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| ESE logo | |
|  | Application for Renewal of a Certificate to Operate a Commonwealth of Massachusetts Virtual School |
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| This document provides guidelines for renewal of a certificate to operate a Commonwealth of Massachusetts Virtual School. The renewal application presents evidence of the school’s performance during the current certificate period. The renewal process lets the school examine its practices and decisions over the prior certificate term, offer explanations for any performance or operational issues, identify actions taken to correct past problems, and provide information regarding the school’s plans for improvement in the future. By presenting full and accurate information along with a context for the information, the school has the opportunity to make its best case for certificate renewal. The information provided in the school’s renewal application is supplemented by additional information that the school and the Department of Elementary and Secondary Education will provide during the certificate renewal process.  March 2021 |
| Massachusetts Department of Elementary and Secondary Education  75 Pleasant Street, Malden, MA 02148-4906  Phone 781-338-3000 TTY: N.E.T. Relay 800-439-2370  www.doe.mass.edu |



This document was prepared by the   
Massachusetts Department of Elementary and Secondary Education

Jeffrey C. Riley

Commissioner

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# Introduction

This document provides guidelines for submitting an application for renewal of a certificate to operate a Commonwealth of Massachusetts Virtual School (CMVS) to the Massachusetts Department of Elementary and Secondary Education (Department) . The following sections include an overview of the CMVS renewal process, detailed requirements for preparing and submitting a renewal application to the Department, and a list of documents the CMVS may find helpful in preparing the renewal application. Please review all of the information contained in these guidelines before you begin the process of writing the school’s renewal application. Any renewal application that does not conform to these guidelines will be returned to the school for revision.

The CMVS’s renewal application presents evidence of the school’s performance during the current certificate period. The renewal application process also encourages the CMVS to examine its practices and decisions over the current certificate term, offer explanations for any performance or operational issues, identify actions taken to correct past problems, and provide information regarding the school’s plans for improvement in the future. By presenting full and accurate information along with a context for the information, the CMVS has the opportunity to make its best case for certificate renewal. Please note that in addition to completing the renewal application, as part of the certificate renewal process, the Department will ask the CMVS to provide additional information.

# Renewal process and timeline

The Board of Elementary and Secondary Education (Board) is obligated by [statute and regulation](https://www.doe.mass.edu/cmvs/) to conduct ongoing performance reviews of each CMVS and decide whether or not to renew the school’s certificate. The certificate renewal decision is based upon the school’s performance over the term of the certificate in three areas:

1. The school’s faithfulness to the terms of its certificate,
2. The success of the school’s academic program, and
3. The viability of the school as an organization (603 CMR 51.11).

The school’s accountability plan and the Commonwealth of Massachusetts Virtual School Performance Criteria (CMVS Performance Criteria) provide the analytical framework used to hold a CMVS accountable for performance in these three areas and to decide whether or not a certificate should be renewed (603 CMR 51.11(2)).The major components of the certificate renewal process are summarized below:

| **Component** | **Description** |
| --- | --- |
| **Submission of Application for Renewal** | The CMVS submits the Application for Renewal of a certificate (renewal application) under 603 CMR 52.00 no later than 12 months before the certificate is set to expire. Typically, June 30. The Board will review renewal applications pursuant to the criteria set forth in 603 CMR 52.05 and M.G.L. c. 71, § 94. The completed renewal application must follow the content and format guidelines set forth in the following pages and must be complete upon submission. |
| **Application for Renewal review** | The Department reviews the completed Application for Renewal. The Application for Renewal is accepted or returned to the school for revision or the inclusion of additional information. |
| **Renewal inspection** | The renewal inspection provides the Department with current information about the school’s performance relative to the CMVS Performance Criteria. The length and scope of the renewal inspection varies depending on the school’s age, size, location, status (conditions or probation), and/or past performance. All renewal inspections collect evidence that is required for a renewal determination as outlined in 603 CMR 52.05 and M.G.L. c. 71, § 94. Department staff may conduct the renewal inspection, or the Department may contract with an independent organization to conduct the renewal inspection.  Following the renewal inspection, the renewal inspection team prepares a renewal inspection report summarizing the team’s findings or observations regarding the school performance relative to its Accountability Plan and the CMVS Performance Criteria. Please contact the Department for the latest version of the CMVS Performance Criteria. |
| **Opportunity for Response** | In addition to factual corrections, the CMVS may provide the Department with a formal response to the renewal inspection report; this response becomes part of the school’s permanent record. Other interested parties, including the superintendent in the district in which the CMVS is located or the superintendents in the region from which the CMVS draws students, are given the opportunity to submit written comments to the Department regarding renewal of the school’s certificate. |
| **Summary of Review – drafting process** | Department staff prepare a Summary of Review (SOR), which summarizes for the commissioner and the Board of Elementary and Secondary Education the school’s performance over the certificate term. The SOR incorporates the evidence compiled throughout the certificate term from sources such as annual reports, accountability reports, renewal inspection report, demographic data, state assessment results, board of trustees’ documents, and financial audits. The SOR also contains relevant background information and evidence from the school’s history. The summary is presented to the Commissioner of Elementary and Secondary Education (Commissioner) who makes a renewal determination based on the evidence. |
| **Summary of Review – factual correction process** | The Department sends a draft of the SOR to the school for review. The school is given approximately one week in which to make factual corrections to the report. The renewal inspection team assist Department staff as needed with corrections to evidence gathered during the renewal inspection.  The school may provide the Department with a formal response to the SOR; this response is appended to the final draft of the SOR. |
| **Renewal decision** | The SOR is presented to the commissioner, who makes a renewal recommendation or determination based on the evidence.  The Board will review renewal applications pursuant to the criteria set forth in 603 CMR 52.05 and M.G.L. c. 71, § 94. When deciding on certificate renewal, the Board shall consider progress made in student academic achievement and whether the CMVS has met its obligations and commitments under the certificate. |

# Renewal application submission requirements

* **Due date:** The school’s renewal application and all related materials, including certifications, must arrive at the Department no later than 5 p.m. on Wednesday, June 30, 2021.
* **Length:** The completed renewal application may not exceed 25 pages, excluding cover letter, cover page, and appendices. Use the renewal application content checklist (Appendix E) to ensure that all required components are included.
* **Formatting:** All text and attachments must use standard one-inch margins, be clearly paginated, and use a clearly readable font no smaller in type size than 11 point.
* **Presentation of data:** Tables, graphs, and other data, including student achievement data, provided in the renewal application must be clearly presented, clearly explained, and directly relevant to the text. Student-level data must not be included. In addition, the renewal application must not include any photographs, pictures, graphics, or news clips that are not directly relevant to the text.
* **Certification statement(s):** The renewal application must include the required Renewal Application Statements of Assurances and Certification(s) included in Appendix B with signatures renewal application will not be considered complete without them. Note that the certification statement requires that the chair of the school’s board of trustees certify that the school’s board has voted to approve the renewal application.
* **Appendices:** All additional attachments must be clearly labeled and provided in the appropriate appendix, as designated in these guidelines. Additional information included in the appendices, excluding compliance documents, should not exceed 25 pages in total.
* **Checklist:** A copy of the renewal application content checklist found in Appendix E with all items completed.
* **Format:** The school’s completed renewal application must be submitted to the Department in **printed and electronic** form. Submit one, unbound original version with required signatures, including certifications and all appendices, in printed form, and a duplicate of the printed information in an electronic format (see below).
  + The printed version of the renewal application must be delivered to:

Office of Charter Schools and School Redesign

Massachusetts Department of Elementary and Secondary Education

75 Pleasant Street

Malden, MA 02148-4906

* + You must also submit an electronic version of the renewal application through Drop Box Central. You may submit the renewal application in two parts: **1. The narrative sections and Accountability Plan section must be provided in Microsoft Word; 2. Attachments (with the exception of the Accountability Plan) may be submitted in PDF.** Please clearly label each submission.

**Directions for drop box submission:**

* Go to the Department’s Security Portal: <https://gateway.edu.state.ma.us/>
* Log in using your username and password.
* Go to Drop Box Central.
* Choose Virtual School File Exchange (*security role required*) and click **Next.**
* Click on **Browse** and locate your Application on your school’s computer, hard drive, or server.
* Select the file to upload.
* Click the **Upload File** Button.
* Repeat if submitting two documents.

If you have problems accessing any of these fields, you may not have adequate security clearance and need to contact your school’s directory administrator. If you have questions about the submission of documents through the Drop Box, please contact the Office of Charter Schools and School Redesign at 781-338-3227.

# Application Contents

1. **Cover Page**

The cover page should be labeled “Application for Renewal of a Certificate to Operate [Name of school] Commonwealth of Massachusetts Virtual School” and list the following information:

* CMVS name
* CMVS address
* CMVS contact information: name, title, telephone, and email address
* Date the renewal application was approved by the school’s board of trustees
* Application Submission date

1. **Cover Letter**

The cover letter of no more than 2 pages should provide a brief overview of the school’s mission, educational philosophy, characteristics, and major challenges and accomplishments over the current certificate term.

