

Organizational Performance Framework Guidance Document

Delaware Department of Education

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Organizational Performance Framework Guidance Document

The purpose of the Organizational Performance Framework is to provide to each charter school and the public a useful annual assessment of the school's organizational soundness, public stewardship, and fulfillment of essential legal obligations. The Organizational Performance Framework reflects expectations the charter school is required to meet through state and federal law and the charter performance agreement, and seeks to provide information regarding these key questions:

- Is the school organizationally sound and well operated?
- Is the school fulfilling its legal obligations, fiduciary duties, and sound public stewardship?
- Is the school meeting its obligations and expectations for appropriate access, education, support services, and outcomes for students with disabilities?

As much as possible, the Organizational Performance Framework seeks to focus on:

- outcomes rather than process or inputs (except where the law dictates particular compliance processes or requirements);
- matters that are material or significant to a school's organizational health and effectiveness; and
- measures that can be objectively judged or determined.

The purpose of the Organizational Performance Framework Guidance Document is to provide charter school leaders and boards with clear expectations, fact-based oversight, and timely feedback while ensuring charter autonomy. The Organizational Framework Guidance Document is a living document that will be reviewed and enhanced on a regular basis to align with the improvements in educational systems and school regulations. It is the goal of our current Organizational Framework Guidance Document to:

- Clearly communicate standards and expectations to schools;
- Conduct a transparent, consistent, and predictable oversight process;
- Conduct an oversight process that is respectful of schools' autonomy;
- Focus on student outcomes; and
- Provide evidenced-based feedback to schools and communities indicating where schools stand relative to performance framework expectations and standards.

Organizational Performance Framework Guidance Document Goals:

The Organizational Framework Guidance Document contains:

1. A clearly defined list of Indicators, Measures, and sub-measures required to operate a high functioning quality school.
2. A system to measure a school's Organizational Performance in relationship to 'quality' that:
 - a. Is specific and measurable.
 - b. Identifies critical sub-measures that must be met for an overall category to be considered meets standard.
 - c. Utilizes a clear set of business rules.
 - d. Is based in accurately timely data.
 - e. Provides for inter-rater reliability.
3. A system that clearly defines Meets Standard, Approaching Standards, and Far Below Standard for each of the key indicators and sub-indicators.
4. A system for providing tiered technical assistance and monitoring based on a school's performance and number of years in operation.

Organizational Performance Framework Guidance Document Scoring:

For each measure, a school will receive one of the ratings described below:

| Rating | Description |
|---|---|
| Meets Standard | The school generally meets the stated expectations and/or minor concern(s) are noted. |
| Approaching Standard¹ | The school meets some of the stated expectations but not others and/or moderate concern(s) are noted. |
| Far Below Standard | The school falls below the stated expectations and/or significant concern(s) are noted. The failures are material and significant to the viability to the school. |

Organizational performance is often tied to absolute standards for compliance established in law, regulation, or contract. Legal and contractual requirements are either met or they are not. **In order to avoid penalizing charter schools for anything less than perfection, the authorizer will apply a reasonable interpretation of sufficiency that acknowledges attentiveness, prudent compliance, and generally sound stewardship.**

“Material” and “significant” mean that the authorizer deems the matter relevant to:

- The authorizer’s accountability decisions including but not limited to decisions about whether to renew, not renew, or revoke a charter; or
- Information that a family would consider relevant to a decision to attend the school.

For any measure where a school is rated **APPROACHING STANDARD** or **FAR BELOW STANDARD**, the authorizer will provide an explanation of the rating. If a school receives an overall rating of **FAR BELOW STANDARD** on the Organizational Framework, the authorizer, in conjunction with the school, will conduct a comprehensive analysis of the identified areas and collaboratively develop a plan for technical assistance that will include on-site monitoring.

The Department of Education will conduct at a minimum two on-site visits the preceding year for each school that fails to meet standards in the overall Organizational Framework. The Department of Education will provide guidance for each school partially meeting standard or not meeting standard in an overall measure and will conduct on-site monitoring as agreed upon and needed.

A school is not permitted to be ‘approaching standard’ in the same indicator, rating, or overall rating for 3 consecutive years. If a school achieves a rating of “Approaching Standard” for 3 consecutive years in the same indicator, measure, or overall rating, that measure, indicator, and/or overall rating will be converted to **FAR BELOW STANDARD** in the third year.

For the purpose of clarity and alignment across the academic and organizational performance frameworks, Does Not Meet Standard was changed to Far Below Standard in 2016. These terms will be used synonymously for the purposes of annual reporting.

¹ Due to the developmental nature of establishing a high-performing charter school, it is not unusual for schools in their first charter term to receive “Approaching Standard” for certain measures.

Scoring the Organizational Framework

Scoring Measure Ratings

Business Rule: Each measure is scored using the rubric included for each measure and sub-measure within the Organizational Framework Guidance Document. Once the rubric is completed in its entirety, the scoring for each measure is calculated. The number of points required to achieve each performance level rating for each measure is defined below. Please note that not all metrics can be populated for all schools. For example, some schools do not receive state grants and therefore can only earn 8 of the possible 10 points for measure 1.b. The metric is adjusted accordingly for these schools.

| Key Indicator | Measure | Sample School Points Awarded | Possible Points | % Earned | Key Indicator % | # points required to meet standard for this measure | Range of points needed for Approaching standard | Cutscore for Far Below Standard | The Overall Score is Calculated after all the measures have been calculated |
|---|---------------------------------------|--|-----------------|----------|-----------------|---|---|---------------------------------|---|
| Education Program | 1.a Mission Fidelity | 2 | 2 | 100 | 95 | 2 | 1 | 0 | This is a calculation of all of the measures. See Below |
| | 1.b Applicable State and Federal | 10 | 10 | 100 | | 10 | 8 or 9 | 7 or less | |
| | 1.c Students with Disabilities | 13 | 14 | 95 | | 14 | 11 to 13 | 10 or less | |
| | 1.d English Learners | 16 | 16 | 100 | 16 | 12 to 15 | 11 or less | | |
| Governance and Reporting | 2.a Governance and Public Stewardship | 10 | 10 | 100 | 100 | 10 | 8 or 9 | 7 or less | |
| | 2.b Oversight of School Management | 3 | 3 | 100 | 3 | 2 | 1 or less | | |
| | 2.c Reporting Requirements | 3 | 3 | 100 | 3 | 2 | 1 or less | | |
| Students and Staff | 3.a Students Rights | 7 | 7 | 100 | 100 | 7 | 6 | 5 or less | |
| | 3.b Teacher Certifications and Hiring | 2 | 2 | 100 | 2 | 0 | 0 | | |
| Facilities, Transportation, Health and Safety | Facilities | 17 | 17 | 100 | 100 | 17 | 14 to 16 | Less than 14 | |
| | Transportation | | | | | | | | |
| | Health | | | | | | | | |
| TOTAL | | # of Points Earned By School (example 81 Points) | | | | 82 | 71-81 | 70 or less | |

Business Rules for Overall Ratings

The calculation of each indicator rating is a percent. All percentages, including the overall percent are rounded up for all numbers ending in 0.5 through 0.9.

In order to earn a rating of Meets Standard, a school needs to:

1. Obtain an overall rating of 95% or higher in their overall rating.
2. Achieve Approaching Standard or Meets Standard in all Measures Ratings.
3. A school is not permitted to receive an overall rating of Meets Standard if they receive a rating of 'Far Below Standard' in any measure rating.

In order to earn a rating of Approaching Standard, a school needs to:

1. Obtain an overall score between an 87% and a 94% in their overall rating.
2. Achieve Approaching Standard or Meets Standard in the majority of the Measures Ratings.
3. A school is permitted to receive an overall rating of Approaching Standard if they achieve no more than one rating of 'Far Below Standard' in any measure rating.

In order to earn a rating of Far Below Standard, a school must:

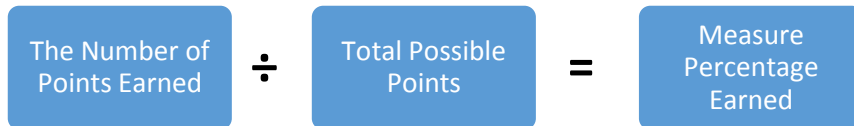
1. Earn an overall rating on 86.4% or less and/or
2. Achieve more than one rating of 'Far Below Standard' in any measure rating.

