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NWCEO CHARTER SCHOOL POLICY KIT INFORMATION

NWCEO is extremely pleased to announce our new policy kit designed FOR Oregon public charter schools BY Oregon's foremost charter school experts. Think of NWCEO'S policy kit as an owner's manual for your charter school. Owner manuals, whether for a new car or a DVD player or a washing machine, all contain the same basic information – how to start it up, how to keep it running and what to do when it doesn't work. The NWCEO Charter School Policy Kit contains policies to help you in the day-to-day operation of your school.

For ease of use, we have organized the policy kit as a file box, with eleven file folders containing subject areas common to charter school operation. The eleven sections are:

1. **Basic Charter School Requirements** – legal requirements like admissions and lottery, annual report and audit, and non-discrimination
2. **Non-profit organization** – includes Oregon non-profit corporation and federal 501(c)(3) status
3. **Governance** – board requirements including board meetings and minutes, public records and conflicts of interest
4. **Personnel** – hiring, staff evaluation and discipline, and records
5. **Fiscal** – including sound financial management systems
6. **Education program management** – curriculum requirements, student records and state assessments
7. **Student management** – student behavior and discipline, suspension and expulsion, and attendance
8. **School safety** – emergency plans, communicable diseases, and weapons
9. **Facilities, operation and support services** – pupil transportation, school lunch, and use of school facilities by community
10. **Parents and community** – visitors, volunteers, and complaint process
11. **Special education** – identification and cooperation with school district

Policies in the kit reflect current law and best practice. When the law changes or best practices are revised, NWCEO will update the relevant policies and make the updated policies available each year to policy subscribers.

COST: The policy kit subscription cost to NWCEO members (to become an NWCEO member, go to www.nwceo.org/membership.php) is $1,500; this fee includes the policy set, two hours of on-site technical assistance (with board and administrators) and one-year update subscription. Customization and additional training are available for an additional cost.

For additional information about the NWCEO Charter School Policy Kit, email policy@nwceo.org.