

# Hamilton County Board of Education

Monitoring: Review: Annually in April	Descriptor Term: <b>Charter School Intervention Policy</b>	Descriptor Code: 4.2122	Issued Date: 07/20/23
		Rescinded:	Revised:

Hamilton County Board of Education has set forth criteria and processes for the Administration of Hamilton County Schools' interventions and decisions with regard to its authorized charter schools. The Board has established this intervention policy stating the general conditions that may trigger intervention and the type of actions and consequences that may ensue. To the extent possible, this plan shall limit the administrative burden on schools. If there is reason for concern, the Administration shall monitor as often and vigorously as needed to ensure the charter school remedies serious issues in a timely manner. In cases where intervention is warranted, it shall be proportionate to the identified problem, adhere to provisions of the charter agreement and respect the autonomy of the charter school. The table of interventions is found in this policy.

## Interventions Procedures

1. The Administration shall give the charter schools in the district timely notice of any charter agreement violations or performance deficiencies justifying intervention. Notices shall state the deficiency; the applicable regulatory, performance or contractual provision(s) not satisfactorily met; the expected remedy, including whether a Performance Improvement Plan is required (as further described below); and the timeframe by which the Administration expects a deficiency to be remedied and/or a Plan of Correction submitted.
2. The Administration shall provide its charter schools with reasonable time and opportunity for submission of Performance Improvement Plan and/or remediation in non-emergency situations.
3. Where intervention is needed, the Administration shall engage in intervention strategies that preserve charter autonomy and responsibility by identifying what the charter school must remedy without prescribing solutions.
4. Depending on the severity of the concern or deficiency, the Board reserves the right to revoke the charter agreement in accordance with the terms and provisions of the charter agreement and TN Code Annotated 49-13-122. If the Board deems that an intervention other than contract revocation is appropriate, it may begin at any level of intervention and shall be permitted to jump levels.
5. The Administration or the Board, as appropriate, shall notify the governing board of any charter school that requires an intervention. The notice shall describe the intervention and may include additional consequences if the deficiency and/or concern(s) are not remedied within the stated timeline.
6. A Performance Improvement Plan shall include specific improvement objectives, responsible person(s) for each action, technical assistance requirements (if applicable), a schedule, and indicators of success. The charter school shall submit its Plan of Correction within the timelines prescribed.
7. If a charter school is unable to meet timeframes for remediation and/or submission of a Performance Improvement Plan, it shall provide a written response within the stated timelines, which shall include a justification for its inability to meet the timeframe together with a proposed timeframe for remedying deficiencies. The Administration shall consider the Charter school's justification and either approve, approve with modifications, or reject the charter school's proposed timeframe.
8. Charter schools shall be responsible for notifying the Administration when a deficiency has been remedied, if the charter school requires an extension of time to remedy a deficiency, or if the charter school requires a modification to its Performance Improvement Plan.

## Table of Intervention Procedures for addressing deficiencies in Charter School Performance

Status*	Possible Triggers	Possible Actions/Consequences
Notice of Concern	Signs of weak performance: identified through routine monitoring, through implementation, compliance, or performance review, or by other means identified by HCS	Letter to the governing board detailing areas of concern
Notice of Deficiency	Failure to meet multiple performance targets; Failure to comply with applicable state laws and/or district policies; Failure to comply with terms of the charter contract.	Letter to the governing board detailing areas of deficiency with a requirement that a Performance Improvement Plan is developed and implemented (with specific improvements, objectives, timelines, measures). The Performance Improvement Plan must be approved by the charter school office.
Notice of Probation	Continued failure to meet performance targets; failure to meet objectives set forth in the Performance Improvement Plan; continued failure to comply with applicable state laws and/or district policies; continued failure to comply with conditions of the charter agreement	Letter to governing board to serve as notification of probationary status and outlining terms of probation; charter school office creates a Corrective Action Plan with the charter school that addresses deficits and has measurable outcomes, and a timeline with <u>very specific improvement expectations.</u>
Charter Review	Failure to successfully address the terms of the probation; material violation of any conditions, standards, or procedures set forth in the charter agreement; flagrant disregard of the charter agreement; failure to meet generally accepted standards of fiscal management; extended pattern of failure to comply with applicable law. (TCA 49-13-122(b)(1-3). Additionally, an expanded pattern of failure to comply with the terms of the charter, or inclusion on the Priority list of the bottom 5% of schools in the state may trigger a review or a closure.	Recommendation to revoke, or not to revoke, the charter, or impose lesser sanctions (at this, or any point in the process, a school may also voluntarily surrender its charter).
Charter Revocation	Charter Review results in recommendation to revoke or school has done any of the following: committed a material violation of any conditions, standards or procedures set forth in the charter agreement; failed to meet or make adequate yearly	Letter stating reasons for proposed revocation to governing board. Revocation to take place at the end of the school year unless an immediate closure must take place under the terms outlined in charter law § 49-13-122.

	<p>progress toward achievement of the state's accountability system; failed to meet generally accepted standards of fiscal management.</p> <p>Except in cases of fraud, misappropriation of funds, flagrant disregard of the charter agreement or the provisions of chapter 49-13-122 or similar misconduct, a decision to revoke shall become effective at the close of the academic year.</p>	
<p><b>*NOTE: The outlined procedures are <u>not</u> a step by step process. The Board and/or the Administration reserve the right to put schools at any status without going through the steps if more immediate actions are warranted.</b></p>		

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Legal References:

1. 49-13-121
2. 49-13-122

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Cross References: