



# **RISE KOHYANG**

## **M I D D L E S C H O O L**

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### **A B R I G H T S T A R S C H O O L**

**Petition for Charter Renewal  
2021-2026  
Respectfully Submitted to the  
Los Angeles Unified School District  
September 15, 2020**

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## Assurances

Rise Kohyang Middle School (also referred to herein as “RKMS” and “Charter School”) shall:

- Be nonsectarian in its programs, admission policies, employment practices, and all other operations. (California Education Code (hereinafter “Ed. Code”) § 47605(e)(1).)
- Not charge tuition. (Ed. Code § 47605(e)(1).)
- Not discriminate against any pupil on the basis of disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in section 422.55 of the Penal Code, including immigration status. (Ed. Code § 47605(e)(1); Ed. Code § 220.)
- Except as provided in Education Code section 47605(e)(2), admission to a charter school shall not be determined according to the place of residence of the pupil, or of their parent or legal guardian, within this state, except that an existing public school converting partially or entirely to a charter school under this part shall adopt and maintain a policy giving admission preference to pupils who reside within the former attendance area of that school. (Ed. Code § 47605(e)(1).)
- Admit all pupils who wish to attend Charter School. (Ed. Code § 47605(e)(2)(A).)
- Except for existing pupils of Charter School, determine attendance by a public random drawing if the number of pupils who wish to attend Charter School exceeds Charter School’s capacity. Preference shall be extended to pupils currently attending Charter School and pupils who reside in the Los Angeles Unified School District (also referred to herein as “LAUSD” and “District”). Preferences shall not result in limiting enrollment access for pupils with disabilities, academically low-achieving pupils, English learners, neglected or delinquent pupils, homeless pupils, or pupils who are economically disadvantaged, as determined by eligibility for any free or reduced-price meal program, foster youth, or pupils based on nationality, race, ethnicity, or sexual orientation, and shall not require mandatory parental volunteer hours as a criterion for admission or continued enrollment. (Ed. Code § 47605(e)(2)(B).)
- Charter school shall not encourage a pupil currently attending the Charter School to disenroll from the Charter School or transfer to another school for any reason, including, but not limited to, academic performance of the pupil or because the pupil exhibits any of the characteristics described in Education Code section 47605(e)(2)(B)(iii). (Ed. Code § 47605(e)(4).)
- If a pupil is expelled or leaves Charter School without graduating or completing the school year for any reason, Charter School shall notify the superintendent of the school district of the pupil’s last known address within 30 days, and shall, upon request, provide that school district with a copy of the cumulative record of the pupil, including a transcript of grades or report card, and health information. (Ed. Code § 47605(e)(3).)
- Meet all statewide standards and conduct the pupil assessments required pursuant to Education Code sections 60605 and 60851 and any other statewide standards authorized in statute or pupil assessments applicable to pupils in non-charter public schools. (Ed. Code § 47605(d)(1).)
- Consult, on a regular basis, with Charter School’s parents, legal guardians, and teachers regarding the school’s educational programs. (Ed. Code § 47605(d)(2).)

Charter School hereby declares that Charter School, operated as or by its nonprofit public benefit corporation, is and shall be the exclusive public school employer of Charter School’s employees for the purposes of the Educational Employment Relations Act (EERA), Chapter 10.7 (commencing with Section 3540) of Division 4 of Title I of the Government Code. Charter School shall comply with all provisions of the EERA and shall act independently from LAUSD for collective bargaining purposes. In accordance with the EERA, employees may join and be represented by an organization of their choice for collective bargaining purposes.

NOTE: This Charter contains specific “Federal, State and District Required Language” (FSDRL), including the *Assurances, Affirmations, and Declarations* section above. The FSDRL should be highlighted in gray within each

Charter element or section. The final section of the Charter provides a consolidated addendum of the FSDRL. This intentional redundancy facilitates efficient charter petition review while ensuring ready access to the FSDRL for any given section of the Charter. To the extent that any inconsistency may exist between any provision contained within the body of the Charter and the FSDRL contained in the addendum, the provisions of the FSDRL addendum shall control.

## **Element 1: The Educational Program**

*“The educational program of the charter school, designed, among other things, to identify those whom the charter school is attempting to educate, what it means to be an “educated person” in the 21st century, and how learning best occurs. The goals identified in that program shall include the objective of enabling pupils to become self-motivated, competent, and lifelong learners.” (Ed. Code § 47605(c)(5)(A)(i).)*

*“The annual goals for the charter school for all pupils and for each subgroup of pupils identified pursuant to Section 52052, to be achieved in the state priorities, as described in subdivision (d) of Section 52060, that apply for the grade levels served, and specific annual actions to achieve those goals. A charter petition may identify additional school priorities, the goals for the school priorities, and the specific annual actions to achieve those goals.” (Ed. Code § 47605(c)(5)(A)(ii).)*

*“If the proposed charter school will serve high school pupils, a description of the manner in which the charter school will inform parents about the transferability of courses to other public high schools and the eligibility of courses to meet college entrance requirements. Courses offered by the charter school that are accredited by the Western Association of Schools and Colleges may be considered transferable and courses approved by the University of California or the California State University as creditable under the “A” to “G” admissions criteria may be considered to meet college entrance requirements.” (Ed. Code § 47605(c)(5)(A)(iii).)***LOCAL CONTROL FUNDING FORMULA (LCFF) AND LOCAL CONTROL AND ACCOUNTABILITY PLAN (LCAP)**

Charter School acknowledges and agrees that it must comply with all applicable laws and regulations related to AB 97 (2013) (Local Control Funding Formula), as they may be amended from time to time, which include the requirement that Charter School shall annually submit a Local Control and Accountability Plan (LCAP)/annual update to the Los Angeles County Superintendent of Schools and the Charter Schools Division (CSD) on or before July 1. In accordance with Education Code sections 47604.33 and 47606.5, Charter School shall annually update its goals and annual actions to achieve those goals identified in the charter pursuant to Education Code section 47605(c)(5)(A)(ii), using the Local Control and Accountability Plan template adopted by the State Board of Education, as it may be changed from time to time. Charter School shall comply with all requirements of Education Code section 47606.5, including but not limited to the requirement that Charter School “shall consult with teachers, principals, administrators, other school personnel, parents, and pupils in developing the local control and accountability plan and annual update to the local control and accountability plan.” (Ed. Code § 47606.5(d).)

