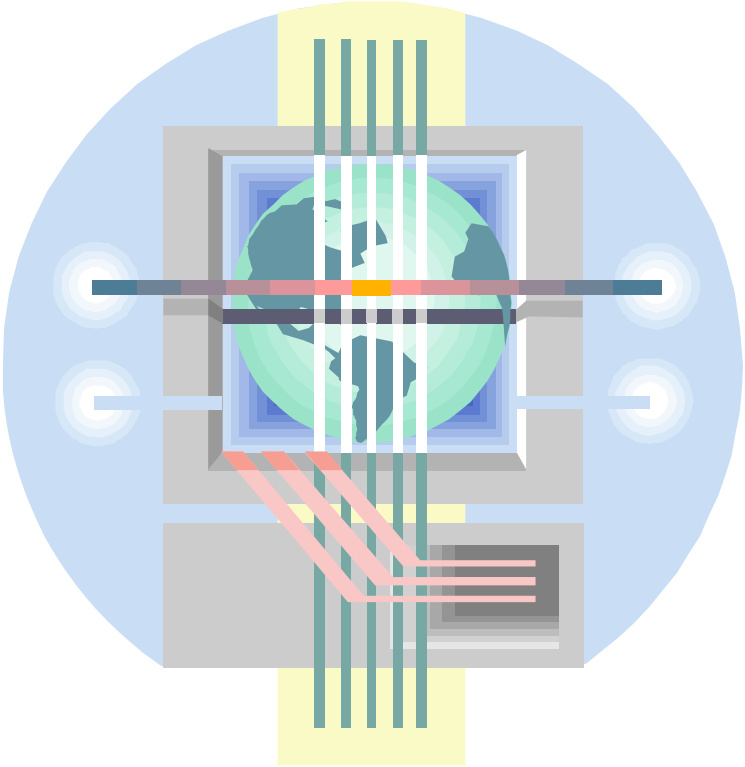
Commonwealth of Pennsylvania
Department of Education

Cyber Charter School Application

2013



pennsylvania
DEPARTMENT OF EDUCATION

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2013 CYBER CHARTER SCHOOL REQUIREMENTS AND APPLICATION

Introduction

This application format serves as the framework for the official 2013 application, submitted by a cyber charter school applicant to the Department of Education. In developing this format, the research-based components that are identified as essential in the planning process for the creation of a cyber charter school serve as the basis for this framework. The five essential components are School Design, Needs Assessment, Governance, Finance/Facility; and Administration. In addition to the requirements that follow, when completing the application the applicant should review and refer to the two Basic Education Circulars on charter and cyber charter schools. The charter and cyber charter school Basic Education Circulars are available at:

http://www.portal.state.pa.us/portal/server.pt/community/purdon's_statutes/7503/charter_schools/507318 (charter schools)

The deadline for submitting the 2013 Cyber Charter School Application is 5:00 PM Eastern Standard Time, Tuesday, October 1, 2013. If you are planning to submit an application, please contact the PDE Charter School Office for additional information regarding submission requirements.

Questions should be directed to:

Elizabeth Anzalone
Charter Schools Office
(717) 787-9744
charterschools@pa.gov

Application Requirements

In the development of your application, you are required to expand upon each of the five essential components as outlined on pages 8 through 16. Successful applicants will be knowledgeable in the implementation of all federal and state requirements that are applicable to cyber charter schools. Successful applications will include all of the following information per sections 1719-A and 1747-A of the Charter School Law, and describe how the school will meet the requirements of section 1743-A(c) and (d), the provisions regarding the dissemination of information to parents and school district, and section 1748-A, the provisions requiring the notification of enrollment and withdrawal from a cyber charter school.

Section 1719-A:

1. The identification of the cyber charter applicant.
    B. The William Bailey REC Center, Inc. (A/K/A The WB Revitalization & Empowerment Group, Inc.)
2. The name of the proposed cyber charter school.
    B. The HOPE Leadership Cyber Charter School
3. The grade or age levels served by the cyber charter school.
    B. Kindergarten through to 5th grade
4. The proposed governance structure of the cyber charter school, including a description and method for the appointment or election of the board of trustees.
    B. As a 503 (c) (b) organization, this cyber charter school will be governed as a non-profit. The Board of Directors shall consist of not less than three (_3_) nor more than seven (_7_) persons. Directors shall be chosen annually by the Directors at the annual meeting of the Directors and shall serve for terms of _five_(5) years and until their successors are elected and qualified. As nearly as possible, an equal number of terms shall expire each year.
5. The mission and (measurable) education goals of the cyber charter school, the curriculum to be offered and the methods of assessing whether students are meeting educational goals. Cyber charter school students shall be required to meet the same testing and academic performance standards established by law and regulations applicable to public school students.
    B. Mission: Our quest is to provide quality education and assist in the ability to recognize one's full potential through our commitment to deliver high quality service with competitive learning.
    C. Educational goals:
        i.
    D. Curriculum: Appendix A
        i. Addressing the following areas:
            1. Language arts, integrating reading, writing, phonics, spelling, listening, speaking, literature and grammar, and information management, including library skills.
            2. Mathematics, including problem-solving and computation skills.
            3. Science and technology education, involving active learning experiences for students.
            4. Environment and ecology education, involving active learning experiences for students.
            5. Social studies (civics and government, economics, geography and history).
            6. Health, safety and physical education, including instruction in concepts and skills which affect personal, family and community health and safety, nutrition, the prevention of alcohol, chemical and tobacco abuse, knowledge and practice of lifetime physical activities, personal fitness, basic movement skills and concepts, motor skill development, principles and strategies of movement, and safety practices in physical activity settings.
            7. The arts, including active learning experiences in art, music, dance and theatre.
            8. Understanding and use of library and other information sources.

E. Required testing/Academic performance standards: PSSA, Per Pa Code 4.21 (d) Standards-based curriculum and instruction in the intermediate level must enable all students to reach the proficient level on the local assessment system and the Statewide assessment system. Academic standards will guide the focus on learning specific subject matter content.

6. The admission policy and criteria for evaluating student admission which shall comply with the requirements of section 1723-A (of the Charter School Law).
   B. Admission policy and criteria: Any student entering Kindergarten through to sixth (6th) grade who is a Pennsylvania resident is evaluated through residential confirmation via legal custodial documentation and/or caregiver's state issued identification and birth certificate in addition to medical records satisfies our admission policy and criteria. Con't in Appendix B

7. Procedures which will be used regarding the suspension or expulsion of pupils.
   B. During the enrollment process, prior to admission, and officer of The HOPE Leadership Cyber Charter School, the caregiver of the pupil(s) shall provide a sworn statement stating whether the student was previously or is presently suspended or expelled from any public or private school for any offense involving weapons, alcohol or drugs or for the willful infliction of injury to another person or for any act of violence committed on school property. The school from which the student was suspended or expelled and the dates of the suspension or expulsion must be provided. Any willful false statement shall be a misdemeanor of the third (3rd) degree. **Appendix C**
   C. After admission and the submission of the aforementioned sworn statement, procedures for which suspension and/or expulsion of pupils will be administered for willful misconduct including but not limited to a blatant disregard of The HOPE Leadership Cyber Charter School's rules regarding attendance, weapons possession and violence. **Appendix D**

8. Information on the manner in which community groups will be involved in the cyber charter school planning process.
   B. Community groups will hold monthly meetings for creation and management of a Parent Teacher Association.
   C. In the absence of a Parent Teacher Association, The HOPE Leadership Cyber Charter School will host community meetings to develop and execute socialized student engagement events.

9. The financial plan for the cyber charter school and the provisions which will be made for auditing the school under section 437 (of the Public School Code).

10. Procedures which shall be established to review complaints of parents regarding the operation of the cyber charter school.
    B. The parent complaint procedure that allows The HOPE Leadership Cyber Charter School ten (10) business days to issue a written response from the PDE is to conduct an investigation of the concern at-hand. Once the investigation is

complete the response will not only address the complaint but it will also offer possible solutions, alternatives, mediation and/or a rebuttal. Our goal is to not remain silent when complaints are issue, but to preserve parent/community relationships with the school. It is our intent to address the parent's compliant in a proficient, positive and professional manner to continue to provide services to the pupil and continue a parent-partner relationship.

