



**2020-21 MISSOURI CHARTER SCHOOL ASSURANCE CHECKLIST**

CHARTER SCHOOL NAME	COUNTY-DISTRICT CODE
CHARTER SCHOOL CONTACT NAME	CHARTER SCHOOL CONTACT PHONE NUMBER
CHARTER SCHOOL CONTACT EMAIL	FORM DUE DATE <b>December 31, 2020</b>

**INSTRUCTIONS**

Charter schools are required to be compliant with state and federal laws and State Board of Education regulations. The Missouri Department of Elementary and Secondary Education (DESE) has created this assurance checklist to assist charter schools with this compliance, as well as to assist charter sponsors in the review of charters. All charters shall send responses to their sponsor by the date specified by the sponsor. Sponsors must submit the completed forms by **December 31, 2020** to [charters@dese.mo.gov](mailto:charters@dese.mo.gov) or mail to:

Department of Elementary and Secondary Education  
Office of Quality Schools  
Attn: Charter Schools  
P.O. Box 480  
Jefferson City, MO 65102-0480

Mark each item in the left column as **Yes, No, K-8 or N/A** (not applicable). If answering “No” or “N/A,” you must provide an explanation in the comment box below.

**QUESTIONS:** Contact your Area Supervisor or the Charter School Section at 573-751-8247 or [charters@dese.mo.gov](mailto:charters@dese.mo.gov).

**CERTIFICATION**

	1. At least 80 percent of teachers are appropriately licensed or certificated to teach in Missouri public schools (substitute certificates are not appropriately certified) ( <a href="#">Section 160.420, RSMo</a> ).
	a. Teachers
	b. Other certificated staff

**FINANCE**

	1. The charter is organizationally and fiscally viable as defined in <a href="#">Section 160.405, RSMo</a> , not having:
	a. a negative balance in its operating funds;
	b. a combined balance of less than three percent of the amount expended for such funds during the previous fiscal year; or
	c. expenditures that exceed receipts for the most recently completed fiscal year.
	2. The charter school implements effective and efficient fiscal management systems that ensure accountability of charter school funds and provides charter financial and budgetary information to the public ( <a href="#">Section 160.066, RSMo</a> and <a href="#">5 CSR 30-4.030</a> ).
	3. If the charter contracts for pre-kindergarten services and claims attendance for state purposes, the pre-kindergarten provider meets the state pre-kindergarten program standards ( <a href="#">Section 163.018, RSMo</a> and <a href="#">5 CSR 20-100.320</a> ).

**GOVERNANCE**

	1. The charter school employs appropriate procedures to assure the accurate and timely reporting of data to state and federal agencies.
	a. Core Data and Missouri Student Identification System (MOSIS) ( <a href="#">Section 161.092, RSMo</a> )
	b. Self-Monitoring Documents
	c. Child Abuse and Neglect Hotline ( <a href="#">Section 210.115, RSMo</a> )
	d. School Safety Provisions (Sections <a href="#">160.522</a> , <a href="#">162.680.2</a> , <a href="#">167.023</a> , <a href="#">167.113</a> , <a href="#">167.117</a> , <a href="#">167.627</a> , <a href="#">211.188</a> , <a href="#">302.272</a> , <a href="#">475.060</a> , <a href="#">569.155</a> , <a href="#">571.010</a> , <a href="#">571.030</a> , <a href="#">574.085</a> , <a href="#">574.115</a> , <a href="#">575.090</a> , <a href="#">579.030.1(1)</a> and <a href="#">579.060, RSMo</a> )
	e. Drug-Free Schools Act (Sections <a href="#">161.500</a> to <a href="#">161.508, RSMo</a> )

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, sexual orientation, national origin, age, veteran status, mental or physical disability, or any other basis prohibited by statute in its programs and activities. Inquiries related to department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Director of Civil Rights Compliance and MOA Coordinator (Title VI/Title IX/504/ADA/ADAAA/Age Act/GINA/USDA Title VI), 5th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or TTY 800-735-2966; email [civilrights@dese.mo.gov](mailto:civilrights@dese.mo.gov).

	2. The board has adopted a written policy relating to information that the charter school will provide about former employees (certified and non-certified) to other public schools ( <a href="#">Section 162.068, RSMo</a> ).
	3. The charter school reports school dropouts to the <a href="#">Missouri Literacy Hot Line (Section 167.275, RSMo)</a> .
	4. The charter school has policies and procedures in place regarding suspension, expulsion and re-enrollment of students ( <a href="#">Section 167.171, RSMo</a> ).
	5. The charter school waives proof of residency requirements for a child whose parent or guardian is serving on specified active duty military orders ( <a href="#">Section 160.2000, RSMo</a> ).
	6. The charter school has adopted a policy consistent with the Missouri Student Religious Liberties Act ( <a href="#">Section 160.2500, RSMo</a> ).
	7. The charter school ensures that an American Flag is displayed in front of each school building and the Pledge of Allegiance is recited in at least one scheduled class of every pupil enrolled in the school, no less often than once per school day ( <a href="#">Section 171.021, RSMo</a> ).
	8. The charter school ensures that, if requested by any recognized organization, it allows at least 30 minutes to provide unbiased information on organ, eye and tissue donation to the school board or governing body of a charter ( <a href="#">Section 170.311, RSMo</a> ).
<b>INSTRUCTION/CURRICULUM/ASSESSMENT</b>	
	1. The charter school has developed standards for teaching ( <a href="#">Section 160.045, RSMo</a> ).
	2. The charter school complies with state high school graduation requirements ( <a href="#">Section 170.345, RSMo</a> and <a href="#">5 CSR 20-100.190</a> ).
	3. The charter school provides one-half unit of high school health and personal finance credit for graduates ( <a href="#">5 CSR 20-100.190</a> ).
	4. The charter school provides regular instruction in the United States and Missouri Constitutions, as well as American history, American institutions and American civics. Unless an exception applies, students are required to successfully complete a course of such instruction that is at least one semester in length, as required by <a href="#">Section 170.011, RSMo</a> .
	5. The charter school ensures that all students entering ninth grade after July 1, 2017, pass an examination on the provisions and principles of <a href="#">American Civics</a> , as required by <a href="#">Section 170.345, RSMo</a> .
	6. The charter school ensures that each high school distributes to its students the information on critical need occupations, as provided by DESE each year before November 1 <sup>st</sup> ( <a href="#">Section 167.902, RSMo</a> ).
	7. The charter school ensures that it has policies and procedures in place allowing students to participate in the Missouri Course Access and Virtual School Program (MOCAP) ( <a href="#">Section 161.670, RSMo</a> ).
	a. The charter school has adopted an enrollment policy that requires enrollment requests for MOCAP to be treated similarly to those for traditional courses.
	b. The charter school provides for an appeal process upon denial of enrollment in MOCAP courses.
	c. The charter school informs parents of their child's right to participate in the program by making program availability clear in the parent handbook, registration documents and by featuring it on the home page of the charter school's website.
	8. The charter school shall determine a child is gifted only if the child meets the definition of "gifted children" as provided in <a href="#">Section 162.675, RSMo</a> , and has a policy in place that meets the requirements of this statute.
	9. The charter school's course materials relating to sexual education instruction shall comply with statute ( <a href="#">Section 170.015, RSMo</a> ).
	10. The charter school ensures that it conducts dyslexia screenings for students and provides reasonable classroom support consistent with the <a href="#">guidelines</a> developed by DESE ( <a href="#">Section 167.950, RSMo</a> ).
	11. The charter school ensures that all pupils (during the pupil's four years of high school) receive 30 minutes of cardiopulmonary resuscitation instruction and training in the proper performance of the Heimlich maneuver or other first aid for choking. Instruction is to be included in the charter school's existing health or physical education curriculum and must meet the requirements of <a href="#">Section 170.310, RSMo</a> .
<b>PROFESSIONAL LEARNING</b>	
	1. The charter school ensures that all educators in its employ, who hold a career continuous certificate, complete a minimum of 15 contact hours of professional development annually, unless exempt ( <a href="#">Section 168.021, RSMo</a> ).
	2. The charter school provides two hours of in-service training for all practicing teachers annually regarding dyslexia and related disorders ( <a href="#">Section 167.950, RSMo</a> ).
	3. All school personnel shall participate in a simulated active shooter and intruder response drill conducted by law enforcement professionals, as described in statute. Program instructors must be certified by the Department of Public Safety's Peace Officers Standards Training Commission ( <a href="#">Section 170.315, RSMo</a> ).