### **ACADEMIC CALENDAR AND SCHEDULES**

Charter School shall offer, at a minimum, the number of minutes of instruction set forth in Education Code section 47612.5, and the number of school days required by *California Code of Regulations*, title 5, section 11960.

### **MATHEMATICS PLACEMENT**

Charter School shall comply with all applicable requirements of the California Mathematics Placement Act of 2015.

### **TRANSITIONAL KINDERGARTEN**

Charter School shall comply with all applicable requirements regarding transitional kindergarten. For purposes of admission to Charter School, transitional kindergarten shall be considered a part of kindergarten, and therefore students enrolled in transitional kindergarten at Charter School shall be considered existing students of Charter School for purposes of Charter School’s admissions, enrollment, and lottery.

### **WASC ACCREDITATION**



If Charter School serves students in grades 9-12, before Charter School graduates its first class of students, Charter School shall obtain, and thereafter maintain, Western Association of Schools and Colleges (WASC) accreditation.

### **ENGLISH LEARNERS**

Charter School shall identify potential English Learners in a timely manner in accordance with all applicable legal requirements. Charter School must provide all English Learners with an effective English language acquisition program that also affords meaningful and equitable access to Charter School's core academic curriculum. Instructional plans for English Learners must be (1) based on sound educational theory; (2) adequately supported with trained teachers and appropriate materials and resources; and (3) periodically evaluated to make sure the program is successful and modified when the program is not successful.

On an annual basis, upon request, Charter School shall submit a certification to the LAUSD Charter Schools Division (CSD) that certifies that Charter School has adopted and is implementing either the LAUSD Master Plan for English Learners and Standard English Learners *or* Charter School's own English Learner (EL) Master Plan. If Charter School chooses to implement its own EL Master Plan, the plan shall provide a detailed description of Charter School's EL program, and shall address the following:

- How Charter School's EL Master Plan provides all of its English Learners, including but not limited to Long Term English Learners (LTELs) with an effective English language acquisition program as well as meaningful and equitable access to Charter School's core academic curriculum
- How English Learners' specific needs will be identified
- What services will be offered
- How, where, and by whom the services will be provided
- How Charter School will evaluate its EL program each year, and how the results of this evaluation will be used to improve the program, including the provision of EL services

Each year, Charter School shall provide to the CSD a report on its annual evaluation of the effectiveness of its EL program. Upon request, Charter School shall provide a copy of its current EL Master Plan to the CSD.

Charter School shall administer the CELDT/ELPAC annually in accordance with federal and state requirements.

Charter School shall reclassify English Learners in accordance with federal and state requirements.

Charter School shall provide parent outreach services and meaningfully inform parents with limited English proficiency of important information regarding Charter School matters to the same extent as other parents.

### **STUDENTS WITH DISABILITIES**

#### **Federal Law Compliance**

Charter School shall adhere to all provisions of federal law related to students with disabilities including, but not limited to, section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, and the Individuals with Disabilities Education Improvement Act of 2004.

#### **Special Education Program**

Charter School shall ensure that no student otherwise eligible to enroll in Charter School shall be denied, directly or indirectly, admission due to a disability or to Charter School's inability to provide necessary services. Charter School acknowledges that policies and procedures are in place to ensure the recruitment, enrollment, service, and retention of students with disabilities at LAUSD-authorized charter schools, including Charter School.

Prior to LAUSD Board of Education approval of an initial Charter petition, and if a renewing Charter School intends to operate as a “school of the district” for special education services, Charter School shall execute a Memorandum of Understanding (“MOU”) by and between LAUSD and Charter School regarding the provision and funding of special education services consistent with applicable state law and the LAUSD Special Education Local Plan Area (“SELPA”) Local Plan for Special Education and shall be considered a “public school of the District” for purposes of Special Education pursuant to Education Code section 47641(b). However, Charter School reserves the right to make written verifiable assurances that it may become an independent local educational agency (LEA) and join a SELPA pursuant to Education Code section 47641(a) either on its own or with a grouping of charter school LEAs as a consortium following the requirements of Education Code section 56195.3(b). In this instance, Charter School will execute a MOU with LAUSD on provisions of special education as a member of a non-LAUSD SELPA.

### **SELPA Reorganization**

The Los Angeles Unified School District is approved to operate as a single-District SELPA under the provisions of Education Code section 56195.1(a). As a single-District SELPA, the District has created two charter school sections (District-operated Programs and Charter-operated Programs) under the administration of one single Administrative Unit pursuant to a reorganization plan approved by the Board of Education on January 4, 2011 (149/10-11). Full implementation of the reorganized LAUSD SELPA commenced in the 2013-2014 school year requiring all District-authorized charter schools to elect one of the three options available under the LAUSD SELPA. Prior to an option election, all District-authorized charter schools were required to participate as a school of the District under the District-Operated Programs Unit. Prior to the beginning of the 2013-2014 school year, all District-authorized charter schools, other than those that had previously executed an Option 3 Memorandum of Understanding (“MOU”), were required to execute a new MOU setting forth the LAUSD SELPA option election for the remainder of the charter petition term. The Charter-operated Program schools do not have LEA status for the purposes of special education but will function in a similar role in that each charter school will be responsible for all special education requirements, including but not limited to services, placement, due process, related services, special education classes, and special education supports. Charter schools that have elected to participate in a District-operated programs option may apply for membership in the Charter-operated Program section of the SELPA. Charter schools accepted for participation in the Charter-operated Programs section receive support from a Special Education Director for the Charter-operated Programs.

### **Use of District’s Special Education Policies and Procedures and Data Systems**

All charter schools approved by the LAUSD Board of Education are bound by and must adhere to the terms, conditions and requirements of orders imposed upon the District pertaining to special education. All charter schools are required to use the District’s Special Education Policies and Procedures Manual and Welligent, the District-wide web-based software system used for online Individualized Education Programs (“IEPs”) and tracking of related services provided to students during the course of their education.

All charter schools are required to interface with My Integrated Student Information System (MiSiS) via a web based Application Programming Interface (API). MiSiS is a suite of applications which is designed to capture all student data.

## General Information

### 1.1: General Information

The contact person for the Charter School is	Ms. Ruth Kim
• The contact address for the Charter School is	600 S. La Fayette Park Place – Third Floor, Los Angeles, CA - 90057
The contact phone number for the Charter School is:	(424) 789-8338
The current address of the Charter School is <i>(Please note: As charter schools' eligibility for and allocation of Proposition 39 facilities are determined on an annual basis, a charter school's current occupancy of Proposition 39 facilities is subject to change in subsequent school years.)</i>	3020 Wilshire Blvd – Second Floor, Los Angeles, CA – 90010
This location is in the LAUSD Board District	2
This location is in the LAUSD Local District	Central
The grade configuration of the Charter School is	6 - 8 <sup>th</sup> grade
The number of students in the first year will be	450
The grade level(s) of the students in the first year will be:	6 - 8 <sup>th</sup> grade
The Charter school's scheduled first day of instruction in 2021-2022	August 25, 2021
The enrollment capacity	450
The type of instructional calendar (e.g., traditional/year-round, single track/multi-track, extended day/year) will be	Traditional
The bell schedule for the Charter School will be	7:52AM-2:58PM
The term of this Charter for Middle and High performing schools	July 1, 2021-June 30, 2026
If approved, the term of this Charter for low performing schools	July 1, 2021-June 30, 2023

### 1.2: Community Need for Charter School

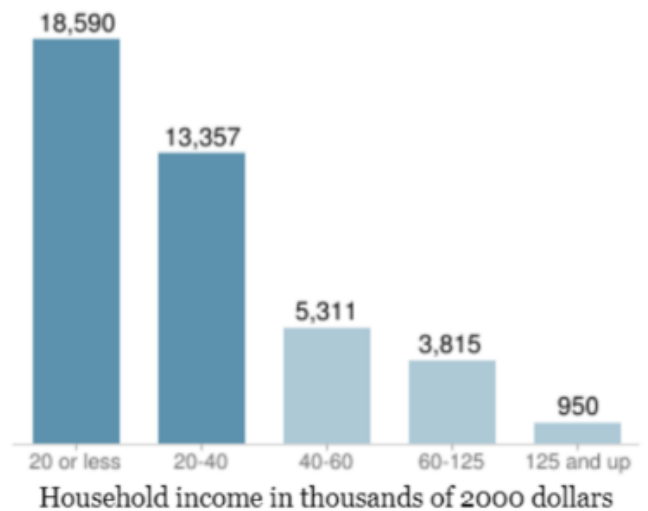
Rise Kohyang Middle School (RKMS) is a Bright Star school, predominantly serving students living in the Koreatown region of Los Angeles, California. Bright Star Schools (herein referred to as Bright Star, BSS, organization, org-wide or network) operates on the cluster model, with Rise Kohyang Elementary School serving transitional kindergarten (TK) through fifth grade, Rise Kohyang Middle School serving 6-8th grades and Rise

Kohyang High School serving 9th - 12th grades. Thus, students will have the option of a full TK-12th grade experience of high-quality education in Koreatown.

Koreatown is a dynamic neighborhood, filled with art, history and a diverse community. This rich diversity brings a set of challenges, which we are prepared to work in partnership with our community. The chart below indicates the median household income in Koreatown is \$30,558, with 32.6% of households in their community making less than \$20,000. Additionally, 68% of Koreatown residents are foreign born and 79.6% of residents older than age 25 have attended an institution of higher education.<sup>1</sup>

## Income

- **\$30,558** median household income (2008 dollars), **low** for the **city of Los Angeles** and **low** for the county
- In Los Angeles County, **Downtown, University Park** and **Chinatown** have the most similar household incomes.
- The percentages of households that earn **\$20,000 or less** and **\$20,000 to \$40,000** are high for the county.



Source: Medium Income as reported by the Los Angeles Times. Retrieved from <http://maps.latimes.com/neighborhoods/neighborhood/koreatown/>

Studies continually indicate that students living in households at or below the poverty line are at a greater risk of academic failure than their peers who live in households above the poverty line, as noted in Eric Jensen's *Teaching with Poverty in Mind*. Middle school is the period of time in a child's life critical to social, emotional and academic development necessary to prepare capable and confident students relentlessly pursuing higher education. In turn, Bright Star Schools is committed to increasing access to resources and opportunities for our students.

To achieve this, RKMS will provide a rigorous academic program, tools for good decision-making and a culture of accountability, scaffolding and creativity. The program is designed to address the following:

1. To create a small school community with a focus on college prep and character education to address the unique challenges in the local community.
2. To create a successful and contiguous TK -12 programmatic option for students and families in this community.

<sup>1</sup> <http://maps.latimes.com/neighborhoods/neighborhood/koreatown/>

3. To partner with the LAUSD schools in our local community to raise our collective educational excellence, especially relative to high school graduation rates as well as familiarity & access to the college application, acceptance and matriculation processes. RKMS believes it is the job of middle school to ensure when students are promoted from 8th grade, they are able to enter high school confidently able to complete the A-G requirements, as necessary for college acceptance.

To achieve this, RKMS has built the educational program to focus on strong literacy and numeracy skills, as well as social-emotional preparation, development of identity, building confidence, empathy and leadership values.

All Bright Star schools will also support the foundational skill building of our students with outreach and education to families so that the support of students extends to the home environment, no matter what that looks like for each student. All Bright Star schools will work to develop the social-emotional skills to overcome any obstacles they may face on their path to accessing higher education.

### **1.2b: Innovative Features of the Educational Program**

Bright Star Schools have several innovative features incorporated throughout our programming, but there are three distinct programs that differentiate our approach from other local schools in order to reach the whole child. The following innovative features are incorporated at all Bright Star Schools (BSS), and already have demonstrated an impact on the educational program of RKMS:

- The Connections Program and Family Services
- Restorative Justice Programs
- Life Experience Lessons (LELs)

1. **The Connections Program and Family Services:** The Connections Program is our most comprehensive program created to meet the academic, social and emotional needs of our mainly low- income and minority students and their families. The program consists of three strategic initiatives:

- Student Services
- Family Services
- Alumni Support

We begin by surveying students on their future career goals and academic interests. This information is then used to create advisory and circle lessons where students can continue to explore these careers and what college focus will help them achieve this goal. In the Spring semester, we offer two parent workshops that are intended to provide clarity, information, and support in their journey to higher education. Our College Knowledge Academy allows us to inform parents about the college going process. It is an opportunity to start planning college choice and preparedness as a family. The second parent workshop is a Middle School-to-High School Transition workshop, aimed at supporting both students and families with the transition to high school. We discuss the A-G requirements, electives, and different pathways they can take after High School graduation.

