



2022 Review Rubric for Amendment to Multi-district Online School Certification
** The information requested within the rubric is for the new grade level(s) that the multi-district online school will be adding as part of the amendment application.*

Section 1: OVERSIGHT: Adequacy of Resources and Capacity of Authorizer to Oversee the Online School

1.1 Authorizer Summary Statement

Criteria Expectation:

- The rationale for expanding grade levels is provided.
- A summary of changes for grade level expansion is provided.
- A description is provided detailing the projected enrollment and growth of the added grade levels.

Additional information needed to ensure criteria are met:

1.2 Vision, Mission, and Goals

Criteria Expectations:

- A description is provided detailing how the vision, mission, and goals of the multi-district online school align with the Authorizer's vision and mission.
- An explanation of how the expansion of the grade levels fits with the vision of the multi-district online school is provided.
- The vision statement includes aspirations that are measurable.
- An explanation of how the expansion of grade levels fits with the current visions is provided.
- The mission statement expresses why the school exists and how the expansion of grade levels will support the mission.
- A list of measurable goals for the new grade levels that are aligned with relevant Performance Indicators are included.
- A description is provided of how the mission, vision, and goals align with the needs of the students and families of the new grade levels that the multi-district online school intends to serve.

Additional information needed to ensure criteria are met:

1.4 Curriculum and Instruction

Criteria Expectations:

- The process through which the Authorizer will provide oversight and support the multi-district online school’s delivery of curriculum and instruction for the new grade levels is described and includes:
 - Evidence of capacity to fully implement the curriculum with fidelity
 - Evidence that instructional staff have met all applicable state licensure requirements
 - A description of the staff evaluation process, with clear links to curriculum implementation and student performance
- The services the Authorizer will provide to the multi-district online school related to curriculum and instruction for the new grade levels are described.
- A school calendar and draft schedule are provided for the new grade levels and demonstrate compliance with statutory requirements for equivalent instructional hours for the new grade levels.
- A detailed description of the curriculum used for student instruction is provided for the new grade levels.
- The process for ensuring that the curriculum is aligned to Colorado Academic Standards is provided.
- A description of the process for curriculum review and update is provided and ensures that the curriculum maintains alignment with the Colorado Academic Standards.
- The description includes information about how the process allows teachers to differentiate instruction and assessment for individual students.
- A description of teacher-student interaction is provided and includes expectations for teachers and students to meet equivalent instructional hours in the new grade levels.
- The description includes details about how the process is consistent with the statutory definition of “Online School”.
- The roles and responsibilities of all instructional and student support staff are described.

Additional information needed to ensure criteria are met:

1.6 Use of Software Applications and Technology

Criteria Expectations:

- The Authorizer’s plan for developing, implementing, and monitoring technological services, equipment, policies, and protocols with regards to data privacy, information security, and the ethical use of technology related information is provided.
- The Authorizer’s plan describes how it will ensure the protection of student personally identifiable information in accordance with state and federal data privacy laws.
- A complete description of technology-related services the Authorizer will supply to the school for the new grade levels is provided.
- A plan to ensure that students for the new grade levels in the multi-district online school will have access to the necessary technology to participate in the multi-district online school’s programming is included.

Additional information needed to ensure criteria are met:

1.7 Data Gathering, Analysis, and Reporting

Criteria Expectations:

- The information systems the Authorizer will use to manage student data related to the multi-district online school is described.
- The staff positions that will be responsible for warehousing and interpreting the data along with a description of the workflow is provided.
- A description of how the Authorizer will work with the multi-district online school to collect, disaggregate, analyze, and apply student and school performance data to inform the development and implementation of the unified improvement plan is provided.
- The process in which the Authorizer will review and validate data provided by the multi-district online school for state data collections is provided.
- A description of how the multi-district online school will collect and analyze student academic data to develop and implement the Unified Improvement Plan (UIP) is provided.
- A description of the software that will be used to store and analyze data is provided as well as information about the staff responsible for the oversight of the multi district's achievement data and UIP processes.

Additional information needed to ensure criteria are met:

1.9 Financial Management

Criteria Expectations:

- A description of the Authorizer's financial management system, as it relates to the Authorizer's capacity to oversee the multi-district online school is provided.
- A thorough description of a financial plan that demonstrates fiscal viability is provided and includes anticipated revenue sources for the first six months of operations and beyond.
- Any applicable administrative services provided by the Authorizer is provided.
- The process for developing an annual budget for the multi-district online school with the addition of the new grade levels is described.
- A copy of the preliminary budget with the addition of the new grade levels for the multi-district online school is attached.
- The budget reflects the school plan described throughout the application to include support services such as professional development, and the facility needs.
- The budget is set up in the prescribed form requested by the authorizer, or according to the basic state of chart of accounts format.
- A description of the systems and processes the multi-district online school will use to manage accounting, purchasing, payroll, and audits is provided.
- The school demonstrates an understanding of the Public-School Financial Transparency Act.

Additional information needed to ensure criteria are met:

1.10 Facilities Management

Criteria Expectations:

- A description of the Authorizer's system for facilities management as it relates to the Authorizer's capacity to oversee the multi-district online school is provided.
- A description of the multi-district online school's facility plans, including any potential physical site, is provided and includes the description of the facility, if identified, or the plan to identify a physical facility if one has not yet been identified.
- A description of any facilities is provided and includes sufficient detail to indicate that the facility is appropriate for use by the multi-district online school.
- The ownership or lease arrangement for the facility the multi-district online school will utilize is described.
- Evidence that any facilities used by the school comply with applicable codes, health and safety laws, the requirements of ADA, etc., is provided.

Additional information needed to ensure criteria are met:

1.11 Risk Management

Criteria Expectations:

- A description of the Authorizer's risk management system as it relates to the Authorizer's capacity to oversee the multi-district online school's addition of the new grade levels is provided.
- Policies and procedures related to the Children's Internet Protection Act as well as a copy of the school's student technology agreement are attached and are compliant with federal and state regulations.
- Policies and/or procedures designed to address safety and security issues related to the physical facilities are attached and comply with all federal and state regulations.
- The staff handbook includes policies and procedures concerning appropriate staff-student interactions.
- Policies and/or procedures to ensure compliance with state regulations regarding background checks of school staff and volunteers are provided or described.
- School has provided a complete list of the types of insurance for which the school will contract, and the coverage meets applicable insurance requirements.

Additional information needed to ensure criteria are met:

1.12 Student Academic Credit and Student Placement Policies

Criteria Expectations:

- The process through which the Authorizer will monitor and support the multi-district online school's implementation of student academic credit policies is described.
- The type of credits that students enrolled in the multi-district online school will earn and a complete list of courses that are available to students for the new grade levels are provided.
- Policies and/or practices consistent with the Authorizer that related to the granting of student academic credit for completion of an online course offered by the school for the new grade levels are provided. If applicable, the requirements for granting a diploma or certificate are provided and in alignment with Graduation Guidelines.
- Policies and/or procedures for determining student placement in specific classes offered by the multi-district online school are provided.
- The multi-district online school's requirements for grade level promotion, including credit requirements or competency benchmarks are described.
- Policies and procedures for student placement and grade level promotion provided ensure students will progress toward completion in a timely manner.

Additional information needed to ensure criteria are met:

1.13 Student Achievement and Attendance Policies

Criteria Expectations:

- The Authorizer's process for monitoring and supporting the multi-district online school's implementation of student achievement and attendance policies is described.
- The Authorizer's process for monitoring and supporting the multi-district online school's implementation of student services, including tutorial support is included.
- A description of how the Authorizer will track, record, calculate and report attendance for students in the multi-district online school is provided.
- Policies and/or practices consistent with the Authorizer in relation to student achievement are provided.
- A list of formative and summative assessments to be administered and a timeline related to assessment frequency is provided.
- Policies consistent with the Authorizer for tracking student attendance, including how non-attendance will be reported to the student, family, enrolling district, and Authorizer are provided.
- A process for tracking graduation, dropout and course completion rates that aligns with state reporting is described.