<b>SAFETY</b>	
	1. The charter school has a written discipline policy; provides the policy to students, parents and guardians; and follows the requirements of <a href="#">Section 160.405, RSMo.</a>
	2. The charter school complies with the statute related to posting child abuse and neglect hotline information ( <a href="#">Section 160.975, RSMo.</a> ).
	3. The charter school requires the reporting of child abuse, including allegations of sexual misconduct involving a teacher or other employee of the charter school, and provides employee training in accordance with law (Sections <a href="#">160.261</a> , <a href="#">162.069</a> and <a href="#">210.115</a> , RSMo).
	4. The charter school maintains immunization records as required by statute and reports such data required by the Missouri Department of Health and Senior Services (Sections <a href="#">167.181</a> and <a href="#">167.183</a> , RSMo).
	5. The charter school complies with all statutes related to the transportation of students (Sections <a href="#">162.064</a> , <a href="#">162.065</a> , <a href="#">163.161</a> , <a href="#">167.231</a> and <a href="#">167.241</a> , RSMo).
	6. The charter school complies with the Persistently Dangerous Schools provision of the Every Student Succeeds Act (ESSA) (P.L. 114-95) and <a href="#">5 CSR 20-100.210</a> .
	a. Allow students who attend a persistently dangerous school to attend a safe public school within the charter school Local Education Agency (LEA).
	b. Allow students who have been a victim of a violent criminal offense while in or on the grounds of the public school to attend a safe public school within the charter school LEA.
	7. The charter school has adopted a written policy on information the charter school provides about former employees, both certificated and noncertificated, to other public schools. The charter school is required to disclose to any public school about any former employee, information regarding any violation of the published regulations of the State Board of Education, the district or the governing body of the charter school by the former employee, if such violation related to sexual misconduct with a student and was determined to be an actual violation of the board, district or governing body of the charter after a contested case due process hearing has been conducted, pursuant to board policy ( <a href="#">Section 162.068, RSMo.</a> ).
<b>COMPLIANCE</b>	
	1. The charter school complies with all the regulations of the state and federal programs in which the charter school participates ( <a href="#">5 CSR 20-100.130</a> , <a href="#">5 CSR 20-100.140</a> and <a href="#">5 CSR 20-300.110 to 120</a> ).
	2. The charter school meets state and federal special education requirements for students with disabilities, economically disadvantaged students, migratory children, students whose native or home language is other than English and homeless youth ( <a href="#">Sections 162.680</a> and <a href="#">167.020, RSMo</a> , <a href="#">5 CSR 20-100.130-.140</a> and <a href="#">5 CSR 20-300.110 to 120</a> ).
	3. The charter school complies with statutory standards including:
	a. Administration of the statewide system of academic assessments, as designated by the State Board of Education under <a href="#">Section 160.518, RSMo.</a>
	b. Assurances for the completion and distribution of an annual report card as prescribed in <a href="#">Section 160.522, RSMo.</a>
	c. Collection of baseline data during the first three years of operation to determine the longitudinal success of the charter school ( <a href="#">Section 160.405.7, RSMo.</a> ).
	d. Measurement of pupil progress toward the pupil academic standards adopted by the State Board of Education under <a href="#">Section 160.514, RSMo.</a>
	e. Publication of each charter school's Annual Performance Report ( <a href="#">Section 160.405, RSMo.</a> ).
	f. Compliance with laws and regulations of the state, county or city relating to health, safety and state minimum educational standards, including requirements relating to student discipline under Sections <a href="#">160.261</a> , <a href="#">167.161</a> , <a href="#">167.164</a> and <a href="#">167.141</a> , RSMo.
	g. Notification to law enforcement authorities of criminal conduct under Sections <a href="#">167.115</a> and <a href="#">167.117</a> , RSMo.
	h. Transmittal of school records as required by <a href="#">Section 167.020, RSMo.</a>
	i. Provision of the minimum amount of school time as required by <a href="#">Section 171.031, RSMo.</a>
	j. Performance of employee background checks as required by <a href="#">Section 168.133, RSMo.</a>

**COMMENTS**

Comment(s) are required for any item that has been marked as No or N/A.

**ASSURANCES**

The superintendent/chief executive officer assures compliance with each of the items on the checklist.

SIGNATURE OF SUPERINTENDENT

DATE

The Charter Sponsor annually reviews the charter school's compliance with statutory standards, as required by [Section 160.405.7, RSMo.](#)

SIGNATURE OF SPONSOR

DATE