In addition, The Connections Program provides every BSS student with individual guidance counseling, academic support, and social service referrals from their personal advocate, a fully PPS (Pupil Personnel Services) credentialed School Counselor. The section below will detail the impact both the counselors and the family services have on our student population.

**Program Impact:** Our parent satisfaction data is highly positive, with 98% of our parents positively rating the school and overall education their children receive in the annual parent satisfaction survey. We believe that it is also necessary to educate the majority of our parents about America’s higher education system so they can effectively plan for their student’s future. We also see it as our responsibility to assist our families’ in navigating their child’s educational program to be able to successfully advocate for their child and families, to ensure successful outcomes for their child. RKMS’s values their trust in ensuring we provide quality education and supplementary services to ensure their child succeeds.

CHART: “I AM SATISFIED WITH THE OVERALL EDUCATION MY CHILD IS RECEIVING.”

Year	Response
2016-2017	92%
2017-2018	97%
2018-2019	96%
2019-2020	98%

**2. Restorative Justice Programs:** Bright Star attributes the decrease in suspensions and expulsions to an ongoing effort to implement other meaningful forms of correction and restorative practices on the campus. All Counselors and Deans have received extensive training in leading restorative justice circles and both routinely implement in their ongoing work with students.

Training on restorative practices are offered to staff members through a variety of workshops on and off site. These trainings focus on the theory and practice of restorative justice in schools. When applicable, we utilize the services of Circle Ways to facilitate harm circles or restorative conferences with involved students, parents, staff and/or community members.

Other means of correction commonly used are:

- Opportunities for students to reflect on their behavior, including perceived or actual consequences for themselves and others
- Logical consequences that relate to the misbehavior
- Lunch or small group intervention
- When needed, formal restorative conferences with students and parents and other key stakeholders including administration, teachers, and counselors are facilitated by trained professionals
- Provision of any number of resources or referrals to community-based organizations offering youth programs or supports
- Opportunities for school-based counseling through our partnerships with Didi Hirsch Mental Health Services and the Phoenix House
- Push-in support services from campus support staff

CHART: COMPARATIVE SUSPENSION RATES OVER THE LAST FIVE YEARS<sup>2</sup>

	2015-16	2016-17	2017-2018	2018-19	2019-20
<b>Rise Kohyang Middle School</b>	0.50%	0.70%	1.20%	0.70%	1.16%
<b>Virgil Middle School</b>	0.20%	1.00%	0.30%	0.80%	n/a
<b>Young Oak Kim Academy</b>	0.30%	1.20%	1.50%	0.20%	n/a
<b>Berendo Middle School</b>	1.00%	1.20%	0.70%	0.70%	n/a
<b>LAUSD</b>	0.90%	0.80%	0.80%	0.70%	n/a

CHART: COMPARATIVE EXPULSION RATES OVER THE LAST FIVE YEARS<sup>3</sup>

	2015-16	2016-17	2017-2018	2018-19	2019-20*
<b>Rise Kohyang Middle School</b>	0.00%	0.00%	0.00%	0.00%	0.00%
<b>Virgil Middle School</b>	0.00%	0.09%	0.00%	0.08%	n/a
<b>Young Oak Kim Academy</b>	0.00%	0.00%	0.00%	0.00%	n/a
<b>Berendo Middle School</b>	0.00%	0.00%	0.00%	0.11%	n/a
<b>LAUSD</b>	0.02%	0.02%	0.02%	0.02%	n/a

Additionally, RKMS places great emphasis on building a school culture based on community, relationships and creating a level of consistency that helps to avoid the majority of discipline concerns, while also valuing the involvement of all stakeholders. We have done this through the implementation of several programs and initiatives, including:

- **Intention:** Instead of simply punishing students for mistakes through a process like detention, we instead have adopted what we call Intention- a place where students meet in small groups with an instructor to discuss the meaning behind their actions, set goals, monitor their own progress, and learning how to manage their behaviors through the use of mindfulness meditation.
- **Relationship-Based Culture:** All teachers and staff use numerous strategies to build healthy, collaborative relationships with students and their families.
- **Family Engagement:** Providing opportunities to interact with and learn from our school staff through on-site English acquisition classes, technology support, workshops, additional support for parents of students with special needs, and numerous volunteer opportunities.
- **Mentoring:** Creating the opportunity for every student to have a student mentor in the grade level ahead of them. This has fostered a community of support and encouragement that provides students with a sense of belonging. Additionally, all students have an adult mentor who supports them through as they learn to have greater autonomy over their learning.
- **Culture Walks:** Continually monitoring the health of the school culture to ensure that expectations are being met by teachers and students. Culture Walks are conducted by Admin and

<sup>2</sup> Source: California Department of Education

<sup>3</sup> Source: California Department of Education

teachers to ensure that everyone has a clear understanding of where the school needs, and where to increase our support.

- **Culturally Relevant Student Activities:** Through the use of ceremonies, student recognition programs, assemblies, field days, and celebrations for important events like Women’s History Month, Hispanic Heritage Month, and our “Be Kind” campaign, we engage students in fun and exciting events that also lead them to making better and more inclusive decisions.
- **Weekly Culture Day:** At RKMS, we designate our advisory class periods into one day to ensure we are mindful about building relationships between students and staff members.. This day is once a week and has students and staff participate in several activities. The first is team building through physical activity, typically at our local park. The second is sharing and reflecting during circle time, and the last is academic & socio-emotional check-ins during advisory. We add instructional minutes to the other four days to compensate for this day.

### **1. Life Experience Lessons (LEL)**

Life Experience Lessons (LELs) have been a hallmark of Bright Star’s program since we were founded. We believe students must be offered opportunities to enhance their education with real-life experiences if they are going to succeed in life outside the classroom. Each year, a majority of RKMS students participate in LELs. These trips are primarily paid for by Bright Star Schools. Parents are asked for a small donation as a way to ensure commitment, but it is important to note that no eligible child is ever turned away for not contributing to the donation. It is our commitment that every student will have attended at least one LEL by the end of their time at RKMS.

Students are selected to attend the LELs through an application process, which includes a personal statement as to why the student believes they will benefit from the experience.

## **Successes and Challenges of RKMS’s Educational Program**

The following paragraphs will detail the school’s strengths and areas for growth with a focus on the school’s academic outcomes. The school will discuss the underlying factors which led to the colors seen on the CA School Dashboard in 2017-2018 and 2018-2019. According to the State’s new renewal criteria RKMS is on the high track.