1. **Table of Contents**

The table of contents should list all major sections and appendices and include page numbers.

1. **Introduction to School**

To provide the reader with basic introductory information about your school, complete the table below and provide the mission statement as stated in the school’s certificate or as amended and approved by the Department.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of School** | | | |
| Year opened |  | Year(s) renewed  (if applicable) |  |
| Name of contractual partner (if applicable) |  | Location of administrative offices |  |
| Maximum enrollment |  | Current enrollment |  |
| Grades served |  | Number of sending districts served |  |
| Instructional days per school year |  | Students on waitlist |  |
| Mission statement | | | |

1. **Performance and plans section (not to exceed 25 pages)**
2. **Faithfulness to certificate**
   * 1. **Criterion 1: Mission and key design elements**
3. Describe and provide evidence and specific examples of how the school is faithful to its mission, implements the key design elements[[1]](#footnote-1) outlined in its certificate, and substantially meets its accountability plan goals, and if not, why not.
4. Explain how the school makes available to the public its accountability goals and specific strategies for reaching these goals through various means, including, but not limited to, posting on the school’s website.
   * 1. **Amendments**

Use the table below to display any approved amendments the school requested during the certificate term:

|  |  |  |
| --- | --- | --- |
| **Date** | **Amendment Requested** | **Approved?** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

* + 1. **Criterion 2: Access and Equity**
       1. Indicate the documents or areas of the school’s website where the school makes available to stakeholders’ information about special education and English as a second language programming, non-discriminatory enrollment practices, and other school policies.
       2. Describe the school’s efforts to ensure that all students have equal rights of access to the opportunities provided by the educational program, such as:
          1. Provision of appropriate assistive technologies, accommodations, supports, adaptations, and related services as required by the Americans with Disabilities Act (ADA), Individuals with Disabilities Act (IDEA) and Section 504 of the U.S Rehabilitation Act.
          2. Accessibility of digital content in accordance with Section 508 of the U.S Rehabilitation Act.
          3. Provision of an initial assessment for each student, and/or is in possession of any specialized plan for the student to ensure that all students receive the appropriate types of academic and non-academic support.
          4. Disclosure of accurate information relating to its online program, including: its mission; accreditation, if applicable; courses and programs; services; policies; recruitment processes and incentives; and other factors considered important to prospective and current students and stakeholders.
          5. Analysis of attrition data.
    2. **Criterion 3: Compliance**

Indicate any areas where the school is currently out of compliance with the terms of its certificate and/or applicable state and federal laws and regulations and describe how the school is working to address these issues in a timely manner. If the school received any prior compliance findings in reports produced by the Department, describe how the school addressed those issues.

1. **Academic program success**

Guided by the prompts below, provide evidence in this section to address the performance and progress related to the school’s academic success, as derived from the CMVS Performance Criteria. The renewal application must provide complete, clear, and accurate information in response to each of the items listed below. If an item does not apply to the school, clearly note why it is not applicable.

1. **Criterion 4: Student performance**

Provide evidence about the school’s progress made in student academic achievement during the certificate term. Please reference state assessment results in this evidence. Describe what the school has done to maintain or improve student academic achievement for all students and for subgroups of students on state assessments during the certificate term.

In the event that a school believes that the core indicators of the statewide Accountability System are not fully representative of student performance at the school, or if the school did not have sufficient data to render an Accountability Level, please provide additional valid and reliable data demonstrating the progress the school has made in meeting academic benchmarks.Use the table below to summarize the academic performance trends for non-MCAS assessments.

| **Additional Assessment Data** | |
| --- | --- |
| Assessment Name: | Grades Assessed: |
| Date Implemented: | Date Discontinued:  (if applicable) |
| Description of Achievement Trends: | |

\*Duplicate as needed

* + 1. **Criterion 5: Program delivery**

1. **Curriculum**
   1. Provide an assessment of the degree to which the school’s curriculum aligned to state curriculum frameworks and expectations and are vertically and horizontally aligned.
   2. Provide an assessment of the adequacy of the school’s curriculum in meeting academic achievement goals.
   3. Describe any revisions to the curriculum that were made over the certificate term.
   4. Describe the print materials that are provided to students and indicate the percentage of time students spend using print versus electronic resources.
   5. In Appendix F, list the core, supplemental, and intervention curricula provided to elementary, middle, and high school students.
2. **Instruction**
   1. Describe and provide evidence of how the school provides students with high quality instruction.
   2. Describe and provide evidence of how instruction fosters student engagement and instructional environments are conducive to learning.
3. **Assessment**
   1. Describe and provide evidence of how the school uses qualitative and quantitative data to improve student outcomes.
   2. Describe and provide evidence of how the school uses qualitative and quantitative data to evaluate the quality and effectiveness of the program in serving all students and modifies the program accordingly In Appendix H, list the specific assessment instruments used to assess student progress in the elementary, middle, and high school grades. For each assessment instrument, provide a brief explanation of what is measured and how the resulting data is used to make decisions about the academic program.
4. **Supports for Diverse Learners**
   * 1. Describe and provide evidence of how the school provides supports to meet the academic needs for all students, including but not limited to students with disabilities and English language learners.
     2. Describe and provide evidence of how the school provides timely, effective technical supports to ensure continuity in learning.
     3. Describe and provide evidence of how the school ensures academic advising and instructional support is provided to students to meet requirements of the program and/or school.
     4. Describe the information provided to students, parents and guardians that explains the environment required to support online learning.
     5. **Criterion 6: Culture and family engagement**
5. **Social, emotional, and health needs**
6. Describe and provide evidence that the school creates a safe learning environment and addresses the physical, social, emotional, and health needs of its students.
7. Describe the school’s provisions for cyber safety and reference any regulations/processes the school follows.
8. Provide evidence of how the school promotes good digital citizenship and prevents cyberbullying.
9. Provide examples of extra-curricular activities that have been offered, including any face-to-face activities.
10. **Family and community engagement**
11. Describe and provide evidence of how the school develops strong working partnerships with families in order to support students’ academic progress and social and emotional well-being.
12. Describe and provide evidence that faculty and staff communicate to families’ critical information about student progress so that parents and “learning coaches”(if applicable) are engaged with teachers and administrators to support online learning.
13. Describe and provide evidence of how the school develops relationships with the broader community to support student academic progress and the social and emotional well-being students and families.
14. **Organizational Viability**
15. **Criterion 7: Capacity**
16. **School leadership:** Describe and provide evidence that demonstrates how the school has an effective school leadership team that obtains staff commitment to improving student learning and implements a clearly defined mission and set of goals, sustains a well-functioning organizational structure with clearly defined and delineated roles and responsibilities, and has clear and well-understood systems for decision making and communication processes among all members of the school community.
17. **Professional climate:** Describe and provide evidence that demonstrates how the school sustains a professional climate inclusive of: regular, frequent collaboration and professional development to improve implementation of the curriculum and instructional practice; a system is in place for monitoring instructional practice for consistency, which includes a formal process of teacher evaluation that provides and encourages staff participation in an induction and mentoring program including staff training in the unique dynamics related to online learning; and organizational structure indicates appropriate staffing levels including student to teacher ratios that are critical to the success of the online program and ensures that all staff are qualified and trained to deliver online instruction.
18. **Contractual relationships (if applicable):** Provide evidence and examples of how the board of trustees and school leadership establish effective working relationships with their vendor (partner). Provide an assessment of the efficacy and impact of the school’s vendor (partner) in meeting the school’s goals, particularly around curriculum, instruction, and assessment.
19. **Criterion 8: Governance**
    * + 1. Describe and provide examples of how members of the board of trustees act as public agents authorized by the state and provide competent and appropriate governance to ensure the success and sustainability of the school.
        2. Describe and provide evidence that board members are active and engaged; know and fulfill their legal responsibleness and obligations; exercise their fiduciary duties or care and loyalty; comply with the board’s bylaws; and always act in the best interests of the school.
        3. Describe and provide evidence of how the board demonstrates appropriate oversight of the school’s administration, progress towards meeting academic and other school goals, and align with the mission, vision, and terms of the certificate, without managing the day-to-day operations of the school.
        4. Describe and provide evidence of how the board utilize a performance-based evaluation process for regularly evaluating itself, the executive director, and any key vendor or education management company (if applicable).
20. **Criterion 9: Finance**
21. Provide evidence that demonstrates how the school maintains a sound and stable financial condition and operates in a financially sound and publicly accountable manner.
22. Describe and provide evidence that the school uses and accurate accounting system and engages in appropriate budgetary planning, budget oversight and budget revision and maintains a maintains appropriate internal controls, documented by a written set of fiscal policies and procedures.
23. **Plans for the next certificate term (including anticipated certificate amendment requests)**

Describe the school’s plans for the next certificate term, including ways in which the school intends to modify or augment the program set out in the original certificate application. This section should discuss how the school has thought strategically about the next three to five years.

If the school anticipates submitting certificate amendment requests that it believes will strengthen the school’s renewal application, describe those anticipated requests.

# Appendix A: Accountability plan performance

Report on the school’s performance on its approved accountability plan for the certificate term. If the accountability plan has been revised, and approved, report on the most recently approved plan. If needed, attach additional evidence to explain performance after this template as a part of Appendix A in Microsoft Word format. Evidence should reflect performance during the course of the certificate term.

**Faithfulness to certificate**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Objective:** |  |  | **Certificate term performance (met / not met)** | **Explanation** |
|  |  |  |  |  |
| **Measure:** |  |  |  |  |
| **Measure:** |  |  |  |  |
| **Measure:** |  |  |  |  |
| **Measure:** |  |  |  |  |

**Academic and program success**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Objective:** |  |  | **Certificate term performance (met / not met)** | **Explanation** |
|  |  |  |  |  |
| **Measure:** |  |  |  |  |
| **Measure:** |  |  |  |  |
| **Measure:** |  |  |  |  |
| **Measure:** |  |  |  |  |

**Organizational viability**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Objective:** |  |  | **Certificate term performance (met / not met)** | **Explanation** |
|  |  |  |  |  |
| **Measure:** |  |  |  |  |
| **Measure:** |  |  |  |  |
| **Measure:** |  |  |  |  |
| **Measure:** |  |  |  |  |

# Appendix B: Statement of assurances and certifications

This form must be signed by a duly authorized representative of the Commonwealth of Massachusetts Virtual School. An application for renewal will be considered incomplete and will not be accepted if it does not include the Statement of Assurances.

As the authorized representative of the Commonwealth of Massachusetts Virtual School, I hereby certify under the penalties of perjury that the information submitted in this application for renewal of a public school certificate for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of school) located at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is true to the best of my knowledge and belief; and further, I certify that the school:

1. Will not charge tuition, fees, or other mandatory payments to students for full-time attendance at the Commonwealth of Massachusetts Virtual School (CMVS), for participation in required or elective courses, or for mandated services or programs. M.G.L .c. 71, § 94(k) (specifying tuition to be paid through School Choice mechanism).
2. Will offer required computers, printers, software, and Internet access to students free of charge. M.G.L. c. 71, § 94(b)(30) and (31) (addressing provision of technology, materials, and technical support); M.G.L. c. 71, § 48 (requiring school districts to purchase textbooks and school supplies for students).
3. Will not charge any public school for the use or replication of any part of their curriculum subject to the terms of any contract between the CMVS and a third-party provider. 603 CMR 50.03 (3). This does not prohibit the CMVS from reaching an agreement with another school or district in the Commonwealth regarding the charge to that school or district for a student’s participation in individual courses offered by the CMVS. M.G.L. c. 71, § 94(k), and 603 CMR 50.05 (12).
4. Will acknowledge the Department’s unlimited and irrevocable right to publish and to disseminate any materials or products developed or refined using state and federal funding provided to the CMVS under its certificate.
5. Will permit parents to enroll their children only voluntarily and not because they must send their children to this school.
6. Will enroll any eligible student who submits a timely and complete application, unless the school receives a greater number of applications than there are spaces for students. If the number of applications exceeds the spaces available, the school will hold a lottery in accordance with M.G.L. c. 71, § 94(b)(9), and 603 CMR 50.05 (6).
7. Will be open to all students, on a space-available basis, and shall not discriminate on the basis of race, color, national origin, creed, sex, gender identity, ethnicity, sexual orientation, mental or physical disability, age, ancestry, athletic performance, special need, proficiency in the English language or a foreign language, or academic achievement. M.G.L. c. 71, § 94(b)(8); see also 42 U.S.C. 2000d (Title VI of the Civil Rights Act of 1964); 20 U.S.C. 1703(f) (Equal Educational Opportunities Act of 1974); 20 U.S.C. 1681 (Title IX of the Education Amendments of 1972); 29 U.S.C. 794 (Section 504 of the Rehabilitation Act of 1973); 42 U.S.C. 12132 (Title II of the Americans with Disabilities Act of 1990); 20 U.S.C. 1400 (the Individuals with Disabilities Education Act of 2004); No Child Left Behind Act of 2001 at Title III, Part A, § 3121(c)(1)(C), and Title X, Part C, §§ 721, 722(g)(4) (McKinney-Vento Homeless Education Assistance Improvements Act of 2001); Mass. Const. amend. art. 114 (prohibits discrimination based upon disability); M.G.L. c. 71A, § 7 (English language education); M.G.L. c. 76, § 5 (prohibiting discrimination in public education base upon race, color, sex, gender identity, religion, national origin, sexual orientation).
8. Will be secular in its curriculum, programs, admissions, policies, governance, employment practices, and operation in accordance with the federal and state constitutions and any other relevant provisions of federal and state law.
9. Will comply with the federal Age Discrimination Act of 1975 and Title IX of the Education Amendments of 1972.
10. Will adhere to all applicable provisions of federal and state law relating to students with disabilities including, but not limited to, the Individuals with Disabilities Education Act, section 504 of the Rehabilitation Act of 1974, Title II of the Americans with Disabilities Act of 1990, and chapter 71B of the Massachusetts General Laws.
11. Will adhere to all applicable provisions of federal and state law relating to students who are English language learners including, but not limited to, Title VI of the Civil Rights Act of 1964, the Equal Educational Opportunities Act of 1974, and chapter 71A of the Massachusetts General Laws.
12. Will comply with all other applicable federal and state law including, but not limited to, the requirement to offer a school nutrition program. M.G.L. c. 69, § 1C.
13. Will meet the performance standards and assessment requirements set by the Board of Elementary and Secondary Education for all students in public schools including, but not limited to, administering state assessments. M.G.L. c. 71, § 94(b)(7).[[2]](#footnote-2)
14. Will submit all data required by the Department of Elementary and Secondary Education in a timely and complete manner, including an annual report no later than January 1st for the previous school year, as required by the Commonwealth of Massachusetts Virtual School statute, M.G.L. c. 71, § 94(m).
15. Will submit an annual independent audit to the Department of Elementary and Secondary Education and the Office of the State Auditor no later than January 1st for the previous school year, as required by the Commonwealth of Massachusetts Virtual School statute, M.G.L. c. 71, § 94(n).
16. Will submit an accountability plan following the school’s renewal, reestablishing specific 3-5-year performance objectives as specified by state regulations. 603 CMR 52.04 (3)(i).
17. Will ensure that all core academic teachers of English language learners and the administrators who supervise and evaluate them earn the sheltered English immersion endorsement consistent with 603 CMR 14.07; see <http://www.doe.mass.edu/lawsregs/603cmr14.html?section=07>.
18. Will submit a required pre-enrollment estimate by May 1 to the Department of Elementary and Secondary Education. 603 CMR 52.08(5).
19. Will submit waitlist report data, as necessary, to the Department of Elementary and Secondary Education.
20. Will obtain and keep current all necessary permits, licenses, and certifications related to fire, health, and safety within the building(s) and on school property. 603 CMR 52.08(7).
21. Will maintain uninterrupted any necessary and appropriate insurance coverage. 603 CMR 52.08(7).
22. Will operate in compliance with generally accepted government auditing standards and any guidelines issued by the Department. 603 CMR 52.08(3).
23. Will maintain financial records to meet the requirements of all relevant laws, including those outlined in M.G.L. c. 71, § 94 and 603 CMR 52.00.
24. Will participate in the Massachusetts State Teachers’ Retirement System.
25. Will employ teachers who hold an appropriate license to teach in a public school in Massachusetts 603 CMR 52.06(5). In addition to licensed teachers, a CMVS will have a Massachusetts licensed school nurse (RN), a special education administer and attendance officers, and a licensed English language Learner (ELL)/English as a Second Language (ESL) teacher. M.G.L. c. 71, § 94(i).
26. Will provide the Department of Elementary and Secondary Education with written assurance (signed letter from board chair or designee) that a criminal background check (CORI) has been performed, a check of sex offender registry information (SORI) has been completed, and fingerprints were submitted for a national criminal history check for all employees, volunteers, and other persons at the CMVS who have the potential for direct and unmonitored contact with children. M.G.L. c. 71, § 38R.
27. Will recognize , if applicable, an employee organization designated by the authorization cards of 50 percent of its employees in the appropriate bargaining unit as the exclusive representative of all the employees in such unit for the purpose of collective bargaining.
28. Will submit to the Department of Elementary and Secondary Education the names, home addresses, and employment and educational histories of proposed new members of the school’s board of trustees for approval prior to their service.
29. Will ensure that every member of the school’s board of trustees shall meet all training as required by the Department of Elementary and Secondary Education and any other requirements by other state agencies, including the requirements under the Commonwealths open meeting law and conflict of interest law. 603 CMR 52.06.
30. Will ensure that every members of the school’s board of trustees file with the Department of Elementary and Secondary Education, the State Ethics Commission completed Statements of Financial Interest as required by M.G.L. c. 268B. M.G.L. c. 71, § 94(d). The disclosure is in addition to the requirements of said chapter 268A, and a member of a board of trustees must also comply with the disclosure and other requirements of said chapter 268A.
31. Will provide the Department with a federal tax identification number issued solely to the virtual school, and banking information regarding a bank account solely in the name of the virtual school, as required by the State Treasurer for the transfer of public funds. 603 CMR 52.04(6).
32. Will, in the event the board of trustees intends to procure substantially all educational services for the CMVS from another person or organization, the board of trustees shall submit for approval by the Commissioner of Elementary and Secondary Education and provide for the necessary revisions and final approval prior to the beginning of the contract period. M.G.L. c. 71, § 94 (b)(11) and 603 CMR 52.04 (5)(a) and 52.10 (2)(l).
33. Will submit in writing to the Commissioner of Elementary and Secondary Education a request to amend its certificate if the school plans to make any change to its operations that differ from the terms and conditions specified in its certificate. (Examples include the school name, grades served, instructional methodology, or contractual relationships.) In particular, the CMVS agrees to submit such requests and to receive approval prior to making any changes to the material terms and conditions of its certificate. See Amendment Guidance. 603 CMR 52.10(2).

|  |  |
| --- | --- |
| Signature: |  |
| Title: |  |
| Date: |  |

# Appendix C: Renewal application certification statement

|  |  |
| --- | --- |
| Name of School: |  |
| Location: |  |

I hereby certify that the information submitted in this application for renewal of a certificate is true to the best of my knowledge and belief; that this application has been approved by the school’s Board of Trustees; and that, if awarded a renewed certificate, the school shall continue to be open to all students on a space available basis, and shall not discriminate on the basis of race, color, national origin, creed, sex, gender identity, ethnicity, sexual orientation, mental or physical disability, age, ancestry, athletic performance, special need, proficiency in the English language or a foreign language, or prior academic achievement. This is a true statement, made under the penalties of perjury.

|  |  |
| --- | --- |
| Signature: Chair of Board of Trustees (or designated signatory authority): |  |
| Date: |  |

|  |  |
| --- | --- |
| Print/Type Name: |  |
| Title (if designated): |  |
| Date of approval by board of trustees: |  |

# Appendix D: Documentation of compliance with all building, health, safety, and insurance requirements

Appendix D must contain documentation of compliance with all building, health, safety, and insurance requirements as well as guidance from the Department. Note that in the virtual school context, these requirements apply to the school’s administrative offices and any other physical premises operated by the school.

*If these are not up to date, provide evidence that you have scheduled the necessary inspections for the fall of 2021*.

Attach the following as a part of Appendix D:

* Up-to-date certificate of occupancy
* Up-to-date fire inspection certificate
* Up-to-date building safety inspection
* Up-to-date flammable compounds and liquids certificate (if applicable)
* Up-to-date health inspection
* Up-to-date insurance certificate(s)
* Asbestos inspection and management plan (if applicable)
* Lead paint inspection (if applicable)

# Appendix E: Board of trustee’s turnover

Using the table below list the number of board members joining and leaving the board in each school year of the current certificate period. (Add rows as necessary.)

|  |  |  |  |
| --- | --- | --- | --- |
| **School Year** | **Total membership** | **Members joining** | **Members departing** |
| **2017-2018** |  |  |  |
| **2018-2019** |  |  |  |
| **2019-2020** |  |  |  |
| **2020-2021** |  |  |  |

# Appendix F: Core, intervention, and supplemental curricula provided to elementary, middle, and high school students

List and describe the core, intervention, and supplemental curricula provided to elementary, middle, and high school students.

* **Core curricula** are provided to all students, and usually guided by an overarching program or text.
* **Supplemental curricula** go beyond that provided by the core curricula because the core curricula do not provide sufficient instruction or practice in a key area to meet the needs of the students in a particular situation. For example, teachers may observe that their core program does not provide enough instruction in vocabulary to adequately meet the needs of the majority of their students. They could then select a supplemental program in these areas to strengthen the initial instruction and practice provided to all students.
* **Intervention curricula** are provided only to students who require intervention based on data analysis. These curricula will usually be guided by specific instruction that focuses on one or more key areas of knowledge and skill. This type of instruction is needed by only a relatively small number of students in a class.

**Elementary (K-5)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Core** | **Supplemental** | **Intervention** |
| **English language arts** |  |  |  |
| **Mathematics** |  |  |  |
| **Science** |  |  |  |
| **Social Studies** |  |  |  |

**Middle (6-8)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Core** | **Supplemental** | **Intervention** |
| **English language arts** |  |  |  |
| **Mathematics** |  |  |  |
| **Science** |  |  |  |
| **Social Studies** |  |  |  |

**High (9-12)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Core** | **Supplemental** | **Intervention** |
| **English language arts** |  |  |  |
| **Mathematics** |  |  |  |
| **Science** |  |  |  |
| **Social Studies** |  |  |  |

# Appendix G: Tasks used to assess student understanding of specific concepts

In the table below, provide examples of specific tasks students were asked to perform to demonstrate understanding of each concept listed, and explain the kind of feedback the teacher provided to the student (include both the what and how) in the elementary, middle, and high school grades, respectively.

**Elementary (K-5)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Concept (State standard in parenthesis):** | **Description of a task students were asked to perform to demonstrate understanding of this concept:** | **Explanation of feedback the teacher provided to the student (what and how):** |
| **English language arts** | Fluency [RF(4)(b)] |  |  |
| **Mathematics** | Work with Money [1.MD(MA.5)] |  |  |
| **Science** | Water Cycle [Earth and Space Science, Grades 3-5(10)] |  |  |

**Middle (6-8)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Concept:** | **Description of a task students were asked to perform to demonstrate understanding of this concept:** | **Explanation of feedback the teacher provided to the student (what and how):** |
| **English language arts** | Trace and evaluate arguments and specific claims in texts [RI(6)(8)] |  |  |
| **Mathematics** | Linear Functions [8.F(4)] |  |  |
| **Science** | Heat Transfer in the Earth System [Earth and Space Science, Grades 6-8(4)] |  |  |

**High (9-12)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Concept:** | **Description of a task students were asked to perform to demonstrate understanding of this concept:** | **Explanation of feedback the teacher provided to the student (what and how):** |
| **English language arts** | Make strategic use of digital media [9-10(4) |  |  |
| **Mathematics** | Statistics and Probability [S-ID(1)] |  |  |
| **Science** | Hydrologic cycle [3(3.5)] |  |  |

# Appendix H: Assessment instruments by grade level

In the table below, provide the names of the formative and summative assessments (not including state assessments), the specific areas of knowledge and skill the instrument is designed to assess, and how the resulting data informs curricular and instructional decisions in the elementary, middle, and high school grades, respectively.

**Elementary (K-5)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name(s) of instrument(s):** | **What does it assess?** | **How does the resulting data inform decisions around curriculum and instruction?** |
| **English language arts** |  |  |  |
| **Mathematics** |  |  |  |
| **Science** |  |  |  |

**Middle (6-8)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name(s) of instrument(s):** | **What does it assess?** | **How does it inform decisions around curriculum and instruction?** |
| **English language arts** |  |  |  |
| **Mathematics** |  |  |  |
| **Science** |  |  |  |

**High (9-12)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name(s) of instrument(s):** | **What does it assess?** | **How does it inform decisions around curriculum and instruction?** |
| **English language arts** |  |  |  |
| **Mathematics** |  |  |  |
| **Science** |  |  |  |

# Appendix I: Renewal application content checklist

* Cover page
* Cover letter
* Table of contents
* Introduction to school (table)
* Performance and plans section (not to exceed 25 pages)
  + Faithfulness to certificate
    - Criterion 1: Mission and key design elements
    - Criterion 2: Access and Equity
    - Criterion 3: Compliance
    - Amendments
  + Academic program success
    - Criterion 4: Student performance
    - Criterion 5: Program delivery
    - Criterion 6: Culture and Family engagement
  + Organizational viability
    - Criterion 7: Capacity
    - Criterion 8: Governance
    - Criterion 9: Finance
  + Plans for the next certificate term (Including anticipated certificate amendment requests)
* Appendices
  + Appendix A: Accountability plan performance
  + Appendix B: Statement of assurances and certifications
  + Appendix C: Renewal application certification statement
  + Appendix D: Documentation of compliance with all building, health, safety, and insurance requirements
  + Appendix E: Board of trustee’s turnover
  + Appendix F: Core, intervention, and supplemental curricula provided to elementary, middle, and high school students
  + Appendix G: Tasks used to assess student understanding of specific concepts
  + Appendix H: Assessment instruments by grade level
  + Appendix I: Renewal application content checklist

1. "Key design elements" are defined as any element described in the school's original application for a certificate and subsequent amendments related to the school's guiding principles and core values; curriculum, instruction, and assessment; student services and supports (including supports for students with disabilities, English language learners, and college-bound students); governance; partnerships; staff; school finances; organizational viability; and school operations. [↑](#footnote-ref-1)
2. On November 12, 2015, the Board of Elementary and Secondary Education voted to develop next-generation English language arts (ELA) and mathematics assessments, to be administered in all schools beginning in the spring of 2017. The Board has previously voted to retain the legacy MCAS test as the high school competency determination through at least the class of 2019. The next-generation test would become the competency determination for the class of 2020. [↑](#footnote-ref-2)