Summary of Overall Business Rules

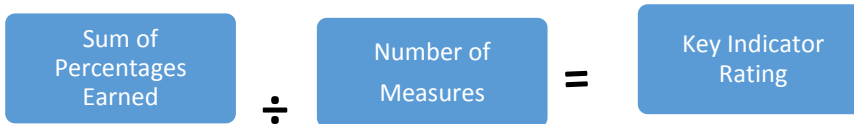
| Overall Rating | Required Score in Overall Percent | Required Ratings in Measures |
|----------------------|-----------------------------------|--|
| Meets Standard | 95% to 100% | Score at an Approaching Standard or Meets Standard in all Measures Ratings. A school is not permitted to receive an overall rating of Meets Standard if they receive a rating of 'Far Below Standard' in any measure rating. |
| Approaching Standard | 87% to 94.4% | Score at an Approaching Standard or Meets Standard in the majority of the Measures Ratings. A school is permitted to receive an overall rating of Approaching Standard if they achieve no more than one rating of 'Far Below Standard' in any measure rating. |
| Far Below Standard | Less than 87% | Earn an overall rating on 86.4% or less and/or Achieve more than one rating of 'Far Below Standard' in any measure rating. |

Calculating Table Components

To Calculate the Measure Percentage Earned



To Calculate the Key Indicator Rating:



To Calculate the Weight of the Key Indicator Rating Towards Overall Score:

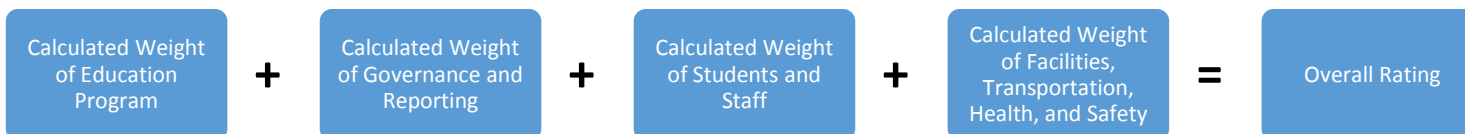
Education Program → (Key Indicator Rating) * 40%

Governance and Reporting → (Key Indicator Rating) * 30%

Students and Staff → (Key Indicator Rating) * 20%

Facilities, Transportation, Health, and Safety → (Key Indicator Rating) * 10%

To Calculate the Overall Rating:



Understanding My Rating:

| Key Indicator | Measure | Points Earned | Overall Rating |
|---|--|---------------|----------------|
| Education Program | 1.a Mission Fidelity | 2 | 1 |
| | 1.b Applicable State and Federal Requirements | 10 | |
| | 1.c Students with Disabilities | 14 | |
| | 1.d English Learners | | |
| Governance and Reporting | 2.a Governance and Public Stewardship | 10 | 96% |
| | 2.b Oversight of School Management | 3 | |
| | 2.c Reporting Requirements | 2 | |
| Students and Staff | 3.a Students Rights | 7 | |
| | 3.b Requirements on Teacher Certification and Hiring Staff | 2 | |
| Facilities, Transportation, Health and Safety | Facilities Transportation Health | 17 | |

| Key Indicator | Measure | Key Indicator Rating | Measure Weight | Overall Rating |
|---|-----------------------------------|--|--|--|
| Education Program | Points Earned/ | Average of Measure Points Earned Example: $(100\% + 100\% + 100\% + 93.75\%) = 98.44\%$ 4 | Average * 0.4 Example: 98.44% of 0.4 = 39.38% | Sum of All Weighted Averages |
| | Points Earned/ | | | |
| | Points Earned/ | | | |
| | Points Earned/ | | | |
| Governance and Reporting | Points Earned/ | Average of Measure Points Earned Example: $(100\% + 100\% + 66.67\%) = 88.89\%$ 3 | Average * 0.3 Example: 88.89% * 0.3 = 26.67% | Example: $(39.38\% + 26.67\% + 20\% + 10\%) = 96\%$ |
| | Points Earned/ | | | |
| | Points Earned/ | | | |
| Students and Staff | Points Earned/ | Average of Measure Points Earned Example: $(100\% + 100\%) =$ | Average * 0.2 Example: 100% * 0.2 = 20% | |
| | Points Earned/ Possible | | | |
| Facilities, Transportation, Health and Safety | Points Earned/ Possible Points | Average of Measure Points Earned Exempl e: | Average * 0.1 Example: 100% * 0.1 = | |

1a. Is the school faithful to its mission as defined in its current charter, including approved mission-specific academic goals if applicable?

MEETS STANDARD

[The metrics for this standard will be defined in an annual conversation between each school and the authorizer sometime between September and March in the year preceding the school year to be reviewed in the Performance Framework.]

| Essential Question indicator 1a. Is the school faithful to its mission as defined in its current charter, including approved mission-specific academic goals if applicable | | | | |
|--|---|---|--|---------|
| Staff | | | | |
| Measure | Definition of Rating | Data Source | Data Collection Process | Measure |
| The school is faithful to its mission as defined in its current charter. These goals could include approved mission-specific academic goals. | <p>Meets Standard: [The metrics for this standard will be defined in an annual conversation between each school and the authorizer sometime between September and March in the year preceding the school year to be reviewed in the Performance Framework.]</p> <p>Approaching Standard:</p> <p>Far Below Standard:</p> | DOE template to be developed in conjunction with the school as agreed upon by both parties at the beginning of the year. Scoring of this measure will be conducted at the end of the year on or before June 30 th during meeting between the school and DOE. | PDF Upload and entry into system by DOE. | 1a1 |

1b. Is the school materially fulfilling applicable state and federal requirements pertaining to its education program (with the exception of responsibilities relating to students with disabilities and English Language Learners, which are addressed separately under measures 1c. and 1d. in this framework)?

MEETS STANDARD

The school is materially fulfilling applicable state and federal requirements including:

- Meeting state requirements on instructional minutes;
- Meeting state requirements for graduation and promotion in accordance with [14 DE Admin. Code 505](#) and [Del. C., Title 14, Ch. 1, II](#);
- Meeting Delaware content standards and state program requirements in accordance with [14 DE Admin. Code 500](#);
- Administering state assessments as required by Delaware law and [14 DE Admin. Code 100](#) and [Del. C., Title 14, Ch. 1, IV](#);
- Implementing a system of Response to Intervention (RTI) in accordance with the charter as well as [14 DE Admin. Code Title 14 Ch. 12](#);
- Implementing mandated programming in accordance with the terms of state and federal grants, as applicable; and
- Implementing mandated programming in accordance with the conditions and assurances for federal funds as applicable.

| Essential Question indicator 1b: Is the school materially fulfilling applicable state and federal requirements pertaining to its education program (with the exception of responsibilities relating to students with disabilities and English Language Learners, which are addressed separately under measures 1c. and 1d. in this framework)? | | | | |
|--|---|--|--|---------|
| Staff | | | | |
| Measure | Definition of Rating | Data Source | Data Collection Process | Measure |
| The school is meeting state requirements on instructional minutes. | <p>Meets Standard: The school is meeting state requirements on instructional minutes.</p> <p>Approaching Standard: The school is meeting state requirements on instructional minutes but has submitted its school calendar and attendance survey after the due date.</p> <p>Far Below Standard: The school is not meeting state requirements on instructional minutes.</p> | School Calendar and Attendance Survey submission reviewed annually. | DOE Verification and entry into system | 1b1 |
| The school is meeting state requirements for graduation and promotion in accordance with 14 DE Admin. Code 505 and Del. C., Title 14, Ch. 1, II | <p>Meets Standard: The school is meeting state requirements for graduation and promotion in accordance with 14 DE Admin. Code 505 and Del. C., Title 14, Ch. 1, II.</p> <p>Approaching Standard: The school is meeting state requirements for graduation and promotion in accordance with 14 DE Admin. Code 505 and Del. C., Title 14, Ch. 1, II but has submitted documentation after the due date.</p> <p>Far Below Standard: The school is not meeting state requirements for graduation and promotion in accordance 14 DE Admin. Code 505 and Del. C., Title 14, Ch. 1, II.</p> | <p>K-8 Schools: on site review of the process followed for students that have not met requirements for promotion.</p> <p>High School: COMS2 completion and verification.</p> | DOE Verification and entry into system | 1b2 |

