

Guidelines: Application for Renewal of a Public School Charter

2025

**Massachusetts Department of Elementary and Secondary Education**

135 Santilli Highway

Everett, MA 02149

Phone: (781) 338-3227



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

Russell Johnston

Acting Commissioner

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Massachusetts Department of Elementary and Secondary Education

135 Santilli Highway, Everett, MA 02149

Phone 781-338-3000 TTY: N.E.T. Relay 800-439-2370

[www.doe.mass.edu](http://www.doe.mass.edu)



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# Introduction

This document provides an overview of the charter renewal process and guidelines for submitting an Application for Renewal of a Public School Charter (Application) to the Office of Charter Schools and School Redesign at the Massachusetts Department of Elementary and Secondary Education (Department). Please review all the information included in this document before you begin preparing the school’s Application.

The Application is an opportunity for the school to present evidence of the school’s performance during the current charter term. The application process allows the school to examine its practices and decisions during the current charter 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 charter renewal.

The Department collects extensive data on each charter school’s performance during the charter term, including, but not limited to the school's annual reports, financial audits, test results, site visit reports, and demographic data. Rather than restating information and data that the Department already possesses, the Application should present additional affirmative evidence of the school’s successes. The Application is an opportunity for the charter school to make its best case for renewal by providing additional information or clarifying the school’s performance over the past four years of the charter term.

Please note that in addition to completing an Application, the school will be asked to submit a variety of additional documents as part of the renewal process. These documents are listed in the [Massachusetts Charter School Renewal Inspection Protocol](https://www.doe.mass.edu/charter/acct.html?section=renew).

## Overview of the charter renewal process

The Board of Elementary and Secondary Education (Board) is obligated by statute (G.L. c. 71, § 89(dd)) and regulation (603 CMR 1.11) to conduct ongoing performance reviews of each charter school and, no later than the fifth year of the school's charter term, decide whether to renew the school’s charter. The charter renewal decision is based upon the school’s performance over the term of the charter in three areas:

1. The school’s faithfulness to the terms of its charter,
2. The success of the school’s academic program, and
3. The viability of the school as an organization.

The [Charter School Performance Criteria](https://www.doe.mass.edu/charter/acct.html?section=criteria) (Criteria) provide the analytical framework used to hold a charter school accountable for performance in these three areas and to determine whether a charter should be renewed. The major components of the charter renewal process are summarized below.

| Component | Description |
| --- | --- |
| **Submission of Application for Renewal** | The school submits the completed Application to the Department no earlier than March 1 of the school’s third year and no later than 12 p.m. on August 1 after the end of the fourth year of the school’s charter. The Application must follow specific content and format guidelines and must be complete upon submission. If the Application is not received by the deadline, the charter school’s board of trustees must seek a waiver of the regulatory deadline. The process for filing a written request for a waiver with the Board of Elementary and Secondary Education is found at [603 CMR 1.03 (2)](https://www.doe.mass.edu/lawsregs/603cmr1.html?section=03).  |
| **Review of Application for Renewal** | Department staff review the Application for Renewal for clarity and completeness and follow up with the school as needed. |
| **Preparation of the Renewal Inspection Evidence template** | The Department develops a Renewal Inspection Evidence (RIE) template that includes the criteria to be addressed during the renewal inspection. |
| **Renewal inspection** | The renewal inspection provides the Department with current information about the school’s performance relative to the 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 by G.L. c. 71, § 89(dd). 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 completes the RIE and submits it to the Department for review, along with copies of notes and other materials gathered during the renewal inspection. Department staff work with the renewal inspection team to ensure that the evidence included in the RIE is clearly aligned with the Criteria, that it is of sufficient quality, and that it is clearly presented. |
| **Summary of Review – drafting process** | Department staff prepare a Summary of Review (SOR), which summarizes for the commissioner of elementary and secondary education (commissioner) and the Board the school’s performance over the five-year charter term. The SOR incorporates the contents of the RIE as well as evidence compiled throughout the charter term from sources such as annual reports, site visit reports, demographic data, state assessment results, board of trustees documents, and financial audits. The SOR highlights evidence for six Criteria aligned with the statutory requirements for charter renewal outlined by G.L. c. 71, § 89(dd): Criterion 1: Mission and Key Design Elements; Criterion 2: Access and Equity; Criterion 3: Compliance; Criterion 4: Dissemination; Criterion 5: Student Performance; and Criterion 9: Governance. The SOR also contains relevant background information and evidence from the school’s history. |
| **Summary of Review – factual correction process, opportunity for response, and finalization 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 SOR. The renewal inspection team assists 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. Other interested parties, including the superintendent in the district in which a charter school is located or the region from which the school draws students, also have the opportunity to submit written comments to the Department regarding the renewal of a school’s charter. |
| **Renewal decision** | The SOR is presented to the commissioner, who makes a renewal recommendation or determination based on the evidence.Please see the commissioner’s 2013 [Considerations for Charter School Renewal memo](http://www.doe.mass.edu/news/news.aspx?id=7802) for a description of renewal outcomes and the rationale for making such decisions. In brief, based on Board votes in 2009 and 2013, and further codified in the [charter school regulations](http://www.doe.mass.edu/lawsregs/603cmr1.html?section=all), the commissioner has been delegated the authority to grant charter renewals that do not involve probation or non-renewal. In these cases, the commissioner notifies the Board in advance of intended actions, and a Board member may ask that the commissioner bring the renewal to the full Board for discussion and a vote. If the Board does not ask to bring the renewal to the full Board, the commissioner's decision stands and the charter is renewed, with or without conditions. For renewals involving probation or non-renewal, or for any item requested by the Board to be discussed at a meeting, the Board then votes either to renew, to renew with conditions, to renew with probation, or not to renew the school’s charter. |

# Application Submission Requirements

## Due Date

* The school’s Application, including a signed statement of assurances and certification statement(s) must all be submitted in electronic form to the Department **no later than 12 p.m. on Friday, August 1, 2025**. Please note that if the Application is not received by the deadline, the charter school’s board of trustees must seek a waiver of the regulatory deadline. The process for filing a written request for a waiver with the Board of Elementary and Secondary Education is found at 603 CMR 1.03 (2).

## Length

* The completed Application should not exceed **25 pages**, excluding cover letter, cover page, and appendices. Please use *Appendix E: Application Content Checklist* to ensure that all required components are included.

## Formatting

* The Application must use standard one-inch margins, be clearly paginated, and use a clearly readable font no smaller in type size than 11 point.
* Content in the Application must be organized using all the section headings included in the [*Application Contents*](#_Application_Contents) section of the guidelines. You may paste the *Application Contents* section of the guidelines into a new document and use it as a template for completing the Application.
* Tables, graphs, and other data, including student achievement data, provided in the Application must be clearly presented, clearly explained, and directly relevant to the text. Student-level data must not be included*.* In addition, the use of links in the Application is discouraged, and the Application must not include any photographs, pictures, graphics, or news clips that are not directly relevant to the text.

## Statement of Assurances and Certification Statement(s)

* The Application must include the signed statement of assurances and certification statement(s) included in *Appendix B: Statement of Assurances and Certification Statements*. Please note:
	+ The Application will not be considered complete without the required signed statement(s).
	+ Electronic signatures ***must*** be one of the following to be accepted:
		- Hand drawn with a mouse
		- Hand drawn with a finger (if using a touch screen device)
		- Scanned copy of a handwritten signature inserted into the document
		- Scanned copy of the document that was printed out and signed by hand
	+ Typed signatures, including typed signatures using cursive fonts, are ***not*** acceptable.
	+ The Renewal Application Certification Statement requires that the chair of the school’s board of trustees certifies that the school’s board has voted to approve the Application.
	+ A Horace Mann charter school’s Application also requires approval from the school committee and the local bargaining unit.
	+ Please read the statements carefully to submit the appropriate and signed certifications by August 1.

## Submission Requirements

* The school’s completed Application must be submitted in **electronic** form through DropBox Central no later than 12 p.m. on Friday, August 1, 2025. Please submit the Application in two parts:
1. The body of the Application and *Appendix A: Accountability Plan Performance* must be submitted in Microsoft Word format.
2. Appendices B through E, which typically include a fair number of scanned documents, may be submitted in PDF format.

Please use the following naming conventions:

* [School initials] Application for Renewal 2025 and Appendix A
* [School initials] Application for Renewal 2025 Appendices B-E

**Directions for DropBox submission:**

* Go to the Department’s [Security Portal](https://gateway.edu.state.ma.us/).
* Log in using your user name and password.
* Go to DropBox Central.
* Choose Charter 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 multiple 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](https://www.doe.mass.edu/infoservices/data/diradmin/list.aspx). If you have questions about the submission of documents through DropBox Central, please contact the Office of Charter Schools and School Redesign at 781-338-3227.

# Preparing to Complete the Application

While it is up to each school to determine an internal timeline and process for completing the Application, here are some initial steps that should be taken in April or May to ensure successful completion of the process:

* Gather the documents you will need to reference to complete the Application:
	+ Approved Accountability Plan for the current charter term
		- * The Accountability Plan approved by the Department serves as the definitive reference for the list of the school’s [Key Design Elements](#_Criterion_1:_Mission) and [Accountability Plan objectives and measures](#_Appendix_A:_Accountability).
	+ Annual reports (2021-22, 2022-23, 2023-24)
		- * The school’s annual reports include evidence of [dissemination](#_Criterion_4:_Dissemination) throughout the charter term and evidence of [progress toward meeting Accountability Plan goals](#_Appendix_A:_Accountability).
	+ Site visit report from the current charter term
		- The site visit report identifies [compliance](#_Criterion_3:_Compliance) issues and other areas of concern identified by the Department earlier in the charter term.
	+ Summary of Review from the previous charter term
		- The Summary of Review identifies [compliance](#_Criterion_3:_Compliance) issues and other areas of concern identified by the Department at the end of the prior charter term.

Please note: The Application submitted at the end of the last charter term may also serve as a useful reference. It should ***not***, however, serve as the template for this Application.

* Gather the documents needed to complete [*Appendix C: Documents*](#_Appendix_C:_Documents) and review to determine whether they are up to date. For any documents that are not up to date, make plans to remedy the issue prior to submitting the Application.
* Determine when the school’s board of trustees will approve the completed Application.
* For Horace Mann charter schools, determine when the school committee and collective bargaining unit will approve the completed Application.

# Application Contents

## Title Page

* Include a title page labeled “**Application for Renewal of a Public School Charter**” that also includes the following information:
	+ School name
	+ School address
	+ School contact information: name, title, telephone number, and email address
	+ Date that the school’s board of trustees voted to approve the Application
	+ Date the Application is submitted to the Department

## Cover Letter (Optional)

* Provide a cover letter of no more than two pages providing a brief overview of the school’s mission, educational philosophy, characteristics, and major challenges and accomplishments during the current charter term.

## Table of Contents

* Provide a clearly labeled Table of Contents.

## Introduction to the 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 charter or as amended and approved by the Department.

|  |
| --- |
| [Name of School] |
| **Type of Charter (Commonwealth or Horace Mann)** |  | **Location (Municipality)** |  |
| **Regional or Non-Regional** |  | **Districts in Region (if applicable)** |  |
| **Year Opened** |  | **Year(s) Renewed (if applicable)** |  |
| **Maximum Enrollment** |  | **Projected Enrollment for 2025-26[[1]](#footnote-2)** |  |
| **Chartered Grade Span** |  | **Grade Span for 2025-26** |  |
| **Number of Instructional Days for the 2025-26 School Year[[2]](#footnote-3)** |  | **Number of Applications Reported in Initial Waitlist Report for 2025-26[[3]](#footnote-4)** |  |
| **School Hours for the 2025-26 School Year[[4]](#footnote-5)** | Sample:8:30-4:30 (Monday – Thursday)8:30-1:30 (Friday) | **Age of School in 2025-26** |  |
| **Mission Statement:** |

## Faithfulness to the Charter

**Guided by the prompts below**, provide evidence of the school’s performance and progress related to the school’s faithfulness to charter, as defined by the [Charter School Performance Criteria (v. 4.3)](https://www.doe.mass.edu/charter/acct.html?section=criteria). The 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, please clearly note why it is not applicable.

### Criterion 1: Mission and Key Design Elements

* Mission: Provide evidence (including specific examples) of how the school is faithful to its mission as defined in the charter application and any subsequent approved amendment(s), if applicable.
* Key Design Elements: List each of the key design elements included in the school’s approved Accountability Plan. Provide a clear summary of the evidence of how the school implements each key design element. *Please note:* The renewal inspection team (team) needs to gather evidence for implementation of each key design element and uses this section of the school’s Application to guide its inquiry. You should expect that the team will seek corroborating evidence for the examples provided.

*Reference document needed to complete this section:*

* The approved Accountability Plan for the current charter term lists the school’s key design elements.
* Amendments: Use the table below to list any amendment requests approved by either the commissioner or Board during the current charter term (since July 2021). Please see the [Charter Amendment Guidelines](https://www.doe.mass.edu/charter/governance/default.html?section=amendments-viewall) if needed. Add or remove rows as needed.

|  |  |
| --- | --- |
| Amendment Request | Approval Date |
|  |  |
|  |  |

### Criterion 2: Access and Equity

* Explain successes or challenges of implementing the school’s Recruitment and Retention Plan in regard to enrolling a demographically comparable population during the charter term (since July 2021).
* Schools are expected to advertise the availability of specialized programs and services to meet the needs of students with disabilities and English learners. Describe where this information may be found in the school’s recruitment materials and (if available) provide a link to the location(s) on the school’s website.
* Describe trends and/or anomalies in attrition data and stability rates over the past four years. Explain how the school has worked to reduce rates of attrition and increase rates of stability during the charter term for all students and for student groups.
* (As applicable) Explain patterns of under-enrollment over the past four years and summarize any efforts to ensure that the school enrolls the number of students it is chartered to serve.
* Describe trends and/or anomalies in suspension, emergency removal, and expulsion data. Explain how the school has worked to lower rates of suspension over the course of the charter term. Describe trends in student group suspension data, particularly for groups of students with higher rates of suspension than all students for in-school and out-of-school suspensions. If applicable, describe any recent changes in the school’s approach to student discipline. Use the statewide [Student Discipline Report](https://profiles.doe.mass.edu/statereport/ssdr.aspx) and the [CHART - Indicators tool](https://www.doe.mass.edu/charter/finance/chart/) to access suspension data.
* 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 rigorous courses, mission-driven programming, and other educational opportunities.

### Criterion 3: Compliance

* Indicate any areas where the school is currently out of compliance with the terms of its charter 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 compliance findings in the Summary of Review produced by the Department at the end of the last charter term or in any subsequent site visit reports, describe how the school addressed those issues. Listed below are examples of the types of compliance issues noted in Summaries of Review and site visit reports.
* School out of compliance with the terms of its charter regarding the school’s maximum enrollment
* School out of compliance with the expectation to enroll no more than 20 percent of students from outside the school’s chartered region.[[5]](#footnote-6) (Please use the [Five-Year Enrollment Trends Tool](https://urldefense.com/v3/__https%3A/mass.us14.list-manage.com/track/click?u=d8f37d1a90dacd97f207f0b4a&id=20fe70dca4&e=2de8ccf58a__;!!CPANwP4y!R1Tscu8d5hTphSHWokR08zAdbBxB2G_nwS0vMs1NXXGaHYK1ZysJEZrGgzdqrhH4K0VFozDn91eNHnerK7P2-kQd1tC9oLJbiUpxAJk$) to identify the percent enrolled from the charter region for each of the past five years.)
* School out of compliance with federal and state statutes and regulations regarding teacher qualifications
* Board of trustees operating in a manner that is not fully in compliance with the Open Meeting Law

*Reference documents needed to complete this section:*

* The most recent site visit report identifies compliance issues identified by the Department earlier in the charter term.
* The Summary of Review from the previous charter term identifies compliance issues identified by the Department at the end of the prior charter term.

###

### Criterion 4: Dissemination

* Using the table on the following page, provide evidence of how the school has ***shared innovative models for replication and best practices with other public schools in the district where the charter school is located[[6]](#footnote-7)*** during the charter term (since July 2021). The table should include information the school reported in annual reports for 2021-22, 2022-23, 2023-24, and 2024-25. Dissemination efforts may also include sharing innovative models for replication and best practices with other public schools, districts, and organizations beyond the district where the charter school is located. There are multiple forums and activities through which a charter school may disseminate.[[7]](#footnote-8) Add rows as needed but limit evidence to no more than four pages of the best examples of dissemination.

*Reference documents needed to complete this section:*

* The school’s annual reports for 2021-22, 2022-23, 2023-24, and 2024-25 (which is due on the same date as the Application) include evidence of the school’s dissemination efforts during the charter term.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| School Year Dissemination Occurred  | Best Practice Shared  | Vehicle for Dissemination(Describe the method, format, or venue used to share best practices. Be specific when referencing conferences or other events where dissemination took place.)  | Who at the school was involved with the dissemination efforts? (Title) | With whom did the school disseminate its best practices?(Identify the title of the individual and/or name of the school or district as applicable. *Please clearly identify dissemination efforts in the district where the school is located.*) | Result of Dissemination (List any resulting artifacts and share any changes in practice or new opportunities for students that occurred at other public schools/districts as a result of this dissemination activity.) |
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## Academic Program Success

**Guided by the prompts below,** provide evidence of the school’s performance and progress related to the school’s academic success, as defined by the Charter School Performance Criteria (v. 4.3). The Application must provide complete, clear, and accurate information in response to each of the items listed below. Provision of affirmative evidence is of critical importance for schools operating with a condition related to academic performance, schools with an accountability percentile in 2024 that placed them in the bottom third of schools in the state, and schools that did not receive an accountability percentile in 2024. If an item does not apply to the school, clearly note why it is not applicable. Do not include a discussion of any data that is currently embargoed.

### Criterion 5: Student Performance

* Provide evidence about the school’s progress made in student academic achievement during the charter term.
* Please provide an analysis of state assessment results for the school. Reference data found in the Assessment tab and Accountability tab for the school in [School and District Profiles](https://profiles.doe.mass.edu/search/search.aspx?leftNavId=11238). Be sure to select the *Schools* view (in the upper right corner), not the *Districts* view. The analysis does not need to present extensive data but should highlight positive data and trends as well as acknowledge and explain data and trends that may not be indicative of progress in student academic achievement. The Department uses all indicators in the District and School Accountability System to evaluate progress made in student achievement.
* Please reference results from non-statewide assessments.

The instructions below are intended to assist schools in presenting results of non-statewide assessments. The instructions represent the Department’s perspective on how to organize and present information if it is available, but it is ultimately up to schools to organize and present the information as they see fit. Schools are *not* expected to administer extra assessments solely to gather information for the Application for Renewal. Rather, the expectation is that schools share whatever non-statewide data they already have to make the case that there has been progress made in student achievement during the charter term.

* Name and briefly describe the main assessment tool(s) the school uses to measure student performance for English language arts, mathematics, and science and technology/engineering.
* Briefly summarize performance.
	1. Summarize outcomes and trends in English language arts, mathematics, and science, noting and explaining any gaps in the data.
	2. Summarize trends in both achievement data and growth data, if available.
	3. Summarize the school’s analysis of disaggregated results.
	4. Summarize the school’s analysis of results in relation to other schools (if that data is available).
* Include in *Appendix D: Additional Information* the tables or visuals the school used to analyze overall student performance outcomes, specifically for non-statewide results. The tables should include all the data that supports the analysis presented in the body of the school’s Application for Renewal. It is also helpful when tables with academic performance data:
	1. Include results by grade level in addition to any aggregated results. (See the table “MCAS Percent of Students at Each Achievement Level” in the Assessment tab in Profiles as an example.)
	2. Include results for student groups, including, but not limited to, students with disabilities and English learners. (See the tables included in “MCAS Results by Subgroup” in the Assessment tab in Profiles as examples.)
	3. Indicate the number and percentage of students scoring at each achievement level.
	4. Indicate the number of students who took the assessment.
* Describe what the school has done to maintain or improve student achievement for all students and for groups of students. Be sure to include in your description any steps the school has taken to address areas of concern identified in the school’s analysis of the data presented above.

### Criterion 6: Program Delivery

#### Key Indicator 6.1: Curriculum

* Describe the school’s documented curriculum and provide evidence that it meets expectations outlined in the key indicator: Curriculum, in the Charter School Performance Criteria (v. 4.3).

#### Key Indicator 6.2: Instruction

* Describe how the school ensures that students are provided with high quality instruction and provide evidence that instruction meets expectations outlined in the key indicator: Instruction, in the Charter School Performance Criteria (v. 4.3).

#### Key Indicator 6.3: Assessment and Program Evaluation

* List and describe assessments administered by the school (if not already provided above in Criterion 5). Provide evidence detailing how the school meets expectations outlined in the key indicator: Assessment and Program Evaluation, in the Charter School Performance Criteria (v. 4.3).

*Key Indicator 6.4: Supports for All Learners*

* Describe the screening, supports, resources, and interventions used to support all learners, including students with disabilities and English learners. Provide evidence that the school meets expectations outlined in the key indicator: Supports for All Learners, in the Charter School Performance Criteria (v. 4.3).

### Criterion 7: School Climate and Family Engagement

#### Key Indicator 7.1 Safe and Supportive Environment

* Describe how the school ensures a safe and supportive environment. Provide evidence detailing how the school meets expectations outlined in the key indicator: Safe and Supportive Environment, in the Charter School Performance Criteria (v. 4.3). Please use student survey data (if it is collected) to provide evidence in this area.

#### Key Indicator 7.2 Family Engagement

* Describe how the school develops effective relationships with families. Provide evidence detailing how the school meets expectations outlined in the key indicator: Family Engagement, in the Charter School Performance Criteria (v. 4.3). Please use parent survey data (if it is collected) to provide evidence in this area.

## Organizational Viability

**Guided by the prompts below**, provide evidence of the school’s performance and progress related to the school’s organizational viability, as defined by the Charter School Performance Criteria (v. 4.3). The 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, please clearly note why it is not applicable.

### Criterion 8: Capacity

#### Key Indicator 8.1: School Systems and Leadership

* Describe how the school sustains a well-functioning organizational structure. Provide evidence detailing how the school meets expectations outlined in the key indicator: School Systems and Leadership, in the Charter School Performance Criteria (v. 4.3). Please use staff/faculty survey data (if it is collected) to provide evidence in this area. As applicable, please briefly summarize efforts to implement the school’s Student Opportunity Act Plan.

#### Key Indicator 8.2: Professional Climate and Standards for Performance

* Describe how the school creates a professional working climate for all staff. Provide evidence detailing how the school meets expectations outlined in the key indicator: Professional Climate and Standards for Performance, in the Charter School Performance Criteria (v. 4.3). Please use staff/faculty survey data (if it is collected) to provide evidence in this area.

#### Key Indicator 8.3: Contractual Relationships

* As applicable, describe how the school maintains effective relationships with its education management company (EMO) and/or the host district. Provide evidence detailing how the school meets expectations outlined in the key indicator: Contractual Relationships, in the Charter School Performance Criteria (v. 4.3).

### Criterion 9: Governance

* Describe how members of the board of trustees uphold their responsibilities under Massachusetts law and regulations to act as public agents authorized by the state and provide competent and appropriate governance to ensure the success and sustainability of the school. Provide evidence detailing how the school meets the key indicators outlined in Criterion 9: Governance, in the Charter School Performance Criteria (v. 4.3).

### Criterion 10: Finance

* Describe evidence that demonstrates how the school maintains a sound and stable financial condition and operates in a financially sound and publicly accountable manner.

## Plans for the Next Five Years

* Describe the school’s plans for the next charter term, including ways in which the school intends to modify or augment the program set out in the original charter application. This section should discuss how the school’s board of trustees and the school’s leaders have thought strategically about the next five years. Please note, if such changes require Board or commissioner approval of the charter amendment request, please follow the instructions outlined in the [Charter Amendment Guidelines](https://www.doe.mass.edu/charter/governance/?section=amendments-viewall) for the specific type of change proposed for the school’s charter. Please notify the Office of Charter Schools and School Redesign as soon as possible to indicate if the school intends to request a change to the school’s maximum enrollment, grade span, or charter region concurrent with its renewal application.

## Appendix A: Accountability Plan Performance

Summarize the school’s performance on its approved Accountability Plan for the charter term using the template below. An example of how to summarize the school’s performance is provided. Information included in the table should align with information the school reported in annual reports for 2021-22, 2022-23, 2023-24, and 2024-25. If the information provided in the Application is not the same as was provided in the annual report, please include an explanation. Please mark goals as either met (M) or not met (NM); partially met (PM) is not an option. Add or remove rows as needed. If a revised Accountability Plan has been approved, report on the most recently approved plan. **Please submit this section in Microsoft Word format, not in PDF format.**

*Reference documents needed to complete this section:*

* The approved Accountability Plan for the current charter term lists the objectives and measures that must be included in the tables below.
* The school’s annual reports for 2021-22, 2022-23, 2023-24, and 2024-25 (which is also due by August 1, 2025) include evidence of the school’s progress toward meeting the goals in the Accountability Plan.

### Faithfulness to Charter

|  |  |  |
| --- | --- | --- |
|  | Performance During the Charter TermM (Met)NM (Not Met) | Evidence |
| **2021-22** | **2022-23** | **2023-24** | **2024-25** |
| **SAMPLE Objective:** The school will establish an environment in which students feel safe and supported. |
| **SAMPLE Measure:** Each year, over 90% of students will report in the annual student survey that they feel safe and supported at school. | NM | NM | NM | M | SAMPLE Evidence:**2021-22:** 80% of students reported that they felt safe and supported at school.**2022-23:** 84% of students reported that they felt safe and supported at school. **2023-24:** 87% of students reported that they felt safe and supported at school.**2024-25:** 92% of students reported that they felt safe and supported at school. |
| **Measure:**  |  |  |  |  | **2021-22:** **2022-23:** **2023-24:** **2024-25:**  |
| **Objective:**  |
| **Measure:**  |  |  |  |  | **2021-22:** **2022-23:** **2023-24:** **2024-25:**  |
| **Measure:**  |  |  |  |  | **2021-22:** **2022-23:** **2023-24:** **2024-25:**  |

### Dissemination

|  |  |  |
| --- | --- | --- |
|  | Performance During the Charter TermM (Met)NM (Not Met) | Evidence |
| **2021-22** | **2022-23** | **2023-24** | **2024-25** |
| **Objective:**  |
| **Measure:**  |  |  |  |  | **2021-22:** **2022-23:** **2023-24:** **2024-25:**  |
| **Measure:**  |  |  |  |  | **2021-22:** **2022-23:** **2023-24:** **2024-25:**  |
| **Objective:**  |
| **Measure:**  |  |  |  |  | **2021-22:** **2022-23:** **2023-24:** **2024-25:**  |
| **Measure:**  |  |  |  |  | **2021-22:** **2022-23:** **2023-24:** **2024-25:**  |

### Academic Performance (alternative charter schools only)

|  |  |  |
| --- | --- | --- |
|  | Performance During the Charter TermM (Met)NM (Not Met) | Evidence |
| **2021-22** | **2022-23** | **2023-24** | **2024-25** |
| **Objective:**  |
| **Measure:**  |  |  |  |  | **2021-22:** **2022-23:** **2023-24:** **2024-25:**  |
| **Measure:**  |  |  |  |  | **2021-22:** **2022-23:** **2023-24:** **2024-25:**  |
| **Objective:**  |
| **Measure:**  |  |  |  |  | **2021-22:** **2022-23:** **2023-24:** **2024-25:**  |
| **Measure:**  |  |  |  |  | **2021-22:** **2022-23:** **2023-24:** **2024-25:**  |

## Appendix B: Statement of Assurances and Certification Statements

### General Statement of Assurances

This form must be signed by the chair of the board of trustees or by a signatory designated by the board of trustees through a vote taken at a meeting held in compliance with the Open Meeting Law. The Application for Renewal of a Public School Charter (Application) will be considered incomplete and will not be accepted if it does not include the Statement of Assurances.

|  |
| --- |
| **Name of School:** |
| **Address:** |

As the authorized representative of the charter school, I hereby certify under the penalties of perjury that the information submitted in this Application 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 for attendance at the charter school, for participation in required or elective courses, or for mandated services or programs (Mass. Gen. Laws c. 71, § 89(m), and 603 CMR 1.03(3)).
2. Will not charge any public school for the use or replication of any part of their curriculum subject to the prescriptions of any contract between the charter school and any third-party provider (Mass. Gen. Laws c. 71, § 89(l)).
3. Will permit parents to enroll their children only voluntarily and not because they must send their children to this school (The Elementary and Secondary Education Act of 1965, as amended, Title V, Part B, Subpart 1 — Public Charter Schools Section 5210(1)(h)).
4. 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 Massachusetts charter laws and regulations (Mass. Gen. Laws c. 71 § 89(n), and 603 CMR 1.05).
5. 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 (Mass. Gen. Laws c. 71, § 89(m)).
6. Will operate in a school facility that is fully or programmatically accessible to individuals with physical handicaps.
7. 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.
8. Will comply with the federal Age Discrimination Act of 1975 and Title IX of the Education Amendments of 1972.
9. 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, and Title II of the Americans with Disabilities Act of 1990 and chapter 71B of the Massachusetts General Laws.
10. Will adhere to all applicable provisions of federal and state law relating to students who are English 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.
11. Will comply with all other applicable federal and state laws including, but not limited to, the requirement to offer a school nutrition program (Mass. Gen. Laws c. 69, § 1 (c)).
12. 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 the state assessment test (Mass. Gen. Laws c. 71, § 89(v), and 603 CMR 1.04(3)(k)).
13. Will submit an annual report to the Department of Elementary and Secondary Education on or before the required deadline (Mass. Gen. Laws c. 71 § 89(jj)).
14. Will submit an Accountability Plan following the school’s renewal, establishing specific five-year performance objectives as specified in the state regulations (603 CMR 1.04 (3)(l)) and guidelines.
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 November 1st of every year, as required by the charter school statute (Mass. Gen. Laws c. 71, § 89(jj), or at such other time as designated in 603 CMR 1.08 (3)).
16. Will submit required enrollment data each March to the Department of Elementary and Secondary Education by the required deadline (Mass. Gen. Laws c. 71, § 89(o), and 603 CMR 1.08(5)).
17. Will submit required waitlist report data, including sibling enrollment, as required by the Department of Elementary and Secondary Education by the required deadlines (Mass. Gen. Laws c. 71, § 89(n), and 603 CMR 1.08(6)).
18. When constructing or renovating a facility, will operate in compliance with state requirements regarding designer selection, Mass. Gen. Laws c. 7C, §§ 44-58; public bidding, Mass. Gen. Laws c. 149; public works construction, Mass. Gen. Laws c. 30, § 39M; and prevailing wage, Mass. Gen. Laws c. 149, §§ 26-27.
19. Will operate in compliance with generally accepted government accounting principles (Mass. Gen. Laws c. 71, § 89(jj)).
20. Will maintain financial records to meet the requirements of Mass. Gen. Laws c. 71, § 89 and 603 CMR 1.00.
21. Will participate in the Massachusetts State Teachers’ Retirement System (Mass. Gen. Laws c. 71, § 89(y)).
22. Will employ individuals who either hold an appropriate license to teach in a public school in Massachusetts or who will take and pass the Massachusetts Tests for Educator Licensure (MTEL) within their first year of employment and meet all applicable staff requirements of the federal Every Student Succeeds Act (Mass. Gen. Laws c. 71 § 89(ii), and 603 CMR 1.06(4)).
23. Will ensure that a criminal background check has been performed, prior to their employment, on all employees of the school who will have unsupervised contact with children (Mass. Gen. Laws c. 71, § 38R, and 603 CMR 1.04(7)(d)).
24. 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 1.04(7)(e), 1.04(7)(f), 1.05(7)(g), and 1.05(7)(h)).
25. Will maintain a multi-hazard evacuation plan that is annually reviewed with local fire and police before the start of school and updated as needed (Chapter 159, Section 363, of the Acts of 2000).
26. Will maintain uninterrupted necessary and appropriate insurance coverage (603 CMR 1.04(7)(h)).
27. Will submit to the Department of Elementary and Secondary Education the names, email addresses, and employment and educational histories of proposed new members of the school’s board of trustees for approval prior to their service (603 CMR 1.06(1)(b)).
28. 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 Commonwealth’s open meeting law and conflict of interest law (603 CMR 1.06).
29. Will ensure that all members of the school’s board of trustees file with the Department of Elementary and Secondary Education, the State Ethics Commission, and the city or town clerk where the charter school is located completed financial disclosure forms for the preceding calendar year according to the schedule required by the Office of Charter Schools and School Redesign (Mass. Gen. Laws c. 71, § 89(u)). 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.
30. 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 (Mass. Gen. Laws c. 71, § 89(y)).
31. Will provide the Department of Elementary and Secondary Education all required information regarding a bank account held solely in the name of the charter school (603 CMR 1.04(8)).
32. Will, in the event the board of trustees intends to procure substantially all educational services for the charter school through a contract with another person or entity, submit such contract for approval by the Board of Elementary and Secondary Education to provide for any necessary revisions and approval prior to the beginning of the contract period (Mass. Gen. Laws c. 71, § 89(k)(5)).
33. Will notify the Department of Elementary and Secondary Education immediately in writing of any change in circumstances that may have a significant impact on the school’s ability to fulfill its goals or missions as stated in its charter (603 CMR 1.08(11)).
34. Will submit in writing to the Commissioner of Elementary and Secondary Education a request to amend its charter if the school plans to make a change to its operations as defined in 603 CMR 1.10.

Signature: Chair of Board of Trustees (or Designated Signatory) Date

|  |
| --- |
| **Print/Type Name:**  |
| **Title:**  |

### Application for Renewal Certification Statement

|  |
| --- |
| **Name of School:** |
| **Address:** |

I hereby certify that the information submitted in this Application for Renewal of a Public School Charter 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 charter, 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) Date

|  |
| --- |
| **Print/Type Name:**  |
| **Title:**  |
| **Date the Application for Renewal Was Approved by the School’s Board of Trustees:**  |

### Horace Mann Application for Renewal Certification Statement(s)

|  |
| --- |
| **Name of School:** |
| **Address:** |

#### School Committee Approval Certification

I hereby certify that this Application for Renewal of a Public School Charter has received approval from a majority vote of the Boston School Committee. This is a true statement, made under the penalties of perjury.

Signature: Chair of the Boston School Committee Date

|  |
| --- |
| **Print/Type Name:**  |
| **Address:**  |
| **Daytime Phone:**  |

#### Collective Bargaining Unit Approval Certification

I hereby certify that this Application for Renewal of a Public School Charter has received approval from a majority vote of the Boston Teachers Union. This is a true statement, made under the penalties of perjury.

Signature: Chair of the Boston Teachers Union Date

|  |
| --- |
| **Print/Type Name:**  |
| **Address:**  |
| **Daytime Phone:**  |

## Appendix C: Documents

*Appendix C* must contain a list of each of the school’s buildings, including those reported in Schedule B of the Charter School End of Year Financial Report for 2024 and any buildings acquired since then, and copies of each of the documents listed below.

If you have questions about the documents, the [Opening Procedures Handbook](https://www.doe.mass.edu/charter/new/?section=handbook), Chapter 14: School Facility and Building Safety, includes additional guidance, including the required elements of multi-hazard evacuation plans.

Please list the address and function of each of the school’s buildings. Add rows as needed.

|  |  |
| --- | --- |
| Address | Function |
|  |  |

*Appendix C* must contain copies of all of the documents below. Links to documents are not acceptable. **If the school operates in multiple buildings, documentation must be provided for each one**, as applicable. Because documents are not always clearly labeled, **please include a separate cover sheet for each document** that identifies it as one of the following:

* Up-to-date Certificate of Occupancy/Occupancy Permit/Certificate of Use and Occupancy for an Educational Facility
* Up-to-date Fire Inspection Certificate/Fire Department Field Inspection Report
* Up-to-date Building Safety Inspection/Certificate of Inspection
* Up-to-date Health Inspection/Health Permit
* Up-to-date Insurance Certificate(s), such as liability insurance and directors’ and officers’ insurance
* Most recent Asbestos Inspection (within the past three years) and AHERA Management Plan (or, if not applicable, a certification statement by the architect, building engineer, or a licensed inspector that there are no asbestos-containing materials in the building)

**Please ensure that all documents are up to date prior to submitting the Application.** If any of these documents is ***not*** up to date when you submit your Application for Renewal, provide a summary of actions taken by the school to remedy this issue and evidence (typically copies of email correspondence) showing that you have scheduled the necessary inspections for the fall of 2025. Once the necessary inspections have been completed and documents have been updated, you are expected to provide the updated documents to the Department.