11. A description of and address of the physical facility in which the cyber charter school will be located and the ownership thereof and any lease arrangements.
    B. The physical facility is a commercial facility at 7821 Bartram Avenue, Philadelphia, PA 19153.
    C. Randall A. Mineo
       Executive Vice President
       Core Asset Management, LLC
       1080 N. Delaware Avenue
       Philadelphia, PA 19125
    D. Lease Arrangement: **Appendix E**

12. Information on the proposed school calendar for the cyber charter school, including the length of the school day and school year consistent with provisions of section 1502.
    B. Proposed school calendar:
       i. Starting day: September 9th (after Labor Day)
       ii. Closed on nationally observed holidays: Thanksgiving (2days), Christmas/Winter break (25th , 26th , last week of the year, returning January 2nd, or first business day after New Year's day), Martin Luther King, Jr. Day, Easter/Spring Break (one week in March).
       iii. Completing mandated 180 days of instruction with 6 hour days of instruction.
          1. Including full-day Kindergarten with 5 hours of instruction per day

13. The proposed faculty and a professional development plan for the faculty of a cyber charter school.
    B. Proposed faculty: The faculty is due to be hired with the credentials of the state issued licensure and preferred verified experience.
    C. Professional development plan: The faculty is required to obtain CEU credits from accredited programs and attended mandatory trainings via satellite for periodic software upgrades.

14. Whether any agreements have been entered into or plans developed with the local school district regarding participation of the cyber charter school students in extracurricular activities within the school district. Notwithstanding any provision to the contrary, no school district of residence shall prohibit a student of a cyber charter school from participating in any extracurricular activity of that school district of residence: provided , that the student is able to fulfill all of the requirements of participation in such activity and the cyber charter school does not provide the same extracurricular activity.

15. A report of criminal history record, pursuant to section 111, for all individuals who shall have direct contact with students. Direct contact includes contact through any electronic means.
16. An official clearance statement regarding child injury or abuse from the Department of Public Welfare as required by 23 Pa.C.S. Ch. 63 Subch. C.2 (relating to background checks for employment in schools) for all individuals who shall have direct contact with students. Direct contact includes contact through any electronic means.
17. How the cyber charter school will provide adequate liability and other appropriate insurances for the cyber charter school, its employees and its board of trustees.\
    B. The organization has purchased commercial liability insurance to cover its employees, its board, volunteers and the business. **Appendix F**

Section 1747-A:

1. The curriculum to be offered and how it meets the requirements of 22 Pa. Code Ch.4 (relating to academic standards and assessment) or subsequent regulations promulgated to replace 22 Pa. Code Ch. 4.
    a. Appendix A

2. The number of courses required for elementary and secondary students.
    a. The number of courses required for elementary students are eight (8) according to Pennsylvania Common Core Standards and Pennsylvania Academic Standards.
    b. This cyber charter school's application is only applicable to elementary students.

3. An explanation of the amount of online time required for elementary and secondary students.
    a. The amount of online time required for elementary students about 5 hours total, approximately 1 hour per subject.
    b. The 5 hours is established to accomplish the 900 hours of instruction mandate within the 180 days.
    c. There will be an opportunity for students to receive tutoring/additional supports to assist in accomplishing the educational goals. This resource will add to the aforementioned mandate of time.

4. The manner in which teachers will deliver instruction, assess academic progress and communicate with students to provide assistance.
    a. Teachers will deliver instruction via the internet "blackboard" instruction.
    b. Academic progress will be monitored via internet with assessment tools.
        i. Assessment tools are feedback quizzes issued to the students by the teacher to gauge if the pupils understand the instruction and can apply it. These are graded automatically by the software and reported to the teacher. The teacher will get information pertaining to the class as a whole and per child, (similar to an online college class format, with the software grading for the teacher and generating reports). The assessment for the children will be simple questions of curriculum reinforcement. It will also be games to encourage interactive and critical thinking of instruction application thus achieving an educational goal of true curriculum understanding instead of temporary instruction regurgitation/reverberation.
    c. Communication regarding assistance to students from the teachers will be

delivered via Skype (face-to-face) or Instant Chat/Communicator for more computer literate pupils at designated date and times. Caregivers will be given notice of the aforementioned communication appointment and topic/agenda. This communication can be done with the pupil with or without the caregiver. The caregiver's attendance and cooperation is preferred and encouraged.

5. A specific explanation of any cooperative learning opportunities, meetings with students, parents and guardians, field trips or study sessions.
    a. Specifically,
        i. The HOPE Leadership Cyber Charter School will hold meetings with parents starting with the cyber school orientation "chat and chew" events for parents to meet the staff and for students to meet their teachers and future class mates. This event will also be available via satellite for students and families who are unable to attend.
        ii. Going forward:
            1. Parent/Teacher conferences: will be scheduled to be held in-person or via telecommunication means: conference call/Skype.
            2. Field trips: transportation will be provided by the cyber charter school for academically applicable field trips with central meeting points delegated for pick-up and drop-offs.
            3. Study sessions: there will be an option for pupils to gather in study groups for 'study sessions'. This will be done via internet as blogs listed a 'Cyber Cafes' where the course materials are readily accessible to all 'study session' participants and there is less focus on venue.
            4. Cooperative learning opportunities: will be the product of the cyber charter school's partnership with strategically targeted opportunities based on the reported demographics of the school population. Additionally, it will also be based on the cyber charter school's partnership with organizations that have academic relevance to the applicable grade's curriculum having a compatible electronic/satellite presence.
    b. Non-traditional strategies are planned during community meetings and approved during parent/teacher conferences where feedback is encouraged for any changes and/or accommodations to be considered for changes to be executed before the cooperative learning opportunities, field trips and study sessions are implemented.

6. The technology, including types of hardware and software, equipment and other materials which will be provided by the cyber charter school to the student.
    a. The technology which will be provided by The HOPE Leadership Cyber Charter School will be:
        i. One (1) Monitor
        ii. One (1) Tower
        iii. One (1) Universal mouse and mouse pad
        iv. One (1) Key Board
        v. One (1) Printer with Driver CD Rom
        vi. One (1) High Speed Internet Options for connection
        vii. The HOPE Leadership Cyber Charter School Academic Curriculum

Software: One (1) CD Rom

viii. One (1) Web Cam – if not already installed in the computer monitor

ix. One (1) Set of earphones

7. A description of how the cyber charter school will define and monitor a student's school day, including the delineation of on-line and off-line time.
    a. The HOPE Leadership Cyber Charter School's software will require logins which enables it to generate a report of start time on-line. This computation of time will stop when the computer is logged-out of the software (off-line). This report will be generated daily.
        i. The 'logging-off' can happen in the following ways:
            1. If the pupil manually logs-off.
            2. If the pupil is no longer utilizing the program or if the computer is inactive, it will automatically log-off within 20 minutes.
    b. The HOPE Leadership Cyber Charter School has a set schedule for the definition of a pupil's 'school day'. It begins at 9:00am and ends 3:00pm. We encourage breakfast to be before 9:00am. There is a lunch break incorporated in the schedule. At 12:00pm the pupil will not be able to proceed to the next class and the current class will end. The pupil will have the opportunity to work on items that are not finished or available to be reviewed/studied as this is the pupil's time to manage. Classes will resume at 1:00pm until 3:00pm.

8. A description of commercially prepared standardized achievement tests that will be used by the cyber charter school in addition to the Pennsylvania System of School Assessment test, including the grade levels that will be tested and how the data collected from the tests will be used to improve instruction.
    a.

9. The technical support that will be available to students and parents or guardians.
    a. The technical support will have the ability to remotely troubleshoot technical issues with the software.
        i. This support will be available until 9:00pm EST Monday through Friday.
        ii. It will be available via telephone, email and instant message (Communicator).
    b. There will be regular periodic maintenance conducted on the software via the internet for all entities utilizing the service (both as end-users and professionals).
    c. There will be FAQs available for minor technical issues that could be resolved by the end-user (pupil's caregiver or computer literate adult).

10. The privacy and security measures to ensure the confidentiality of data gathered online.
    a. All data gathered will be secure via the utilization of commercial security business products such as VeriSign SSL Certificates which protects both the business and the end-user.
    b. All data gathered is also secure within the organization.
        i. Access must be granted to certain electronic profiles to access personal information gathered online from the end-users of The HOPE Leadership Cyber Charter School.
    c. All data gathered online is backed up to a remote server which is also encrypted

as a security measure.

1) The level of anticipated enrollment during each school year of the proposed cyber charter school including expected increases due to the addition of grade levels.
   a. We anticipate an aggressive level of enrollment during each school year of The HOPE Leadership Cyber Charter School due to the current fiscal and communal climate of current Philadelphia School District due to recent budget cuts, school closings and community favor of charter schools in lieu of the drastic changes.
   b. We plan to take advantage of the changes to offer a charter that is more competitive as it requires technology which is the fast growing foundation of development for tomorrow's workforce and higher-learning. Such an opportunity supports our anticipation for an aggressive enrollment with the addition of grade levels as we carry the aforementioned philosophy from early childhood and elementary education through to secondary education.
   c. An aggressive level of enrolment could be a strong possible 35% or higher.

2) The methods to be used to insure the authenticity of student work and adequate proctoring of examinations.
   a. Authenticity: work has to be recorded.
      i) Some work will require oral presentation. This will be done via speaking into the head phones with the microphone attachment.
      ii) Logging in will activate the web-cam to record the pupil performing the work.
   b. Exam Proctoring:
      i) Exams must be scheduled in local venues (i.e. libraries). Transportation will be provided for families who express the need.

3) The provision of education and related services to students with disabilities, including evaluation and the development and revision of individualized education programs.
   a. Provision of education and related services to students with disabilities:
      i) The technology equipment will be re-assessed and deployed if necessary
      ii) The provision of education will be according to the IEP to provide a Free Appropriate Public Education.
      iii) Related services will be a cooperative effort per the 24 P.S. §17-1741-A (15) Special Education "following addition. The goal of all segments of the educational community should be to ensure that all students receive appropriate educational services. Thus, the Department expects and encourages school districts, IUs and cyber charter schools to work together to ensure that appropriate educational services are provided to all students with disabilities."
         (1) This will be done within the FERPA guidelines.
   b. Individualized education programs:
      i) The HOPE Leadership Cyber Charter School's school psychologist, teacher, requested assistance per the aforementioned cooperative effort and family to form a special education trans-disciplinary team for effective IEP development and implementation.

4) Policies regarding truancy, absences and withdrawal of students, including the manner in which the cyber charter school will monitor attendance consistent with the provisions of

section 1715-A (9).

a. The manner in which The HOPE Leadership Cyber Charter School will monitor attendance consistent with the provisions of §1715-A (9) will be conducted via the log-in/log-off process as detailed in Section 7 (above) in this 2013 Cyber Charter School Application.
b. The HOPE Leadership Cyber Charter School policies regarding truancy, absences and withdrawal of students are consistent with **24 P.S. § 13-1332 and 24 P.S. § 13-1333**

5) The types and frequency of communication between the cyber charter school and the students and the manner in which the cyber charter school will communicate with parents and guardians.
   a. Communication with students:
      i) The HOPE Leadership Cyber Charter School will communicate daily with students.
   b. Communication with parents/guardians:
      i) The HOPE Leadership Cyber Charter School will communicate with parents and guardians in the method that they prefer.
         (1) If it is not an emergency or of an urgent matter, the communication options of preference are:
            (a) Phone
            (b) Email
            (c) Text
            (d) Mail
         (2) If it is an emergency or of an urgent matter, the communication options of preference are:
            (a) Phone
            (b) Text

6) The addresses of all facilities and offices of the cyber charter school, the ownership thereof and any lease arrangements. If the cyber charter school has more than one facility, it must designate the administrative office where all student records shall be maintained as required by section 1748-A(h).
   a. The Administrative Office is located at 7821 Bartram Avenue, Philadelphia, PA 19153.
      C. Randall A. Mineo
         Executive Vice President
         Core Asset Management, LLC
         1080 N. Delaware Avenue
         Philadelphia, PA 19125
   b. Lease Arrangement: **Appendix E**

Section 1743-A(c)(d)

1. Describe how your cyber charter school will make available upon request, either in writing or electronically, the following information to each student's school district of residence:
   a. A copy of the charter.
      i. Two double-sided hard copies, USB port word documents, Insured Mail, Secure Fax
   b. A copy of the cyber charter school application.

        i. Two double-sided hard copies, twelve (12) USB port word documents
    c. A copy of all annual reports prepared by the cyber charter school.
        i. Double-sided hard copies, USB port word documents, Insured Mail, Secure Fax
    d. A list of all students from that school district enrolled in the cyber charter school.
        i. Double-sided hard copies, USB port word documents, Insured Mail, Secure Fax

2. Describe how the cyber charter school upon request and prior to the student's first day in the cyber charter school will provide, either in writing or electronically, the following information to the parent or guardian of a student:
    a. A list and brief description of the courses of instruction the student will receive. The list shall be updated annually for each grade level in which the student is enrolled.
        i. This will be mailed to the parent and will also be available online at The HOPE Leadership Cyber Charter School website.

b. A description of the lessons and activities to be offered online and offline.
    i. This will be mailed to the parent and will also be available online at The HOPE Leadership Cyber Charter School website.

c. The manner in which attendance will be reported and work will be authenticated.
    i. Attendance will be recorded and reported by the log-in/log-out abilities of the cyber school software.
    ii. The work will be authenticated via voice records, web-cam and daily teacher communication.

d. A list of all standardized tests the student will be required to take during the school year and the place where the test will be administered, if available.
    i. PSSA
    ii. Tentatively: local libraries

e. The meetings to be held during the school year between a parent or guardian and a teacher and among other school officials or parents or guardians and the manner in which the parent or guardian will be notified of the time and place for the meeting.
    i. There will be an initial meeting with the parent for student orientation and there will also be quarterly parent/teacher conferences.
    ii. Conferences will be either face-to-face in a physical venue or via Skype for a satellite conference per the preference of the parent.
        1. Physical face-to-face conferences must be within the reasonable travel distance of 10-15 miles from administrative office.
    iii. The parents/guardians will be notified via preferred method of communication (e.g. email, mail, phone, text). The parent/guardian will be reminded at last seventy-two (72) hours prior to the scheduled meeting appointment via telephone call.

f. The address of the cyber charter school and the name, telephone number and e-mail address of the school administrator and other school personnel.
    i. Address of the cyber charter school:
        1. 7821 Bartram Avenue, Philadelphia, PA 19153.
    ii. Cyber Charter School name:
        1. The HOPE Leadership Cyber Charter School
    iii. Telephone number and e-mail address of the school administrator and other school personnel:
        1. Melissa G.-Bailey, School CEO, Founder
           215-275-1152, wbrecinc@gmail.com
        2. Kim Rhym, Cyber School Operations Consultant
           215-868-2442, wbrecinc@gmail.com
        3. William Bailey, School Administrator, Co-Founder
           215-253-9352, wbrecinc@gmail.com
        4. Bashir Barnes, School Facilities Manager
           267-292-5092, wbrecinc@gmail.com
        5. JoAnne Moore-Dent, School Academic and Technology Advisor

267-292-5092, wbrecinc@gmail.com

6. Shantaa Gray, Secretary
   267-292-5092, wbrecinc@gmail.com

g. A list of any extracurricular activities provided by the cyber charter school.
   i. Music
   ii. Art
   iii. Home Economics
   iv. Girls Basketball
   v. Boys Basketball
   vi. Chess
   vii. Checkers
   viii. Drama/Theater
   ix. Film/Production
   x. Green Club
   xi. Read it! Book Club

h. The names of the student's teachers, if available, and the manner in which each teacher can be contacted by the student or the parent of guardian.
   (i) The names of the student's teacher are not available at this time.
   (ii) The manner in which each teacher can be contacted by the student or the parent or guardian is via:
      1. Voice message, phone call or email.

i. A list of all services that will be provided to the student by the cyber charter school.
   i. Education
   ii. Extracurricular activities
   iii. Cooperative learning opportunities
   iv. Field trips
   v. Study sessions

j. Copies of policies relating to computer security and privacy, truancy, absences, discipline and withdrawal or expulsion of students.
   i. Please see the Appendixes

k. Information on:
   i. The cyber charter school's professional staff, including the number of staff personnel, their education level and experience.
      1. Job Descriptions for the above are in **Appendix F**
   ii. The cyber charter school's performance on the PSSA and other standardized test scores.
      1. Currently unavailable

l. Information regarding the proper usage of equipment and materials and the process for returning equipment and materials supplied to the students by the cyber charter school. A parent or guardian shall acknowledge, either in writing or electronically, the receipt of this information.

i. **Appendix G**

m. A description of the school calendar, including, but not limited to, the time frame that will constitute a school year and a school week, holiday and term breaks.
   i. A calendar to illustrate the aforementioned description is in **Appendix H**

Section 1748-A

1. Within 15 days of the enrollment of a student to a cyber charter school, the parent or guardian and the cyber charter school shall notify the student's school district of residence of the enrollment through the use of the notification form developed by the Department of Education.
2. The cyber charter school and the parent or guardian shall provide written notification to the school district of residence within 15 days following the withdrawal of a student from the cyber charter school.

CYBER CHARTER SCHOOL APPLICATION FACT SHEET

This application fact sheet is intended to be a "finger-tip" summary of your application. The information furnished below must be an accurate representation of the application and must correspond to the information provided in the body of the application.

Proposed Cyber Charter School Name (Must Include "Charter School" in the Title)
The HOPE Leadership Cyber Charter School

Proposed Cyber Charter School Administrative Location (Address, City/Town and Zip Code)
7821 Bartram Avenue, Philadelphia, PA 19153.

County Philadelphia
Intermediate Unit
Proposed Start Date September 9, 2015
Federal Employer Identification Number 45-4148097

Contact Person:
First_: Melissa Middle Last_: G-Bailey
Organization The William Bailey R.E.C. Center, Inc. (A/K/A The WB Revitalization & Empowerment Center, Inc)
City Philadelphia State PA Zip Code 19142
Telephone 215-275-1152 Fax Number E-mail_ wbrecinc@gmail.com

Founding Coalition: Indicate Number of Representatives per Group	Grade and Age Ranges	Projected Student Enrollment Year 1-5
Parents 300 Teachers Business Partners 5 Community Based Orgs. 2 Museums Higher Education Other Group (Identify)	Elementary K-5th grade Secondary Age of Kindergarten 6 Age of Beginners Circle Appropriate Grade(s) **K 1 2 3 4 5** 6 7 8 9 10 11 12 Kindergarten: **Full Day** or Half Day?	1st Year 600 2nd Year 800 3rd Year 1080 4th Year 1458 5th Year 1969 Total Number of Teachers 30 RATIO teacher: students 1:20

Does the cyber charter applicant have an existing retirement system? Yes___No X

Does the applicant group presently have access to a facility suitable for the cyber charter school's administrative offices? Yes **X** No___

School Focus: Describe, in brief terms and on an additional page, the proposed cyber charter school's mission, educational focus, and other essential characteristics.

School Focus:

Our organizational motto is ‘Never underestimate our youth.’

The educational focus of The HOPE Leadership Cyber Charter School is to have its pupils develop a genuine love of learning.

I. SCHOOL DESIGN

1. Mission Statement:

A. Briefly describe the core philosophy or underlying purpose of the proposed school.

i. Our quest is to provide valuable education and assist in the ability to recognize one's full potential through our commitment to deliver high quality service with competitive learning.

ii. Its essential characteristics are to be high quality via continued professional learning and cutting edge technology to introduce our young scholars and leaders of the future to crucial functional skills preparing for adulthood.

B. What is your overarching vision of the school?

i. Its vision is to see its graduates understand the concepts taught and graduate with confidence and expectations of entry into the workforce and higher-education institutions.

C. The concise plan for an innovative public school that will lead to improved education performance is to teach our children to have expectations of learning and to identify their personal gifts with a developed loved for learning. We believe that learning is a life-long quest that keeps our nation competitive. It is our intent to prepare our young scholars to be high-functioning contributors of society who expect to do well in the workforce and to want to continue learning in higher-education institutions. Graduating high-school for our pupils is just the beginning of many more accomplishments. We teach for this outcome and lead by example so that our pupils learn to lead.

Explanation: Define a concise plan for an innovative public school that will lead to improved educational performance. Consistency between the mission and the educational programs should be articulated to achieve improved performance.

2. Measurable Goals and Objectives:

A. What are the school's <u>measurable</u> academic goals and objectives to promote student learning?

i) The HOPE Leadership Cyber Charter School academic goals and objectives are as follows:

(1) Students will be able to understand Pennsylvania Core Standards beyond the provisional "teach to the test" methods.

(2) Students will be assisted in ascertaining a comfort with the process of learning with professional one-on-one attention.

(3) Students will be able to apply learning competencies in multiple academic platforms through comprehensive teaching methods and curriculum.

(4) Students will be engaged in the lessons and given academic options to help develop responsible decision making qualities.

(5) The HOPE Leadership Cyber Charter School's objective is to develop the child instead of forcing traditional school assimilation on the child; to encourage responsible, individual and comprehensive development.
   (a) Measurement of these academic standards are gauged via reports of the academic progress via the learning software, the feedback of the pupil's learning experience from both the pupil, parent/guardian and any relevant professional support team, the reports of the standardized testing and the teacher's assessment and observations.

B. What are the schools <u>measurable</u> non-academic goals and objectives to promote student performance?
   a. The HOPE Leadership Cyber Charter School's objective is to develop the child instead of forcing traditional school assimilation on the child; to encourage the responsible, individual and comprehensive development in lieu of complete child development.
      1. Complete child development includes:
         a. The child being socially, mentally, emotionally and physically supported with extracurricular activities and similar non-academic opportunities.
         b. Such activities are measured via participation, child feedback of the experience and professional team assessments of the activities benefits.

*Explanation: Develop clear, **<u>measurable</u>** goals with objectives for building the educational program that reflects a commitment to academic excellence for all students.*

3. Educational Program:

A. Describe the educational program of the school, providing a detailed description of the curriculum and the content in all subject areas.
   (a) Curriculum: Appendix A
      i. Addressing the following areas:
         1. Language arts, integrating reading, writing, phonics, spelling, listening, speaking, literature and grammar, and information management, including library skills.
         2. Mathematics, including problem-solving and computation skills.
         3. Science and technology education, involving active learning experiences for students.
         4. Environment and ecology education, involving active learning experiences for students.
         5. Social studies (civics and government, economics, geography and history).
         6. Health, safety and physical education, including instruction in concepts and skills which affect personal, family and community health and safety, nutrition, the prevention of alcohol, chemical and tobacco abuse, knowledge and practice of lifetime physical activities, personal fitness, basic movement skills and concepts,

motor skill development, principles and strategies of movement, and safety practices in physical activity settings.

7. The arts, including active learning experiences in art, music, dance and theatre.
8. Understanding and use of library and other information sources.

B. Describe how your school will meet the educational needs of students with disabilities in accordance with Chapter 711. Provide a projection of the number and type of special education programs that will be operated directly by your charter school or through contracts. Provide a projection of the number and type of related services that will be provided directly by the charter school or through contracts.

a) Provision of education and related services to students with disabilities:
   - (i) The technology equipment will be re-assessed and deployed if necessary
   - (ii) The provision of education will be according to the IEP to provide a Free Appropriate Public Education.
   - (iii) Related services will be a cooperative effort per the 24 P.S. §17-1741-A (15) Special Education "following addition. The goal of all segments of the educational community should be to ensure that all students receive appropriate educational services. Thus, the Department expects and encourages school districts, IUs and cyber charter schools to work together to ensure that appropriate educational services are provided to all students with disabilities."
     a. This will be done within the FERPA guidelines.

b) Individualized education programs:
   - (iv) The HOPE Leadership Cyber Charter School's school psychologist, teacher, requested assistance per the aforementioned cooperative effort and family to form a special education trans-disciplinary team for effective IEP development and implementation.

c. Projections of the number of and type of related services to students with disabilities will be based on a projected percentage of at least 10-15% (+/-) of the enrolled student population per class.

d. Types of special education programs that will be operated by the cyber charter school are consistent with the PDE-352 Guidelines of the School-Based ACCESS Program with the following provisions for contracted professional services:
   - (i) Psychological testing
   - (ii) Specialized transportation outside the regular school transportation system
   - (iii) Training for staff
   - (iv) Community based program costs
     1. Programs above the ESY provided by the district such as swimming lessons, additional community based programs
   - (v) Maintenance contracts on computers, copiers, etc.

C. Describe the teaching methods that will be used to deliver instruction and assess academic performance. How will this pedagogy enhance student learning?

a) Teachers will deliver instruction via the internet "blackboard" instruction.
b) Academic progress will be monitored via internet with assessment tools.
    i. Assessment tools are feedback quizzes issued to the students by the teacher to gauge if the pupils understand the instruction and can apply it. These are graded automatically by the software and reported to the teacher. The teacher will get information pertaining to the class as a whole and per child, (similar to an online college class format, with the software grading for the teacher and generating reports). The assessment for the children will be simple questions of curriculum reinforcement. It will also be issued in game lesson-plan formats to encourage interactive and critical thinking of instruction application thus achieving an educational goal of true curriculum understanding instead of temporary instruction/reverberation.
    ii. Communication regarding assistance to students from the teachers will be delivered via Skype (face-to-face) or Instant Chat/Communicator for more computer literate pupils at designated date and times. Caregivers will be given notice of the aforementioned communication appointment and topic/agenda. This communication can be done with the pupil with or without the caregiver. The caregiver's attendance and cooperation is preferred and encouraged.
    iii. This pedagogy will enhance student learning through the usage of technology as this is a well received and statistically preferred method[i] of usage by children. Thus, this will be instruction in a preferred setting and utilizing engaging tools (i.e. games and plain-text questions) to keep the pupil's interest and to encourage a genuine love of learning through an emotional subconscious reaction similar to children and favorite video games. School will be fun and entertaining without the teacher having to spend a large portion of her/his time in classroom management and pupil entertainment for attention, cooperation and lesson-plan understanding.

D. Attach the school calendar and identify hours of the school operation, as per Section 1715-A(9).

a) Proposed school calendar **(Appendix I)** :
    i. Starting day: approximately September 9th (Monday, after Labor Day)
    ii. Closed on nationally observed holidays and traditional school closing: Thanksgiving (2days), Christmas/Winter break (25th , 26th , last week of the year, returning January 2nd, or first business day after New Year's day), Martin Luther King, Jr. Day, Easter/Spring Break (one week in March).
    iii. Completing mandated 180 days of instruction with 6 hour days of instruction.
        1. Including full-day Kindergarten with 5 hours of instruction per day
b) The HOPE Leadership Cyber Charter School has a set schedule for the definition of a pupil's 'school day'. It begins at 9:00am and ends 3:00pm. We encourage breakfast to be before 9:00am. There is a lunch break incorporated in the schedule. At 12:00pm the pupil will not be able to proceed to the next class and the current class-session will end. The pupil will have the opportunity to work on

items that are not finished or available to be reviewed/studied as this is the pupil's time to manage. Classes will resume at 1:00pm until 3:00pm.

Explanation: Describe effective teaching methods, curriculum, and a specific plan to meet the needs of ALL students that are consistent with the mission of your school.

4. School Accountability:

a. What methods of self-assessment or evaluation will be used to ensure that the school is meeting its stated mission and objectives?
    a. Methods of organization self-assessment will be evaluated via reports of tests scores, both teacher/classroom specific and standardized testing.
    b. This method will also utilize the Pennsylvania Value Added Assessment System (PVAAS)

b. How will teachers and administrators be evaluated? Describe your standards for teacher and staff performance.
    a. Methods of professional self-assessment will be evaluated via merit and professional performance reviews.
    b. 360 evaluations will take place:
        1. This is an opportunity for the teacher and administrator to critique themselves professionally by identifying opportunities for growth and demonstrated abilities of strengths.
        2. This is also an opportunity for the evaluating officer/staff to document and address the aforementioned areas in addition to any other observed and/or reported opportunities for growth and demonstrated abilities of strength.
        3. This process will also utilize the Teacher and Principal Evaluation Survey tool.

c. How will your school be accountable to the parents of the children attending your school?
    a. Parents/caregivers will be given an opportunity to express concerns via parent/teacher conferences, anonymous electronic suggestion box and with mandatory evaluation surveys (similar to higher education professor and lesson plan evaluation surveys).
        1. The surveys will be given to parents/caregivers in the beginning of the school year to establish parental/caregiver expectations and goals for their children's educational experience.
        2. The survey will be given to the parents/caregivers at the end of the school year to determine:
            i. if the aforementioned established goals and expectations were met,
            ii. if there are organizational opportunities for growth and development,
            iii. if there are teacher's opportunities for growth and development
            iv. any observations of excellence and strength for both the organization, teacher and lesson plans/curriculum.
            v. Parent/Caregiver complaints will also be addressed with the organizational objective to preserve the reputation and

transparency of the organization and the parent/caregiver partner relationship for the overall benefit of the child(ren).

d. Discuss your plan for regular review of school budgets and financial records.

   a. The plan for regular review of school budgets and financial records are to be quarterly.

      1. This means that every quarter of the organizational fiscal year ending 12-31, there will be a review of the school budget and financial records.
      2. The aforementioned means of school fiscal review regularity will provide us with data to forecast and plan before, during and after the school year as organizational school plans are in effect before the school start-date of each year.
      3. The close of the school year's quarterly financial reviews allows us the ability to forecast and plan for possible academic summer enrichment programs, etc.

I. SCHOOL DESIGN (Cont.)

e. Describe your system for maintaining school records and disseminating information as required under the Family Educational Rights and Privacy Act (FERPA).
    a. School records will be maintained electronically via secure means:
        i. All data gathered will be secure via the utilization of commercial security business products such as VeriSign SSL Certificates which protects both the business and the end-user.
        ii. All data gathered is also secure within the organization.
            1. Access must be granted to certain electronic profiles to access personal information gathered online from the end-users of The HOPE Leadership Cyber Charter School.
        iii. All data gathered online is backed up to a remote server which is also encrypted as a security measure
        iv. All data gathered will be within the FERPA guidelines, including but not limited to parent consent and disclosure.
    b. Any school records that are maintained physically (hard copy) will be scanned into the aforementioned secure electronic system and kept in the Administrative offices (headquarters) in secure filing cabinets in a secure file room.
    c. No documents that have expired per the FERPA will be stored within the school/organization physically or electronically.
        i. Electronic expired files will be deleted from the server
        ii. Physical (hard copies) files will be shredded.

f. Describe your system for maintaining accurate student enrollment and withdrawal information as required under Section 1748-A, Enrollment and Notification.

    a. The HOPE Leadership Cyber Charter School's system for maintain accurate student enrollment and withdrawal information will be electronically
        i. Once applications and copies of the supporting documentation is received (via fax, scanned/emailed or mail) the information will be verified once a parental/caregiver consent is given to verify the information.
            1. The official enrollment of the pupil will create a pupil academic record file and the hard copies of official enrollment will be reported to the relevant school district and PDE.
            2. During the enrollment process, prior to admission, and officer of The HOPE Leadership Cyber Charter School, the caregiver of the pupil(s) shall also provide a sworn statement stating whether the student was previously or is presently suspended or expelled from any public or private school for any offense involving weapons, alcohol or drugs or for the willful infliction of injury to another person or for any act of violence committed on school property. The school from which the student was suspended or expelled and the dates of the suspension or expulsion must be provided. Any willful false statement shall be a misdemeanor of the third (3rd) degree. **Appendix C**
        ii. In the event a student withdraws, the information will be recorded electronically in the pupil's academic records and the hard copies will be released to school district and PDE.

g. Describe plans to evaluate student performance.
    a. Student performance is to be evaluated via:
        1. Teacher's observations and assessments
        2. Student attendance and participation
        3. Student's testing scores (in the classroom per the lesson plan and standardized testing)
h. How will student development toward the school's overall learning goals and objectives be measured?
    a. Student development toward the school's overall learning goals and objectives will be measured via the student's feedback and performance.
    b. This will be done electronically via the software's individual student testing, participation, and attendance reports.
    c. This will also be done via the teacher's observations during the daily interactions with the student.
    d. Each goal will be tracked via a survey of whether the student is:
        1. Meeting goals
        2. Exceeding goals
        3. Not meeting goals
        4. New personalized goal set: (this is an opportunity for growth where the school's overall learning goals required a specific goal for a child dependent upon their learning abilities and performance thus far – it is room for customization to achieve the curriculum outcome.)
i. Describe how student evaluation will be used to improve student achievement and attain the stated learning objectives.
    a. Student evaluation will be used to improve student achievement and attain the stated learning objectives via the statistical determination of curriculum effectiveness and efficiency.
        1. Based on the statistical analysis of the student evaluation via the aforementioned survey, the school will be able to see where there are areas of opportunity and areas of achievement.
            a. These statistical analyses should be done periodically to be pro-active about changes that are necessary in preparation for large outcomes such as the PSSA.
        2. The school will also utilize the PSSA to do a comparison of data (utilizing the statistical analyses of the surveys) to determine the survey's effectiveness and accuracy: e.g. by conducting the statistical analysis periodically and targeting 'problem' areas of development with more support and specific instruction to the individual pupil, did this achieve the schools learning objective and was it reflected in the PSSA scores? If not, what didn't work and why? – This will provide an opportunity for professional development via training and collaboration to troubleshoot and/or correct the problem identified.

Explanation: Describe your commitment to high academic standards for all students; well-developed evaluation program for either school-developed or standardized testing; use of the Pennsylvania System of School Assessment (PSSA) or the PA Alternate School Assessment (PASA); and an analysis of assessment results to improve student performance.

5. **School Community:**

A. Describe the relationship of your school with the surrounding community.
   a. The school is supported by its community. The organization does community service programs and events within the community it serves, in addition to provided education enrichment opportunities for both children and adults.

C. Describe the nature and extent of parent involvement in the school's mission.
   a. The nature and extent of parent involvement in the school's mission is not of a governing presence but that of a partner correlation. Our mission is built upon child complete development which requires parental/caregiver participation as a partner to work with us to accomplish. We also involve the parent via conferences and surveys to create a rapport and build on the partnership as their feedback and participation is a valuable asset to our school's productivity.