| | | | | |
|---|--|--|---|------------|
| <p>The school is administering state assessments as required by Delaware law and 14 DE Admin. Code 100 and Del. C., Title 14, Ch. 1, IV.</p> | <p>Meets Standard: The school is administering state assessments as required by Delaware law and. 14 DE Admin. Code 100 and Del. C., Title 14, Ch. 1, IV.</p> <p>Far Below Standard: The school has violations regarding the administration of state assessments that have been founded by the Department of Education.</p> | <p>DOE reports from the Office of Assessment.</p> | <p>DOE Verification and entry into system</p> | <p>1b3</p> |
| <p>The school materially complies with applicable laws, rules, regulations, and provisions of the charter relating to Implementation of Response to Intervention (RTI) and implementation of 504 plans as determined necessary by school/stakeholder team in accordance with the Section 504, Rehabilitation Act of 1973.</p> | <p>Meet Standard: The school has a system for RTI that includes a procedure/practice by which students are provided with intervention. The school has implemented 504 plans as determined necessary by school/stakeholder team in accordance with the Section 504, Rehabilitation Act of 1973.</p> <p>Far Below: The school does not have a system for RTI, (and/or) is lacking a procedure/practice by which students are provided with intervention, (and/or) the school has been found to be out of compliance by a State or Federal Agency for not implementing 504 plans in accordance with the Section 504, Rehabilitation Act of 1973.</p> | <p>On-site Visit and documentation of non-compliance with a state or federal agency.</p> | <p>DOE Verification and entry into system</p> | <p>1b4</p> |
| <p>The school is Implementing mandated programming in accordance with the terms of state grants, as applicable</p> | <p>Meets Standard: The school is implementing mandated programming in accordance with the terms of state grants.</p> <p>Approaching Standard: The school is implementing mandated programming in accordance with the terms of state grants but is actively working with the State on a corrective action plan where it has met all deadlines and compliance requirements.</p> <p>Far Below Standard: The school is not implementing mandated programming in accordance with the terms of state grants and/or is actively working with the State on a corrective action plan where it has not met all deadlines and compliance requirements.</p> <p>Not Applicable: The school is not receiving state grants.</p> | <p>State grants monitoring and audit reports.</p> | <p>DOE Verification and entry into system</p> | <p>1b5</p> |
| <p>The school is implementing mandated programming in accordance with the Consolidated Grant terms, as applicable.</p> | <p>Meets Standard: The school is implementing mandated programming in accordance with the Consolidated Grant terms.</p> <p>Approaching Standard: The school is not implementing some mandated programming in accordance with the Consolidated Grant terms but is actively working with the Department on a corrective action plan where it has met all deadlines and compliance requirements.</p> <p>Far Below Standard: The school is not implementing some mandated programming in accordance with the Consolidated Grant terms and/or is actively working with the Department on a corrective action plan where it has not met all deadlines and compliance requirements.</p> <p>Not Applicable: The school does not participate in the consolidated grant program.</p> | <p>Consolidated grant monitoring and audit reports.</p> | <p>DOE Verification and entry into system</p> | <p>1b6</p> |

1c. Is the school fulfilling legal responsibilities for students with disabilities?

MEETS STANDARD

Consistent with the school’s status and responsibilities as a Local Education Agency (LEA), the school materially complies with applicable laws, rules, regulations, and provisions of the charter relating to the education of students with identified disabilities and those suspected of having a disability (including the [Individuals with Disabilities Education Act](#), [Section 504 of the Rehabilitation Act of 1973](#), and the [Americans with Disabilities Act](#)), including requirements for:

- Identification and referral
- Access to the school’s facility and program for students and parents in a lawful manner and consistent with students’ abilities
- Operational compliance including the academic program, assessments, and all other aspects of the school’s program and responsibilities
- Implementation of student Individualized Education Plans
- Discipline, including due process protections, manifestation determinations, and other identified state and federal requirements

| Essential Question indicator 1c: Is the school fulfilling legal responsibilities for students with disabilities? | | | | |
|--|--|--|--|---------|
| Staff | | | | |
| Measure | Definition of Rating | Data Source | Data Collection Process | Measure |
| IDEA Indicator 4B: Disproportionality in the rates of long-term suspensions of students with disabilities by race/ethnicity (20 U.S.C. 1416(a)(3)(A); 1412(a)(22)) | <p>Meets Standard: Charter is in compliance with this IDEA regulatory area.</p> <p>Approaching Standard: Charter has been identified as noncompliant for this IDEA regulatory area and is engaged in a Corrective Action Plan.</p> <p>Far Below Standard: Charter has been identified as noncompliant for this IDEA regulatory area and is engaged in an Intervention Plan or Compliance Agreement for this indicator.</p> | Office of Exceptional Children Reports | PDF Upload by DOE of Tiered Intervention Requirement and/or DOE Verification and entry into system | 1c1 |

| | | | | |
|---|--|---|---|------------|
| <p>IDEA Indicators 9 & 10: Disproportionate Representation related to identification (20 U.S.C. 1416(a)(3)(C))</p> | <p>Meets Standard: Charter is in compliance with this IDEA regulatory area.</p> <p>Approaching Standard: Charter has been identified as noncompliant for this IDEA regulatory area and is engaged in a Corrective Action Plan.</p> <p>Far Below Standard: Charter has been identified as noncompliant for this IDEA regulatory area and is engaged in an Intervention Plan or Compliance Agreement for this indicator.</p> | <p>Office of Exceptional Children Reports</p> | <p>PDF Upload by DOE of Tiered Intervention Requirement and/or DOE Verification and entry into system</p> | <p>1c2</p> |
| <p>IDEA Indicator 11: Timely evaluations (20 U.S.C. 1416(a)(3)(B))</p> | <p>Meets Standard: Charter is in compliance with this IDEA regulatory area.</p> <p>Approaching Standard: Charter has been identified as noncompliant for this IDEA regulatory area and is engaged in a Corrective Action Plan.</p> <p>Far Below Standard: Charter has been identified as noncompliant for this IDEA regulatory area and is engaged in an Intervention Plan or Compliance Agreement for this indicator.</p> | <p>Office of Exceptional Children Reports</p> | <p>PDF Upload by DOE of Tiered Intervention Requirement and/or DOE Verification and entry into system</p> | <p>1c3</p> |
| <p>IDEA Indicator 12: Early childhood transition from Part C/preschool special education services to Part B/school-age special education services (20 U.S.C. 1416(a)(3)(B))</p> | <p>Meets Standard: Charter is in compliance with this IDEA regulatory area.</p> <p>Approaching Standard: Charter has been identified as noncompliant for this IDEA regulatory area and is engaged in a Corrective Action Plan.</p> <p>Far Below Standard: Charter has been identified as noncompliant for this IDEA regulatory area and is engaged in an Intervention Plan or Compliance Agreement for this indicator.</p> | <p>Office of Exceptional Children Reports</p> | <p>PDF Upload by DOE of Tiered Intervention Requirement and/or DOE Verification and entry into system</p> | <p>1c4</p> |

