A charter school within the Charter Institute at Erskine has the **flexibility** to:	SCDE	LEA / Authorizer	School Leader	Board	EMO/CMO	Consultant/ESP	Public Charter School Alliance	Regulation	ditional Regulation (as Applicable)
					Flexibility				
Facility									
School Name	NA	NA	Follow Charter	NA	NA	NA	NA	Charter	
School Mascot	NA	NA	Determine what the school mascot will be if any - Inform the Board as needed	Approve the mascot if needed	NA	NA	NA		
School Colors	NA	NA	Determine what the school colors will be if any - Inform the Board as needed	Approve the colors if needed	NA	NA	NA		
Location	NA	NA	Determine the location of the School - Inform the Board as needed	Approve the location if needed	NA	NA	NA	Charter	
Furnishings of School	NA	NA	Determine what furnishings are needed - Inform the Board as needed	NA	NA	NA	NA		
Layout of School	NA	NA	Determine the layout of the school	NA	NA	NA	NA		
Security (cameras, Raptor, Lobby Guard, Etc.)	NA	NA	Determine what security measures the school will implement - Inform the Board as needed	NA	NA	NA	NA		
Emergency Procedures	NA	NA	Determine how each security measure will be implemented in the school - fire drills, tornado drills	NA	NA	NA	NA		
Safety Drills - dates	NA	Provide the number of required safety drills required by law	Determine when each safety drills will be conducted in the school	NA	NA	NA	NA		
Visitor Policy	NA	NA	Determine what the school's visitor policy will be - Inform the Board as needed	NA	NA	NA	NA		
Program									
Purchase any curriculum or design its own	NA	NA	Determine the curriculum purchases or the need to develop a plan for curriculum design as outlined by charter as needed - Inform the Board as needed	NA	Bound by Contracted Services	Bound by Contracted Services	NA	Charter	59-40-20
Determine which instructional methods to use	NA	NA	Determine the instructional methods used in the school as outlined by charter as needed - Inform the Board as needed	NA	Bound by Contracted Services	Bound by Contracted Services	NA	Charter	59-40-20
Use state-adopted textbooks (at little to no charge) or purchase its own	Provide Guidance to the LEA / Authorizer	Work with the SCDE to set up accounts for schools and to relay deadlines.	School Leader or Designee orders textbooks for adoption. Maintains inventory and pays the State for any lost textbooks.	NA	NA	NA	NA	Charter	Reg 43-70
Set its goals for improving student academic achievement	Provide Guidance to the LEA / Authorizer	Monitor for Compliance	Develope yearly goals for improving academic achievement - Work with Authorizer as needed - Inform Board as needed	NA	Bound by Contracted Services	Bound by Contracted Services	NA	Charter	59-40-20
MIssion of the School	NA	NA	Determine the School's MIssion as defined by the charter as needed - Inform the Board as needed	NA	NA	NA	NA	Charter	
Vision of the School	NA	NA	Determine the School's Vision as defined by the charter as needed - Inform the Board as needed	NA	NA	NA	NA	Charter	
Behavior Curriculum (PBIS, etc.)	NA	NA	Determine what Behavior Curriculum will be implemented as any as defined by the charter as needed - Inform the Board as needed	NA	NA	NA	NA	Charter	
Formative Assessment Tools	NA	NA	Determine the Formative Assessment Tools that will be implemented as defined by the charter as needed - Inform the Board as needed	NA	NA	NA	NA	Charter	
Technology (one-to-one, school, etc)	NA	NA	Determine the Technology Initiative as defined by the charter as needed - Inform the Board as needed	NA	NA	NA	NA	Charter	
Before and After School Programs Offered	NA	NA	Determine what Before and After Programs will be Offered as any as defined by the charter as needed - Inform the Board as needed	NA	NA	NA	NA	Charter	
Food Services - Determine whether or not to offer food services	Provide Guidance to the LEA / Authorizer	Provide information to school sent out by the SCDE	Determine what Food Service Offerings will be available as any as defined by the charter as needed - Inform the Board as needed	NA	Bound by Contracted Services	Bound by Contracted Services	NA	Charter Application or Charter Amendment	43-168

A charter school within the Charter Institute at Erskine has the **flexibility** to:	SCDE	LEA / Authorizer	School Leader	Board	EMO/CMO	Consultant/ESP	Public Charter School Alliance	Regulation	ditional Regulation (as Applicable)
USDA	NA	NA	Determine whether or not to seek USDA Reimbursement for lunch program - Inform the Board as needed	NA	Bound by Contracted Services	Bound by Contracted Services	NA		
Determine the Grade Levels Served	NA	NA	Follow the Charter	NA	NA	NA	NA	Charter Application or Charter Amendment	
Determine the Structure- Self contained, teams, departmentalized	NA	NA	Determine what the Structure of the grades will be as defined by the charter as needed - Inform the Board as needed	NA	NA	NA	NA	Charter	
Intervention Curriculum	NA	NA	Determine what Intervention Curriculum will be used as any - Inform the Board as needed	NA	NA	NA	NA	Charter	
Specialization- PBL, STEM, STEAM, Classical, ect.	NA	NA	Determine what specialization the school will focus on if any as defined by the charter - Inform the Board as needed	NA	NA	NA	NA	Charter Application or Charter Amendment	
Extra-Curricular (Elective) Courses Offered	NA	NA	Determine what elective courses will be offered at the school - Inform the Board as needed	NA	NA	NA	NA	Charter	
Class Size	NA	NA	Follow the Charter	NA	NA	NA	NA	Charter Application or Charter Amendment	
Sports Offered	NA	NA	Determine what sports will be offered at the school - Inform the Board as needed	NA	NA	NA	NA	Charter	
