

## CHARTER SCHOOL PETITION PROCEDURES

State and federal laws encourage improved student learning and increased learning opportunities using creative and unconventional instructional techniques and structures through the establishment of nonsectarian charter schools. The Board of Education of the Topeka Public Schools, therefore hereby establishes a procedure for receiving, reviewing and screening charter school petitions as authorized by K.S.A. 72-1906(a). It is the Board's intent that the requirements of K.S.A. 72-1906, as it may be amended from time to time, be strictly observed:

1. All charter school petitions and any subsequent revisions or amendments shall be submitted to the clerk of the Board of Education in Microsoft Word (or other compatible) format, by e-mail or on disc media (CD-ROM or DVD-ROM). One printed and signed original and at least seven printed copies of the petition shall also be provided to the clerk at the time of the filing. Only printed petitions or amended petitions will be considered by the Board. Oral communications concerning petitions or amended petitions must be subsequently and timely submitted in writing to be considered by the Board.
2. To allow sufficient time to be considered for approval, charter school petitions should be submitted as early as possible, but in no case any later than 4:30 p.m. on December 1<sup>st</sup> of the year preceding the intended start date of the charter school being proposed. The petition and all supporting documents shall address each requirement of the law and shall contain specific data supporting the proposals contained in the petition.
3. The Board shall first determine whether or not a charter school petition is satisfactory. If a petition is determined to be not satisfactory, the petition will not be eligible for reconsideration until it is re-filed, which shall be after February 1<sup>st</sup> unless the Board requests additional, necessary information from the petitioner. The Board may direct the superintendent of schools to provide information to any petitioner whose petition is incomplete or otherwise insufficient. Board Members are not required to use the State Department of Education's charter school petition rubric to determine the sufficiency of any petition.
4. The Board may choose to meet with the petitioner in an open, public meeting to seek any clarification needed by any Board Member. The burden of persuasion shall be the petitioner's. The petitioner may be asked to provide additional data or written documentation supporting comments or proposals made at the open public meeting.
5. If a petition is determined by the Board to be satisfactory, a public hearing on the petition shall be scheduled and held. Within 30 calendar days after the public hearing is held, the Board shall determine whether or not the petition should be approved. The Board's determination shall be in writing. If the petition is not approved, the reasons therefor shall be sent to the petitioner in writing.
6. The statutory deadline for notice to the State Board of Education of approval of any

**charter school petition is February 1<sup>st</sup>. Any pending charter school petition not approved by the Board of Education upon the expiration of the statutory deadline, shall be deemed to be disapproved.**

- 7. The Board recognizes that the charter school petition process requires flexibility to be completed within the timelines required by Kansas law and that all possible contingencies may not have been anticipated and addressed in this policy. Therefore, the Board reserves the right to make requirements of petitioner that are not contained in this policy, which the Board deems to be necessary to make an informed and timely decision regarding any petition being considered.**