

OXFORD COMMUNITY SCHOOLS PHASE ONE CYBER CHARTER SCHOOL APPLICATION

Application Cover Sheet

Name of Proposed School: _____

Primary Contact Person/Role: _____

Address: _____

City/State/Zip: _____

Daytime Phone: (____) ____ - ____

Evening/Mobile: (____) ____ - ____

Facsimile: (____) ____ - ____

E-Mail Address: _____

Brief Description of Proposed School (for media distribution): _____

Proposed School Address: _____

Name of Educational Service Provider, if applicable: _____

Please list the authorizers whose consideration you currently seek:

I hereby certify the information in the application is complete and accurate to the best of my knowledge and acknowledge my obligation to inform the Authorizer of any material changes.

For Office Use Only:

Date of Receipt:

____/____/____

Application Log Number:

Signature of Applicant

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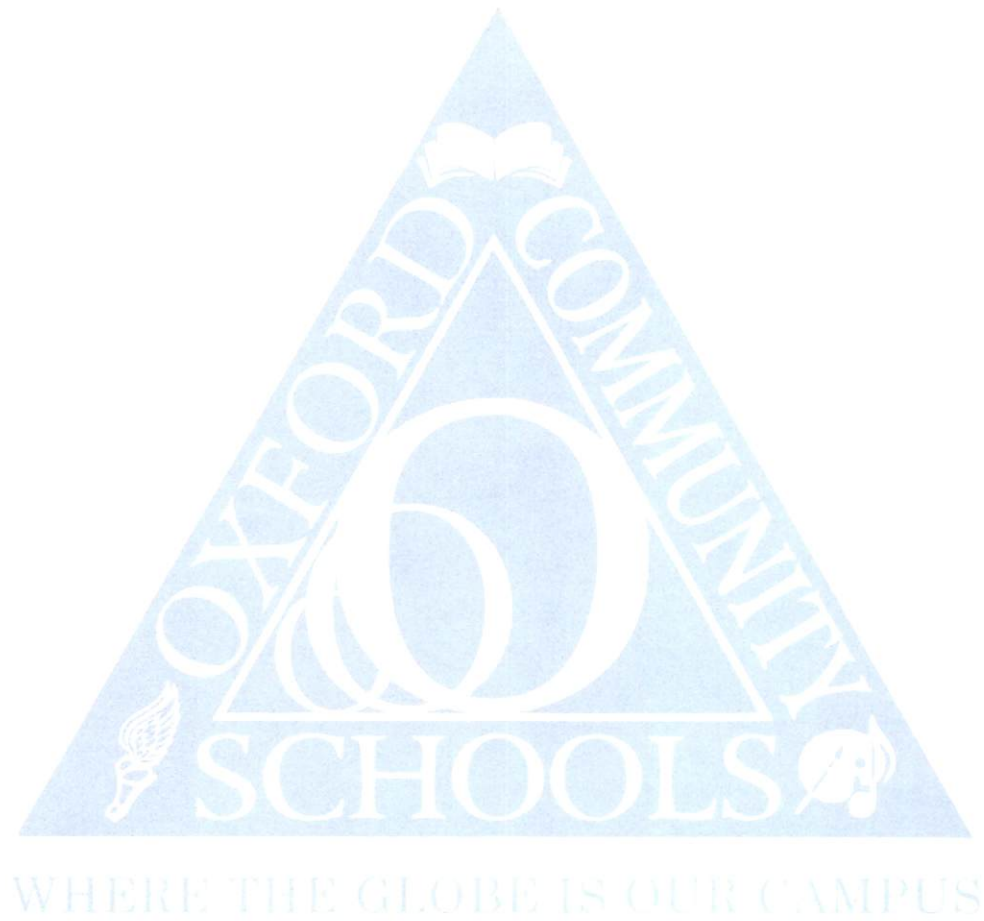
Assurances Page

By checking the boxes and signing below, the Applicant indicates its understanding and intent to comply with the following pertinent statutory and regulatory requirements.

