

## Ball State University, Office of Charter Schools

### Charter School Start-Up Protocol

The purpose of this document is to assist the Office of Charter Schools (OCS) to determine readiness of an Organizer/Organizing Group in beginning its operation of a new charter school. This document will be used by OCS staff in determining the school’s readiness prior to opening, as well as additional monitoring requirements throughout a school’s first year of operation. The due dates associated with this document will provide schools time to address any identified deficiencies prior to opening (if necessary).

#### I. Governance

Due Date	Area of Review	Document Description	Status / Verification	Responsible OCS Staff Contact
May 1	<b>National Criminal Background Check Policy</b>	The Organizer shall submit a detailed, specific policy regarding a national criminal history background checks for all members of the Organizer’s governing body. The policy shall be consistent with applicable laws, Section 6.02 and other provisions of their charter with Ball State University (“BSU”).		
August 1	<b>Board</b>	<p><b>Board Training:</b> The Organizer shall submit documentation demonstrating all board members attended board training, unless exceptional circumstances for a specific board member is approved by OCS.</p> <p><b>Board Members:</b> The Organizer shall submit an updated list of board members and current resumes and criminal background checks for all board members.</p> <p><b>Board Calendar:</b> The Organizer shall submit the board’s calendar for the school year.</p>		
May 1	<b>School Leader has been named and other key leadership positions at the school have been filled.</b>	The Organizer shall provide an organizational chart with school leader and other key leadership positions.		

<b>Due Date</b>	<b>Area of Review</b>	<b>Document Description</b>	<b>Status / Verification</b>	<b>Responsible OCS Staff Contact</b>
May 1	<b>Tax-Exempt Status</b>	The Organizer shall provide a determination letter from the IRS approving tax-exempt status.		

## II. Operations and Policies

<b>Due Date</b>	<b>Area of Review</b>	<b>Document Description</b>	<b>Status / Verification</b>	<b>Responsible OCS Staff Contact</b>
March 1	<b>School Calendar</b>	The Organizer shall submit the detailed calendar that will be used by the Charter School for the first school year.		
March 1	<b>Conflict of Interest</b>	The Organizer shall submit a detailed, specific policy regarding conflicts of interest for members of the organizer's not-for-profit status, applicable laws, regulations, and BSU Charter School Policies.		
March 1	<b>School Admissions Policy and Criteria</b>	The Organizer shall submit plans and timelines for student recruitment and enrollment, including its lottery procedures. The school's admission policy and criteria must provide equal opportunities and access for students with exceptional needs.		
March 1	<b>Transportation Policy</b>	The Organizer shall submit a specific, detailed plan for transporting students that attend the school, including arrangements made for homeless students and students whose IEP's specify transportation as a related service.		
March 1	<b>Allocation of Permitted Enrollment</b>	The Organizer shall submit an updated allocation of the manner in which it has elected to allocate its maximum permitted enrollment for the school year, an updated staffing plan and a revised budget.		
March 1	<b>School Website</b>	The Organizer shall establish a school website with clear Board contact information and enrollment guidelines		
April 1	<b>Allocation of Permitted Enrollment</b>	The Organizer shall submit estimated ADM to IDOE. IDOE contact Melissa Ambre (317-232-0841; mambre@doe.in.gov)		

<b>Due Date</b>	<b>Area of Review</b>	<b>Document Description</b>	<b>Status / Verification</b>	<b>Responsible OCS Staff Contact</b>
May 1	<b>School Corp and ID Numbers</b>	The Organizer shall submit required documentation to IDOE to obtain School Corporation and ID Numbers. IDOE Contact Matt Harsany (317-232-0512; mharsanyi@doe.in.gov)		
July 1	<b>School Safety and Emergency Preparedness</b>	The Organizer shall submit a detailed, specific School Safety and Emergency Preparedness Plan approved by the Indiana Department of Education. Make sure the plan incorporates special education students.		
July 1	<b>Indiana Department of Education – National Provider Identifier</b>	The Organizer shall submit a certificate of verification that the school has obtained a national provider identifier through Indiana’s Medicaid Office. School must apply for Medicaid.		
July 1	<b>Medication Policy</b>	The Organizer shall provide evidence that health services are available and procedures are in place for administering student medication.		
July 1	<b>Health Screening Policy</b>	The documentation must demonstrate that procedures are in place to document student immunizations and to screen and document student hearing, vision, and posture.		
July 1	<b>Discipline Policy</b>	The Organizer shall provide the charter school’s discipline rules and procedures, including: <ul style="list-style-type: none"> <li>• student due process and judicial review;</li> <li>• firearms and deadly weapons; and</li> <li>• reporting of student violations of law to appropriate authorities.</li> </ul> This discipline policy shall include Anti-Bullying and Seclusion and Restraints Policies		
July 1	<b>Student Handbook</b>	The Organizer shall submit its Student Handbook.		
July 1	<b>Special Education Policy and Procedures</b>	The Organizer shall submit its policies and procedures manual specifying the charter school’s plan for compliance with state and federal regulations.	(Special Education Chart)	