| | | | | |
|---|--|---|---|------------|
| <p>IDEA Indicator 13: Transition planning in the IEP (20 U.S.C. 1416(a)(3)(B))</p> | <p>Meets Standard: Charter is in compliance with this IDEA regulatory area.</p> <p>Approaching Standard: Charter has been identified as noncompliant for this IDEA regulatory area and is engaged in a Corrective Action Plan.</p> <p>Far Below Standard: Charter has been identified as noncompliant for this IDEA regulatory area and is engaged in an Intervention Plan or Compliance Agreement for this indicator.</p> | <p>Office of Exceptional Children Reports</p> | <p>PDF Upload by DOE of Tiered Intervention Requirement and/or DOE Verification and entry into system</p> | <p>1c5</p> |
| <p>IDEA Monitoring of student special education records 20 U.S.C. 1400(d); 14 Del.C. §3110) 10 DE Reg. 1816</p> | <p>Meets Standard: Individual student special education records are in compliance with federal and state regulations.</p> <p>Approaching Standard: Charter has some individual student special education records out of compliance measured by this indicator and is engaged in a Corrective Action Plan.</p> <p>Far Below Standard: Charter has some individual student special education records out of compliance measured by this indicator and is engaged in an Intervention Plan or Compliance Agreement for this indicator</p> | <p>On-Site Visit and/or desk audit</p> | <p>DOE Verification and entry into system</p> | <p>1c6</p> |
| <p>IDEA Charter Special Education Designee 14 Del Admin Code §924.9</p> | <p>Meets Standard: Charter school has appointed and notified the DOE of their Special Education Designee and Designee has attended mandatory “Special Education Policies, Procedures, and Procedural Safeguards” training by September 30th.</p> <p>Approaching Standard: Charter school has appointed and notified the DOE of their Special Education Designee but the Designee has not attended mandatory “Special Education Policies, Procedures, and Procedural Safeguards” training by September 30th.</p> <p>Far Below Standard: Charter school has not appointed and notified the DOE of their Special Education Designee</p> | <p>LEA Documentation</p> | <p>DOE Verification and entry into system</p> | <p>1c7</p> |

1d. Is the school fulfilling responsibilities for English Language Learners (ELL)?

MEETS STANDARD

Consistent with the school’s status and responsibilities as a Local Education Agency (LEA), the school materially complies with applicable laws, rules, regulations, and provisions of the charter relating to the education of students identified as English Learners ([U.S. Department of Education/Office of Civil Rights](http://www.doe.k12.de.us/Page/2279), Title III of the [Every Student Succeeds Act \(ESSA\)](#), and [Delaware Title 14 Section 900 Special Populations, 920 Educational Programs for English Language Learners](#)), including requirements for:

- Policies for serving ELL students and properly identifying students in need of ELL services
- Access to the program for students and parents as required by law and consistent with students’ abilities
- Operational compliance including the academic program, assessments, and all other aspects of the school’s program and responsibilities
- Provision of student ELL services
- Implementation of accommodations on assessments
- Exit of students from ELL services and ongoing monitoring of exited students

For more ELL resources and information, please visit the Delaware Department of Education’s [Title III/ELL](#) website at [English Language Learners](#).

| Essential Question indicator 1d. Is the school fulfilling responsibilities for English Language Learners (ELL)? | | | | |
|--|--|--|--|-------------------------|
| ELL | | | | |
| Measure | Definition of Rating | Data Source | Data Collection Process | Measure |
| <p>Consistent with the school’s status and responsibilities as a Local Education Agency (LEA), the school materially complies with applicable laws, rules, regulations, and provisions of the charter relating to the education of students identified as English Learners (U.S. Department of Education/Office of Civil Rights, Title III of the Every Student Succeeds Act (ESSA), and Delaware Title 14 Section 900 Special Populations, 920 Educational Programs for English Language Learners), including requirements for:</p> <ul style="list-style-type: none"> ~ Policies for serving ELL students and properly identifying students in need of ELL services ~ Access to the program for students and parents as required by law and consistent with students’ abilities ~ Operational compliance including the academic program, assessments, and all other aspects of the school’s program and responsibilities | <p>Meets Standard: The school is in compliance with applicable laws, rules, regulations, and provisions of the charter relating to the education of students identified as English Learners. http://www.doe.k12.de.us/Page/2279</p> <p>Approaching Standard: The school was notified in writing by the Department of Education to be out of compliance in their annual monitoring but completed their corrective action plan on or prior to the due date.</p> <p>Far Below: The school was found to be out of compliance in their annual compliance monitoring and has not completed their corrective action plan prior to the due date. (And/Or) The school’s lack of compliance is material or significant.</p> | DOE Annual Site Visit and Title III and General EL program monitoring occurs on a 5-year cycle. ² | PDF Upload by DOE of Tiered Intervention Requirement and/or DOE Verification and entry into system | 5 Year Monitoring Score |

² CSO site visits will review school documentation, records, and written processes only. Monitoring conducted by Title III specialists will evaluate programs for fidelity and implementation.

| | | | | |
|---|--|--|---|------------|
| <ul style="list-style-type: none"> ~ Provision of student ELL services ~ Implementation of accommodations on assessments <p>Exit of students from ELL services and ongoing monitoring of exited students</p> | | | | |
| <p>The school materially complies with applicable laws, rules, regulations, and provisions of the charter relating to:</p> <p>Policies for serving ELL students and properly identifying students in need of ELL services</p> | <p>Meets Standard: The school is in compliance with applicable laws, rules, regulations, and provisions of the charter relating to the education of students identified as English Learners. http://www.doe.k12.de.us/Page/2279</p> <p>Approaching Standard: The school was notified in writing by the Department of Education to be out of compliance in their annual monitoring but completed their corrective action plan on or prior to the due date.</p> <p>Far Below: The school was found to be out of compliance in their annual compliance monitoring and has not completed their corrective action plan prior to the due date. (And/Or) The school's lack of compliance is material or significant.</p> | <p>DOE record audit and on-site verification of:</p> <p>1. Use of current home language survey.</p> | <p>DOE Verification and entry into system</p> | <p>1d1</p> |
| <p>The school materially complies with applicable laws, rules, regulations, and provisions of the charter relating to:</p> <p>Access to the program for students and parents as required by law and consistent with students' abilities</p> | <p>Meets Standard: The school is in compliance with applicable laws, rules, regulations, and provisions of the charter relating to the education of students identified as English Learners. http://www.doe.k12.de.us/Page/2279</p> <p>Approaching Standard: The school was notified in writing by the Department of Education to be out of compliance in their annual monitoring but completed their corrective action plan on or prior to the due date.</p> <p>Far Below: The school was found to be out of compliance in their annual compliance monitoring and has not completed their corrective action plan prior to the due date. (And/Or) The school's lack of compliance is material or significant.</p> | <p>DOE record audit and on-site verification of:</p> <p>2. Identification process for EL's (WAPT-WIDA Model)</p> | <p>DOE Verification and entry into system</p> | <p>1d2</p> |

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| <p>The school materially complies with applicable laws, rules, regulations, and provisions of the charter relating to:</p> <p>Operational compliance including the academic program, assessments, and all other aspects of the school’s program and responsibilities</p> | <p>Meets Standard: The school is in compliance with applicable laws, rules, regulations, and provisions of the charter relating to the education of students identified as English Learners. http://www.doe.k12.de.us/Page/2279</p> <p>Approaching Standard: The school was notified in writing by the Department of Education to be out of compliance in their annual monitoring but completed their corrective action plan on or prior to the due date.</p> <p>Far Below: The school was found to be out of compliance in their annual compliance monitoring and has not completed their corrective action plan prior to the due date. (And/Or) The school’s lack of compliance is material or significant.</p> | <p>DOE record audit and on-site verification of:</p> <p>3. Access to EL 2.0</p> | <p>DOE Verification and entry into system</p> | <p>1d3</p> |
| <p>The school materially complies with applicable laws, rules, regulations, and provisions of the charter relating to:</p> <p>Provision of student ELL services</p> | <p>Meets Standard: The school is in compliance with applicable laws, rules, regulations, and provisions of the charter relating to the education of students identified as English Learners. http://www.doe.k12.de.us/Page/2279</p> <p>Approaching Standard: The school was notified in writing by the Department of Education to be out of compliance in their annual monitoring but completed their corrective action plan on or prior to the due date.</p> <p>Far Below: The school was found to be out of compliance in their annual compliance monitoring and has not completed their corrective action plan prior to the due date. (And/Or) The school’s lack of compliance is material or significant.</p> | <p>DOE record audit and on-site verification of:</p> <p>4. Documentation of identification and assessment of EL’s within the 30 day window.</p> | <p>DOE Verification and entry into system</p> | <p>1d4</p> |

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| <p>The school materially complies with applicable laws, rules, regulations, and provisions of the charter relating to:</p> <p>Access to the program for students and parents as required by law and consistent with students' abilities relating to:</p> <p>Exit of students from ELL services and ongoing monitoring of exited students including parent notification</p> | <p>Meets Standard: The school is in compliance with applicable laws, rules, regulations, and provisions of the charter relating to the education of students identified as English Learners. http://www.doe.k12.de.us/Page/2279</p> <p>Approaching Standard: The school was notified in writing by the Department of Education to be out of compliance in their annual monitoring but completed their corrective action plan on or prior to the due date.</p> <p>Far Below: The school was found to be out of compliance in their annual compliance monitoring and has not completed their corrective action plan prior to the due date. (And/Or) The school's lack of compliance is material or significant.</p> | <p>DOE record audit and on-site verification of:</p> <p>5. Parent Notification</p> | <p>DOE Verification and entry into system</p> | <p>1d5</p> |
| <p>The school materially complies with applicable laws, rules, regulations, and provisions of the charter relating to:</p> <p>Access to the program for students and parents as required by law and consistent with students' abilities relating to:</p> <p>Process for intake for new EL students.</p> | <p>Meets Standard: The school is in compliance with applicable laws, rules, regulations, and provisions of the charter relating to the education of students identified as English Learners. http://www.doe.k12.de.us/Page/2279</p> <p>Approaching Standard: The school was notified in writing by the Department of Education to be out of compliance in their annual monitoring but completed their corrective action plan on or prior to the due date.</p> <p>Far Below: The school was found to be out of compliance in their annual compliance monitoring and has not completed their corrective action plan prior to the due date. (And/Or) The school's lack of compliance is material or significant.</p> | <p>DOE record audit and on-site verification of:</p> <p>6. Process for intake for new EL students.</p> | <p>DOE Verification and entry into system</p> | <p>1d6</p> |

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| <p>The school materially complies with applicable laws, rules, regulations, and provisions of the charter relating to:</p> <p>Access to the program for students and parents as required by law and consistent with students' written plan for EL Services.</p> | <p>Meets Standard: The school is in compliance with applicable laws, rules, regulations, and provisions of the charter relating to the education of students identified as English Learners. http://www.doe.k12.de.us/Page/2279</p> <p>Approaching Standard: The school was notified in writing by the Department of Education to be out of compliance in their annual monitoring but completed their corrective action plan on or prior to the due date.</p> <p>Far Below: The school was found to be out of compliance in their annual compliance monitoring and has not completed their corrective action plan prior to the due date. (And/Or) The school's lack of compliance is material or significant.</p> | <p>DOE record audit and on-site verification of:</p> <p>7. Written plan for EL Services.</p> | <p>DOE Verification and entry into system</p> | <p>1d7</p> |
| <p>The school materially complies with applicable laws, rules, regulations, and provisions of the charter relating to:</p> <p>Policies for serving special populations and properly identifying students in need of services including Implementation of the Migrant survey as required.</p> | <p>Meets Standard: The school is in compliance with applicable laws, rules, regulations, and provisions of the charter relating to the education of students identified as English Learners. http://www.doe.k12.de.us/Page/2279</p> <p>Approaching Standard: The school was notified in writing by the Department of Education to be out of compliance in their annual monitoring but completed their corrective action plan on or prior to the due date.</p> <p>Far Below: The school was found to be out of compliance in their annual compliance monitoring and has not completed their corrective action plan prior to the due date. (And/Or) The school's lack of compliance is material or significant.</p> | <p>DOE record audit and on-site verification of:</p> <p>8. Implementation of the Migrant survey as required</p> | <p>DOE Verification and entry into system</p> | <p>1d8</p> |

Governance and Reporting

- a. Governance and Public Stewardship
- b. Oversight of School Management
- c. Reporting Requirements

2a. Is the school fulfilling essential governance and public stewardship responsibilities?

MEETS STANDARD

The school materially complies with applicable laws, rules, regulations and provisions of the charter relating to governance by its board including but not limited to:

- Board composition and membership requirements, pursuant to [Del. C., Title 14, Ch. 5, §512 \(1-2\)](#)
- Board policies, including those related to oversight of a management organization if applicable, and including but not limited to: Board bylaws, state open meetings law, Articles of Incorporation, and State Code of Conduct pursuant to [Del. C., Title 29, Ch. 100](#) and [Del. C., Title 14, Ch. 5, §512 \(14\)](#) and [§ 504 Corporate status](#).
- Board training as required by statute, pursuant to [Del. C., Title 14, Ch. 5, §512\(15\)](#) and [Del. C., Title 14, Ch. 18, §1803](#)
- CBOC regulations and training as required by statute, pursuant to [Del. C., Title 14, Ch. 15, §1508](#) and [14 Del. Admin. Code 736](#)
- Conflicts of interest, paperwork and processes pursuant to [Del. C., Title 29, Ch. 58, §5805](#)
- Conduct of meetings and other business in accordance with the requirements of [Del. C., Title 29, Ch. 100](#).

| Essential Question indicator 2a: Is the school fulfilling essential governance and public stewardship responsibilities? | | | | |
|---|--|--|--|---------|
| Staff | | | | |
| Measure | Definition of Rating | Data Source | Data Collection Process | Measure |
| The school has demonstrated it has met the requirements for Board composition and membership pursuant to Del. C., Title 14, Ch. 5, §512 (1-2) | <p>Meets Standard: The board of directors has included a teacher from at least 1 of the charter schools operated by the board and at least 1 parent of a student enrolled in a charter school operated by the board.</p> <p>Approaching Standard: The board of directors has included a teacher from at least 1 of the charter schools operated by the board and at least 1 parent of a student enrolled in a charter school operated by the board with the exception of a transition period not exceeding 90 days.</p> <p>Far Below Standard: The board of directors has not included a teacher from at least 1 of the charter schools operated by the board and at least 1 parent of a student enrolled in a charter school operated by the board for a period of more than 90 days.</p> | Board agendas and minutes review by DOE and/or on-site review of Board Meetings. | DOE Verification and entry into system | 2a1 |

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| <p>The school leader and Board has demonstrated that it is in compliance with all Board policies, including but not limited to proper modification of Board bylaws (as applicable), maintaining its Articles of Incorporation, following the State Code of Conduct and properly maintaining §504 Corporate status.</p> | <p>Meets Standard: The school has demonstrated that it is in compliance with all Board policies, including but not limited to proper modification of Board bylaws (as applicable), maintaining its Articles of Incorporation, following the State Code of Conduct and properly maintaining §504 Corporate status.</p> <p>Far Below Standard: The school has failed to demonstrate that it is in compliance with all Board policies, including but not limited to proper modification of Board bylaws (as applicable), maintaining its Articles of Incorporation, following the State Code of Conduct and properly maintaining §504 Corporate status.</p> | <p>Review any revisions of by-laws and Articles of Incorporation. Written notification of noncompliance from a state or federal agency.</p> | <p>PDF Upload by DOE of procedures and site visit verification.</p> | <p>2a2</p> |
| <p>The school has met the requirements of Board training as required by statute, pursuant to Del. C., Title 14, Ch. 5, §512(15), and Del. C., Title 14, Ch. 18, § 1803 Financial responsibility training.</p> | <p>Meets Standard: The school has a satisfactory plan to ensure the effectiveness of its board of trustees, including governance trainings conducted for any new board members as well as § 1803 Financial responsibility training. The school has conducted trainings at a minimum of once every 3 years. The Board has provided documentation demonstrating all board members have been trained within 6 months or have attended the first available training if the training is not offered within the 6 month timeframe.</p> <p>Approaching Standard: The school has met the standard for the required plan and implementation for Board Trainings but has not met the training deadlines as required by Del. C., Title 14, Ch. 5, §512(15) and Del. C., Title 14, Ch. 18, §1803.</p> <p>Far Below Standard: The school does not have a satisfactory plan to ensure the effectiveness of its board of trustees, including governance trainings conducted for any new board members, as well as § 1803 Financial responsibility training. (And/Or) The school has not conducted trainings at a minimum of once every 3 years. (And/Or) The Board has not provided documentation demonstrating all board members have been trained.</p> | <p>DOE record audit and on-site verification of plan.</p> | <p>PDF Upload by DOE of plan and site visit verification.</p> | <p>2a3</p> |
| <p>The school is in compliance with the regulations and requirements for CBOC including training as required by statute, pursuant to Del. C., Title 14, Ch. 15, §1508 and 14 Del. Admin. Code 736</p> | <p>Meets Standard: The school is in compliance with the regulations and requirements for CBOC including training and website posting of information.</p> <p>Approaching Standard: The school is in compliance with the regulations and requirements for CBOC including training and website posting of information with delays not exceeding 30 days for posting information.</p> <p>Far Below Standard: The school is not in compliance with the regulations and requirements for CBOC including training and website posting of information.</p> | <p>DOE website monitoring of board documentation, and/or on-site review of board meetings.</p> | <p>DOE Verification and entry into system</p> | <p>2a4</p> |

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|--|--|--|---|------------|
| <p>The school is in compliance with the regulations and requirements regarding conflicts of interest, pursuant to Del. C., Title 29, Ch. 58, §5805</p> | <p>Meets Standard: The school is in compliance with the regulations and requirements regarding conflicts of interest, pursuant to Del. C., Title 29, Ch. 58, §5805.</p> <p>Far Below Standard: The school is not in compliance with the regulations and requirements regarding conflicts of interest, pursuant to Del. C., Title 29, Ch. 58, §5805</p> | <p>DOE website monitoring of Board documentation, and/or on-site review of board meetings. There is a policy for disclosure.</p> | <p>DOE Verification and entry into system</p> | <p>2a5</p> |
| <p>The school has demonstrated that it has conducted meetings and other business in accordance with the requirements of the state open meetings law, pursuant to Del. C., Title 29, Ch. 100</p> <p>See Charter School Website Monitoring Guide/Checklist</p> | <p>Meets Standard: The school has conducted meetings and business in accordance with the state open meetings law, pursuant to Del. C., Title 29, Ch. 100.</p> <p>Approaching Standard: The school has conducted meetings and business in accordance with the state open meetings law, pursuant to Del. C., Title 29, Ch. 100 but there have been delays with posting meeting information that have not exceeded 60 days.</p> <p>Far Below Standard: The school has not conducted meetings and business in accordance with the state open meetings law, pursuant to Del. C., Title 29, Ch. 100.</p> | <p>DOE website monitoring of board documentation, and/or on-site review of board meetings. The school has recorded all board meetings held after 8/1/2016.</p> | <p>DOE Verification and entry into system</p> | <p>2a6</p> |

2b. Does the governing board oversee and evaluate school management?

MEETS STANDARD

The school materially complies with applicable laws, rules, regulations and provisions of the charter relating to oversight of school management, including:

- Ensuring the leadership carries out the school plan for evaluating student and school performance pursuant to [Del. C., Title 14, Ch. 5, §512 \(5\)](#)
- Annually evaluating management according to state-approved criteria, if applicable, pursuant to [Del. C., Title 14, Ch. 12, §1270](#) and [14 Del. Admin. Code 108A](#)
- (For schools contracting with Education Service Providers) Overseeing and maintaining authority over management, holding it accountable for performance as agreed under a written services agreement and requiring annual financial reports of the education service provider pursuant to Del. [C., Title 14, Ch. 5, §512 \(14\)](#)

| Essential Question indicator 2b. Does the governing board oversee and evaluate school management? | | | | |
|--|--|---|--|---------|
| Staff | | | | |
| Measure | Definition of Rating | Data Source | Data Collection Process | Measure |
| The school leadership demonstrates that it is carrying out the plan outlined in the charter for evaluating student performance and has demonstrated procedures for taking corrective action in the event that student performance at the charter school falls below such standards Del. C., Title 14, Ch. 5, §512 4 and 5. | <p>Meets Standard: The school leadership has included in their annual charter school report their evaluation of student and school performance and included procedures for how they will take corrective action in the event that the school falls below such standards in accordance with their charter.</p> <p>Far Below Standard: The school leadership has not included in their annual charter school report their evaluation of student and school performance and/or has not included procedures for how they will take corrective action in the event that the school falls below such standards in accordance with their charter.</p> | Annual report/school's charter | PDF Upload by DOE | 2b1 |
| The Board has annually evaluated the management according to state-approved criteria, if applicable, pursuant to 14 Del. Admin. Code 108A | <p>Meets Standard: The Board has evaluated management and educators in accordance with 14 Del. Admin. Code 108A.</p> <p>Approaching Standard: The Board has evaluated management and educators in accordance with 14 Del. Admin. Code 108A but has failed to submit the required documentation within the required timelines.</p> <p>Far Below Standard: The Board has not evaluated management and educators in accordance with 14 Del. Admin. Code 108A.</p> | Form was submitted by the charter school board to the Charter School Office of DOE. | DOE Verification and entry into system | 2b2 |
| The Board annually has evaluated the management company. (For schools) contracting with Charter Management Organization (CMO). | <p>Meets Standard: The Board has evaluated the CMO and has evidence of holding the CMO accountable to their contract.</p> <p>Far Below Standard: The Board has evaluated the CMO and has evidence of holding the CMO accountable to their contract.</p> | Annual Board meeting agenda and minutes/recordings or other documentation provided by the school. | DOE Verification and entry into system. (PDF Upload as needed) | 2b3 |

2c. Is the school fulfilling reporting requirements?

MEETS STANDARD

The school materially complies with applicable laws, rules, regulations and provisions of the charter relating to relevant reporting requirements to the school’s authorizer, state education agency, district education department, and/or federal authorities, including:

- All state and federal reporting requirements, pursuant to [Del. C., Title 14, Ch. 5, §513](#)
- Reporting requirements related to conditions placed on the charter

| Essential Question indicator 2c. Is the school fulfilling reporting requirements? | | | | |
|---|--|---|--|---------|
| Staff | | | | |
| Measure | Definition of Rating | Data Source | Data Collection Process | Measure |
| The school has met state and federal reporting requirements, pursuant to Del. C., Title 14, Ch. 5, §513 | <p>Meets Standard: The school has met the reporting requirements for annual reporting including the requirements for annual reports in relationship to charter school renewal.</p> <p>Far Below Standard: The school has not met the reporting requirements for annual reporting including the requirements for annual reports in relationship to charter school renewal.</p> | Charter School Annual and Renewal reports | PDF Upload by DOE | 2c1 |
| <p>The school has met state and federal reporting requirements, pursuant to Del. C., Title 14, Ch. 5, §513</p> <p>*Reporting items that are <u>measured in relationship to timely submission</u> in other areas of this framework <u>will not</u> be used/counted/measured for a <u>second time</u> in this area. It is possible to have one measure of ‘quality of reporting’ in one area of this document and a second measure of ‘timely submission’ of the same report.</p> | <p>Meets Standard: The school has met the reporting requirements as outlined on the annual charter school compliance calendar that are marked as required reporting. The school has not missed the deadlines for reporting for more than one report which was turned in within five (5) days of the date due.</p> <p>Approaching Standards: The school has met the reporting requirements as outlined on the annual charter school compliance calendar that are marked as required reporting. The school has not missed the deadlines for reporting for more than two reports which were turned in within five (5) days of the date due.</p> <p>Far Below Standard: The school has not met the reporting requirements as outlined on the annual charter school compliance calendar that are marked as required reporting and/or has turned in three or more of its required reports late or has missed a deadline for reports beyond the 5 day mark after a reminder was sent.</p> | DOE Compliance report monitoring with work groups and DOE validation through systems. | DOE Verification and entry into system | 2c2 |

Students and Staff

- a. Student Rights
- b. Requirements of Teacher Certification and Hiring Staff

3a. Is the school protecting the legal rights of all students?

