district charter school needs

Any assistance provided by the school district to enable a new district charter school to meet its short- and long-term facilities needs, shall be addressed in the charter contract.

Waiver of receipt of funds

The Board of Education shall not grant any waiver to forego receipt of any amount of capital construction funds provided to the district charter school under state or federal law.

LEGAL REFS.: C.R.S. 22-30.5-104 (*charter school that is operating in a district building may purchase the building and grounds, at the school district's discretion*)
C.R.S. 22-30.5-401 *et seq.* (*Charter School Capital Facilities Financing Act*)

CROSS REFS.: FB, Facilities Planning
FD, Facilities Funding

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Adoption Date: 6-12-18

Lake George Charter School

(Included in the policy book to show the relationship
between the district and the charter school.)

File: LBDB*-1 Rev.

Relations with Institute Charter Schools
(School Boards with Exclusive Chartering Authority)

It is the intent of the Board of Education to retain exclusive chartering authority. In doing so, the Board is responsible for approval and oversight of charter schools operating within the boundaries of the school district. The Board directs the superintendent to take necessary steps to ensure that the Board retains its exclusive chartering authority.

It is the Board's understanding that once the Board obtains exclusive chartering authority this authority shall continue so long as the district complies with state law relating to fair and equitable treatment of charter schools.

First Reading: 10-10-18

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Lake George Charter School

(Rev. 10-30-18)

(Included in the policy book to show the relationship
between the district and the charter school.)

File: LBDB*-2 Rev.

Relations with Institute Charter Schools
(School Boards without Exclusive Chartering Authority)

The Board of Education pledges to work cooperatively with the State Charter School Institute (institute) so that all charter schools authorized to operate within the boundaries of the school district can be successful in their mission and purpose. The Board has concurrent jurisdiction with the institute to authorize charter schools within the boundaries of the school district. Those charter schools authorized by the institute shall be referred to as institute charter schools, which will distinguish them from district charter schools authorized by the Board.

The Board directs the superintendent to participate in the institute charter application process, in accordance with state law. Of interest to the district includes, but is not limited to, how the location of the proposed institute charter school will impact district schools, enrollment projections for the institute charter school, and whether the institute charter school will provide an educational option that substantially differs from the educational opportunities provided by existing district schools.

For district planning purposes, the superintendent or designee is directed to seek information from the institute about the projected aggregate number of students enrolling in institute charter schools for the upcoming academic year who were previously enrolled in district schools and, to the extent known, the name of the school in which the student was enrolled, the name of the institute charter school and the grade in which the student is enrolled for the upcoming year.

It is the Board's intent that information be available to the public to distinguish the unique governance structures of both district and institute charter schools so that the public may be directed to the appropriate source for further information.

LEGAL REF.: C.R.S. 22-30.5-501 *et seq.* (institute charter school law)

First Reading: 10-10-18

Adoption Date: 11-13-18

Lake George Charter School

Educational Service Agreements and Tuition Contracts

The president of the Charter Board is authorized to approve all special education and vocational education student tuition contracts and agreements of educational service between the charter school, the district, and other school districts or agencies.

First Reading: 10-9-18

Adoption Date: 11-13-18

Lake George Charter School

Relations with Education Research Agencies (Research Testing Guidelines)

1. The administrator will appoint a research testing review committee to review research requests initiated from graduate students, professional groups or individual professionals (including school employees working on a non-charter school project) who wish to conduct research testing involving students in the charter school. The committee will have a membership which will include as a minimum one or more school employees, a school counselor, a researcher and a parent/guardian of a student attending charter school. A committee member may not participate in reviewing a request for which the member is a sponsor or researcher.
2. A written proposal for permission to do research testing will first be submitted to the administrator for a review of the proposal's feasibility and appropriateness. If the administrator believes the proposal may be feasible and appropriate, the request shall be submitted to the committee.
3. The committee will operate under the administrator. Depending upon the volume of requests, the committee may find it advisable to decline to review proposals from certain categories of researchers (i.e., graduate students, undergraduate students). The committee will be provided with such information as it deems necessary, including information on current research standards applicable to the project.
4. The committee will judge the merit of written requests for testing with attention being given to the following areas:
 - a. Scientific soundness of the project; that is, how likely it is to produce valuable information relative to student class time.
 - b. Procedures to ensure anonymity.
 - c. Soundness of stated purpose and methods.
 - d. Benefits of the resulting information.
 - e. Evaluation of possible risk to students.
 - f. Examination of parent/guardian consent forms and student consent forms when applicable. Consent of the parent/guardian will be obtained for all research with students not conducted or contracted for by school employees unless the research consists merely of observing unidentified students engaged in their normal activity. Student consent will be sought when appropriate.
 - g. A clearly written statement appropriate for parents/guardians which explains:
 - (1) The project's purpose.
 - (2) How the student was selected.
 - (3) General procedures to be followed.
 - (4) Anticipated benefits for general knowledge, the student and the district.
 - (5) Whether students will be personally identifiable and to whom.
 - (6) To whom results will be available.
 - (7) The right of parents/guardians to inspect testing materials before consenting.
 - (8) Researcher's name, address and telephone number and professional affiliations.
 - (9) Any identifiable risks to participating students.
 - (10) How the student may opt out of the research.

(11) Post-research follow-up procedures.

(12) That the school is neither conducting nor sponsoring the project.

5. The committee will make a recommendation to the superintendent who will make the final decision about the research project.

CROSS REFS.: GCS, Professional Research and Publishing
JLDAC, Screening/Testing of Students

First Reading: 12-11-18

Adoption Date: 1-15-19

Lake George Charter School