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July 1	<b>Student Records Policy</b>	The Organizer shall submit a specific detailed plan regarding the collection and storing procedures of academic, attendance, and discipline records. Such policies should be compliant with the Family Educational Rights and Privacy Act (FERPA) and records retention schedules and regulations of the county commission of public records under IC 5-1-5-6.		
July 1	<b>Food Services Plan and Policy</b>	The Organizer shall submit the plan for food services to be provided by the charter school, including the Board's food services policy.		
July 1	<b>Retention, Promotion, and Graduation Policy</b>	The Organizer shall submit a detailed plan regarding the schools retention, promotion, and graduation policy.		
July 1	<b>3<sup>rd</sup> Grade Reading Plan</b>	<p>The Organizer shall submit a detailed 3<sup>rd</sup> grade reading plan.</p> <p>Indiana State Board of Education (see PDF document regarding reading plan):</p> <p><a href="https://www.doe.in.gov/sites/default/files/literacy/reading-plan-guidance-updated-may-1-2019.pdf">https://www.doe.in.gov/sites/default/files/literacy/reading-plan-guidance-updated-may-1-2019.pdf</a></p>		
September 1	<b>Allocation of Permitted Enrollment</b>	The Organizer shall submit an updated allocation of the manner in which it has elected to allocate its maximum permitted enrollment for the school year, an updated staffing plan and a revised budget.		

### III. Curriculum

Due Date	Area of Review	Document Description	Status / Verification	Responsible OCS Staff Contact
February 1	<b>Curriculum</b>	The Organizer shall submit a fully developed curriculum.		
February 1	<b>Professional Development</b>	The Organizer shall submit a formal professional development plan specifically including (1) how the professional development supports the curriculum, (2) a timeline for such professional development, and (3) a budget that supports the training.		

### IV. Personnel

Due Date	Area of Review	Document Description	Status / Verification	Responsible OCS Staff Contact
February 1	<b>Hiring Policy</b>	Submit an updated timeline for recruiting and hiring the teaching staff in accordance with IC § 20-24-6, including the school’s plan for hiring “Highly Qualified” staff in accordance with the Elementary and Secondary Education Act (ESEA).		
May 1	<b>National Criminal Background Check Policy</b>	The Organizer shall submit a detailed, specific policy regarding a national criminal history background check for teachers, administrators, other staff, volunteers, contractors, and employees of contractors or subcontractors. The policy shall be consistent with applicable laws, Section 3.2, Section 3.13, and other provisions of their charter with BSU.		
July 1	<b>Appropriately Licensed Personnel</b>	The Organizer shall submit documentation verifying school personnel are appropriately licensed.  <i>*DOE data report “Certified Position/Certified Employees” verifies requirement</i>	BSU’s teacher licensure policy is being reviewed presently.	

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July 1	<b>Performance Evaluation Plan for Administrators and Teachers</b>	<p>The Organizer shall submit a plan for performance evaluation for both administrators and teachers.</p> <p>Indiana Department of Education’s Model Teacher and Principal Evaluations:</p> <p><a href="http://www.doe.in.gov/news/idoe-releases-model-teacher-and-principal-evaluations">http://www.doe.in.gov/news/idoe-releases-model-teacher-and-principal-evaluations</a></p>		
July 1	<b>Staffing Plan</b>	<p>The Organizer shall submit a teacher roster to validate the number of teachers is adequate and their assignments match the staffing plan.</p>		
July 1 Monthly check for the 1 <sup>st</sup> semester.	<b>Special Education Personnel</b>	<p>The Organizer shall submit evidence that special education staff is hired to provide special education services, including an appropriately licensed teacher of record OR evidence that arrangements have been made for contracted services.</p> <p>The Organizer shall submit documentation of identified students with disabilities under IDEA (monthly for the 1<sup>st</sup> semester).</p> <p>Indiana Department of Education, Office of Special Education: (please become familiar with the IDOE’s monitoring requirements associated with special education)</p> <p><a href="http://www.doe.in.gov/achievement/individualized-learning/special-education">http://www.doe.in.gov/achievement/individualized-learning/special-education</a></p>		
July 1 Monthly check for the 1 <sup>st</sup> semester.	<b>English Language Learners Personnel</b>	<p>The Organizer shall submit evidence that appropriate staff is hired to serve the school’s student population of English Language Learners.</p> <p>The Organizer shall submit documentation of identified students as English Language Learners (monthly for the 1<sup>st</sup> semester).</p>		

## V. Facilities, Furnishings, and Equipment

Due Date	Area of Review	Document Description	Status / Verification	Responsible OCS Staff Contact
March 1	<b>Timeline for Renovation</b>	The Organizer shall create and submit a timeline for facility renovation.		
March 1	<b>Acquisition / Lease Agreement</b>	The Organizer shall submit documentation as evidence that the location and facility for the school has been acquired through purchase, lease, or other appropriate means.		
April 1	<b>Certificate of Occupancy</b>	The Organizer shall submit its Certificate of Occupancy.  Legal and Code Services Section Indiana Department of Homeland Security Indiana Government Center South 302 West Washington Street, Room W246 Indianapolis, IN 46204 (317) 233-5341		
March 1	<b>Local Municipality Requirements</b>	The Organizer shall submit documentation demonstrating the school has met all local municipality requirements.		
March 1	<b>State Board of Health Inspection</b>	The Organizer shall provide documentation from the State Department of Health regarding the inspection.		
March 1	<b>County Board of Health Inspection</b>	The Organizer shall provide documentation from the County Health Department regarding the inspection.		
March 1	<b>State Fire Marshall Inspection</b>	The Organizer shall provide documentation from the State Fire Marshal regarding the inspection.		
March 1	<b>Local Fire Department Inspection</b>	The Organizer shall provide documentation from the Local Fire Department regarding the inspection.		
March 1	<b>Local Building Inspection</b>	The Organizer shall provide documentation from the City Building Inspector regarding the inspection.		
March 1	<b>License from County Health Department (Food)</b>	The Organizer shall submit a copy of the license to BSU, Office of Charter Schools.		

**VI. Insurance** (minimum coverage requirements provided below)

<b>Due Date</b>	<b>Area of Review</b>	<b>Document Description</b>	<b>Status / Verification</b>	<b>Responsible OCS Staff Contact</b>
Date of acquisition of physical plant	<b>Certificate of Insurance</b>	The Organizer shall submit a certificate of insurance for all real and personal property.		
Date of acquisition of physical plant	<b>Insurance Coverage for Commercial General Liability and Umbrella Liability</b>	The Organizer shall submit certificates of insurance for general liability and umbrella liability. Coverage must take effect no later than effective date of acquisition of physical plant.		
May 1	<b>Insurance Coverage for Governing Board</b>	The Organizer shall submit documentation regarding certificates of insurance for Directors' and Officers' liability.		
July 1	<b>Insurance Coverage for Employees</b>	The Organizer shall submit documentation regarding certificates of insurance for the following: <ul style="list-style-type: none"> <li>• Educators' Legal Liability;</li> <li>• Employment Practices Liability;</li> <li>• Automobile Liability;</li> <li>• Sexual Abuse Liability; and</li> <li>• Workers Compensation Liability.</li> </ul>		
July 1	<b>Employee Dishonesty Insurance or Bond</b>	The Organizer shall submit proof of employee dishonesty insurance or bond.		