Additional information needed to ensure criteria are met:

1.14 Student Records Policies

Criteria Expectations:

- The Authorizer’s process for monitoring and supporting the multi-district online school’s implementation of student records policies is provided.
- Policies and/or practices that are consistent with the Authorizer for requesting student records (performance, attendance, and assessment data) from a school district from which a student has transferred to the multi-district online school are provided or described.
- Policies and/or practices related to the collection and maintenance of student records, including those related to compliance with state and federal data privacy laws are provided.
- All student record policies comply with all applicable state and federal data privacy legal requirements including but not limited to the Family Educational Rights and Privacy Act of 1974 (FERPA) and the Children’s Online Privacy Protection Act (COPPA).
- A Student Information Privacy and Protection Policy, a School Service Contract Provider Breach policy, a Parent Rights and Complaint policy, and a Records Destruction policy are provided.
- The Authorizer’s process for permanent maintenance of student records is described. If the multi-district online school is a charter school, the plan for the charter school’s process for permanent maintenance is described.
- Evidence of easily accessible contact information of school’s records personnel is provided.

Additional information needed to ensure criteria are met:

1.15 Guidance Counseling and Student Support Services

Criteria Expectations:

- The Authorizer’s process for monitoring and supporting the multi-district online school’s provision of school counseling services for all students and other student supports is provided.
- A description of school counseling services that the multi-district online school will provide to enrolled students in accordance with Authorizer policy, is provided and includes how the multi-district online school will staff the services.
- A description of how the planned services is appropriate to the grade level and needs of the target population of students who will be served through the multi-district online school is provided.
- A description of a plan to effectively orient parents and students to online learning technologies and successful online student practices is provided.
- The process that will be used to identify struggling students and the intervention model/process that will be used is described.
- Policies and procedures for students to obtain support services are defined and ensure timely response times by support staff.

Additional information needed to ensure criteria are met:

1.16 Equitable Access for All Students

Criteria Expectations:

- The process described demonstrates that the Authorizer will ensure that the school has a plan in place to meet all legal requirements to identify students with special needs, to include IDEA, FAPE, and IEPs.
- The school has a plan in place to identify and meet the needs of any English Learners, students with disabilities, Gifted and Talented students or other student populations with exceptional needs who enroll at the school.
- The school has provided a plan to provide adequate staff to meet the needs of all students that includes a licensed Special Education teacher.
- The school has a process for ongoing monitoring of all student populations.
- The school had provided a description of the enrollment process including criteria for enrollment decisions, withdrawals, and transfers.
- The school has an enrollment process that is equitable to all students.

Additional information needed to ensure criteria are met:

1.17 Multi-district Online School Communication

Criteria Expectations:

- The policies and practices that guide communication between the multi-district online school and parents of enrolled students regarding student and school progress, school governance and school accountability are provided.
- There is a policy and procedure for addressing concerns or complaints in a timely, effective manner that complies with federal and state laws.
- The school has a plan for communication with parents, community, and school district that involve multiple platforms with up-to-date information.
- A copy of the parent/student handbook is attached.
- The parent/student handbook includes a technology usage agreement that addresses compliance with the Children’s Internet Protection Act and provides guidance about the acceptable and lawful use of any technology that is provided to the student by the school. (If the technology usage agreement is not included in the handbook(s), there is information provided about where it is located and how students and families access it.)
- The parent/student handbook articulates policies and procedures including, but not limited to the following areas: enrollment, achievement and attendance, discipline/behavior, academic credit, course placement, record/transcripts, withdrawal/transfer.
- The processes for distributing the handbooks and ensuring that the target audiences understand the school procedures and policies (i.e., a signature page indicating that parent and student have read and understand) is provided.

Additional information needed to ensure criteria are met: