High School Expansion Amendment Requirements

A supplemental guide for schools seeking to add grades 9-12

i

Purpose. Schools seeking to amend their Charter to add grades 9-12 must submit sufficient information demonstrating the academic, operational, financial, and organizational capacity to implement and sustain a high-quality high school program successfully. The information below is intended to supplement the standard Amendment Request.

I

EXECUTIVE SUMMARY

Provide a brief overview of the proposed amendment, including:

- Grades to be added
- Proposed implementation timeline (phase-in schedule)
- Reason for the expansion
- How the expansion aligns with the school's mission

II

EVIDENCE OF NEED

Demonstrate the need for expanding to high school. Include:

- Parent demand
- Student interest
- Community engagement
- Interest Table (if applicable)
- Community support
- How the expansion addresses an unmet educational need
- Relevant data on the performance of area district(s) as applicable.

III

EDUCATIONAL PROGRAM

Describe the proposed high school educational program. Include:

- Capacity to implement the Defined Program as prescribed
- Graduation requirements
- Diploma pathways
- College and career readiness program(s), including career readiness opportunities (e.g., apprenticeships)
- Honors, AP, Dual Enrollment, CTE offerings
- Core instructional course offerings, including physical education
- Elective offerings
- Postsecondary advising
- Academic intervention and credit recovery
- Student support services
- Bell schedule and instructional calendar (to include instructional minutes per day/week/course)

Program & People

How the expansion will serve students and be staffed for success

IV SPECIAL POPULATIONS

Describe how the school will serve:

- Students With Disabilities (SWD)
- Multilingual Learners (MLs)
- Gifted and talented students
- Homeless students
- Foster youth
- Other special populations

V STAFFING PLAN

Provide a staffing plan for the proposed high school. Include:

- Administrative positions
- Teaching positions by certification area
- School counseling services
- Special education staffing
- English learner staffing
- College and career advising
- Student support personnel
- Ancillary instructional roles such as media specialists and safety roles.

VI CHARTER GOALS

Provide:

- New or revised SMART goals that include high school performance measures
- Goals should include annual, measurable benchmarks
- Explanation of how success will be measured
- Explanation of corresponding objectives to meet the charter goals

VII ENROLLMENT PLAN

Provide:

- Projected enrollment by grade level
- Multi-year phase-in schedule
- Student recruitment plan
- Student retention plan
- Enrollment assumptions

Capacity & Sustainability

Facilities, organizational readiness, and financial viability

VIII

FACILITIES PLAN

Describe how the proposed facility will support the addition of high school grades. Include:

- Classroom capacity
- Science labs
- CTE or specialized instructional space
- Athletics, fine arts, and extracurricular facilities
- Cafeteria, gymnasium, parking, and common areas
- Construction or renovation plans, if applicable
- Facility timeline
- OSF property/project initiation, if applicable

IX

ORGANIZATIONAL CAPACITY

Describe the school's readiness to expand. Include:

- Leadership experience
- Governance capacity
- Organizational structure
- Explanation of how expansion will not negatively impact the existing educational program

X

FINANCIAL PLAN

Provide updated financial projections demonstrating the school's ability to sustain the expansion. Include:

- Five-year budget projections
- Enrollment assumptions
- Staffing costs
- Facility costs
- Equipment and technology costs
- Cash flow projections
- Financing plan, if applicable
- Long-term financial sustainability

Operational Readiness & Implementation

What must be in place to move from approval to launch

XI OPERATIONS PLAN

Describe operational plans for the proposed high school. Include:

- Transportation
- Food service
- Technology
- Athletics
- Extracurricular activities
- Student records
- Safety and security
- Attendance and discipline

XII SUPPORTING DOCUMENTATION

Submit the following:

- Governing board resolution approving the amendment request
- Updated organizational chart
- Revised budget
- Enrollment projections
- Facility documentation
- Site plans or floor plans
- Financing documentation
- Memoranda of Understanding (MOUs)
- Master schedule shell
- Other supporting documentation requested by PCSD

XIII IMPLEMENTATION TIMELINE

Provide a detailed timeline that includes:

1 **Board approval**	2 **Facility readiness**	3 **Hiring**	4 **Student recruitment**
5 **Curriculum implementation**	6 **Professional development**	7 **Technology implementation**	8 **School opening**