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<p><b><u>Insurance Requirements:</u></b></p> <p>The Organizer shall secure no later than the dates indicated above and shall thereafter maintain at all times during the term of this Charter (and shall provide proof thereof in accordance with the Master Calendar) the following insurance coverage for the Charter School, with deductibles and coverage minimums:</p> <ul style="list-style-type: none"> <li>(i) Property Insurance: Real and personal property insurance covering all of the Charter School’s real and personal property, whether owned or leased, at replacement value, and business interruption insurance for a period of not less than six (6) months. If the real property in which the Charter School operates is leased, OCS will accept insurance in the name of the property owner or the Charter School.</li> <li>(ii) Commercial general liability insurance with limits not less than One Million and 00/100 Dollars (\$1,000,000.00) per occurrence and Two Million and 00/100 Dollars (\$2,000,000.00) annual aggregate for bodily injury, personal injury, and property damage, including coverage for all premises and operations, products and completed operations for a minimum of two (2) years following completion, independent contractors, separation of insureds, defense and contractual liability. The policy shall include sexual abuse and molestation and shall provide for medical payments of not less than Five Thousand and 00/100 Dollars (\$5,000.00) per occurrence. Such insurance shall include endorsements for (1) employee benefit plan administration, (2) specializes professional liability for nurses and athletic trainers, if the school has them, and (3) coverage for groups conducting school sponsored activities, such as parent teacher organizations, booster clubs, and student groups.</li> <li>(iii) Automobile liability insurance (whether owned, non-owned or hired) with the following limits: <ul style="list-style-type: none"> <li>a. Not less than One Million and 00/100 Dollars (\$1,000,000.00) per occurrence for bodily injury and property damage.</li> <li>b. Medical Payments of not less than Five Thousand and 00/100 Dollars (\$5,000.00) per person per occurrence.</li> <li>c. Uninsured and underinsured motorist coverage with a limit of not less than One Million and 00/100 Dollars (\$1,000,000.00) per occurrence.</li> <li>d. Property damage coverage with a limit of not less than Fifty Thousand and 00/100 Dollars (\$50,000.00) per occurrence.</li> </ul> </li> <li>(iv) Workers’ compensation insurance, as required by law (See Indiana Code Title 22, Article 3). The worker’s compensation coverage must be maintained by whichever entity, the Organizer or the ESP, employs the School’s staff (which, in some cases, may be both the Organizer and the ESP). If the Organizer does not employ any of the personnel of the Charter School and does not maintain workers’ compensation insurance, the service agreement between the ESP and the Organizer must provide that the Organizer will be indemnified by the ESP against any liability for workers’ compensation claims by any such personnel.</li> <li>(v) Liability insurance covering the school and its directors and officers from liability claims for wrongful acts, errors, and omissions with regard to the conduct of their duties related to the operation of the school with limits of not less than One Million and 00/100 Dollars (\$1,000,000.00) per occurrence and Two Million and 00/100 Dollars (\$2,000,000.00) aggregate.</li> <li>(vi) Umbrella (excess liability) insurance with a limit of not less than Four Million and 00/100 Dollars (\$4,000,000.00) to provide additional coverage for general, automobile, employers and educators’ legal liability.</li> <li>(vii) Employee dishonesty insurance or an employee dishonesty bond with a limit of not less than Two Hundred Fifty Thousand and 00/100 Dollars (\$250,000.00).</li> </ul>				

## VII. Financial

Due Date	Area of Review	Document Description	Status / Verification	Responsible OCS Staff Contact
March 1	<b>Financial Planning</b>	The Organizer will submit an updated First-Year Budget and Cash Flow Projections		
May 1	<b>Establish Bank Accounts; Line of Credit (optional)</b>	The Organizer shall establish the necessary bank accounts to operate the charter school		
May 1	<b>Payroll System</b>	The Organizer shall establish the necessary payroll system to ensure that employees are paid in a timely fashion at the start of the school year.		
July 1	<b>Adopt Appropriate Internal Financial and Accounting Controls</b>	The Organizer will adopt proper internal financial and accounting controls relating to (i) preparing financial statements in accordance with Generally Accepted Accounting Principles and, if applicable, any separate requirements of the Indiana State Board of Accounts, (ii) payroll procedures, (iii) procedures for creating and reviewing quarterly financial statements, (iv) procedures for accounting for contributions and grants, and (v) appropriate internal financial control procedures		
<i>July (or appropriate deadline)</i>	<b><i>CSP Application (optional)</i></b>	<i>If available, Organizer plans to apply for CSP grant funds, an application must be submitted by appropriate deadline.</i> <a href="https://www.doe.in.gov/grants/csp-quality-counts">https://www.doe.in.gov/grants/csp-quality-counts</a>		

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<p>The 15<sup>th</sup> of the month following the previous month end report (e.g., April 30 reports are due on May 15<sup>th</sup>).</p> <p>Reports are due monthly from May 15<sup>th</sup> through October 15<sup>th</sup>.</p>	<p><b>Financial Health</b></p>	<p>The Organizer must submit monthly a Statement of Net Assets.</p> <p>The Organizer must submit monthly a Statement of Revenue and Expenditures.</p>		

### VIII. Contract Requirements

Due Date	Area of Review	Document Description	Status / Verification	Responsible OCS Staff Contact
<p>July 1</p>	<p><b>Satisfaction of Completion of Requirements of Start-Up Protocol</b></p>	<p>The Organizer issues a written statement to the Executive Director of the OCS, attesting to the Organizer's completion, in a timely manner, of all of the requirements set forth in the Start-Up Protocol that must be taken before instruction is provided to any student.</p>		

Due Date	Area of Review	Document Description	Status / Verification	Responsible OCS Staff Contact
April 1	<b>Charter Contract Schedules</b> Many of these Schedules referred to above. However, it is imperative that final copies of all of these documents be submitted by the date identified to be attached as Schedules to the final charter agreement <b><u>before instruction is provided to any student.</u></b>	Schedule 1: Mission and Purpose of Charter School (Paragraph 4.01, of Charter Agreement)		
April 1		Schedule 2: Certified copy of Articles of Incorporation (Paragraph 4.04, of Charter Agreement)		
April 1		Schedule 3: Certified copy of Bylaws (must be in compliance with Ball State University Office of Charter Schools Policy Regarding Organizer Governance) (Paragraph 4.04, of Charter Agreement)		
April 1		Schedule 4: Conflict of Interest Policy (must be consistent with Ball State University Charter School Policy Regarding Conflicts of Interest) (Paragraph 4.05, of Charter Agreement)		
April 1		Schedule 5: Management Structure (Paragraph 4.06, of Charter Agreement)		
April 1		Schedule 6: Fully Executed ESP Agreement (if applicable, must be in accordance with Ball State University Office of Charter Schools Policy Regarding Contracting with Educational Service Providers) (Paragraph 4.07, of Charter Agreement)		
April 1		Schedule 7: Curriculum and Instructional Methods (Paragraph 5.01, of Charter Agreement)		
April 1		Schedule 8: Methods of Pupil Assessment (Paragraph 5.02, of Charter Agreement)		
April 1		Schedule 9: Promotion and Graduation Policies (Paragraph 5.03, of Charter Agreement)		
April 1		Schedule 10: Admissions Policy (must be in accordance with IC 20-24-5-4) (Paragraph 5.04, of Charter Agreement)		
April 1		Schedule 11: Student Records Policy (Paragraph 5.07, of Charter Agreement)		
April 1		Schedule 12: Supplemental Programs (Paragraph 5.11, of Charter Agreement)		
April 1		Schedule 13: Plans and Programs as to Special Populations and At-Risk Students (Paragraph 5.12, of Charter Agreement)		
April 1		Schedule 14: Methods of Promoting Parent and Community Involvement (Paragraph 5.13, of Charter Agreement)		
July 1		Schedule 15: Third Grade Reading Plan (Paragraph 5.14, of Charter Agreement)		

<b>Due Date</b>	<b>Area of Review</b>	<b>Document Description</b>	<b>Status / Verification</b>	<b>Responsible OCS Staff Contact</b>
April 1		Schedule 16: Responsibilities of the Staff (Paragraph 6.01, of Charter Agreement)		
April 1		Schedule 17: Criminal History Background Checks Policy (Paragraph 6.02, of Charter Agreement)		
April 1		Schedule 18: Personnel Plan (Paragraph 6.03, of Charter Agreement)		
April 1		Schedule 19: Teacher and Administrator Evaluation Plans (Paragraph 6.04, of Charter Agreement)		
April 1		Schedule 20: Teacher and Staff Compensation and Benefits Programs (Paragraph 6.06, of Charter Agreement)		
April 1		Schedule 21: Professional Development Methods (Paragraph 6.08, of Charter Agreement)		
April 1		Schedule 22: Lease (and any amendments thereto) or Deed for Premises in which the Charter School shall Operate (Paragraph 7.02, of Charter Agreement)		
April 1		Schedule 23: Transportation Policy (Paragraph 9.01, of Charter Agreement)		
April 1		Schedule 24: Disciplinary Plan (including Anti-Bullying and Seclusion and Restraints Policies) (Paragraph 10.01, of Charter Agreement)		
April 1		Schedule 25: School Safety Plan (Paragraph 10.02, of Charter Agreement)		
April 1		Schedule 26: Medication Policy (Paragraph 10.03, of Charter Agreement)		
April 1		Schedule 27: Student Health Screening Policy (Paragraph 10.03, of Charter Agreement)		
April 1		Schedule 28: School Policies regarding Services to Special Education Students (Paragraph 11.03, of Charter Agreement)		