2022 Review Rubric for Certification of a Multi-district Online School

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

1.1 Authorizer Summary Statement

Criteria Expectation:

☐ Description of how the proposed multi-district online school meets the statutory definition of an "Online School" is provided.

☐ Summary statement provides rationale for opening and authorizing the multi- district online school.

☐ A description is provided detailing how the current student population of the Authorizer will benefit from the multi-district online school.

☐ An overview of the Authorizer's performance history over the last five years is provided.

☐ Projected enrollment and growth of the proposed multi-district online school is provided.

☐ Description of previous status provided, if applicable.

Additional information needed to ensure criteria are met:

1.2 Vision, Mission, and Goals

Criteria Expectations:

☐ A vision and mission statements are provided.

☐ 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.

☐ The vision statement includes aspirations that are measurable.

☐ The mission statement expresses why the school exists and its strategy for achieving its vision.

☐ A list of measurable goals that are aligned with relevant Performance Indicators is included.

☐ A description is provided of how the mission, vision, and goals align with the needs of the students and families that the multi-district online school intends to serve.

Additional information needed to ensure criteria are met:

1.3 Governance and Organizational Structure

Criteria Expectations:

☐ A description of the organizational structure that includes the lines of decision making and communication within the school and between the school and the Authorizer is provided.

☐ A description of the governance of the online school is provided that includes:
- Legal status of the multi-district online school
- Responsibilities of the governing board
- Composition of the governing board
- Qualifications, terms and process for electing members of the governing board

- Responsibilities of the board
- Board member training specific to K-12 online learning

☐ Conflict of interest and complaint policies are provided.

☐ A description of the process through which students and parents can access governance structure of the multi-district online school to share concerns, feedback, and contribute suggestions is provided.

☐ A description of how representatives of the multi-district online school's community and staff have had the opportunity to be involved in developing the school's vision, mission, goals, and results.

☐ A description of how the school plans to comply with Open Meetings Laws and Open Records Laws in an online setting is provided.

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 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 are described.

☐ The oversight process and organizational structure demonstrate sufficient support to implement the described curriculum.

☐ A school calendar and draft schedule are provided and demonstrate compliance with statutory requirements for equivalent instructional hours and are sufficient to ensure viable curriculum.

☐ A detailed description of the curriculum used for student instruction is provided for all 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 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:

1.5 Staff Development Plans

Criteria Expectations:

☐ A list of professional development opportunities that the district will provide to the multi-district online school staff is provided.

☐ A description of how professional development needs will be determined.

☐ The preliminary plan for providing training to teachers and administrators in the multi-district online school is described and includes details such as the content of the training (e.g., online delivery of instruction, use of a specific software), the training provider, the method of delivering the training (e.g., workshop, coaching), and the duration of the training.

☐ There is a process for evaluating instructional staff effectiveness and this will be tied to student academic performance.

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 is provided.

☐ A plan to ensure all students will have access to necessary technology to participate in 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:

1.8 Human Resources Management

Criteria Expectations:

□ A description of the Authorizer's system for human resources management as it relates to the Authorizer's capacity to oversee the multi-district online school is provided.

□ Policies on recruitment, hiring, termination, and standard work rules for all staff are provided.

□ A copy of the staff handbook is attached.

□ The staff handbook articulates policies and procedures including but not limited to the following areas: mission, vision, and goals of the school, school roles and responsibilities and compliance with government regulations (e.g., Fair Labor Standards Act, Equal Employment Opportunity Act, Americans with Disabilities Act, Occupational Health and Safety Act, Family Leave Act).

□ A roster of school staff positions (instructional staff, paraprofessionals, and administrative staff) is provided.

□ Sufficient professional, administrative, and support staff are provided to carry out the mission and organizational goals.

□ Evaluations of staff and faculty will occur on a regularly scheduled basis.

□ The relationship of the multi-district online school with its current and prospective employees (at will or contractual) is provided.

□ The policies and/or procedures that apply when the multi-district online school contracts for services with a third party are included or described. The following are included in the description or attachments:
  - The processes for contractor selection
  - The processes for contract oversight, applicable evaluation measures, payment structure, conditions for renewal and termination of the contract
  - Privacy and security contract terms in compliance with the Student Data Transparency and Security Act and the Family Educational Rights and Privacy Act of 1974 (FERPA).

□ The relationship of the multi-district online school with its current and prospective employees (at will or contractual) is provided.

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 is described and includes a description of how spending priorities are determined and how they align with the school's mission, curriculum, and plan for growth.

□ A copy of the preliminary budget based on anticipated student enrollment for the first year of operation is provided and reflects reasonable assumptions for insurance for coverage and/or other appropriate costs.

□ 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.

□ A description of the Authorizer's plan to monitor and report expenditures for the multi-district online school for the December Finance data collection is provided. If using an Education Service Provider (ESP), the plan for monitoring and reporting expenditures is included.

□ 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 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.

☐ A complete list of courses that will be available to students is provided and a list of the types of credits that students may earn is provided, if applicable.

☐ Policies and/or practices consistent with the Authorizer and in alignment with Graduation Guidelines related to the granting of student academic credit for completion of an online course offered by the school are described. If applicable, the requirements for granting a diploma or certificate are provided.

☐ 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 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.

□ Assessments are aligned with curriculum, instruction, standards, and legal requirements including, but not limited to, the Exceptional Children's Education Act (ECEA), Colorado English Language Proficiency Standards, and the READ Act.

□ 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 are 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.

☐ Evidence of staff availability for support services across multiple platforms is provided.