Meets Standard

The school materially complies with applicable laws, rules, regulations, and provisions of the charter relating to the rights of students, including:

- Policies and practices related to admissions, lottery, waiting lists, fair and open recruitment and implementation of preferences, enrollment (including rights to enroll or maintain enrollment)
- Security and access to student records under the Family Educational Rights and Privacy Act (FERPA) and other applicable authorities
- Access to documents maintained by the school under Delaware’s Freedom of Information Act and other applicable authorities
- Transfer of student data, pursuant to [Del. C., Title 14, Ch. 5, §512 \(13\)](#)
- Due process protections, privacy, and civil rights (Note: Proper handling of discipline processes for students with disabilities is addressed more specifically in Section 1.c.)
- Conduct of discipline and attendance, pursuant to [Del. C., Title 14, Ch. 5, §512 \(11\)](#), including discipline hearings and suspension and expulsion policies and practices. (Note: Proper handling of discipline processes for students with disabilities is addressed more specifically in Section 1.c.)

| Essential Question Indicator 3a: Is the school protecting the legal rights of all students? | | | | |
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| Students | | | | |
| Measure | Definition of Rating | Data Source | Data Collection Process | Measure |
| The school has an established system for admissions. | <p>Meets Standard: The school has a timetable and procedure for admissions and can provide evidence of an equitable lottery system. (Only applicable for schools where a lottery is required.)</p> <p>Approaching Standard: The school has a timetable and procedure for admissions and can provide evidence of an equitable lottery system. (Only applicable for schools where a lottery is required.) There is evidence that the school made minor errors in following the implementation of the process that did not impact the fidelity of the process.</p> <p>Far Below Standard: The school has not followed a timetable and procedure for admissions <u>and/or</u> cannot provide evidence of an equitable lottery system. (Only applicable for schools where a lottery is required.) <u>(And/Or)</u> The school has evidence of preferential acceptance outside those permitted by the charter.</p> | DOE record audit and on-site verification of procedures | PDF Upload by DOE of procedures and site visit verification. | 3a1 |

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| <p>The school has a FERPA policy posted in accordance with Chapter 215 of Title 14 and in compliance with DE Administrative Code 252.</p> | <p>Meets Standard: The school has a posted FERPA policy and a procedure for records requests. The school has transferred records in accordance with the Administrative Code 252. The school does not have any founded complaints of FERPA Violations.</p> <p>Far Below Standard: The school has failed to post a FERPA policy, (and/or) does not have a procedure for records requests, (and/or) has not transferred records in accordance with regulations, and/or the school has founded complaints from a state agency of FERPA Violations.</p> | <p>DOE record audit and on-site verification of procedures</p> | <p>PDF Upload by DOE of procedures and site visit verification.</p> | <p>3a2</p> |
| <p>The school has a FOIA Policy, an identified FOIA Coordinator posted on their website and a system for FOIA Requests: See FOIA Manual.</p> | <p>Meets Standard: The school has a posted FOIA policy and a procedure on their website. The school does not have any founded complaints of FOIA Violations.</p> <p>Far Below Standard: The school has failed to post a FOIA policy and/or does not have a procedure for records requests on their website. And/or the school has founded complaints of FOIA Violations.</p> | <p>Posted Policy and Procedure Review by DOE and review of complaints.</p> | <p>PDF Upload by DOE of procedures and site visit verification.</p> | <p>3a3</p> |
| <p>The school follows requirements for the transfer of student data, pursuant to Del. C., Title 14, Ch. 5, §512 (13)</p> | <p>Meets Standard: The school has completed reporting within the Roster Verification System and Accountability Verification System accurately and within the timelines provided by the DOE.</p> <p>Far Below Standard: The school has completed reporting within the Roster Verification System and Accountability Verification System accurately, but not within the timelines provided by the DOE.</p> | <p>AVS and RVS reports</p> | <p>DOE Verification and entry into system</p> | <p>3a4</p> |
| <p>The school follows procedures for student conduct, including rights and responsibilities, discipline and attendance outlined in their charter (Del. C., Title 14, Ch. 5, §512 (11)), including discipline hearings and suspension and expulsion policies and practices included in Title 14 Administrative Code 600. (Note: Proper handling of discipline processes for students with disabilities is addressed more specifically 14 Del. Admin. Code 926)</p> | <p>Meets Standard: The school did not have students that were expelled or followed proper procedures for due process and placement of a student (or students) that were suspended, expelled, or alternatively placed. There are no founded reports made by a state agency or the DOE in relationship to the improper restraint, or discipline of a child. The school has followed procedures for truancy in accordance with Title 14, Ch. 27 School Attendance and Title 14, Ch. 41 § 4130 Expulsion of students. School communicated/distributed required policies to students and parents as required under regulation or statute.</p> <p>Far Below Standard: The school failed to follow the proper procedures for due process and placement of a student (or students) that were suspended, expelled, or alternatively placed. (And/Or) There are founded reports made by a state agency or the DOE in relationship to the improper restraint, or discipline of a child. (And/Or) The school has not followed procedures for Truancy in accordance with Title 14, Ch. 27 School Attendance and Title 14, Ch. 41 § 4130 Expulsion of students. School did not communicate/distribute required policies to students and parents as required under regulation or statute.</p> | <p>DOE record audit and on-site verification of procedures as well as State Agency/DOE reported offenses</p> | <p>DOE Verification and entry into system</p> | <p>3a5</p> |

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| <p>The school has conducted trainings for staff totaling one hour or more on the identification and reporting of criminal youth gang activity and bullying prevention, child abuse reporting, teen dating violence response protocols (grades 7-12) and 90 minute suicide prevention. In addition, select staff are trained in de-escalation/non-violent restraint techniques and reporting procedures per 14 Del. Admin. Code 610.</p> | <p>Meets Standard: The school provided a combined training totaling 1 hour on the identification and reporting of criminal youth gang activity and bullying prevention, child abuse reporting, teen dating violence response protocols (grades 7-12) and 90 minute suicide prevention. In addition, select staff were trained in de-escalation/non-violent restraint techniques and reporting procedures per 14 Del. Admin. Code 610.</p> <p>Far Below Standard: The school did not provide a combined training totaling 1 hour on the identification and reporting of criminal youth gang activity and bullying prevention, child abuse reporting, teen dating violence response protocols (grades 7-12) or 90 minute suicide prevention. In addition, no staff were trained in de-escalation/non-violent restraint techniques and reporting procedures per 14 Del. Admin. Code 610.</p> | <p>DOE record audit through PDMS, records request and on-site verification of procedures</p> | <p>PDF Upload by DOE of procedures and site visit verification.</p> | <p>3a6</p> |
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3b. Is the school following requirements on staff certification and hiring?

Meets Standard

- The school materially complies with applicable laws, rules, regulations, and provisions of the charter relating to state certification requirements and background checks in accordance with [Del. C., Title 14, Ch. 5, §507 \(c\)](#), [Administrative Code 745](#) and including but not limited to [14 Del. Admin. Code 275, 12](#).

| Essential Question indicator 3b: Is the school following requirements on staff certification and hiring? | | | | |
|---|---|-------------------------------------|--|---------|
| Staff | | | | |
| Measure | Definition of Rating | Data Source | Data Collection Process | Measure |
| The school has demonstrated, except as otherwise provided in regulation, that all teachers working in the school hold an appropriate teaching certificate and license. | <p>Meets Standard: The School is in compliance with charter school regulations relating to certification and licensure.</p> <p>Far Below Standard: The school is not in compliance with charter school regulations relating to certification and licensure.</p> | DEEDS verification on 6/30 annually | Excel data pull from DMT | 3b1 |
| The school has demonstrated, except as otherwise provided in regulation, it has met the requirements for criminal background checks and checks of the Child Abuse Registry for all board members and staff. | <p>Meets Standard: The school has demonstrated evidence of requiring the necessary background checks for all personnel as required.</p> <p>Far Below Standard: The school has not demonstrated evidence of requiring the necessary background checks for personnel.</p> | On-site record review | DOE Verification and entry into system | 3b2 |

Facilities, Transportation, Health and Safety

4 Is the school meeting facilities, transportation, and health and safety requirements?

Meets Standard

The school materially complies with applicable laws, rules, regulations and provisions of the charter relating to the school facilities, grounds, transportation, safety, and the provision of health-related services pursuant to [Del. C., Title 14, Ch. 5, §512 \(12\)](#), including:

