



OFFICE OF  
EDUCATIONAL  
OPPORTUNITY

Revised 5/31/2017, 11:30 a.m.

## Recovery School Request for Proposal

### Identifying Information

Name of Organization:

Year Founded:

First and Last Name of Primary Applicant:

Mailing Address:

Preferred E-Mail Address

Preferred Phone Number:

Attach the names, professional affiliation, and role in the proposed school for all school leaders and board members.

Summarize the purpose and brief history of the organization. (For instance, is this a new non profit created for this proposed school, or is it an existing nonprofit seeking to expand or replicate its portfolio?)

Evidence of Incorporation in Wisconsin and IRS status

### Organizational Background

Do you currently operate a school, if yes where for how long and how is it operated (public district, private, other)?

Is your proposal a fresh start campus, replication campus, or a conversion campus?

If it is a conversion campus, why are you seeking to reorganize your operations into a public charter school?

Have you applied for charter status before? If yes with what authorizer, what was the outcome, and what reasons were given for the outcome?

May we contact the authorizer to discuss your prior application?

**0.00 ABSTRACT** Provide a basic overview of the proposed school, including how the campus would increase educational equity, incubate instructional or curricular innovations, and/or increase the types of best instructional practices available to students who are living in recovery. (LIMIT: 1 page)

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**0.01 Mission and Vision** Provide a definition for “recovery” and describe how this definition will define the school’s mission and operation.

**0.02: Definition of Success:** What does success look like at the end of the 4 year pilot, including who should regulate the school starting in year 5 assuming the campus continues operating?

**0.03 Location:** In what community would the proposed school be located? From what communities would students likely enroll?

0.04: Provide a business plan for school development and first year operation:

**0.05 Partners:** List potential subcontractors or community partners that might be a part of the schools operations:

## **1.00 SCHOOL DESIGN**

1.01 Provide the name of the proposed public recovery high school:

1.02 Provide the name(s), address(s), telephone number(s), and email address(s) of the organization or individuals submitting the application to create a public recovery high school:

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1.03 Identify how the school will operate as a legal entity under Wisconsin law:

1.04 Describe the student body to be served by the school and, for each of the first four years, indicate the grades the school will house, the number of expected students per grade, and the expected number of students per class:

1.05 State the mission and vision of the school:

1.06 State the core beliefs of the school:

1.07 Explain how the mission, vision, and core beliefs are grounded in research or best practices for students living in recovery:

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1.08 Note the unique aspects of the school and explain why the community needs this school:

1.09 Describe how the mission and core beliefs will drive decision-making during the development and operation of the school:

1.10 Characterize the school culture desired for the school and how this culture will be established, including information on how mental health services will be integrated:

1.11 Describe the process that will be used to develop an initial strategic plan:

## **2.00 GOVERNANCE AND LEADERSHIP**

2.01 Identify the organization and individuals involved in the development of the school, including partnerships with municipal entities, non-profits, and/or mental health care providers:

2.02 Describe how this organization and/or these individuals individually and collectively,

2.02 Describe how this organization and/or these individuals individually and collectively, embody the characteristics, skills, and experience necessary to establish the school as an effective, stable organization:

2.03 Describe the board that will be created to lead the school:

2.04 Describe the process to be used for the selection of board members:

2.05 State the general duties of board members:

2.06 Explain how the governance of the school will embody principles of democratic management, including but not limited to parental involvement:

2.07 Explain how the board will establish policy and work with the staff to promote the goals of the program:

2.08 Attach a copy of the by-laws of the board (if available).

2.09 Attach a copy of articles of incorporation as defined by Wisconsin law.

2.10 List the names and occupations of individuals who will serve on the initial school board (if available).

2.11 Explain how the school will operate in terms of lines of authority and responsibility. Please attach an organization chart.

2.12 Identify the position(s) and the level of expertise of the individual(s) responsible for managing the school and the manner in which administrative services will be provided:

2.13 Identify the criteria to be employed in hiring the school director/principal:

2.14 Identify the criteria to be employed in hiring mental health care providers:

2.15 Identify the criteria to be employed in hiring teachers and support staff:

2.16 If the charter school will be managed/operated by a third party, identify the organization and

2.16 If the charter school will be managed/operated by a third party, identify the organization and its role in the public recovery high school operation:

### **3.00 COMMUNITY AND FAMILY ENGAGEMENT**

3.01 Describe the community the school will serve:

3.02 Explain how the community has been involved in developing the school, in particular identify peer support groups involved in the development process and / or treatment centers or mental health care organizations:

3.03 Explain how the community will be involved in the operation of the school:

3.04 Describe community partnerships the school will have or hopes to have, particularly regarding recovery support services and prospective financial partnerships:

3.05 Describe how relationships to attract and retain students, enhance student learning, and satisfy students and stakeholders will be built:

3.06 Describe how requirements, expectations, and preferences of students, parents, and other stakeholders will be determined, including engagement strategies for therapeutic services support:

### **4.00 MARKETING, RECRUITMENT, AND ADMISSIONS**

4.01 Describe the marketing program that will be used to inform the community about the school:

4.02 Explain how students will be recruited for the program including referral resources the proposed school will have or hopes to have, including eligibility criteria:

4.02 Explain how students will be recruited for the program including referral resources the proposed school will have or hopes to have, including eligibility criteria:

4.03 Describe the means by which the school will achieve a racial and ethnic balance among its pupils that is reflective of the community where the school is located:

4.03 Describe admission policies and practices to be used to enroll students the first year and succeeding years:

4.04 Describe strategies to be employed when, and if, more students apply for admission than there are seats available:

4.05 Describe strategies to be employed to ensure students are admitted regardless of public or private insurance coverage for substance abuse recovery services.

4.07: Describe the strategies to collect data for initial screening, progress monitoring, and outcome measures to assess and improve short and long-term results for students, specifically for therapeutic services:

4.06: Describe strategies the school will use or hopes to use to transition students from the school to another educational setting, including admission to residential treatment facility or any other educational setting:

4.07 Describe strategies or partnerships the school will use or hopes to use to help students transition from the recovery school setting to either the student's higher educational or workforce setting:

## **5.00 FACULTY AND STAFF**

5.01 Identify how administration, faculty and staff will be recruited and how the school will ensure the quality of the workforce:

5.02 Describe how job requirements, compensation, career progression workforce practices, and work environment will motivate faculty and staff to achieve high performance:

5.03 Describe how the faculty and staff education and training programs will support the achievement of overall objectives:

achievement of overall objectives:

5.04 Describe how the work environment will foster learning and continuous improvement for both staff and students:

5.05 Describe how the school will meet the requirement that all instructional staff hold a license or permit to teach issued by the Department of Public Instruction:

5.06 Describe how the school will meet licensure requirements or permit mandates for therapeutic staff, such as substance abuse counselors:

5.07: Describe how the school will meet random drug testing mandates required by 2017 Wisconsin Act XX:

5.08: If applicable, describe how the school will partner with University of Wisconsin System institution(s) or other institution(s) of higher education:

## **6.00 CURRICULUM AND INSTRUCTION**

6.01 Describe the educational program of the school including strategies to address likely credit deficiencies:

6.02 Identify the content of the instructional program:

6.03 Characterize the instructional methodology to be utilized by the faculty:

6.04 Explain how chosen instructional content and methodology will achieve the school's objectives including how they relate to substance abuse recovery:

6.05 Describe the research that supports this approach to educating children:

6.06 Describe the program design, methods and strategies for serving students with disabilities and for complying with all related federal laws and regulations:

6.07 Describe the program design, methods, and strategies for serving students who are English language learners and for complying with all related federal laws and regulations:

6.08: Describe how the services students and families will receive to help support students' plan



6.08: Describe how the services students and families will receive to help support students' plan to abstain from substance abuse and co-occurring disorders, from intervention through recovery maintenance and relapse prevention.