☐ 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 budget reflects allocation for resources, staffing, and training needed to serve the needs of special 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.
- □ Evidence of easy accessibility to relevant school contact information is provided.
- □ 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:

Section 2: Compliance with the Quality Standards for Online Schools and Programs (To be Completed by Authorizer)

2.1 Written Plan for Compliance with Quality Standards for Online Schools and Programs

Criteria Expectations:
- □ A signed copy of the *Certification Regarding Compliance with the Quality Standards* (pages 5-6 of the application) is included.
- □ A written plan which includes a specific timeline for *Quality Standards for Online Schools and Programs* compliance is attached.
- □ A description of how the plan was developed with collaboration between Authorizer and online school is provided.
- □ Based on the provided timeline, compliance with *Quality Standards for Online Schools and Programs* will be complete by the time the school begins instruction.
- □ All *Quality Standards* are addressed in the written plan.

Additional information needed to ensure criteria are met:

2.2 Description of Quality Standards Review Process

Criteria Expectations:
- □ The description of the development of a process by the Authorizer and the multi-district online school that ensures the periodic review of compliance with the *Quality Standards* for *Online Schools and Programs* is provided.
- □ A description of roles and responsibilities in the review process is provided.
- □ Key steps in the review process are described.

Additional information needed to ensure criteria are met:

2.3 Accreditation Process for Public Schools defined as Online Schools

Criteria Expectations:
☐ A description of the Authorizer's process for accrediting Public Schools that meet the definition of an Online School is provided.
☐ An emphasis of attainment of the four performance indicators is provided within the described process.
☐ The process describes how the Authorizer will ensure that the multi-district online school is continually meeting the *Quality Standards for Online Schools and Programs.*

Additional information needed to ensure criteria are met:

Section 3: School Management Contracts
(Complete only if the proposed multi-district online school intends to contract with an Education Service Provider)

3.1 Explanation of Education Service Provider (ESP) Selection

Criteria Expectations:
☐ An explanation of how and why the Education Service Provider (ESP) was selected is provided.
☐ The ESP selected supports the vision, mission, and goals of the school.
☐ A summary of how funding will flow to the ESP including the amount of funding retained by the district is provided.
☐ Identification of responsibilities and/or potential liabilities that the district may assume is provided.
☐ Specific commitments by the district, charter, or the ESP are highlighted in the management contract.
☐ A description of authorizer requirements related to the amount of funding that will be used for educational purposes vs. limits what amounts can be retained as profit by the ESP is provided.
☐ Description of how the Authorizer will monitor the expenditures of the ESP is provided.

Additional information needed to ensure criteria are met:

3.2 Examples of ESP Efficacy

Criteria Expectations:
☐ The school has provided evidence of past success with the target population for the ESP within Colorado.
☐ A description of the types of assessments utilized for out of state academic achievement data is provided.
☐ If the ESP has not operated in Colorado, a list of the states and schools in each state is provided.
☐ For out of state public schools managed by the ESP, a copy of the equivalent of Colorado's School Performance Framework is provided.
☐ Evidence of success in both academic achievement and non-academic functions is provided.
☐ Re-enrollment rates for programs that the ESP previously operated are provided.

☐ Graduation data (if applicable) for students who successfully complete the program are included.

Additional information needed to ensure criteria are met:

3.3 Detailed Term Sheet

Criteria Expectations:

☐ A detailed term sheet of the proposed management contract is attached.

☐ The term sheet includes, but is not limited to the following details:

- Proposed duration of management contract
- Roles and responsibilities
- Scope of services
- Resources to be provided by the ESP
- Performance evaluation measures and timelines
- Compensation structure
- Methods of contract oversight and enforcement
- Investment disclosure
- Conditions for renewal and termination of the contract

Additional information needed to ensure criteria are met:

3.4 Draft of the Proposed Management Contract Attachment

Criteria Expectations:

☐ A draft of the proposed management contract is provided.

☐ The contract between the multi-district online school and the ESP is a performance contract that includes reasonable terms and an ability to sever the relationship.

☐ The contract includes data privacy and security terms sufficient to comply with state and federal legal requirements.

☐ Evidence of independent legal counsel for both the board and ESP is provided.

Additional information needed to ensure criteria are met:

3.5 Online School's Board of Education Relationship with ESP

Criteria Expectations:

☐ The relationship between the multi-district online school's district board of education or charter school governing board and the ESP is described.

☐ The relationship described demonstrates that there will be no interference with the board's duty to exercise its responsibilities governing the operation of the school or the altering

of the board's treasurer's legal obligation to direct that the deposit of all funds received by the school be placed in the school's account.
- □ A description of how the governing board will monitor and evaluate the performance of the ESP is provided.
- □ The frequency in which the governing board will monitor and evaluate performance of the ESP is provided.
- □ A description of how the governing board will monitor internal controls is provided.
- □ A description of how the board will ensure the fulfillment of performance expectations and contractual obligations is provided. The description includes the means the board will have to sever the contract should contractual obligations or performance obligations are not met.
- □ The school has provided assurance that there are no conflicts of interest with an ESP.

Additional information needed to ensure criteria are met:

3.6 Staff Reporting to or Paid by the ESP

Criteria Expectations:
- □ A description of which persons or positions are employees of the ESP and which persons, or positions are employees of the multi-district online school is provided.
- □ The governing board of the multi-district online school has received legal confirmation of employee leasing if included in the ESP agreement.

Additional information needed to ensure criteria are met:

3.7 Evidence Corporate Entity is Authorized to do Business in Colorado

Criterion Expectation:
- □ Evidence that the ESP is authorized to do business in Colorado is provided.

Additional information needed to ensure criterion is met: