Office of CHARTER SCHOOLS
NC Department of Public Instruction

REMOTE CHARTER ACADEMY AMENDMENT APPLICATION

INSTRUCTIONS: Please complete this application in its entirety. Submit any supporting documents along with this application via Epicenter - see minimum requirements below. The Epicenter task will include a blank application and a blank budget template.

All decisions regarding approval or denial of Remote Charter Academy applications must be made by the Charter Schools Review Board (CSRB). Once an application is deemed complete by Office of Charter Schools staff, it will be forwarded to CSRB for consideration.

Required application materials for Epicenter submission:

1. A completed Remote Charter Academy application saved as a PDF;
2. A budget aligned to the minimum requirements outlined in this application;
3. A Remote Instruction Plan that outlines the requirements found in this application in a format that is intended for stakeholders such as staff and families.

This application is written pursuant to the requirements of North Carolina General Statute. Please see HB 259 (Session 2023) for details. § 115C-218.120 "Remote charter academies" begins on page 93.

General Information

Charter School Name:
LEA Number:
Current average daily membership and grades served at the charter school listed above:

Proposed Remote Charter Academy (RCA) Name:
Proposed Remote Charter Academy Administrator Name(s), email, and other contact information:

Grade Levels and Enrollment

Remote Charter Academy (RCA) Charter Agreements are issued for a period of five years. Please provide the projected enrollment and grade levels and school years of operation (i.e. 2024-2025).

Charter Year	School Year	Grade Levels	Enrollment Projection
YEAR 1	2024-2025		
YEAR 2	2025-2026		
YEAR 3	2026-2027		
YEAR 4	2027-2028		
YEAR 5	2028-2029		

Type of Remote Charter Academy

§ 115C-218.120(a). Remote charter academies.
A charter that includes a remote charter academy may do any of the following:

(1) Provide only remote instruction to enrolled students served by the charter in accordance with this Part.

(2) Provide remote instruction to students enrolled in the remote charter academy and provide in-person instruction to other students served by the charter.

(3) Provide enrolled students both remote instruction and in-person instruction. A student who receives more than half of the student's instruction through remote instruction shall be classified as enrolled in the charter's remote charter academy.

Indicate which status is appropriate for the Remote Academy amendment application.

- ☐ FULL VIRTUAL -- Full virtual: the school has no physical building where students meet with each other or with teachers, all instruction is virtual.
- ☐ FACE VIRTUAL -- Virtual with face-to face options: the school focuses on a systematic program of virtual instruction but includes some physical meetings among students and teachers.

If applying as "FACE VIRTUAL", please indicate the appropriate option:
Please note: A student who receives more than half of their instruction through remote instruction, shall be classified as enrolled in the remote charter academy.

- ☐ The school will provide remote instruction to students enrolled in the remote charter academy AND provide in-person instruction to ***other*** students served by the charter. In other words, the school will have two cohorts of students - remote students and in-person students.

- ☐ The school will provide enrolled students with BOTH remote instruction and in-person instruction. In other words, there is one cohort of enrolled students who receive both remote and in-person instruction.

If “FACE VIRTUAL” is selected, where will the physical meetings/instruction take place?

Which of the following enrollment areas will the remote charter academy use to enroll students?

- ☐ A **statewide remote charter academy** that admits students in accordance with G.S. 115C-218.45.
- ☐ A **regional remote charter academy** that, notwithstanding G.S. 115C-218.45(a), admits students only from the county in which the charter school facility is located and the counties of the State geographically contiguous to that county.

Remote Charter Academy (RCA) Minimum Requirements

Remote academies are required to meet the following requirements to operate. These are legislative requirements with no exceptions.

INSTRUCTIONS: Please complete the following questions and submit a budget that aligns with the requirements for staffing, resources, and technology. Applicants must be prepared to discuss the budget and RCA minimum requirements at the CSRB interview.

By checking each box below, the applicant understands the following enrollment requirements must be met by the RCA:

- ☐ All students enrolled in the remote academy must have parental consent.
- ☐ A Board of Directors shall require an admissions application to secure parental consent prior to enrollment of a student in a remote academy.
- ☐ A remote academy must identify characteristics for successful remote learning and establish criteria for admittance to a remote charter academy and must make that information available to parents.

- ☐ A student may not be denied admission to the remote academy solely on the basis that the student is a child with a disability.
- ☐ Students with a disability that are admitted to the remote academy must have an IEP team that plans for successful student entry and the provision of accommodations necessary to provide for a free and appropriate public education.

By checking each box below, the applicant understands the following must be provided to students in the RCA:

- ☐ Any hardware or software needed to participate in the remote academy is provided by the school.
- ☐ Access to a learning management platform that enables monitoring of student performance and school-owned devices, as well as allows video conferencing and supervised text-based chat for synchronous communication is provided.
- ☐ Access to the internet that is available during instructional hours, evenings, and weekends.
- ☐ Technical support during instructional hours.
- ☐ Adaptive or assistive devices, transportation, and in-person services as required by the program or plan are provided for children with an individualized education plan (IEP).

By checking each box below, the applicant understands the following requirements must be met by the remote academy:

- ☐ The remote academy does not charge rental fees for hardware or software.
- ☐ If students are charged damage fees for use or abuse of software, it must be clearly outlined in the local board policy.
- ☐ The remote academy satisfies the minimum required number of instructional days or hours for the school calendar through remote instruction.
- ☐ All employees of the remote academy meet the same licensure and evaluation requirements as required for in-person employees of the local school administrative unit.

By checking each box below, the applicant understands the remote academy must have sufficient staff in the following roles:

- ☐ Instructional Technology Facilitator 115C-218.122(d)(1)
- ☐ School Library Media Coordinator 115C-218.122(d)(2)
- ☐ Data Manager 115C-218.122(d)(3)
- ☐ Remote technicians to provide technical support throughout the instructional day 115C-218.122(d)(4)

Remote Instruction Plan

INSTRUCTIONS: Submit a Remote Instruction Plan that includes answers to each of the following sections/questions below. Next to each question or requirement below please reference a page number in the Remote Instruction Plan. Do not cut/paste text from the plan below; a page number reference is sufficient.
Ex: How will the remote academy monitor enrollment? (pg 1 remote plan)

Although not required, charters may utilize the worksheet linked here and utilized throughout the state for remote instruction plans. This worksheet may provide an effective starting point but should also include any requirements below.

Monitoring and Compliance

1. How will the remote academy monitor enrollment?

2. How will the remote academy monitor calendar compliance?

3. How will the remote academy monitor daily attendance?

4. How will the remote academy monitor course credit accrual, progress toward graduation (if applicable), and course completion?

5. Include any additional information related to the monitoring of student attendance, work completion, and for those serving high school students, graduation requirement compliance and monitoring. State graduation requirements are found here. All schools serving high school students should be familiar with and prepared to follow all GRAD policies.
6. Explain if and how remote students will be subject to different policies currently in effect at the brick and mortar school. For example, discipline policies, attendance policies, retention/promotion policies, etc.

Note: Remote Academies are subject to policies outlined in the NC School Attendance and Student Accounting Manual and NC State Board of Education policies.

Remote Education and Technology

Within the Remote Instruction Plan include the following:

1. List the hardware and software that students will need to participate in the remote academy.

2. Please indicate which learning management platform the remote academy will use to deliver synchronous and asynchronous instruction. If the platform the remote academy is using is not listed, please select 'Other' and provide the name.
    - ☐ Canvas
    - ☐ SeeSaw
    - ☐ Haiku
    - ☐ Blackboard
    - ☐ Google Classroom
    - ☐ Moodle
    - ☐ Schoology
    - ☐ Other - list below.
    - ☐

3. Provide the source of online content for each grade level and subject area. Use the following format to complete your answers:

    Grade Level, Subject Area- Content Source

    Examples

    1st Grade, ELA/Reading - EdMentum

    3rd Grade, Social Studies & Science- Teacher-created

4. How will learning take place synchronously and asynchronously?
5. What measures will be used to ensure that synchronous and asynchronous remote instruction support learning growth that continues towards mastery of the standard course of study?
6. Describe the professional development that will be provided to those teaching in the remote academy related to the pedagogy of providing remote instruction.
7. What are the criteria for admission to the remote academy? See the Remote Charter Academy statute linked above for statutory limitations.
8. What are the identified characteristics for successful remote learning in the remote academy?
9. Describe all training and/or resources that will be provided as an orientation for students to encourage success.
10. How will information about remote academy admission requirements be communicated to parents and guardians?
11. How will information about the characteristics of successful remote learning be communicated to parents and guardians?
12. Describe any school nutrition services provided to students.
13. Describe any transportation services provided to students.
14. Provide a sample weekly schedule for a remote student attending your school's RCA.