High School League or Not	NA	NA	Determine as the school will participate in the South Carolina High School League or Not - Inform the Board as needed	NA	NA	NA	NA		
Student Policy Handbooks - such as Homework, Cell Phones, Activities, ect.	NA	NA	Develop Student Policy Handbooks - Inform Board as needed	Adopt the Policies as needed	NA	NA	NA	Charter	
Establish student discipline, expulsion, and denial of admission procedures	Provide Guidance to the LEA / Authorizer	Monitor for Compliance	Develop policies and procedures as needed - Work with Authorizer as needed - Inform Board as needed	Approve policies as needed	NA	NA	NA	Charter Application or Charter Amendment	59-40-60
Summer School	NA	NA	Inform the Board as needed	NA	NA	NA	NA		
Uniforms or Not	NA	NA	Determine if students will wear uniforms or not - Inform the Board as needed	NA	NA	NA	NA	Charter	
Master Calendar - Set its own calendar and daily schedule (within minimum requirements)	Provide Guidance to the LEA / Authorizer	Monitor for Compliance	Develop school academic calendar and daily schedule with quarters, semesters, or yearly breakdowns	Approve school academic calendar and daily schedule with quarters, semesters, or yearly breakdowns	NA	NA	NA	Charter	Reg 43-274
Holidays and Teacher Workdays Dates	NA	NA	Develop school calendar that indicates holidays and teacher workdays dates	Approve school holidays and teacher workdays dates	NA	NA	NA		
Special Event Dates	NA	NA	Determine what special events if any will be conducted and when they will be conducted - Inform the Board as needed	NA	NA	NA	NA		
Special Event Procedures i.e. Graduation End of Year Programs, Field Days	NA	NA	Determine what special events if any will be conducted and how they will be conducted - Inform Board if needed	NA	NA	NA	NA		
Start time for the School Day	NA	NA	Determine the start time for the school day if not outlined in the charter - Inform the Board as needed	Approve the start time of the school day if needed	NA	NA	NA	Charter	
End time for the School Day	NA	NA	Determine the end time for the school day if not outlined in the charter - Inform the Board as needed	Approve the end time of the day if needed	NA	NA	NA	Charter	
Student Clubs- such as Beta, Junior Beta, Honor Society, ext.	NA	NA	Determine what clubs will be implemented at the school - Inform the Board as needed	NA	NA	NA	NA		
Enrichment and Remediation Offered	NA	NA	Determine how enrichment and remediation if any will be implemented - Inform the Board as needed	NA	NA	NA	NA	Charter	
Parental Involvement/ Volunteer Program	NA	NA	Determine how the Parental Involvement / Volunteer Program if any will be conducted - Inform the Board as needed	Approve if needed	NA	NA	NA		

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Required Student Supplies or Materials	NA	NA	Determine the student supplies and materials needed for each grade/class	NA	NA	NA	NA		
Tutoring Programs	NA	NA	Determine if and how any tutoring programs will be conducted at the school - Inform the Board as needed	NA	NA	NA	NA	Charter	
Student of the Year	NA	Collect Nominee from the School	Provide nominee or not - Inform the Board as needed	NA	NA	NA	NA		
Parent Mode of Communication	NA	NA	Determine how the school will communicate with parents - Inform the Board as needed	NA	NA	NA	NA		
Student Mode of Communication	NA	NA	Determine how the school will communicate with students - Inform the Board as needed	NA	NA	NA	NA		
Promotion and Retention Policies	NA	NA	Determine what the school's promotion and retention policy will be - Inform the Board as needed	Approve if needed	NA	NA	NA		
Community Partnerships	NA	NA	Determine what community partnerships will be formed - Inform the Board as needed	NA	NA	NA	NA		
Management or Service Provider Agreements	NA	NA	Determine if the school needs outside management or service provider agreements - Inform the Board as needed	Approve if needed	NA	NA	NA		
Personnel									
Positions held at the School	NA	NA	Determine what positions are needed for the school - Inform the Board as needed	Approve if needed	NA	NA	NA	Charter	
Make employment decisions for its own administrators	NA	Collects PCS forms and Monitor for compliance	School Leader hires administrators based on guidelines provided by the Charter or the Board	Approve if needed	NA	NA	NA	Charter	
Make employment decisions for its own teachers	NA	Collect PCS forms	Developing hiring policies and procedures - hire teachers	Adopt policies and procedures if needed	NA	NA	NA		
Teacher Evaluations - Use the ADEPT program or select another method of evaluating teachers	Provide Guidance to the LEA / Authorizer	Provide guidance to schools - Monitor for Compliance	Uses ADEPT or Constructs and Submits Local Board Approved Plan to the Institute for Approval by SCDE for Alternate Evaluation System; Ensure all information is entered into SC LEAD	Approves Alternate Evaluation System as Applicable	Bound by Contracted Services	Bound by Contracted Services	NA	59-26-40	
Make employment decisions for its own support staff	NA	Collect PCS forms	Develop hiring policies and procedures - support staff	Adopt policies and procedures if needed	NA	NA	NA		43-209
Hire non certified teachers up to 25 percent of the teaching staff (subject to limitations)	NA	Monitor Compliance	Monitor new hires to Ensure the non certified teachers in your school does not exceed 25% - inform Board as needed	NA	NA	NA	NA	59-40-50	
Hire teachers under a contract or at-will status	NA	Collect PCS forms for employees	Determine contracts or at-will status as needed	Approve contracts or at-will status if needed	NA	NA	NA	Charter	
Determine whether or not to participate in the South Carolina Retirement Systems	NA	NA	Determine participation in the SCRS as needed	Approve participation in the SCRS if needed	NA	NA	NA	Charter	59-40-125
Other Insurance and Benefits	NA	NA	Determine participation in other insurance or benefits	Approve participation in other insurance or benefits if needed	NA	NA	NA	Charter	
Nurse or Not	NA	Allocate Nurse Funding Grant as provided by the SCDE	Determine as a licensed nurse is needed at the school - Inform Board as needed	NA	NA	NA	NA		
Reading Coach or Not	NA	Allocate Reading Coach funds as provided by the SCDE	Determine as a Reading Coach is needed at the school - Inform the Board as needed	NA	NA	NA	NA		
Delegation of Duties	NA	NA	Determine the Delegation of Duties for the school - Inform the Board as needed	NA	NA	NA	NA		
Pay Scale	NA	NA	Determine the pay scale for the school - Inform the Board as needed	Approve the Pay Scale if needed	NA	NA	NA		
Employee Policy Handbooks	NA	NA	Determine contents of the Employee Policy Handbooks - Inform the Board as needed	Approve the Employee Policy Handbooks if needed	NA	NA	NA		
Enrollment - Enroll students who reside anywhere in the state, regardless of the school's physical location	Provide Guidance to the LEA / Authorizer	Monitor for Compliance	Develop policies and procedures as needed - Work with Authorizer as needed	Approve policies and procedures if needed	NA	NA	NA		

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Transportation - Determine whether or not to offer transportation	Provide Guidance to the LEA / Authorizer	Provide information to school sent out by the SCDE	Work with Board to decide what transportation offerings the school will offer, as not spelled out by charter	Work with School Leader to decide what transportation offerings the school will have if any- if not spelled out in the charter	Bound by Contracted Services	Bound by Contracted Services	NA	Charter	43-80
Conduct its own professional development	NA	NA	Plan and Implement any professional development at the school level - Inform the Board as needed	NA	Bound by Contracted Services	Bound by Contracted Services	NA		
Staff/Faculty meeting schedules and agendas	NA	NA	Develop staff/faculty meeting schedules and agendas	NA	Bound by Contracted Services	Bound by Contracted Services	NA		
Teacher of the Year	NA	Collect Nominee from School	Participate by providing a nominee or not - Inform the Board as needed	NA	NA	NA	NA		
Support Services - ie. OT, PT, etc	NA	NA	Determine what support services are needed	NA	NA	NA	NA		
Sub System	NA	NA	Determine how subs will be tracked	NA	NA	NA	NA		
Job Postings	NA	Can assist posting on CERRA for teaching positions	Determine how and if jobs are posted as needed	Approve policy as needed	NA	NA	NA		
Finance									
Accounting Procedures (outside of ensuring proper controls and purchasing processes)	NA	NA	Determine what procedures the school will implement for accounting - Inform the Board as needed	NA	NA	NA	NA		
Grants (other than CIE such as Title I)	NA	NA	Determine what grants the school will apply for and how they will use the funds - Inform the Board as needed	NA	NA	NA	NA		
State Funds - Develop budget for spending	Provide Guidance to the LEA / Authorizer	Monitor for Compliance, Provides Allocations	Work with School Team to develop the budget, submit the budget for Board approval, Enforce budget	Review and approve the school budget	NA	NA	NA		
Federal Funds - Develop budget for spending	Provide Guidance to the LEA / Authorizer	Monitor for Approval, Submits for Reimbursement, Provides Allocations	Work with individuals within the school or school community that meet the requirements of each plan, develop a plan, submit to the Authorizer to approve the budget - inform Board	Follow Board Policies and Procedures Pertaining Spending	NA	NA	NA		
Fundraising	NA	NA	Determine what fundraising efforts the school will participate in if any - Inform the Board as needed	NA	NA	NA	NA		
Donations	NA	NA	Ask for or Accept Donations - Inform the Board as needed	NA	NA	NA	NA		
Student Fees	NA	NA	Determine what student fees if any will be required - Inform the Board as needed	NA	NA	NA	NA		
General Funds	NA	NA	Determine how general funds will be used - Inform Board as needed	Approve if needed	NA	NA	NA		
RFPs, Vendor Selection, Purchasing	NA	NA	Determine the policies and procedures for RFPs, vendor selection, and purchasing - Inform the Board as needed	Approve if needed	NA	NA	NA		
Accounting or Payment Software	NA	NA	Determine what accounting or payment software will be used if any - Inform the Board as needed	Approve if needed	NA	NA	NA		
Overall School Budget	NA	NA	Determine what the school's overall budget will be - Inform the Board	Approve the overall budget	NA	NA	NA		
Travel and Reimbursement Policies	NA	NA	Determine what the school's travel and reimbursement policy and procedures will be - Inform the Board as needed	Approve if needed	NA	NA	NA		
Fiscal Management	NA	Monitor as needed	Determine the procedures for fiscal management processes - Inform the Board as needed	Approve if needed	NA	NA	NA		
Other									
Board Operations	NA	NA	NA	Determine how the Board operates	NA	NA	NA		
Board Elections	NA	NA	NA	Determine the policy and procedures for Board Elections	NA	NA	NA		
Advisory Councils	NA	NA	NA	Determine the policy and procedures for Advisory Councils	NA	NA	NA		

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Subcommittees	NA	NA	NA	Determine the policy and procedures for Board subcommittees	NA	NA	NA		
Advertising/Marketing	NA	NA	Determine what advertising/marketing strategies if any will be used - Inform the Board as needed	NA	NA	NA	NA		
Communications	NA	NA	Determine how the school will communicate with its stakeholders - Facebook, Twitter, etc. - Inform Board as needed	NA	NA	NA	NA		
Support Services such as Technology Services	NA	NA	Determine what support services are needed for the school - Inform the Board as needed	Approve if needed	NA	NA	NA		
Custodial Staff (Contracted or employed by school)	NA	NA	Determine how custodians will be handled at the school - Inform the Board as needed	Approve if needed	NA	NA	NA		
E-Rate	Provide information to the LEA/Authorizer	Provide information to the School	Determine if the school will participate in the E-Rate Program - Inform Board as needed	NA	NA	NA	NA		

A charter school within the Charter Institute at Erskine **must**:	SCDE	LEA / Authorizer	School Leader	Board	EMO/CMO	Consultant/ESP		Regulation	ditional Regulation (as Applicable)
Governance									
School Organization - Be organized as a South Carolina non-profit corporation	Provide Guidance to the LEA / Authorizer	Monitor for Compliance	Provides information to Board for updates as needed	Maintain status	Bound by Contracted Services	NA	NA	59-40-60	
Board Composition - Have a governing board of at least seven members, with at least fasty percent having a background in K-12 education or in business, and at least fasty percent being elected by employees of the charter school and parents or guardians of enrolled students	Provide Guidance to the LEA / Authorizer	Monitor for Compliance	NA	Develops bylaws outlining policies and procedures to Ensure the correct Board Composition	NA	NA	NA	59-40-50.B.9	
Board Training - Ensure that every board member successfully completes an orientation program	Provide Guidance to the LEA / Authorizer	Monitor for Compliance	NA	Ensure Board Members complete SCDE approved Board training by specified time	NA	NA	Provides State Approved Board Training	59-40-155	
Board Members - Ensure that no board member receives pay as a school employee	Provide Guidance to the LEA / Authorizer	Monitor for Compliance as needed	NA	Ensure Board Members are not inappropriately compensated	NA	NA	NA	8-13-0740	
Board Agenda - Completed Agenda for Meetings	Provide Guidance to the LEA / Authorizer	Monitor for Compliance	Submits Items for Consideration	Prepares and Finalizes Board Agenda	NA	NA	NA	S11	
Board & The Freedom of Information Act - Comply with the Freedom of Information Act	Provide Guidance to the LEA / Authorizer	Monitor for Compliance	NA	Adheres to FOIA Requests and Time Requirements	NA	NA	NA	59-40-50.B.10	
Board Notification and Postings of Meetings - Notasy the Institute at least forty-eight hours prior to any board meeting	Provide Guidance to the LEA / Authorizer	Monitor for Compliance	NA	Ensure the Institute is notasied at least 48-hours in advance prior to any board meeting, Ensure all Board Meetings are Posted in a timely manner	NA	NA	NA	30-4-80	
School Leader Hiring	NA	Provides Guidance as Needed	NA	Develops and adopts policies and procedures for hiring a school leader	Bound by Contracted Services	Bound By Contracted Services	Can assist	59-40-50	
School Leader Evaluation	NA	Monitor for Compliance	Work with Board to Develop Goals for Evaluation	Uses PADEPP or Constructs and Submits Local Board Approved Plan to the Institute for Approval by SCDE for Alternate Evaluation System	Bound by Contracted Services	Bound by Contracted Services	Can assist	R43-165-1	
EMO Evaluation/Annual Report	NA	Provides Guidance as Needed	Work with Board to Develop Goals for Evaluation	Evaluates EMO	Bound by Contracted Services	NA	NA		
Consultant Evaluation (Not Student Services)	NA	Provides Guidance as Needed	Work with Board to Develop Goals for Evaluation	Evaluates Consultant Based on Previously Established Goals Creates rubric for evaluation.	NA	Bound by Contracted Services	NA		
Grievance Policy	Provide Guidance to the LEA / Authorizer as needed	Provides Guidance as Needed	Work with Board and Authorizer as needed	Work with Authorizer and School Leader as needed, Hear grievance as needed	NA	NA	NA		
School Leader Discipline Issues	Provide Guidance to the LEA / Authorizer	Provides Guidance as Needed	Work with the Board to Resolve Issues as possible	Work with Authorizer and School Leader as needed, Hear grievance as needed	NA	NA	NA		

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Board Discipline Issues	Provide Guidance to the LEA / Authorizer	Provides Guidance as Needed	Work with Board and Authorizer as needed	Work with Authorizer and School Leader as needed	NA	NA	NA		
Emergency at Schools (News Worthy)	NA	Provides Guidance as Needed	Work with Board as needed and Report to Authorizer	Work with Authorizer and School Leader as needed	NA	NA	NA	43-166	
Board Election	NA	Provides Guidance as Needed	Work with the Board as needed	Develop and adopt policies and procedures as needed, complete board election accordingly	NA	NA	Can assist	59-40-50	
Lottery	NA	Monitor for Compliance	Work with Board to develop and adopt policies and procedures for lottery as needed	Work with School Leader to develop and adopt policies and procedures for the lottery as needed	Bound by Contracted Services	Bound by Contracted Services	Can assist	59-40-50	
Amendments - Material Changes (mission, structure, goals, etc); Enrollment Change - (as small change it is a material change, as large change it's a different process); Location Change - (Larger, specasied process)	Provide Guidance to the LEA / Authorizer as needed	Work with School Leader and Board Chair to complete amendment process	Work with Board Chair and Authorizer to complete amendment process	Work with School Leader and Authorizer to complete the amendment process	NA	NA	NA	59-40-110	
Charter Development - Expansion (expanding out - adding classes; expanding up/down - adding grades); Replication (Same program, different location)	Provide Guidance to the LEA / Authorizer as needed	Work with School Leader and Board Chair to complete process	Work with Board Chair and Authorizer to complete process	Work with School Leader and Authorizer to complete the process	NA	NA	NA	59-40-110	
Renewal - Contract time period is coming to an end	Provide Guidance to the LEA / Authorizer as needed	Work with School Leader and Board Chair to complete renewal process	Work with Authorizer and Board Chair to complete renewal process	Work with School Leader and Authorizer to complete renewal process	NA	NA	NA	59-40-55	
Transfer - Transfer to/from another authorizer	Provide Guidance to the LEA / Authorizer as needed	Work with School Leader and Board Chair to complete process	Work with Board Chair and Authorizer to complete process	Work with School Leader and Authorizer to complete the process	NA	NA	NA		
Revocation or Closure - School is not meeting Charter or the Institute's Expectations	Provide Guidance to the LEA / Authorizer as needed	Work with Board	Work with Board	Work with Authorizer with School Leader input as needed	NA	NA	NA	59-40-55	
Sponsor Designations - Alternative Education Campus (designation and Monitoring - maintenance of 50% / 85%, dependent upon type of AEC)	Provide Guidance to the LEA / Authorizer as needed	Work with School Leader and Board Chair to complete process	Work with Board Chair and Authorizer to complete process	Work with School Leader and Authorizer to complete the process	NA	NA	NA	59-40-110	
A charter school within the Charter Institute at Erskine __must__:	SCDE	LEA / Authorizer	School Leader	Board	EMO/CMO	Consultant/ESP		Regulation	ditional Regulation (as Applicable)
Student Rights									
Health and Safety - Adhere to the same health and safety requirements as other public schools	Provide Guidance to the LEA / Authorizer as needed	Monitor Compliance, Offers trainings for Institute Expectations	Work with the Board to Develop Policies and Procedures to Ensure health and safety requirements are adhered to	Work with the School Leader to develop policies and procedures to Ensure health and safety requirements are adhered to	NA	NA	NA	59-40-50	43-166
Discrimination - Follow all federal and state laws prohibiting discrimination on the basis of disability, race, creed, color, gender, national origin, religion, ancestry, or need for special education services	Provide Guidance to the LEA / Authorizer as needed	Monitor Compliance, Offers trainings for Institute Expectations	Ensure all federal and state laws are adhered to	Ensure the School Leader adheres to all state and federal laws	NA	NA	NA	59-40-40	
IDEA - Comply with the Individuals with Disabilities Act (IDEA)	Provide Guidance to the LEA / Authorizer as needed	Monitor Compliance, Offers trainings for Institute Expectations, Provides guidance as needed	Adheres to all IDEA requirements, School Leader or Designee Attends Required Institute Training	Ensure the School Leader Adheres to all IDEA requirements, School Leader or Designee Attends Required Institute Training	NA	NA	NA	Reg 43-243	
Section 504 - Comply with Section 504 of the Rehabilitation Act	Provide Guidance to the LEA / Authorizer as needed	Monitor Compliance, Offers trainings for Institute Expectations, provides guidance as needed	Adheres to all 504 requirements, School Leader or Designee Attends Required Institute Training	Ensure the School Leader Adheres to all 504 requirements, School Leader or Designee Attends Required Institute Training	NA	NA	NA	Section 504	
Americans Disabilities Act - Comply with the Americans Disability Act (ADA)	Provide Guidance to the LEA / Authorizer as needed	Monitor Compliance, Offers trainings for Institute Expectations, provides guidance as needed	Adheres to all ADA requirements, School Leader or Designee Attends Required Institute Training	Ensure the School Leader Adheres to all ADA requirements, School Leader or Designee Attends Required Institute Training	NA	NA	NA	Title 42	

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FERPA and HIPPA - Comply with the Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act (HIPPA)	Provide Guidance to the LEA / Authorizer as needed	Monitor Compliance, Offers trainings for Institute Expectations, provides guidance as needed	Adheres to all FERPA and HIPPA requirements, School Leader or Designee Attends Required Institute Training	Ensure the School Leader Adheres to all FERPA and HIPPA requirements, School Leader or Designee Attends Required Institute Training	NA	NA	NA	FERPA Reg	HIPPA Reg
Medical Homebound	Provide Guidance to the LEA / Authorizer as needed	Monitor Compliance, Offers trainings for Institute Expectations, provides guidance as needed	Work with the Board to develop procedures for Medical Homebound, Aheres to Medical Homebound Requirements and Approves and Implements Homebound Plan	Work with School Leader to develop procedures for Medical Homebound, Ensure the School Leader adheres to all Medical Homebound Requirements, Hears appeals for denied Medical Homebound Plan	NA	NA	NA	43-241	
Multi - Tiered Systems of Support (MTSS)	Provide Guidance to the LEA / Authorizer as needed	Monitor Compliance, Offers trainings for Institute Expectations, provides guidance as needed	Adheres to all Act 213 MTSS requirements, School Leader or Designee Attends Required Institute Training	Ensure the School Leader or Designee Adheres to all Act 213 MTSS requirements, School Leader or Designee Attends Required Institute Training	NA	NA	NA	Act 213	
English Language Learner (ELL) - Provide resources and support to English Language Learners	Provide Guidance to the LEA / Authorizer as needed	Monitor Compliance, Offers trainings for Institute Expectations	Adheres to all Title III requirements, School Leader or Designee Attends Required Institute Training	Ensure the School Leader or Designee Adheres to all Title III requirements, School Leader or Designee Attends Required Institute Training	NA	NA	NA	Title III	
School Fees - Not charge tuition or other charges except those allowed by the sponsor and comparable to the local school district in which the charter school is located	Provide Guidance to the LEA / Authorizer as needed	Monitor Compliance	Ensure the School does not charge tuition or registration that is not comparable to neighboring districts	Work with School Leader to ensure the School does not charge tuition or registration that is not comparable to neighboring districts	NA	NA	NA	59-40-40	

A charter school within the Charter Institute at Erskine **must**:	SCDE	Authorizer	School Leader	Board	EMO/CMO	Consultant/ESP		Regulation	ditional Regulation (as Applicable)
Employment									
Employ at least one administrator who is certified or experienced in the field of school administration	NA	Monitor for Compliance	Work with Board to develop policies and procedures as needed, hire certified administrator as needed	Work with School Leader to develop policies and procedures as needed, adopt policies and procedures, hire certified school leader as needed	NA	NA	NA	59-40-50	
Ensure that any non-certified administrator successfully completes an orientation program	NA	Monitor for Compliance	Ensure non-certified administrators complete an orientation program	as School Leader is non-certified, Ensure School Leader completes orientation program	Bound by Contracted Services	Bound by Contracted Services	NA	43-167	
Ensure that at least 75 percent of its teachers are certified for the courses they teach	Provide Guidance to LEA / Authorizer as needed	Monitor for Compliance	Ensure at least 75% of its teachers are certified to teach	NA	NA	NA	NA		
Ensure that 100 percent of teachers in core academic areas (English/Language Arts, Mathematics, Science, or Social Studies are currently certified in that area or hold a baccalaureate or graduate degree in that subject	Provide Guidance to LEA / Authorizer as needed	Monitor for Compliance	Ensure 100% of teachers in core academic areas are currently certified in the area or hold a baccalaureate or graduate degree in the area	NA	NA	NA	NA		
Ensure that all teachers are appropriately qualified for the subject matter taught and have completed at least one year of study at an accredited college or university	Provide Guidance to LEA / Authorizer as needed	Monitor for Compliance	Ensure all teachers are appropriately qualified for the subject matter taught	NA	NA	NA	NA		
Background Check Policy	NA		Develop a background policy	Approve as needed	NA	NA	NA		
Complete an FBI background check on all teachers	NA		Ensure an FBI background check is completed on all teachers who do not hold a SC Teaching Certificate	NA	NA	NA	NA		FBI is finger prints, all SC teaching Certificate Holders must have an FBI before receiving certificate - should this say non-certified
Meet all requirements of the ADEPT program, as the school chooses to use it. as another method is selected, teachers with Initial Teaching Certificates in those schools cannot advance to a Professional Teaching Certificate.	Provide Guidance to LEA / Authorizer as needed	Monitor for Compliance, Liaison between the SCDE and the school, provides guidance as needed	Work with Authorizer to complete requirements or to submit alternate evaluation plan, Work with Board to develop and adopt alternate evaluation plan as needed	Work with School Leader to develop and adopt alternate evaluation plan as needed	Bound by Contracted Services	Bound by Contracted Services	NA	59-26-30	
A charter school within the Charter Institute at Erskine **must**:	SCDE	LEA / Authorizer	School Leader	Board	EMO/CMO	Consultant/ESP		Regulation	ditional Regulation (as Applicable)

A charter school within the Charter Institute at Erskine has the **flexibility** to:	SCDE	LEA / Authorizer	School Leader	Board	EMO/CMO	Consultant/ESP	Public Charter School Alliance	Regulation	ditional Regulation (as Applicable)
Educational Program									
Provide an instructional program that meets or exceeds the state academic standards	NA	Monitor for Compliance	Work with Board to determine instructional program, implement instructional program	Work with School Leader to determine instructional program	Bound by Contracted Services	Bound by Contracted Services	NA	59-40-60	
Meet the state requirements for high school diploma, including, but not limited to, course unit requirements, seat time for Carnegie Units, and passage of required examinations (high school only)	Provide Guidance to LEA / Authorizer as needed	Monitor for Compliance	Ensure State Requirements for high school diploma is being met by all graduating students	Ensure School Leader is maintaining graduation requirements for all graduating students	NA	NA	NA	43-234	
Meet the same minimum student attendance requirements as other public schools	Provide Guidance to LEA / Authorizer as needed	Monitor for Compliance	Work with Board to develop attendance policies and procedures	Work with School Leader to develop and adopt attendance policies and procedures	Bound by Contracted Services	Bound by Contracted Services	NA	Reg 43-274	
Have a school calendar of at least 180 instructional days	Provide Guidance to LEA / Authorizer as needed	Monitor for Compliance	Work with Board to develop school academic calendar with at least 180 days	Work with School Leader to develop and approve a school academic calendar with at least 180 days	Bound by Contracted Services	Bound by Contracted Services	NA	Charter	Reg 43-274
School Instructional Calendar- if calendar breakdown is different than quarters, semesters, or year long classes must seek amendments	Provide Guidance to LEA / Authorizer as needed	Provide Guidance for Amendment Process	Work with Board to complete Amendment Process	Complete Amendment Process	Bound by Contracted Services	Bound by Contracted Services	NA	Charter	
Follow the South Carolina Uniform Grading Policy	Provide Guidance to LEA / Authorizer as needed	Monitor for Compliance	Ensure Uniform Grading Policy is followed	Ensure School Leader or Designee attends Required Trainings	NA	NA	NA	59-5-68	
Administer to all students, in a proctored setting, all assessments as required by the South Carolina Education Accountability Act	Provide Guidance to LEA / Authorizer as needed	Monitor for Compliance, Provides Required Training, Provides guidance as needed	School Leader and/or Designee attends required trainings, ask for guidance as needed	Ensure School Leader or Designee attends Required Trainings	NA	NA	NA	59-40-65	
A charter school within the Charter Institute at Erskine **must**:	SCDE	LEA / Authorizer	School Leader	Board	EMO/CMO	Consultant/ESP		Regulation	ditional Regulation (as Applicable)
Finance									
Fixed Asset Inventory - Comply with the same fixed asset inventory requirements as other public schools	Provide Guidance to LEA / Authorizer as needed	Monitor for Compliance	Ensure completion of Fixed Asset Inventory Annually	Ensure School Leader complete Fixed Asset Inventory Annually	Bound by Contracted Services	Bound by Contracted Services	NA	Funding Specific Requirements	
School Audit - Have an annual independent audit conducted by a qualified auditing or accounting firm and file the audit with the Institute	Provide Guidance to LEA / Authorizer as needed	Collects all required documents for submission to SCDE	Submit 3rd Party audit to Authorizer by November 1, Ensure 3rd Party Auditor submits audit to the SCDE by December 1	Review Audit in Board Meeting	NA	NA	NA	59-40-50	
Federal Programs Amendments	Provide Guidance to LEA / Authorizer as needed	Monitor for Approval, Submits for Reimbursement, Provides Allocations	Work with individuals within the school or school community that meet the requirements of each plan, develop a plan, submit to the Authorizer to approve the budget - inform Board	Follow Board Policies and Procedures Pertaining Spending	NA	NA	NA		
Federal Program Reimbursements	Provide Guidance to LEA / Authorizer as needed	Collects all required documents for submission to SCDE	Submit all required documents in SmartFusion	NA	NA	Bound by Contracted Services	NA		
P&I	Provide Guidance School Leader as needed	NA	Work with SCDE and School Accountant to meet requirements	NA	NA	Bound by Contracted Services	Runs Incubator		
A charter school within the Charter Institute at Erskine **must**:	SCDE	LEA / Authorizer	School Leader	Board	EMO/CMO	Consultant/ESP		Regulation	ditional Regulation (as Applicable)
Facilities									
Satisfy all requirements of the Office of School Facilities	Provide Guidance School Leader as needed	Monitor and Work with School Leader, Board Chair, and sometimes Director of Operations/Management Company to satisfy requirements	Work with Authorizer, Board Chair, and Director of Operations/Management Company to satisfy requirements	Work with Authorizer, School Leader, and Director of Operations/Management Company to satisfy requirements	Bound by Contracted Services	Bound by Contracted Services	NA	OSF Approval Process	Planning and Construction Guide (2018)
A charter school within the Charter Institute at Erskine **must**:	SCDE	Authorizer	School Leader	Board	EMO/CMO	Consultant/ESP		Regulation	ditional Regulation (as Applicable)
Enrollment									
Admission - Admit all children eligible to attend public school, subject to space limitations, in which case a lottery must be held	NA	Provides guidance as needed	Work with Board to Ensure compliance	Work with School Leader to Ensure compliance	NA	NA	NA	59-40-50	

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Admission Policy - Admit all children eligible to attend public school to a charter school	NA	Provides guidance as needed	Work with Board to Ensure compliance	Work with School Leader to Ensure compliance	NA	NA	NA	59-40-50	
Admission Policy - Not limit or deny admission or show preference in admission decisions to any individual or group of individuals	NA	Provides guidance as needed	Work with Board to Ensure compliance	Work with School Leader to Ensure compliance	NA	NA	NA	59-40-50	
Racial Composition - Ensure that the student racial composition reflects that of the targeted student population, dasfereing by no more than twenty percent	Provide Guidance to LEA / Authorizer as needed	Work with School Leader (unless noncompliance escalates)	Work with Board to develop a plan of action; Provide plan of action to Authorizer	Work with School Leader to develop a plan of action as needed	Bound by Contracted Services - Work at the Direction of the School Leader	Bound by Contracted Services - Work at the Direction of the School Leader	NA	59-40-50	
Priority Enrollment - Limit priority enrollment for children of employees and the charter committee to twenty percent of total enrollment	Provide Guidance to LEA / Authorizer as needed	Provides guidance as needed	Work with Board to Ensure compliance	Work with School Leader to Ensure compliance as needed	NA	NA	NA	59-40-50	
Targeted Enrollment - Be within 10% of the school's targeted enrollment of students	NA	Work with School Leader (unless noncompliance escalates)	Work with Board to develop a plan of action; Provide plan of action to Authorizer	Work with School Leader to develop a plan of action as needed	Bound by Contracted Services - Work at the Direction of the School Leader	Bound by Contracted Services - Work at the Direction of the School Leader	NA		
Policies and Materials - Application, Enrollment Packet	NA	Work with School Leader (unless noncompliance escalates)	Work with Board to develop policies and manuals; Provide plan of action to Authorizer	Approve Policies and Manuals; Work with School Leader to develop	Bound by Contracted Services - Work at the Direction of the School Leader	Bound by Contracted Services - Work at the Direction of the School Leader	NA		
Lottery - Normal, Weighted Lot or Added Preferences	Provide Guidance to LEA / Authorizer as needed	Work with School Leader on process	Work with Authorizer on process; Inform the Board	Ensure School Leader is following guidelines for lottery procedures as needed	Bound by Contracted Services - Work at the Direction of the School Leader	Bound by Contracted Services - Work at the Direction of the School Leader	NA	59-40-50	

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Reporting									
Student Data - Accurately maintain student data in PowerSchool	Provide Guidance to LEA / Authorizer as needed	Monitor for Compliance, Provides Training as Needed, Provides Guidance as Needed	Ensure Student Data is maintained accurately at the school level, Work with authorizer should problems arise	Ensure School Leader maintains student data in PowerSchool Accurately as needed	NA	NA	NA	Institute	
Application Changes - Report to the Institute any change to information provided under its application	Provide Guidance to LEA / Authorizer as needed	Monitor for Compliance, Provides Guidance as Needed	Work with Authorizer and Board to report an changes to original application	Work with School Leader and Authorizer to report any changes to original application	NA	NA	NA	Institute	
Annual Report - Submit an annual report to the Institute using the template provided by the SCDE	Provide Guidance to LEA / Authorizer as needed	Monitor for Compliance, Provides Guidance as Needed	Work with the Board to complete annual report on the template provided by SCDE	Work with the School Leader to complete annual report on the template provided by the SCDE	Bound by Contracted Services	Bound by Contracted Services	NA	SCDE / Institute	

A charter school within the Charter Institute at Erskine **must**:	SCDE	Authorizer	School Leader	Board	EMO/CMO	Consultant/ESP		Regulation	ditional Regulation (as Applicable)
Online Instruction Only									
Receive approval from the SCDE for all core-area online courses	Provide Guidance to LEA / Authorizer as needed	Monitors for Compliance	Ensure Compliance	Ensure Compliance as needed	Bound by Contracted Services	Bound by Contracted Services	NA	59-40-65	
Ensure that a parent or legal guardian of each student versus the number of hours of educational activities completed by the student	NA	Monitors for Compliance	Ensure Compliance	Ensure Compliance as needed	Bound by Contracted Services	Bound by Contracted Services	NA	59-40-65	
Conduct frequent, ongoing Monitoring to Ensure and versus that each student is participating in the program	NA	Monitors for Compliance	Ensure Compliance	Ensure Compliance as needed	Bound by Contracted Services	Bound by Contracted Services	NA	59-40-65	
Administer at least one proctored assessment per semester in core subjects graded or evaluated by the teacher	NA	Monitors for Compliance	Ensure Compliance	Ensure Compliance as needed	Bound by Contracted Services	Bound by Contracted Services	NA	59-40-65	
Conduct at least bi-weekly parent-teacher conferences in person or by telephone	NA	Monitors for Compliance	Ensure Compliance	Ensure Compliance as needed	Bound by Contracted Services	Bound by Contracted Services	NA	59-40-65	

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Provide regular instructional opportunities in real time that are directly related to the school's curricular objectives, including, but not limited to, meetings with teachers and educational field trips and outings	NA	Monitors for Compliance	Ensure Compliance	Ensure Compliance as needed	Bound by Contracted Services	Bound by Contracted Services	NA	59-40-65	
Provide no more than 75% of a student's core academic instruction via an online or computer instruction program. The other 25% may be met through the regular instructional opportunities	NA	Monitors for Compliance	Ensure Compliance	Ensure Compliance as needed	Bound by Contracted Services	Bound by Contracted Services	NA	59-40-65	
Include only full-time students in the school's average daily membership for the purposes of receiving state or federal funds	Provide Guidance to LEA / Authorizer as needed	Monitors for Compliance	Ensure Compliance	Ensure Compliance as needed	NA	NA	NA	59-40-65	