Appendix D: Additional Information

### Board of Trustees Turnover

Using the table below, list the range in total membership as well as the number of board members joining and leaving the board in each school year of the current charter period.

|  |  |  |  |
| --- | --- | --- | --- |
| School Year | Total Membership | Number of Members Joining | Number of Members Departing |
| 2021-22 |  |  |  |
| 2022-23 |  |  |  |
| 2023-24 |  |  |  |
| 2024-25 |  |  |  |

### Academic Performance Data

As explained in Criterion 5: Student Performance (pp. 13-14), please include here the tables or visuals the school used to analyze overall student performance outcomes, specifically for non-statewide results. The tables should include all the data that supports the analysis presented in the body of the school’s Application for Renewal.

1. Include results by grade level in addition to any aggregated results. (See the table “MCAS Percent of Students at Each Achievement Level” in the Assessment tab in Profiles as an example.)
2. Include results for student groups, including, but not limited to, students with disabilities and English learners. (See the tables included in “MCAS Results by Subgroup” in the Assessment tab in Profiles as examples.)
3. Indicate the number and percentage of students scoring at each achievement level.
4. Indicate the number of students who took the assessment.

Appendix E: Application Content Checklist

The completed Application should present the required information in the following order:

* Cover page labeled “Application for Renewal of a Public School Charter” that lists the following information:
* School name
* School address
* School contact information: name, title, telephone, and email address
* Date that the school’s board of trustees voted approval of the Application
* Date the Application is submitted to the Department
* Cover letter (optional)
* Table of contents listing all major sections, appendices, and page numbers
* Introduction to the school (table)
* Performance and plans section (should not exceed 25 pages)
* Faithfulness to the Charter
* Criterion 1: Mission and Key Design Elements
* Criterion 2: Access and Equity
* Criterion 3: Compliance
* Criterion 4: Dissemination
* Academic Program Success
* Criterion 5: Student Performance
* Criterion 6: Program Delivery
* Criterion 7: School Climate and Family Engagement
* Organizational Viability
* Criterion 8: Capacity
* Criterion 9: Governance
* Criterion 10: Finance
* Plans for the Next Five Years
* Appendix A: Accountability Plan Performance (in Microsoft Word format)
* Appendix B: Statement of Assurances and Certification Statements (See [*Application Submission Requirements*](#_Submission_Requirements) for acceptable ways of submitting electronic signatures.)
* General Statement of Assurances
* Application for Renewal Certification Statement
* Horace Mann Application for Renewal Certification Statement(s)
* Appendix C: Documents (If these are not up to date, provide a summary of actions taken by the school to remedy this issue and evidence that you have scheduled the necessary inspections for the fall of 2025. An example of evidence might be an email from a municipal employee confirming the date when an inspection is scheduled to take place.)
* List of each of the school’s buildings
* Up-to-date Certificate of Occupancy/Occupancy Permit/Certificate of Use and Occupancy
* Up-to-date Fire Inspection Certificate/Fire Department Field Inspection Report
* Up-to-date Building Safety Inspection/Certificate of Inspection
* Up-to-date Health Inspection/Health Permit
* Up-to-date Insurance Certificate(s)
* Asbestos Inspection Report and AHERA Management Plan (if applicable)
* Appendix D: Additional Information
* Board of Trustees Turnover
* Academic Performance Data
* Appendix E: Application Content Checklist
1. The figure included here should match the figure reported to the Department, which is included in [FY2026 Charter School Pre-Enrollment Data](https://www.doe.mass.edu/charter/enrollment/). [↑](#footnote-ref-2)
2. The number of instructional days each school year is a material term of the charter. [↑](#footnote-ref-3)
3. The figure included here should match the figure reported to the Department, which is included in the [Initial Report of Charter School Waitlist as of March 15, 2025](https://www.doe.mass.edu/charter/enrollment/). If there is no waitlist, please report “0”. [↑](#footnote-ref-4)
4. The length of the school day is a material term of the charter. The table should reflect school hours during a normal school week, including any shortened days in the school’s weekly schedule. [↑](#footnote-ref-5)
5. The charter school statute, G.L. c. 71, § 89, requires a school enrolling more than 20 percent of its total enrollment from school districts not included in its original charter for 2 consecutive years to request an amendment to its charter to reflect its actual enrollment pattern; for schools chartered before January 1, 2011, the Board or the commissioner establishes a timeline of not less than 5 years for the school to comply with this requirement. If this applies to your school, please contact the Office of Charter Schools and School Redesign. [↑](#footnote-ref-6)
6. Dissemination is required for renewal of charters of Commonwealth charter schools. The charter school statute requires charter schools to provide “models for replication and best practices . . . to other public schools in the district where the charter school is located.” G.L. c. 71, § 89(dd) (“a commonwealth charter shall not be renewed unless the board of trustees of the charter school has documented in a manner approved by the board that said commonwealth charter school has provided models for replication and best practices to the Commissioner and to other public schools in the district where the charter school is located”). [↑](#footnote-ref-7)
7. The Department will also consider efforts made by the charter school to disseminate innovative models for replication and best practices to other public schools, districts, and organizations beyond the district where the charter school is located. There are multiple forums and activities through which a charter school may disseminate, including but not limited to:

partnerships with other public schools implementing key successful aspects of the charter school’s program,

active participation in district turnaround efforts,

sharing resources or programs developed at the charter school,

hosting other educators at the charter school, and

presenting at professional conferences about the school’s innovative school practices. [↑](#footnote-ref-8)