## **7.00 STANDARDS, ASSESSMENT, AND ACCOUNTABILITY**

7.01 Describe the standards on which the educational program will be based:

7.02 Describe how pupil progress to attain the educational goals and expectations of the State of Wisconsin will be determined:

7.03 Describe the requirements for high school graduation and/or grade promotion:

7.04 Define how the results of the educational program will be assessed:

7.05 Describe the student achievement goals that will be met during the first four years of operation:

7.06 Describe how the school will ensure the quality and availability of needed data and information for academic outcomes and health outcomes:

7.07 Describe how standards, assessment, and accountability will be integrated into a coordinated system:

7.08 Describe how effective performance management systems will be provided to improve student and organizational performance:

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7.09 Describe the school calendar for the first year of operation, the number of days of instruction to be provided during that year, the length of the school day, and the number of minutes of instruction per week for each subject:

7.10 Describe how the school will transfer knowledge to educators, including cross-sector collaboration:

## **8.00 EDUCATIONAL SUPPORT PROCESSES**

8.01 Describe how key processes for design and delivery of the educational program will be managed:

8.02 Describe how instructional content and methodology will be continuously improved:

8.03 Explain the procedures for ensuring the health and safety of students including plans to comply with HIPPA and FERPA regulations:

8.04 Identify the procedures for school discipline, suspension, and potential removal of a child from the program, including information on the school's plan for (a) defining relapse and (b) the repercussions of relapse as it relates to continued enrollment in the school:

8.05 Describe the methodology for maintaining pupil records and ensuring accurate record keeping in regard to student attendance, achievement, health, activities and emergency contacts. Attach the student record plan and related policies and practices:

8.06 Identify key student services and how they will be managed:

8.07 Describe how key processes that support daily operations will be managed:

8.08 Describe the special education program to be provided including governance, pupil identification, development of IEP's (Individualized Education Programs), delivery of special education and related services and program financing:

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## **9.00 BUSINESS AND FINANCIAL OPERATIONS**

9.01 Identify the individuals and their level of expertise who were involved in developing the schools financial plan:

9.02 Identify the position and the level of expertise of the individual(s) who will be responsible for managing the business aspects of the school:

9.03 Identify how capital required to plan and open the school will be obtained. If funds are going to be borrowed, identify potential lenders and the amount of the loan required:

9.04 Identify the potential site of the school, how the site will be procured, the estimated cost of procurement, and the estimated cost of construction and/or renovation:

9.05 Provide a description of the school facility, or proposed facility and its layout. Include the number and size of classrooms, common areas, and recreational space. Identify the level of handicapped accessibility:

9.06 Describe the transportation arrangements made for the public recovery high school students:

9.07 Describe how food services will be provided for students:

9.08 Provide revenue and expenditure budgets for the first three years of operation:

9.09 Provide a projected cash flow statement for the planning stage and the first year of operation:

9.10 Identify the critical levels of enrollment and revenue required to insure sufficient cash flow for program operation:

9.11 Show how the budget addresses the unique aspects of the school:

9.12 Describe the plan for annually auditing the schools finances and identify the firm which will conduct the audit (if selected):

9.13 Present a plan for raising funds needed beyond the per-pupil allocation provided under state law including plans to secure at least \$50,000 in startup operating capital:

## **10.00 LEGAL REQUIREMENTS AND PROCEDURES**

10.01 List the legal requirements for operating a public recovery high school:

10.02 Describe the policies and procedures developed to address these requirements:

10.03 Describe the level and types of insurance coverage the board will provide:

10.04 Explain the school's student records plan for developing and maintaining student achievement, health, emergency contact, high school credit, activities, and the like:

10.03 Identify how students, staff, faculty, and parents will gain an understanding of the rights and responsibilities these requirements create: