



## School Year 2022-23 Compliance Statement of Assurance

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Arizona Revised Statute § 15-182(E)(1) requires the Arizona State Board for Charter Schools ("ASBCS" or the "Board") to exercise general supervision over the charter schools it sponsors. Pursuant to Arizona law, charter holders are required to comply with all provisions of its charter, other contractual agreements with the Board, and federal, state and local law. A.R.S. §15-183; A.A.C. R7-5-501(A)(1). This Compliance Statement of Assurance serves as a compliance check for all charter holders authorized by the Board.

The Board approved the use of the Compliance Statement of Assurance ("Compliance Statement") to assist in communicating to charter holders the compliance expectations and requirements to which each charter holder must adhere. The Compliance Statement contains a list of the contractual and legal requirements applicable to charter holders and the operation of charter schools. The list of compliance statements is not all-inclusive; **the charter holder is responsible for reviewing and having knowledge of all applicable provisions, laws and requirements to which it will be held.**

This Compliance Statement shall be updated at least annually, after the adjournment of each legislative session, to include new requirements. Board staff may amend the document at any time to further communicate compliance expectations and requirements. Upon its update or amendment, a revised Compliance Statement shall be distributed, via email, to each charter holder sponsored by the Board. Upon receipt of an updated or amended Compliance Statement, each charter holder shall submit the revised Compliance Statement, completed and signed, to the Board.

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For the 2022-23 school year, each charter holder shall submit to the Board a completed and signed Compliance Statement **by October 1<sup>st</sup>**.

Charter Holder Name ("Charter Holder"):

Charter Holder Entity ID:

Name of Charter Representative:

School Information (Include School Name[s], Entity ID, & CTDS):

**Instructions:** Please have the charter representative initial on the line next to each statement to acknowledge that the Charter Holder has read and attests to each statement. Fill in the required information, sign, and submit via email to [Ashten.Fransioli@asbcs.az.gov](mailto:Ashten.Fransioli@asbcs.az.gov).  
You may contact your assigned Education Program Manager with questions.

## **Required Documentation & Filings**

### **The Charter Holder acknowledges and agrees to the following statements:**

- All provisions and requirements of the charter contract are accurate and up-to-date (including, but not limited to, the program of instruction, charter holder and school name(s), charter holder and school location(s)/address(es), grades being served at specific school sites, names of the members of both the school governing body and the corporate board).
- The Charter Holder has a valid, unexpired Certificate of Occupancy demonstrating E (Educational) Occupancy and current, passing Fire Marshal Report (issued within the last three years or less - depending on the local jurisdiction) for all buildings, addresses, and campuses utilized by students, including those recently added. A.R.S. §15-189.01(C).
- All employees, vendors, contractors, subcontractors and their employees have a valid fingerprint clearance card or fingerprint-based background check, as applicable, and all instructional staff (including contracted staff, aides, and substitutes) have a valid Identity Verified Prints (IVP) fingerprint clearance card. Volunteers and guest speakers, who do not possess a valid FCC, are accompanied by a person with a valid FCC. A.R.S. §15-183 (C)(5).<sup>1</sup>
- The members of the corporate board on file with the ASBCS online system are aligned with the Arizona Corporation Commission's (ACC) website, pursuant to the charter contract. A.A.C. R7-5-101.
  - If the members of the corporate board and school governing body are one and the same, this is reflected and aligned on the ASBCS online system.
  - This provision includes non-voting members and/or CEOs and CFOs. The Charter Principals that make up the "Corporate Board" on the ASBCS online system must be in exact alignment with ACC.
- All school governing body meetings, whether held prior to or after the execution of this Compliance Statement, have complied and will comply with Open Meeting Law. A.R.S. §38-431 et seq.
  - If the corporate board and school governing body are one and the same, the corporate board meetings have complied and will comply with Open Meeting Law.
  - If a majority of the members of the school governing body are also members of the corporate board and engage(d) in a discussion about matters that could foreseeably come to a vote before the school board, the corporate board meeting has complied and will comply with the Open Meeting Law.
- The Charter Holder shall submit to the Board the annual Education Service Provider form by September 1st of each year. A.A.C. R7-5-501(D).

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<sup>1</sup> Also see 2022 Legislative Session Requirements section of this document.

- The Charter Holder shall complete and submit all of the following required financial filings and notices:
  - Annual independent audit (A.A.C. R7-5-504)
  - Annual Financial Report (A.R.S. §15-183[E][6]);
  - The following filings and notices must be submitted within 10 days of receipt:
    - Notice(s) from a lender or landlord regarding default
    - Notice(s) of filing a petition for bankruptcy;
    - Notice(s) from the Internal Revenue Service, Arizona State Retirement System, Arizona Department of Revenue, or Arizona Department of Economic Security regarding a tax lien, levy or garnishment
    - Correspondence from any and all insurance providers related to cancellation of health or liability insurance due to nonpayment;
    - Notice(s) of termination of lines of credit whether initiated by a financial institution or the charter holder, when replacement credit line is not in effect; and
    - Withdrawals from debt service reserve funds. (A.A.C. R7-5-501[C]).
- The Charter School Governing Body will publicly accept all audits and compliance questionnaires by roll call vote and send a copy of the audit report to the county school superintendent and the Arizona Department of Education. A.R.S. §15-914(H).

### **Required Online & School Postings**

#### **The Charter Holder acknowledges and agrees to the following statements:**

- The link to the Charter Holder’s ASBCS dashboards is conspicuously posted on its school website at all times. A.A.C. R7-5-501(E).
- The most recent average teacher salary information for each school under the Charter Holder is prominently posted on the home page of the school’s website, separate from the budget. The posting includes the current year average salary, previous year average salary, dollar increase in the average salary for the current year and percentage change in the average salary for the current year. A.R.S. §15-189.05.
- The charter school’s most recent proposed or summarized annual budget is posted on the school’s website. A.R.S. §15-183(E)(6).
- Each school under the Charter Holder maintains information regarding each employees educational and teaching background and experience in a particular academic content subject matter for all current employees that provide instruction to students (“Employee Education and Experience Information”). A.R.S. §15-183(F).

- All parents or legal guardians of students enrolled in a school under the Charter Holder are notified that the Employee Education and Experience information is available for inspection, upon request. A.R.S. §15-183(F).
- Each charter school's website under the Charter Holder includes all postings required to be in compliance with Open Meeting Law. A.R.S. §15-38-431.02.
- Pursuant to the charter contract, all postings and uses of the charter holder's mission statement are, word-for-word, aligned with its mission as stated on the ASBCS online system.
- Each charter school's website under the Charter Holder includes a prominent posting on a publicly accessible portion of its website of a link to the statutory handbook of parental rights established by the Arizona Department of Education. A.R.S. § 15-249.16(B).

### **Enrollment**

#### **The Charter Holder acknowledges and agrees to the following statements:**

- The Arizona Residency Documentation is included as part of the school enrollment packet and is maintained by the charter school. A.R.S. §15-802(B).
- The enrollment packet includes the Military Student Identifier as required by the Every Student Succeeds Act.
- Parents and legal guardians are not required to provide documentation, other than residency documentation and basic information (such as name and date of birth) in order to complete their enrollment. A.R.S. §15-184(A).
- Parents and legal guardians are given written notice of the requirement to provide proof of identity and age, as well as all documents that may be submitted and accepted as proof of identity and age including, but not limited to, a certified birth certificate. Parents are provided 30 days from the date of enrollment to provide such documentation. A.R.S. §15-828(A).
- Each school under the Charter Holder shall enroll all eligible pupils that submit a timely application and shall not deny a student admission unless the number of applications exceeds the capacity or the student has a prior or pending expulsion from another school. A.R.S. §§15-184(A), 15-184(E) and 15-184(I).

- Each school under the Charter Holder is the entity responsible for requesting all student records from the enrolling student’s previous school and must do so within five school days after enrollment. The parents or legal guardians are not required to submit the student’s prior record as a condition of enrollment, registration, or attendance. A.R.S. §15-828(G).
- Parents or legal guardian are required to submit documentary proof of immunization, or evidence of a statutory exemption, prior to attendance but shall not be required to submit such documentation or exemption prior to, or as a condition of, enrollment. A.R.S. §§ 15-872 and 15-873.
- Parents or guardians have been notified of the requirements and options for providing documentary proof of immunization including, but not limited to, an immunization record. A.R.S. §15-872(C)

### **School Level Requirements**

#### **The Charter Holder acknowledges and agrees to the following statements:**

- The Charter Holder’s governing body has adopted and implemented a teacher and principal evaluation system that complies with A.R.S. §15-189.06.
- If the Charter Holder serves grades K-5, all students in classrooms serving those grades are provided a minimum of two recess periods per day. A.R.S. § 15-118.
- The number of days in the school calendar is equal to the number of days in the charter contract and complies with the minimum instructional hours or days as set forth in A.R.S. §§ 15-341.01 and 15-901.
- No instructional employee, whether certificated or non-certificated, has been prohibited from employment at a school district or charter school by the State Board of Education, unless the employee’s certificate has been subsequently reinstated by the State Board of Education. A.R.S. §15-183(C)(5).
- If the Charter Holder serves grades K-3, the Move on When Reading requirement is met in all classrooms serving those grades (450 minutes per week). A.R.S. § 15-704(A); *Move On When Reading, Essential Components of a K-3 Literacy Plan*, Arizona Department of Education, 2020. Additionally, the Charter Holder is complying with all required Literacy Plan and Data submission requirements related to Move on When Reading requirements.

- Each school under the Charter Holder will dedicate the majority of the school day to civics education on Sandra Day O'Connor Civics Celebration Day (September 25). A.R.S. § 15-710.01.
- If the Charter Holder serves grades 6-12, all school guidance counselors, teachers, principals and other school personnel who work with pupils in those grades have been provided training in suicide awareness and prevention. Each person who is required to obtain this training shall complete it at least once every three years. A.R.S. § 15-120.
- If the Charter Holder serves grades K-4, the Charter Holder will only suspend or expel a student in the aforementioned grades under the specified circumstances, as applicable. A.R.S. §§15-841(B) and 15-843(K).
- If the Charter Holder serves grades 7-12, all students in the aforementioned grades will be instructed about the Holocaust and other genocides at least twice before graduation. A.R.S. §15-701.02.
- All employees receive a total compensation statement which is broken down by category of benefit or payment and additional information as outlined in statute. A.R.S. §15-189.
- If the Charter Holder chooses to implement a flexible instructional time model, the Charter Holder will follow all requirements outlined by the Arizona Department of Education and A.R.S. §15-901.08.
- Each school under the Charter Holder has a sign containing the telephone number of the centralized intake hotline concerning suspected abuse and neglect of children, instructions to call 911 for emergencies, and directions for accessing the website of the Department of Child Safety posted in a clearly visible location in a public area of the school. A.R.S. §15-160.01.
- If the Charter Holder serves grades K-3, at least one K-3 teacher in each school has received training related to dyslexia in compliance with the requirements prescribed in statute. A.R.S. §§15-211(C) and A.R.S. 15-219.
- If the Charter Holder serves grades 9-12 and issues identification cards to those students, the charter school governing body shall include at least one of the following on each new identification card issued to a student in grade nine through twelve: the telephone number for a national suicide prevention lifeline, the telephone number for a national network of local crisis centers, a statement describing how to access a text-based emotional support service, and/or the telephone number for a local suicide prevention hotline. A.R.S. § 15-160

## **2022 Legislative Session Requirements**

### **The Charter Holder acknowledges and agrees to the following statements:**

- Each school under the Charter Holder will set aside between one and two minutes at the beginning of each school day for a moment of silence for students in kindergarten programs and grades 1 through 12. H.B. 2707, 55<sup>th</sup> Legislature, Second Regular Session (2022).
- Each charter school governing board under the Charter Holder will adopt policies for parental classroom visits, tours and observations in accordance with H.B. 2025. H.B. 2025, 55<sup>th</sup> Legislature, Second Regular Session (2022).
- Each school under the Charter Holder will dedicate a portion of the school day to education on the terrorist attacks of September 11, 2001 on September 11th. H.B. 2325, 55<sup>th</sup> Legislature, Second Regular Session (2022).
- If a charter school under the Charter Holder has a full-time librarian or equivalent position, beginning January 1, 2023, the charter school governing body under the Charter Holder will have adopted procedures that provide parents access to the school's library collection of available books and materials and allow parents to receive a list of books and materials borrowed from the library by their children. H.B. 2439, 55<sup>th</sup> Legislature, Second Regular Session (2022).
- If the Charter Holder serves grades 7-12, social studies courses will include a comparative discussion of political ideologies that conflict with the principles of freedom and democracy that are essential to the United States' founding principles. H.B. 2008, 55<sup>th</sup> Legislature, Second Regular Session (2022).
- Each charter school under the Charter Holder is subject to public records requests and the school's website shall include the name, telephone number and email address of an employee or department that can provide the information requested or is able to forward the request to the appropriate person or department. H.B. 2587, 55<sup>th</sup> Legislature, Second Regular Session (2022).
- Upon receiving a public records request, the Charter Holder provides the name, telephone number, and email address of the employee authorized to provide the requested information and confirms receipt of the request within 5 business days. H.B. 2587, 55<sup>th</sup> Legislature, Second Regular Session (2022).

- All Charter Representatives, charter school governing body members, and Officers, Directors, Members and Partners of the Charter Holder will obtain have and maintain a valid Fingerprint Clearance Card. H.B. 2177, 55<sup>th</sup> Legislature, Second Regular Session (2022).

*Please note, it is Board Staff's understanding that the FBI must review the revised statute and the Department of Public Safety ("DPS") may not accept or process any applications pursuant to this statutory revision until the FBI has completed its review. Therefore, this statutory requirement is being communicated at this time to provide notice that compliance will be required upon DPS making the application available.*

**I understand that if at any time, the Charter Holder is found to be out of compliance with any of the aforementioned statements, the compliance issue will be marked on the Charter Holder's operational dashboard pursuant to the Operational Performance Framework.**

**By signing below, the Charter Holder attests that it is in compliance, and will remain in compliance, with all terms of the charter contract, other contractual obligations with the Board, and with federal, state and local law including, but not limited to, those referenced in this Compliance Statement.**

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Signature of Charter Representative

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Date

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Printed Name of Charter Representative