D. Describe procedures established to review complaints of parents regarding operation of the charter school.

   a. The parent complaint procedure that allows The HOPE Leadership Cyber Charter School ten (10) business days to issue a written response from the PDE is to conduct an investigation of the concern at-hand. Once the investigation is complete the response will not only address the complaint but it will also offer possible solutions, alternatives, mediation and/or a rebuttal. Our goal is to not remain silent when complaints are issued, but to preserve parent/community relationships with the school. It is our intent to address the parent's compliant in a proficient, positive and professional manner to continue to provide services to the pupil and continue a parent-partner relationship
   b. In the aforementioned proposed preservation methods, the school will also collaborate with other community organizations that are relevant to the issue/concern at-hand. This collaboration will be an attempt to bring in a non-bias third party to address the concern with a productive outcome, via services, support referrals, etc. as is relevant to the issue/concern at-hand.

Explanation: Describe expectations of family members (or guardians) to be active participants in their children's education and the integration plan of the school to collaborate with other community organizations.

6. **Extracurricular activities (athletics, publications and organizations):**

A. Describe the program of extracurricular activities planned for the charter school.

   a. The following extracurricular activities planned for the cyber charter school complement its mission to their appeal to the child's whole development (physical activity, artistic/cultural activity, critical thinking activity, environmentally conscious activity, health/nutrition activity, literacy proficiency activity and social/emotional expressive activity).

i. Music
    1. This is a program that can be done electronically with the usage of electronic sound boards, learning and production.
        a. Similar to the Play On Philly
ii. Art
    1. This is a program that can be done electronically with the usage of art software /programs.
        a. Similar to Philadelphia Arts in Education Partnership
iii. Home Economics
    1. This is a program that can be done electronically with the usage of simulation software.
iv. Girls Basketball
    1. This is a voluntary program that has to be done in-person.
        a. Similar to the Philadelphia Recreation Centers and PAL centers.
v. Boys Basketball
    1. This is a voluntary program that has to be done in-person.
        a. Similar to the Philadelphia Recreation Centers and PAL centers
vi. Chess
    1. This is a program that can be done electronically with software.
        a. Similar to Out of School Time: ASAP program
vii. Checkers
    1. This is a program that can be done electronically with software.
        a. Similar to Out of School Time programs
viii. Drama/Theater
    1. This is a program that can be done both electronically with software in regards to the creation of plays (theater) and the simulated production of the scenes via software in addition to the physical production of the scenes.
        a. Similar to the Freedom Theater
ix. Film/Production
    1. This is a program that can be done electronically with the uploading of projects and the utilization of the webcam and other hardware.
        a. Similar to the Honickman Center (sponsored by Comcast)
x. Green Club
    1. This is a program that can be done both electronically and physically with software in regards to the uploading of field-experiences regarding recycling (will require the participation and support of a parent or guardian) or preforming projects at home with the support of a parent or guardian.
        a. Similar to
xi. Read it! Book Club
    1. This is a program that can be done electronically via book reporting, competitions and discussion forums.
        a. Similar to the 100 book challenge

Note: Charter schools shall be permitted, if otherwise qualified, to be members of the Pennsylvania Interscholastic Athletic Association.

B. Describe whether any agreements have been entered into or plans developed with the local school district regarding participation of the charter school students in extracurricular activities within the school district.

a. An agreement has not yet been entered into with the local school district regarding participation of the charter school students in extracurricular activities within the school district at this time. However, the school does plan to initiate this process once the cyber charter has been approved.
b. The programs in the students' school districts of residence are listed in the "similar to" sections above.

Explanation: Identify organized activities that complement the mission of the cyber charter school and the programs in the students' school districts of residence.

7. Technology Support:

A. Describe how your cyber charter school uses technology to provide a significant portion of its curriculum and to deliver a significant portion of instruction using the Internet or other electronic means.

a. 90% of the cyber charter school's curriculum and instruction is delivered via the internet. The curriculum is delivered via The HOPE Leadership Cyber Charter School software.
b. Any other means would be through conferences, standardized testing and IEP development/execution if applicable.

B. Describe how you will improve student achievement through effective uses of technology.

a. I will improve student achievement through effective uses of technology because I will make sure that an assessment is given utilized to gauge the children's personal interest. Once this is ascertained, I will develop curriculum to be executed via the usage of technology to appeal to the common personal interests of the students (e.g. if the first grade population agrees that the majority of them are interested in football per the initial assessments, I will create lesson plan templates for the teachers to utilize and develop student educational goal assessment games and plain-text questions around a football theme and interest.) This improves student achievement because it is relevant to them in multiple facets (personal interest and comprehensive learning that is applicable to their current reality which supports the educational goal of complete learning and true understanding of the curriculum).

SCHOOL DESIGN (Cont.)

C. Describe the technical support that will be provided to students and parents.
   a. The technical support will have the ability to remotely troubleshoot technical issues with the software.
      iv. This support will be available until 9:00pm EST Monday through Friday.
      v. It will be available via telephone, email and instant message (Communicator).
   b. There will be regular periodic maintenance conducted on the software via the internet for all entities utilizing the service (both as end-users and professionals).
   c. There will be FAQs available for minor technical issues that could be resolved by the end-user (pupil's caregiver or computer literate adult).

D. Describe the policy for ensuring the privacy and security measures that will guarantee the confidentiality of data gathered online.

   a. All data gathered will be secure via the utilization of commercial security business products such as VeriSign SSL Certificates which protects both the business and the end-user.
   b. All data gathered is also secure within the organization.
      vi. Access must be granted to certain electronic profiles to access personal information gathered online from the end-users of The HOPE Leadership Cyber Charter School.
   c. All data gathered online is backed up to a remote server which is also encrypted as a security measure.

E. Describe the methods to ensure authenticity of student work and the proctoring of exams.

   a. Authenticity: work has to be recorded.
      i. Some work will require oral presentation. This will be done via speaking into the head phones with the microphone attachment.
      ii. Logging in will activate the web-cam to record the pupil performing the work.
   b. Exam Proctoring:
      i. Exams must be scheduled in local venues (i.e. libraries). Transportation will be provided for families who express the need.

F. Describe equipment such as hardware, software and Internet connections to be provided to students.

   a. The technology which will be provided by The HOPE Leadership Cyber Charter School will be:
      vii. One (1) Monitor
      viii. One (1) Tower
      ix. One (1) Universal mouse and mouse pad
      x. One (1) Key Board
      xi. One (1) Printer with Driver CD Rom
      xii. One (1) High Speed Internet Options for connection

xiii. The HOPE Leadership Cyber Charter School Academic Curriculum Software: One (1) CD Rom
xiv. One (1) Web Cam – if not already installed in the computer monitor
xv. One (1) Set of earphones

II. NEEDS ASSESSMENT

a. Statement of Need:

A. Why is there a need for this type of school?

a. Due to the current fiscal[ii] and communal climate changes regarding the Philadelphia School District resulting in recent budget cuts, high volume of layoffs, school closings, the community favor has shifted to charter schools in lieu of the drastic changes.
b. There has also been recent publications of school brick and mortars being unsafe for children to attend (abductions[iii])

B. Explain why the cyber charter school model is an appropriate vehicle to address this need.

a. The cyber charter school model is an appropriate vehicle to address this need because children are in the safety of their own homes where the quality of their education will not be impacted by the political and fiscal decisions of the School District. These remedies alone will add to the relief from fear that many Philadelphia parents are expressing currently.

Explanation: Provide recognition of potential opportunities to improve service and expand choices for students and parents.

2. School Demographics:

A. What are the school's enrollment projections for each of the first five years?

Projected Student Enrollment Year 1-5
1st Year___600____
2nd Year___800____
3rd Year___1080_____
4th Year__1458_____
5th Year__1969_____

i. What is the school's ultimate enrollment goal?
   a. Ultimate enrollment goal is 2000
ii. What grades will be served?
   a. Kindergarten through to 5th grade
iii. What is the entry age for kindergarten students and the entry age for beginners ?
   a. 6 years of age for Kindergarten.
iv. How many students are expected to be in each grade or grouping?
   a. At least 100 per grade.

B. Describe the community or region where the school, particularly the administrative office, will be located.
   a. Philadelphia, PA
C. Why was this location selected? Are there other locations suitable to the needs and focus of the school?
   b. This location was selected due to the need assessment.
E. Describe any unique demographic characteristics of the student population to be served including primary languages spoken.
   c. The primary language spoken is English.
   d. The unique demographic characteristic of the student population to be served is that it is 100% urban, with a large percentage of underserved minority youth and families.

Explanation: Provide a description of the students to be served and the community in which the school will be located.

3. District Relations/Evidence of Support:

A. Provide evidence that your cyber charter school has the sustainable support to operate.

2) What efforts have you made to notify the district(s) from which your charter school would draw students?
   a) We have issued a letter of intent to the Philadelphia School District Charter School office
   b) We have established a relationship with the Philadelphia School District's Community office to create relationships with the failing schools in Philadelphia.
      i) During these ventures with the schools, we have established a presence within the community and with the parents of the families affected by the aforementioned changes.
3) What efforts will be implemented to maintain a collaborative relationship with school districts?
   a) We will continue to stay in contact with the aforementioned Philadelphia School District offices and seek, if not develop, opportunities to expand on the current programs and partnerships to achieve a greater impact.

Note: Please attach letters of intent that were sent to all school districts from which the cyber charter school could reasonably expect to draw students.

II. NEEDS ASSESSMENT (Cont.)

D. Convey the scope of community backing for the proposed charter school and its founding coalition. Document community support among teachers, parents, students, community members, institutional leaders and others through the use of letters of support, surveys, or other tangible means.

Explanation: Document efforts to foster open communications with local school districts; evidence that the founders inspire the confidence of their targeted community; evidence that the program provides an attractive educational alternative to students and parents; and evidence that the breadth of community support extends beyond the core group of founders.

III. GOVERNANCE

1. Profile of Founding Coalition:

A. Describe the makeup of the group or partnership that is working together to apply for a charter, including the names of the founders, their background and experiences, and references for each.
   1. Police Officer, William Bailey, Jr. prominent community advocate
      - Reference: Darian Thomas, 484-431-0609
   2. Melissa G-Bailey, Director of Education of The International Gateway Empowerment Center, Inc.
      - Reference: Ann Strickland, 215-806-4879
   3. Kim Rhym, current cyber charter user
      - Reference: Carolyn Gray 215-606-8961
   4. Bashier Barnes, Facilities Manager for The International Gateway Empowerment Center, Inc.
      - Reference: Kenyetta Ad, 856-725-3899

B. Discuss how the group came together, as well as any partnership arrangements with existing schools, educational programs, businesses, non-profits, or any other entities or groups. Provide information on the manner in which community groups are involved in the charter school planning process.
   a. This group worked very closely during community event planning and execution. They also worked closely while providing academic services to the children in the schools that are being affected by the aforementioned changes.

4) Include any plans for further recruitment of founders or organizers of the school.
   a) The plan for further recruitment of founders or organizers of the school will be per vacancy of operational positions and political influence.

Explanation: Describe a group that is composed of people with a range of professional skills capable of the organizational, financial, pedagogical, legal and other skills required to operate a functioning public school.

2. Governance:

A. Describe the proposed management organization of the school, including the following

requirement:

An affirmative vote of a majority of the members of the Board of Trustees of the cyber charter school, duly recorded, showing how each member voted, shall be used in order to take action on the following subjects:

- School calendar (must include 990 hours or 180 days of instruction for secondary students [grades 7-12] and 900 hours or 180 days for elementary students [grades 1-6]. School cannot be kept open for students or staff on Sundays, Fourth of July, Memorial Day, Thanksgiving, the first of January, Christmas, or Saturdays unless Monday is the weekly holiday for the entire school year)
- Adopting textbooks
- Appointing or dismissing charter school administrators
- Adopting the annual budget
- Purchasing or selling of land
- Locating new buildings or changing the locations of old ones

III. GOVERNANCE (Continued)

- Creating or increasing any indebtedness
- Adopting courses of study
- Designating depositories for school funds
- Entering into contracts of any kind where the amount involved exceeds $200
- Fixing salaries or compensation of administrators, teachers or other employees of the charter school.
- Entering into contracts with and making appropriations to an intermediate unit, school district or Area Vocational/Technical School for the charter's proportionate share of the cost of services provided or to be provided by the foregoing entities.

B. How will the Board of Trustees be selected?

   a. As a 503 (c) (b) organization, this cyber charter school will be governed as a non-profit. The Board of Directors shall consist of not less than three (_3_) nor more than seven (_7_) persons. Directors shall be chosen annually by the Directors at the annual meeting of the Directors and shall serve for terms of _five_(5) years and until their successors are elected and qualified. As nearly as possible, an equal number of terms shall expire each year.

C. What steps will be taken to maintain continuity between the founding coalition's vision and the Board of Trustees?

   a. A board member contractual clause of continuity between the founding coalition's vision and the Board of Trustees being maintained and true will be agreed upon and in effect.
      a. The organizational evaluation measures will be one of the means by which the evidence of deviation will be brought forth to the board.

D. Describe the roles and responsibilities of the board.
   a. The roles and responsibility of the board are to oversee the organization's operation and vote on necessary changes and decisions to be made for the organization.

E. What steps will be taken to facilitate a productive relationship between administrators and teachers?
   a. Responsible and professional screening of the staff hired in each position. Other facilitation steps to be taken are professional development trainings for staff support and roles. There will also be periodic organization morale boosting functions to remind staff of the organization's mission and cultural emphasize of team work to provide the best work for the children.

F. Discuss the nature of parental and student involvement in decision-making matters where appropriate.
   a. The nature of parental and student involvement in decision-making matters where appropriate will be that of student government to allow children the ability to develop leadership qualities and parents surveys, conferences and applicable IEP team meetings will

be the extent of their decision-making involvement.

G. Submit copies of the school's Articles of Incorporation, by-laws and contracts, and other documents required by applicable law. Requirements for the bylaws are as follows:
   - The bylaws must contain a provision for "failure to organize or neglect of duty". Specifically, the bylaws must outline a removal procedure for the failure of a board member to perform his or her duties as outlined in the Charter School Law.
   - No board member shall, as a private citizen, engage in any business transaction with the charter school of which he or she is a trustee, be employed in any capacity by the charter school of which he or she is a trustee, or receive from such charter school any pay for services rendered to the charter school.
   - A charter school Board of Trustees shall have a designated treasurer who shall receive all funds including local, state and federal funds and privately donated funds. The treasurer shall also make payments out of the same on proper orders approved by the Board of Trustees, signed by the president or vice president of the Board. The treasurer may pay out such funds on orders that have been properly signed without the approval of the Board first having been secured for the payment of amounts owing under any contracts, which shall previously have been approved by the Board, and by which prompt payment the charter will receive a discount or other advantage.
   - Procedures for dismissal of an employee must be contained in the by-laws.

H. Submit board members' names, addresses, phone numbers and resumes.
I. Submit copies of the school's management contracts, if any.

Explanation: Describe the effective governance model; consistency with the mission; clearly defined roles of the Board of Trustees; teacher, student and parent input in school decision-making; and the well-developed, viable management structure.

IV. FINANCE AND FACILITY

1. Financing:

A. Develop a preliminary startup and operating budget. Use the Pennsylvania Department of Education budget templates available at http://www.portal.state.pa.us/portal/server.pt/community/general_fund_budget/12777/pde-2028/606285; draft a preliminary operating budget covering all projected sources of revenue, both public and private, and planned expenditures.
B. Develop a purchasing procedure that addresses a competitive way to purchase goods and services.

Note: For additional financing procedures see Section 1725-A of the Charter School Law.

C. What fund raising efforts have occurred and/or are planned to generate capital or to supplement the per pupil allocations?
D. Describe the implementation of the following required financial procedures:
   The treasurer of the charter shall deposit the funds belonging to the charter school in a depository approved by the board and shall at the end of each month make a report to the

charter Board of the amount of funds received and disbursed by him or her during the month. All deposits of charter school funds by the charter treasurer shall be made in the name of the charter school. The Board of Trustees of a charter school shall invest charter school funds consistent with sound business practice. Authorized types of investments for charter schools shall be:

- United States Treasury bills.
- Short-term obligations of the United States Government or its agencies or instrumentalities.
- Deposits in savings accounts or time deposits or share account of institutions insured by the Federal Deposit Insurance Corporation or the Federal Savings and Loan Insurance Corporation or the National Credit Union Share Insurance Fund to the extent that such accounts are so insured, and for any amounts above the insured maximum, provided that approved collateral as provided by law therefore shall be pledged by the depository.
- Obligations of the United States of America or any of its agencies or instrumentalities backed by the full faith and credit of the United States of America, the Commonwealth of Pennsylvania or any of its agencies or instrumentalities backed by the full faith of the Commonwealth, or of any political subdivision of the Commonwealth of Pennsylvania of any of its agencies or instrumentalities backed by the full faith and credit of the political subdivision.
- Shares of an investment company registered under the Investment Company of America Act of 1940 (54 Stat.789, 15 U.S.C. * 80a-1 et seq.) as defined in PA 24 PS 4-440.1 of the Pennsylvania School Code.

Note: All investments shall be subject to the standards set forth in 24 PS 4-440.1 of the Pennsylvania School Code.

IV. FINANCE AND FACILITY (Cont.)

The school treasurer shall settle his or her accounts annually with the Board of Trustees for each school year. Pursuant to 24 P.S. §4-437, the accounts of the cyber charter school treasurer shall be audited annually.

b. Facility:

A. Provide descriptions of and addresses for the physical facilities, including the administrative office, and the ownership of the facilities and any lease arrangements.
B. Explain how this site(s) would be a suitable facility for the proposed cyber charter school. Consider the necessity of renovation to the facility and compliance with applicable building codes and accessibility for individuals with disabilities. Describe the services of the facility including heating, ventilating, lighting, sanitary conditions and water supply.
C. Discuss the plan for maintaining the facility on a daily basis (custodial) and extended basis (facility maintenance).
D. Discuss any progress, partnership developments or other future steps towards acquisition of a facility/land.
E. Describe facility financing plans.

B. The physical facility is a commercial facility at 7821 Bartram Avenue, Philadelphia, PA 19153.
C. Randall A. Mineo
Executive Vice President
Core Asset Management, LLC
1080 N. Delaware Avenue
Philadelphia, PA 19125
D. Lease Arrangement: **Appendix E**
E. Its financing plans are being paid for by The International Gateway Empowerment Center, Inc.
F. **The custodial arrangements of the facility are taken care of via The International Gateway Empowerment Center, Inc. on a 24 hours basis.**

Explanation: Describe progress toward identifying and acquiring a school facility, with a back-up plan considering alternative facilities.

3. Liability and Insurance

A. Describe the proposed cyber charter school's insurance coverage plans, including health, general liability (including school operation, extracurricular activities and parent volunteer activities), property, and director and officer's liability coverage (see Section 1727-A of the charter school legislation).

Explanation: Provide evidence of insurability in all areas identified above.

4. Child Accounting

A. Describe the proposed cyber charter school's enrollment and attendance procedures. **Note**: State child accounting procedures must be followed. (24 PS 13-1332)

   a. The HOPE Leadership Cyber Charter School's software will require logins which enables it to generate a report of start time on-line. This computation of time will stop when the computer is logged-out of the software (off-line). This report will be generated daily.
      i. The 'logging-off' can happen in the following ways:
         1. If the pupil manually logs-off.
         2. If the pupil is no longer utilizing the program or if the computer is inactive, it will automatically log-off within 20 minutes.

Explanation: Cyber charter school funding is based on enrollment; therefore, a totally accurate child count is necessary to meet audit standards.

V. ADMINISTRATION

1. Recruiting and Marketing Plan:

A. Demonstrate how you will publicize the cyber charter school to attract a sufficient pool of eligible applicants.

In local publications and Commercials

B. What type of outreach will be made to potential students and their families?

Open House and Orientations

V. ADMINISTRATION (Cont.)

Explanation: Develop a solid plan to attract sufficient students to operate a cyber charter school; publicize the cyber charter school; and ensure a match between the cyber charter school program and applicants' educational and personal needs.

2. Admissions Policy:

A. Describe the admission methods and eligibility criteria you will use to select students.

   a. Admission policy and criteria: Any student entering Kindergarten through to fifth (5th) grade who is a Pennsylvania resident is evaluated through residential confirmation via legal custodial documentation and/or caregiver's state issued identification and birth certificate in addition to medical records satisfies our admission policy and criteria. Con't in Appendix B

B. Explain administrative procedures to ensure compliance with laws pertaining to special education.

C. Describe the timetable to be used for admitting students, including a plan for the admission lottery for students from both within and outside the district.
D. Explain how these policies further the mission of the school in a non-discriminatory fashion.

Explanation: Establish consistency with the mission of the school and the non-discriminatory policies for timely and realistic procedures for admitting students in accordance with charter school law (Section 1723-A).

3. Human Resource Information:

A. Describe the standards to be used in the hiring process of teachers, administrators and other school staff.
   B. What is the targeted staff size and teacher/student ratio?
   C. What professional development opportunities will be available to teachers and other staff?
   D. Describe your human resource polices governing salaries, contracts, hiring and dismissal, and benefits.
   E. Identify the proposed faculty.
   F. Attach a report of criminal history record, pursuant to Section 111 of the Public School Code for all individuals seeking the charter who shall have direct contact with students. Direct contact includes contact through any electronic means.
   G. Attach an official clearance statement regarding child injury or abuse from the Department of Public Welfare as required by 23 Pa. C.S. Chapter 63 subchapter C. 2 (relating to background checks for employment in schools) for all individuals who shall have direct contact with students. Direct contact includes contact through any electronic means.
   H. What procedures have been developed, through research of NCLB guidelines, that ensure the hiring of certified, highly qualified teachers and other professional staff?

Explanation: Establish high professional standards for teachers and other staff; commitment to professional development of staff; and working conditions and compensation packages that will attract and retain quality staff as per compliance with labor laws.

V. ADMINISTRATION (Cont.)

4. Code of Conduct:

A. Discuss any rules or guidelines governing student behavior.
B. Describe your school's policies regarding student expulsion and suspension, including students with disabilities.
C. Describe your school's mandatory student attendance plan and its fit with the code of conduct.

Explanation: Provide evidence that the founders inspire the confidence of their targeted community; program provides an attractive educational alternative to students and parents; and community support extends beyond the core group of founders. Expectation for student behavior is clear and specific processes for disciplinary actions are established.

5. Timetable:

A. Provide a detailed timetable of projected steps and dates leading to the opening of a charter school.

Explanation: Establish a well-developed, realistic plan of action for opening a charter school.

6. Safety:

A. Submit written documentation of intent to comply with all applicable safety requirements, including the following to demonstrate the safety and structural soundness of the school:

- Inspection by a local building inspector.
- Inspection by a local fire department.
- Approval from the municipal licensing authority for use of any explosives and flammable compounds or liquids in connection with courses taught at the school.
- Compliance with all other federal, state, and local health and safety laws and regulations.
- Application for certificates, licenses, etc. are part of the planning process.

Note: All necessary certificates and occupancy permits must be issued and in effect prior to the opening of the charter school. <u>Preliminary clearances on all these requirements should be obtained prior to a lease being executed.</u>

7. School Health Services

A. Describe your plan for providing school health services as required under Article XIV of the Public School Code.
B. Describe how school nursing services, including administration of medication, will be delivered.

COMMONWEALTH OF PENNSYLVANIA

CHARTER

to operate a cyber charter school known as

(insert school name)

Pursuant to the authority vested in the Pennsylvania Department of Education under the Public School Code of 1949, as amended, and specifically under 24 P.S. §17-1745-A, the Board of Trustees of the (insert name of cyber charter school) is hereby granted a Charter to operate a cyber charter school located at _____, for the period commencing on _____ and ending on _____. The grant of this charter was approved by the Pennsylvania Department of Education on _____.

It is specifically understood and agreed between the signatories hereto that:

1) the Board of Trustees shall operate the cyber charter school in accordance with the provisions of 24 P.S. §§17-1741-A through 17-1751-A, any amendments thereto enacted during the term of this charter and any regulations or standards applicable to cyber charter schools;

2) the granting of this charter is specifically contingent upon operation of the cyber charter school in strict adherence to the terms of the Application submitted by the Board of Trustees and approved by the Pennsylvania Department of Education or the State Charter School Appeal Board. Said Application is attached hereto as **Appendix A** and is incorporated herein by reference as if fully set forth;

3) this Charter and the Appendix hereto constitute a legally binding agreement for the term set forth above and the terms of said agreement cannot be changed absent a written amendment to this Charter;

4) this Charter may be renewed for additional periods of five (5) years duration and upon any such renewal, a new Charter shall be executed by the parties; and

5) this Charter can only be terminated in accordance with the provisions of applicable law.

WHEREFORE, the undersigned, intending to be legally bound hereby set their hands this _____ of 20__.

ATTEST:

BOARD OF TRUSTEES:

ATTEST:

PENNSYLVANIA DEPARTMENT OF EDUCATION

Ronald J. Tomalis, Secretary

1. [i] Kids are living under house arrest says USA Today - White Dot
www.whitedot.org/issue/iss_story.asp?slug=sedentary%20kids
"A child is six times more likely to play a video game on a typical day than to... A 41% decline in the birth rate since 1960 means smaller packs of kids roam…"

II. ii Philly schools buoyed by $50 million infusion
Trymaine Lee, @trymainelee
6:10 PM on 08/16/2013
http://tv.msnbc.com/2013/08/16/philly-public-schools-buoyed-by-50-million-infusion/

III. iii Philadelphia woman charged with kidnapping girl from school, raping her
By Lateef Mungin and Sarah Hoye, CNN
updated 11:10 AM EDT, Tue April 30, 2013
http://www.cnn.com/2013/04/30/justice/philadelphia-child-abduction/index.html