- ☐ The Applicant acknowledges and certifies that the proposed cyber school shall comply with all state and federal laws applicable to cyber schools.
- ☐ The Applicant acknowledges and certifies that it will comply with all Michigan School Code requirements related to admissions and enrollment; specifically:
 - The proposed cyber school is prohibited from charging tuition.
 - The proposed cyber school cannot discriminate on the basis of intellectual or athletic ability, measures of achievement or aptitude, status as a disabled person, or any other basis not permitted currently.
 - The proposed cyber school can limit admissions to pupils within a particular range of age or grade level currently permitted by law.
 - The pupils must be residents of the state of Michigan.
 - Admissions must be open to pupils on a statewide basis.
 - The proposed cyber school will utilize a lottery or other impartial selection process to admit students when demand exceeds capacity.
- ☐ The proposed cyber school is incorporated/will incorporate as a public nonprofit corporation pursuant to the laws of the State of Michigan, and is prepared to submit its articles of incorporation and by-laws during the Phase Two application process.
- ☐ To the extent applicable, the proposed cyber school will use the Michigan Student Test of Educational Progress (M-STEP) test or an assessment instrument developed under Section 1279 for a state-endorsed high school diploma.
- ☐ The proposed cyber school will obtain and submit all necessary fire, health and safety approvals required by the Michigan School Code and other applicable law, including:
 - A copy of the final building occupancy inspection letter (Form FM-40) from the State of Michigan Office of Fire Safety.
 - A copy of the proposed cyber school's approval letter from the local department of public health indicating that the proposed facilities pass all water supply, food handling, and sanitation requirements.
 - A copy of a letter from the Michigan Department of Labor, Barrier Free Design Division, that the building complies with or is not subject to the Barrier Free Design provisions under 1966 PA 1, as amended.

I certify that the Applicant understands and will comply with all of the above-checked statutory and regulatory requirements within time frames specified by law and by the authorizing contract.

Signature of Applicant



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2018

Application Questionnaire

Please respond to the below questions in concise narrative form, adhering to the page limitations specified. Narrative responses must be typewritten, single-spaced, in 12-point font.

1. Describe the characteristics, population and unmet educational needs of the statewide community, paying particular attention to the impetus for and level of interest in the school. Where possible, detail any objective market research, surveys, or other measures of demand for the proposed educational program.
2. List and describe the existing cyber-charter schools in the state serving the anticipated statewide student population and detail the characteristics that will set the proposed charter school apart and attract students.
3. Detail the proposed grade levels and/or range of ages of students to be served, along with plans for future growth.
4. Describe the characteristics of the anticipated student population. Identify where these students are most likely being educated currently and why they are expected to choose the proposed charter school for the future educational needs.
5. Detail the proposed charter school's anticipated enrollment in years one through five, projecting the minimum and maximum enrollment the school is prepared to serve in each year. Note that according to MCL 380.552(2)(d), a cyber-school is limited to not more than 2,500 pupils in membership for the first year of operation of the school, not more than 5,000 in the second year of operation, and not more than 10,000 for the third and subsequent school years of operation.
6. Describe the vision, mission and educational goals of the proposed charter school.
7. Provide a general description of the curricula to be used.
8. Describe the proposed charter school's experience in delivering a quality online educational program that improves pupil achievement.
9. Provide an overview of the instructional design and program to be emphasized by the school, with particular emphasis on how this approach will enhance student achievement. Be sure to detail the research foundations for the educational approach(es) to be utilized, and describe why these approach(es) are most effective for the student population(s) to be served.

10. Describe how the proposed charter school intends to meet the requirements of MCL 380.552(2)(e), specifically how it will offer each pupil's family a computer and subsidize the cost of internet access.
11. Describe the other services to be provided by the school (extra- curricular activities, tutoring, and computer training) and explain how these services will relate to and/or improve program quality.
12. Describe the ways in which the proposed charter school will ensure high-quality services to students with special needs.
13. Specify the proposed charter school's anticipated date of opening, and briefly describe the proposed school calendar and school schedule.
14. Briefly describe the proposed charter school's advertising and recruitment plans, paying particular attention to any early intervention and/or other retention strategies, which will be employed to maximize retention.
15. Describe proposed methods for involving parents in the education of enrolled students.
16. Describe the assessment program and related strategies, detailing how results will be used to improve teaching and learning.
17. Describe the anticipated standard or measures of student achievement that you expect.
18. Describe how the proposed curriculum will be evaluated.
19. List the name(s) and address(es), and role(s) of all principal organizer(s) of the proposed charter school.
20. Briefly describe the strengths, experiences, and expected contributions of each member of the development team.
21. Describe all outside contractual relationships, if any, necessary to ensure the establishment and effective operation of the proposed charter school.
22. Briefly describe the anticipated staffing and governance structure for the proposed charter school.
23. Describe the process to be used to recruit, identify and hire teachers.
24. Describe the team's past efforts to obtain a charter, if any, and detail related outcomes.
25. Provide descriptions of and addresses for the physical facilities, including the administrative office, and the ownership of the facilities and any lease arrangements.

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2018

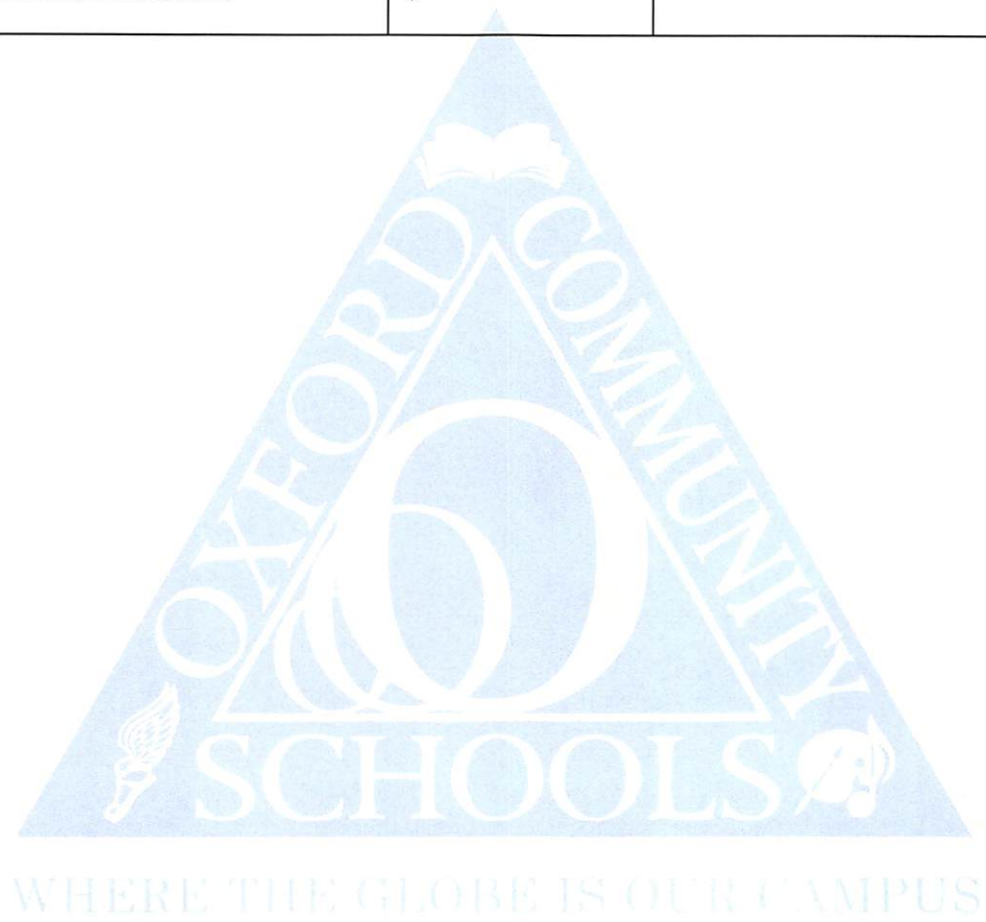
Pre-Operational Budget Worksheet

A cyber school is likely to incur considerable costs before it receives its first state aid payment. Prepare a budget projection that includes revenues and expenditures related to early planning and development costs that you expect to incur between now and August of the first school year, and which are not likely to be covered by the school's first-year operating budget.

Revenues- Sources of Funding	Budget Amount	Specific Source
Local Funding		
Fundraisers and Contributions	\$	
Local Foundation & Grant Support	\$	
State Funding		
Start-Up Grants	\$	
Other (list)	\$	
Federal Funding		
Start-Up Grants	\$	
Other (list)	\$	
Other Financing Sources		
Lines of Credit	\$	
Loans	\$	
Other (list)	\$	
TOTAL REVENUES AND OTHER SOURCES	\$	

Expenditures	Budget Amount	Assumptions (e.g., "4 month lease @ \$500/month)
Legal Fees	\$	
Accounting and Consultation Fees	\$	
Filing Fees	\$	
Fundraising Fees	\$	
Marketing (including postage, printing)	\$	
Rent (including office space, Equipment)	\$	
Supplies	\$	

Utilities	\$	
Labor	\$	
Facility Preparation Costs	\$	
Other (unique start-up costs)	\$	
TOTAL EXPENDITURES	\$	



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2018

Agreement to Comply with Applicable Laws

Pursuant to MCL 380.552(3)(h), the following Agreement is required for this Application and must be executed by the Applicant on behalf of the proposed cyberschool.

In accordance with MCL 380.552(3)(h), I/we hereby certify and agree that _____, a public school academy authorized pursuant to Part 6E of the Michigan School Code, will comply with the provisions of Part 6E and, subject to the provisions of Part 6E with all other state law applicable to public bodies and with federal law applicable to public bodies or school districts.

Signature of Applicant