- Fire inspections and related records including the requirements of Delaware [Title 29, Ch. 82, § 8237](#),
- Viable certificate of occupancy or other required building use authorization
- Documentation of requisite insurance coverage, pursuant to [Del. C., Title 29, Ch. 29, §2908](#)
- Provision of student transportation in accordance with [Del. C., Title 14, Ch. 5, §508](#)
- Required nursing services and dispensing of pharmaceuticals [Delaware Chapter 14 Administrative Code 800 regulations](#).
- Provision of a no- or low-cost breakfast or lunch under a [federal national school breakfast or lunch program](#) in compliance with [State Regulations](#). (Only applicable to schools utilizing SNAP/TANF)
- Emergency management plan as required [Title 29, Ch. 82, § 8237](#)

| Essential Question Indicator 4: Is the school meeting facilities, transportation, and health and safety requirements? | | | | |
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| Facilities | | | | |
| Measure | Definition of Rating | Data Source | Data Collection Process | Measure |
| <p>The school has a Comprehensive School Safety Plan in the ERIP System that was completed accurately and on time. Delaware Title 29, Ch. 82, § 8237</p> | <p>Meets Standard: The school has a Comprehensive School Safety Plan in the ERIP System that was completed accurately and on time. The school has conducted one (1) Table Top and two (2) lockdown drills that are accurately recorded in the system and were conducted on time.</p> <p>Approaching Standard: The school has an approved Comprehensive School Safety Plan in the ERIP System completed but there are minor errors/omissions that do not impact the fidelity of the plan. (AND/OR) The school completed all required drills but did not accurately document the drills.</p> <p>Far Below Standard: The school does not have an approved Comprehensive School Safety Plan, and/or the Comprehensive School Safety Plan is missing critical information and/or drills were not completed.</p> | <p>Review of the online ERIP after the date the reports are due and prior to framework reporting.</p> <p>Documented Table Top Drill Documented Lock Down Drills (2)</p> | <p>Export in Excel from ERIP System</p> | <p>4.1</p> |

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| <p>The school has the required documentation required for fire drills within ERIP or on file.</p> | <p>Meets Standard: Fire Drills have occurred as required and are properly documented within ERIP or on file at the school.</p> <p>Approaching Standard: The school completed all required drills but did not accurately document the drills.</p> <p>Far Below Standard: Fire Drills did not occur according to regulation.</p> | <p>On-site review of fire drill log or online review of fire drill log in ERIP.</p> <p>Documentation is current and reviewed at site visit or online within the period of 12 months prior to the site visit.</p> | <p>Export in Excel from ERIP System or review of documentation during school visit.</p> | <p>4.2</p> |
| <p>The procedures the school plans to follow to assure the health and safety of students, employees and guests of the school while they are on school property are adequate and that the charter school will comply with applicable provisions of local, state and federal law, including the provisions of Chapter 85 of Title 11.</p> | <p>Meets Standard: The school has a process and follows procedures to ensure the health and safety of guests including a plan and system by which guests are required to be buzzed or checked into facilities.</p> <p>Far Below Standard: The school does not have a process and/or does not have evidence that it follows procedures to ensure the health and safety of guests including a plan and system by which guests are required to be buzzed or checked into facilities.</p> | <p>On-site review of processes and procedures.</p> | <p>DOE Verification during site visit.</p> | <p>4.3</p> |
| <p>The school has a viable certificate of occupancy or other required building use authorization.</p> | <p>Meets Standard: The school has a valid Certificate of Occupancy on file during site visit.</p> <p>Far Below Standard: The school does not have a valid Certificate of Occupancy and/or the Certificate of Occupancy cannot be located.</p> | <p>Certificate of Occupancy is on file during site visit</p> | <p>PDF Upload by DOE</p> | <p>4.4</p> |
| <p>The school has documentation of requisite insurance coverage.</p> | <p>Meets Standard: The school has current insurance coverage aligned with regulation.</p> <p>Far Below Standard: The school does not have insurance coverage aligned with regulation.</p> | <p>Insurance policies are reviewed during site visit</p> | <p>PDF Upload by DOE</p> | <p>4.5</p> |
| <p>The school provides student transportation including bids for service in accordance to Delaware Regulation § 508 and DE Administrative Code §1150.</p> | <p>Meet Standard: The school provides or contracts transportation according to Regulation §508 and Administrative Code 1150 without findings</p> <p>Approaching Standard: The school provides or contracts transportation according to Regulation §508 and Administrative Code 1150 but has minor compliance issues relating to documentation only.</p> <p>Far Below Standard: The school has not provided or contracted transportation according to Regulation §508 and Administrative Code 1150.</p> | <p>On-site monitoring check lists and assurances.</p> | <p>On- Site Monitoring Tool and contract verification.</p> | <p>4.6</p> |

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| <p>The school ensures the proper drug and alcohol testing of all school bus drivers. § 1150 School bus drivers; drug and alcohol testing.</p> | <p>Meets Standard: The school provides evidence documenting the proper drug and alcohol testing of all school bus drivers.</p> <p>Far Below Standard: The school does not provide evidence documenting the proper drug and alcohol testing of all school bus drivers or evidence is not complete/missing.</p> | <p>Documentation of drug screening of bus drivers pre-employment, reasonable suspicion, random and post-accident testing for alcohol and controlled substances pursuant to 49 U.S.C. § 31306. Appendix A on-site monitoring check lists.</p> | <p>PDF Upload by DOE</p> | <p>4.7</p> |
| <p>The school ensures that vehicles utilized by the school to transport students meet Delaware Safety Standards.</p> | <p>Meets Standard: The school provides evidence documenting that all vehicles utilized by the school to transport students meet Delaware Safety Standards and/or provided the required DOE Assurances.</p> <p>Far Below Standard: The school does not provide evidence documenting that all vehicles utilized by the school to transport students meet Delaware Safety Standards and/or did not provide the required DOE Assurances</p> | <p>Policy and/or documentation that school or contracted vendor comply with Delaware safety standards including Appendix A on-site monitoring check lists and assurances.</p> | <p>PDF Upload by DOE</p> | <p>4.8</p> |

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| <p>The school provides a no- or low-cost breakfast or lunch under a federal national school breakfast or lunch program in compliance with State Regulations.</p> | <p>Meets Standard: The school is in compliance with the responsibilities for program administration as outlined in applicable regulations, instructions, and policies for the School Nutrition including: 1) Meal Access and Reimbursement, 2) Meal Pattern and Nutrition Quality, 3) Resource Management, 4) General Program Compliance, and 5) Other Federal Nutrition Programs.</p> <p>Approaching Standard: The school was notified in writing by the Department of Education Child Nutrition Program to be out of compliance in their annual audit but completed their corrective action plan on or prior to the due date.</p> <p>Far Below Standard: The school was found to be out of compliance in their annual audit and has not completed their corrective action plan prior to the due date. (And/Or) The school's lack of compliance is material or significant.</p> | <p>Review of Compliance Monitoring from the Child Nutrition Program documentation.</p> | <p>PDF Upload by DOE</p> | <p>4.9</p> |
| <p>The school has a plan and follows procedures to ensure the health and safety of students and employees including documentation of immunizations, health records, nursing services, and screenings in compliance with Delaware Chapter 14 Administrative Code 800 regulations.</p> | <p>Meets Standard: The school meets the requirements to ensure the health and safety of students and employees including documentation of immunizations, and health records. The school has a plan and procedures for school nursing services, medication, and health screenings.</p> <p>Approaching Standard: The school follows the requirements to ensure the health and safety of students and employees including documentation of immunizations, screenings, health records, and nursing services but has identified findings of record errors that do not endanger the health and welfare of students or staff.</p> <p>Far Below Standards: The school has been found to be out of compliance with the requirements of health and safety of students and employees in one or more areas including: documentation of immunizations, screenings, health records, and nursing services.</p> | <p>DOE record audit and on-site verification of procedures.</p> | <p>PDF Upload by DOE of procedures and site visit verification.</p> | <p>4.01</p> |
| <p>School kitchen meets the standards of Public Health. (If Applicable)</p> | <p>Meets Standard: School kitchen meets the standards of Public Health without findings.</p> <p>Approaching Standard: School kitchen had findings that were corrected on site by the school.</p> <p>Far Below Standard: The Department of Public Health noted findings that could not be corrected on-site for the school kitchen.</p> | <p>DOE Verification of Health Inspection http://dhss.delaware.gov/dhss/dph/hsp/Default.aspx</p> | <p>DOE Verification and entry into system</p> | <p>4.02</p> |