The majority of the narrative below addresses academic outcomes. However, we know that a school's ability to build a strong school culture and engage parents is critical to creating an effective educational program. Therefore, the school also discusses the successes and challenges in non-academic areas as well.

### **1.2c: Success of RKMS’s Educational Program**

RKMS has a diverse student body, with students from all over the world and having a range of life experiences. We are extremely proud that our demographics match our community. The most common primary language spoken by RKMS families is Spanish and Korean. As noted in section 1.3, the vast majority of RKMS students qualify for free and reduced lunch and are considered to be socio-economically disadvantaged. The upcoming section (section 1.3a: Student Population to be Served) details specific demographic breakdowns.

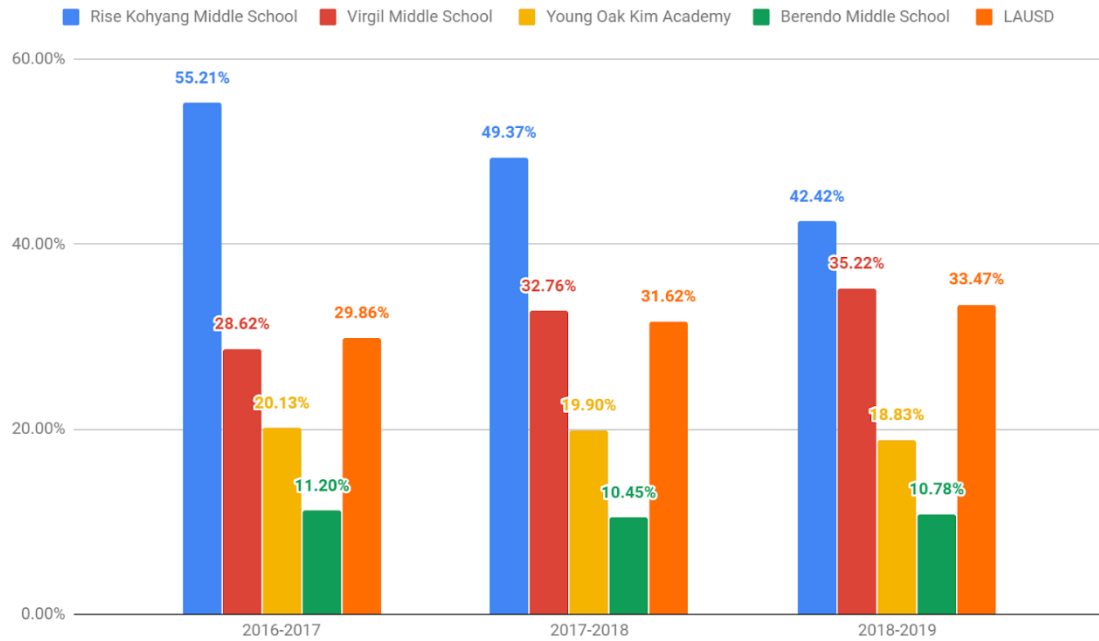
Regardless of the challenges our students face, all student populations are performing at high levels relative to their peers at surrounding schools. In the table below, we share the percent of students who met or exceeded state standards on CAASPP results school- wide and for significant student populations. Both performance metrics indicate that all groups are performing at high levels, especially when compared with surrounding schools.



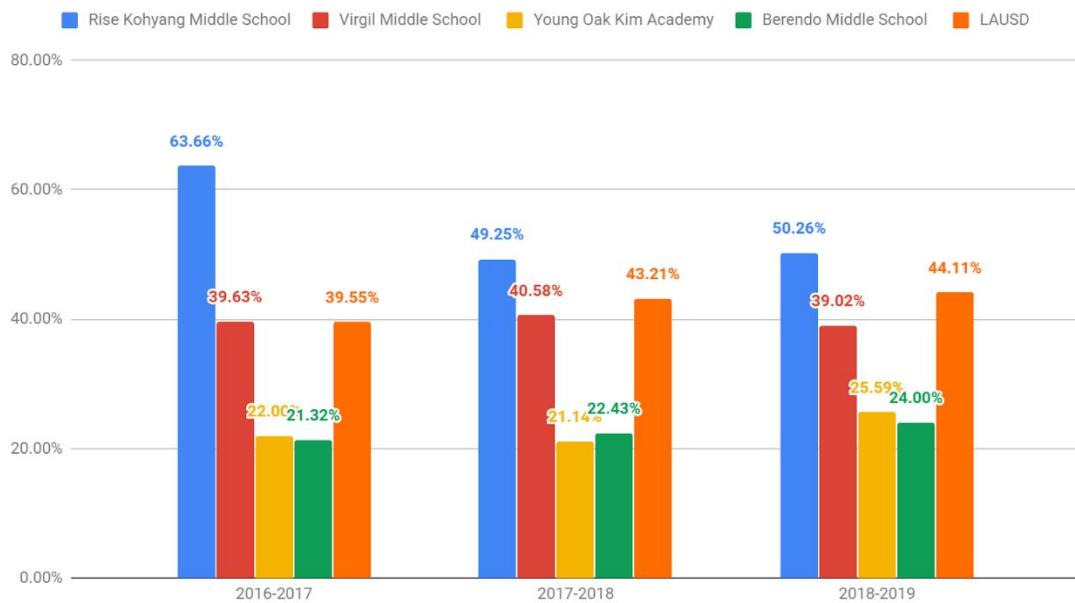
CHART: SCHOOLWIDE AND COMPARATIVE CAASPP PERFORMANCE BY SUBGROUP

RKMS								
2016-2017			2017-2018			2018-2019		
Overall and by Grade	% Who Met or Exceeded		Overall and by Grade	% Who Met or Exceeded		Overall and by Grade	% Who Met or Exceeded	
	ELA	Math		ELA	Math		ELA	Math
<b>6th</b>	54.78%	41.03%	<b>6th</b>	47.50%	51.66%	<b>6th</b>	51.80%	51.08%
<b>7th</b>	66.67%	56.52%	<b>7th</b>	44.45%	50.79%	<b>7th</b>	56.70%	45.73%
<b>8th</b>	68.15%	65.94%	<b>8th</b>	54.55%	46.40%	<b>8th</b>	42.06%	29.69%
<b>ALL</b>	63.66%	55.21%	<b>ALL</b>	49.25%	49.37%	<b>ALL</b>	50.26%	42.42%
Subgroup	% Who Met or Exceeded		Subgroup	% Who Met or Exceeded		Subgroup	% Who Met or Exceeded	
	ELA	Math		ELA	Math		ELA	Math
<b>African American</b>	44.45%	44.45%	<b>African American</b>	35.29%	17.64%	<b>African American</b>	N/A	N/A
<b>Asian</b>	81.12%	80.41%	<b>Asian</b>	73.77%	75.41%	<b>Asian</b>	72.72%	68.31%
<b>Filipino</b>	73.69%	73.68%	<b>Filipino</b>	66.67%	66.67%	<b>Filipino</b>	71.42%	64.28%
<b>Hispanic or Latino</b>	52.41%	35.30%	<b>Hispanic or Latino</b>	35.84%	36.44%	<b>Hispanic or Latino</b>	40.50%	33.19%
<b>White</b>	N/A	N/A	<b>White</b>	N/A	N/A	<b>White</b>	66.66%	58.34%
<b>All Students</b>	63.66%	52.21%	<b>All Students</b>	49.25%	49.37%	<b>All Students</b>	50.26%	42.42%
<b>Students with disability</b>	26.32%	13.15%	<b>Students with disability</b>	12.82%	15.38%	<b>Students with disability</b>	9.68%	12.91%
<b>Econ. Disadvantaged</b>	61.33%	51.95%	<b>Econ. Disadvantaged</b>	47.62%	47.19%	<b>Econ. Disadvantaged</b>	49.40%	41.17%
<b>English Learner</b>	21.13%	22.37%	<b>English Learner</b>	5.08%	15.25%	<b>English Learner</b>	17.03%	17.31%

### Math CAASPP Scores for Rise Kohyang Middle School and Surrounding Schools



### ELA CAASPP Scores for Rise Kohyang Middle School and Surrounding Schools



Since its inception year 2012-2013, RKMS has had unprecedented achievement. With all the trials and tribulations for a founding school, its first year's performance on the Academic Performance Index (API) when California had its final STAR exam, Rise Kohyang Middle School's founding students performed 861 points. This was astounding as both local and similar schools Young Oak Kim Academy and Virgil Middle School performed far below, not breaking the 800 mark as all schools at that time aspired to achieve based on the No Child Left Behind Act of 2002.

And yet, in its first year RKMS was able to break the coveted threshold.

Fast forward to the first year of CAASPP results, RKMS' profound scores breaking both the 50% mark in Math and ELA was unparalleled. So much so, that it was ranked in the top 3 of charter schools amongst similar demographics. It continues to perform at this high level exceeding similar schools, LAUSD, and California state averages. Further, RKMS is exceptionally proud of the growth achieved by our English Learners and students with disabilities.

RKMS continues to work diligently in all aspects of supporting students. It is due to this commitment of providing the safest place possible at school, surrounded by the best and most restorative of educators, with high expectations for learning and multiple opportunities to demonstrate knowledge, that RKMS has been able to create a school of joyful achievers. Moreover, the systems, structures and hiring of educators who all foster a philosophy of student support and love from the founder to the custodian have all been the cadence and cornerstones of RKMS' success.

In the following section we will dig a deeper into how RKMS's educational program has supported students in EL reclassification and ELPAC passage rate. Each of these rates has been compared to the surrounding schools our students would have otherwise attended.

### **1.2d: Areas of Challenge Experienced and How RKMS has improved and/or Will Improve**

There are three main areas of challenge RKMS has experienced in the last five years: English Language Development, Supports for Students Within Subgroups, and boosting state-test and classroom-grades related to Math scores. See below for information on how RKMS plans to improve, as well as anticipated areas of developing for the next five years.

1. **English Language Development:** Throughout the years, RKMS has experienced success in meeting the academic needs of our students, as evidenced in their performance on the CAASPP state exam. In 2018-2019, 50.26% of RKMS students Met or Exceeded the performance standards in English Language Arts, which was higher than the Resident Schools Median of 29.54%. Additionally, 42.42% of RKMS's students Met and Exceeded the performance standards in Math, which was also higher than the Resident Schools Median of 28.05%. In 2018-2019, 17% of RKMS English Learners Met or Exceeded standards on their ELA CAASPP 17.3% on Math CAASPP. This is an improvement from 2017-2018 where 5% and 15% of English Learners met the same criteria. The three closest LAUSD middle schools to RKMS have an average of 2.21% and 3.3% for Math. However, the data also showed opportunities for growth in the statistics for our English Language Learners. While our school reclassification rate of 40% was higher than the district rate of 17.2%, our population of Long Term English Language Learners was 11.7%, which was higher than the district average of 8.3%.

This data has led to RKMS placing an increased focus on our students with English Language Development needs. With our English Language Development Coordinator, we have created a plan to integrate support for all teachers in fully implementing SDAIE (*"Specially designed academic instruction in English"*) in instruction of all students, including those with needs in English Language Development. As this addresses ELD needs for our newcomers to the English Language, plans for our Long term English Learners (LTEL) are different. Our English Language Development Coordinator observes teachers and collaborates with them beginning from lesson planning, to co-teaching the unit together.

They provide feedback on SDAIE integrated strategy implementation, as well as supporting students in the classroom. The Coordinator currently delivers 5 professional developments a year to train them on additional ELD topics, strategies and the latest research. Additionally, we offer designated support for Level 1-2 students during after school, Saturday school, English Fundamentals class, push in support, or a second ELD class. During this time, our ELD coordinator will meet with targeted groups

to support in their efforts for reclassification while also providing supplementary resources, such as Rosetta Stone.

To support the ELD Coordinator and subgroups, the role of Dean of Academic Supports was initially created to ensure we were regularly looking at data and updating plans to best support our students. This role evolved into an Assistant Principal of Instruction that continues to support our ELD Coordinator. With collaboration with the Data Team, we have created dashboards on our SIS Illuminate and Google Data Studios to track student gradebooks, students in SSPT, and students meeting their goals. This proactive measure helps us to support and provide intervention before they dip too low. RKMS is also transitioning into full adoption of Expeditionary Learning (EL) curriculum. This proven-effective curriculum includes specific ELD supports embedded into the lessons and a teachers' guide specifically for English Learners.

In addition, we secured the *Learning While Leading* grant with Ensemble Learning in 2018. This two-year program, which ended in June of 2020, included professional development with a community of other charter school leaders. Along with participation in this program, the RKMS team created and implemented an Ensemble Learning plan (with academic and cultural goals), which ultimately earned us a microcredential in English Language Development. Through this initiative we added to our practice a focus on building deeper relationships with our LTELs and ELs. Teachers and administrators conducted empathy interviews with random ELs and we analyzed the data through this program. Through weekly principal coaching, site visits, and team feedback sessions, we were able to gather information and create a network that would make us stronger. Ultimately, we were able to glean useful information to truly understand our students through this process. That insight, as well as the practices and results that came from this program, will have a lasting impact on ELD support offered at RKMS beyond the scope of the grant.

**2. Supports for Students Within Subgroups:** After seeing a decline in overall performance for students in both Math and ELA, we implemented the following systems:

- **OTCU Report:** OTCU (On Target/Catch Up) is a report that we use for promotion. Students have to pass five out of seven goals to be considered On Target. The goals are 2 or higher in ELA, Math, Science, and History, a 2 or higher in Combined Cumulative Average, Independent Reading goal, and a writing goal (pass one of two DBQs). Families receive these every quarter to track progress and have conversations and set goals with teachers to ensure there is a common goal. This ensures that we are passing students for achievement and not socially promoting.
- **SSPT Process:** RKMS has recently updated the SSPT process on our campus. We now have three grade-level counselors who transition with the students and families that they work with. We created a COST Team with the counselors, Dean of School Culture, School Psychologist, and Assistant Principal that meets monthly. In addition, we support grade-level teams to identify and provide tier-1 accommodations to anyone failing three or more content classes. This allows the process and interventions to be proactive. We are continuing to improve on this process as it is still new to us. Yet, the current structure involves grade level teams to discuss students and data weekly.
- **Catch Up Days:** Throughout the year, we have four Catch Up Days on early dismissal days. We track student progress on goals and create small groups based on teacher recommendation. Teachers spend two hours working with 5-7 students on standards and skills that need to be retaught. This is another step that we've taken to be proactive about student academics.
- **Gradebook Dash:** RKMS has been on a full standards-based gradebook since our induction, but we are continuing to improve in calibration and implementation. This includes annual training for teachers and parent information sessions each fall. In order to ensure our gradebooks were accurate in data that showed student proficiency, we calibrated within each department - looked at standards, the skills required, and had conversations about what it means to exceed standards and providing the opportunity to do so. We also created a gradebook dash that gives live data of teacher gradebooks.

The idea is that this is the most accurate representation of student proficiency on grade-level standards. We built filters into the report that allows us to separate by period, ELs, students with special needs, and demographic information to take a deeper dive.

- **Interims and Action Plan:** As an organization, we have moved towards internal assessments to track progress and predict CAASPP readiness. We have four ELA and math interims throughout the year with data analysis that follows each in departments. Teachers look at student progress, performance, and subgroups to make decisions based on the data. In addition, the school leadership presents the data analysis to the district leadership for progress check and feedback. This ensures we stay on track to our annual internal goals.
- **GearUp:** Through a continuing partnership with GearUp, we have been able to provide push-in tutors to our ELA and math classes. We have also been able to foster a college-going culture with a college day, visit Cal State Northridge, and acquire resources and curriculum that students have access to in the classrooms.
- **Blended Learning Classroom (BLC) and Grade-Level Inclusion Specialist Teachers (ISTs):** students who need additional supports in the classroom are recommended for the Blended Learning Classroom, which is co-taught by a General Education Teacher and an Inclusion Specialist Teacher (IST) or Resource Teacher in ELA and math. RKMS has one IST per grade level who moves up with the students.
- **Anti-Bias Training:** As an organization, we recognize the need for training and dismantling systemic inequities. We have committed to developing and implementing anti-racist curriculum in the next few years. We are also providing training for staff on anti-bias led by an external organization to better serve our students, and especially our BIPOC students and staff.
- **Weekly Culture Day:** At RKMS, we designate our advisory class periods into one day to ensure we are mindful about building relationships between students and staff members. This day is once a week on Wednesdays where students and staff participate in several activities. The first is team building at the park through physical activity, second is sharing and reflecting during circle time, and the last is academic and socio-emotional check-ins during advisory. We add instructional minutes to the other four days to compensate for this day.

**3. Improving Math Scores:** In a closer look, the decline in data is a result of our upper math grades, 7th and 8th. In math, our Latino subgroup increased from 2016-2018 school years by 1.15%, and our students with disabilities increased by 2.22%. The 6th grade teacher tutored her students almost daily during lunch and advocated for RtI for students who were struggling. She put together a program and reached out for support as needed. The teacher continues to demonstrate elevation in her own pedagogy, management, and data-driven instruction. 7th grade had a brand new-to-the profession Math teacher. In 8th, we determined that 8th graders decreased in achievement due to grade level cultural misalignment, since the cohort demonstrated achievement two years past annually.

Though we have seen some success in Math instruction, we have faced some challenge with meeting some of the cognitive engagement expectations in Mathematics, which has led to a plateau in student performance. Students enter RKMS with a wide range of levels of content mastery from prior grade levels and different schools. In addition to teaching students new content, RKMS has identified the need to also revisit and reconstruct foundational concepts and understandings.

- **Gradebook Dash:** RKMS has been on a full standards-based gradebook since our induction, but we are continuing to improve in calibration and implementation. This includes annual training for teachers and parent information sessions each fall. We also created a gradebook dash that gives live data of teacher gradebooks. Our math department regularly looks at the data to determine student progress and proficiency while determining next steps.

- **Interims and Action Plan:** As an organization, we have moved towards internal assessments to track progress and predict CAASPP readiness along with our standards-based gradebooks. We have four math interims throughout the year with data analysis that follows. Teachers look at student progress, performance, and subgroups to make decisions based on the data. In addition, the school leadership presents these to continue to monitor progress on internal goals that we have set such as per our board approved school action plans.
- **GearUp:** Through a continuing partnership with GearUp, we have been able to provide push-in tutors to our ELA and math classes. These tutors work with small groups of students to provide intensive support during class and after school.
- **Open Up Resources:** We are in full adoption of a new curriculum - Open Up Resources. This alignment across the organization has allowed for more collaboration throughout the organization and discussion centered around rigor in math and is Common Core aligned for conceptual math and math application through word problems and performance tasks.
- **MathRtI/Math Instructional Aide:** To support students in math, we provide a Math RtI class after school and a math-specific Instructional Aide to provide interventions during the school day. In this supplemental class, students work in smaller classes to master skills that will help them in the regular math classroom.
- **Algebra I:** In order to support our higher learners, we have offered honors math courses in 7th and 8th grade. We have fully transitioned to offering 8th graders Algebra I using the Agile Minds curriculum. This ensures students can enter into Geometry. For students in regular math, they have the option to take summer school Algebra through an Bright Star org-wide summer school program free of charge. Through the org-adopted curriculum of Agile Minds, our 8th grade math teacher participates in four all-day Math study sessions with other teachers across the district. They observe each other and provide high-level feedback to improve their instruction and pedagogy.
- **Org Math Cadre:** The math cadre at the org level is readily available to support our math teachers. Through professional development and coaching, our teachers work directly with our district math leads to grow in their practice. The math cadre time also provides time for teachers to collaborate with teachers across the organization who teach the same grade level.
- **Department Lead and Teachers:** We onboarded two new math teachers and a new department lead, and the transition along with the implementation of a new curriculum and org math initiative allowed for a fresh start. Teachers found focus and a community that provided guidance and support.

Another indicator of an area for growth is with our African American subgroup. As our subgroup population is so few, the decrease is further exacerbated by movement of even one-three students. In our situation, this is the case. Understanding this data, RKMS created specific plans of intervention for our student(s).

RKMS's promotion goals are continually evaluated and revised to best support student learning. Current promotion goals include student performance in math class, supplemental software, and CAASPP-aligned Performance Tasks. By utilizing CAASPP Interim Assessments, teachers are able to continually monitor student proficiency and growth in order to identify areas of need as well as to provide specific interventions for individuals and groups of students.

Per our numerous data metrics and structure of reporting, we will continue to monitor subgroups, English Learners and our performance in Math for progress improvement.

## Student Population to be Served

### 1.3: Charter School's target student population

As mentioned in Element 1.1., RKMS predominantly serves the community in the Koreatown neighborhood of Los Angeles, California. Koreatown sits within the boundaries of LAUSD's Board District 6. Chart 1.8 shows the

demographic breakdown of our students, which also reflects what we anticipate future classes to look like. Rise Kohyang currently serves grades 6 - 8.

CHART: RKMS DEMOGRAPHICS<sup>3</sup>

Demographics	All Schools in the Bright Star Schools Network	Rise Kohyang Middle School
Enrollment as of Census day Oct 2019	3377	421
% SPED	9.71%	6.41%
% ELL	21.76%	16.15%
% FRL	91.71%	93.35%
% Ethnic Breakdown		
African-American / Black	5.27%	1.90%
Hispanic/Latino	80.99%	66.50%
Asian (Incl. Filipino)	8.94%	25.20%
White (Incl. Native American/Alaskan eskimo)	1.51%	2.10%
Other	3.88%	4.30%

Our RKMS student population is made up of students from public and private elementary schools all over Los Angeles. Based on internal data, 90% of our students live within 6.5 miles of our campus with the average distance being 2.73 miles. The demographic percentages of RKMS mirror Koreatown demographics. Through our nine years of community partnerships, academic achievements, and word of mouth, we have been able to grow our reputation not only as a school that provides rigor through a quality education, but one with an outstanding culture. We understand that each student is unique, so we have multiple tiered intervention systems (SSPT, chronic absenteeism, access) to provide support as needed. On our PanoramaEd spring 2020 survey, 98% of our parents answered that they are satisfied or strongly satisfied with the education that their child is receiving. As we continue to improve in our practice, we will grow our reputation within our community.

With 93% of students on free or reduced lunch, we strive to provide experiences both inside and outside of the classroom without financially burdening families. We recognize that students have varying interests, so we provide experiences that include but are not limited to arts, sports, culture, and college visits. We work closely with families to build systems of support for our students through parenting workshops and connections to partner organizations based on need.

We will also support the foundational skill building of our students with outreach and education to families so that the support of students extends to the home environment, no matter what that looks like for each student. All Bright Star schools will work to develop the socio-emotional and coping skills to overcome the many life challenges they may face in their lives, on their path to accessing higher education.

## 1.4: Five-year enrollment rollout plan

	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
6th Grade	150	150	150	150	150
7 <sup>th</sup> Grade	150	150	150	150	150
8 <sup>th</sup> Grade	150	150	150	150	150
TOTAL	450	450	450	450	450

## Goals and Philosophy

### 1.5. School vision and mission statements

The following mission and vision statements are true for all Bright Star Schools.

**Bright Star Schools’ mission** is to provide holistic, inclusive support for all students to achieve academic excellence and grow their unique talents so that they find joy and fulfillment in higher education, career, and life.

**Bright Star Schools’ vision** is Bright Star students will become leaders who act with integrity and champion equity to enrich our communities and the world.

Additionally, Bright Star Schools strive to provide students with a well-rounded education, including a rigorous academic program that prepares students for college, and life experiences that exposes students to a broad world beyond their current environments. **All of our programs are rooted in four core values:**

- **Integridad** means we need to be the best versions of ourselves, to speak our own truth, and to advocate for those whose voices are not heard.
- **Ubuntu** means that our humanity is shared, that we value kindness, and that we support one another to become the people we strive to be.
- 고향 **Kohyang** means hometown and encourages us to build meaningful connections and strong community ties, because our hometowns are integral to our identities.
- **Growth** means having a mindset that allows us to achieve excellence and gain fulfillment through our pursuit of learning and development.

### 1.6. Define and describe briefly the characteristics of an “educated person” in the 21st century.

At Bright Star Schools, we believe an educated person is someone self-motivated, competent, and a lifelong learner who possesses the academic, technological, intellectual, emotional and character skills so they will be successful in college, and ultimately in the world beyond. Academically and technologically, these skills include:

- A mastery of the English language along with a mastery of at least one other language.
- A fundamental understanding and fluency in comprehension of mathematics, science, history, and the arts.



- The ability to think both critically and creatively through basic knowledge about the world, deep knowledge about subjects of interest, and skills for effectively using technology and gathering information.
- Deep knowledge and access to current tools (email, computers in classrooms, various programs such as Khan Academy, iStation, etc.), as well as ability to creativity problem solve and innovate will prepare students for the rapidly evolving world of technology.
- The ability to work cooperatively and to understand and respect cultural and socio-economic differences between all people.
- An understanding of global interdependence and ability to clearly see the need for greater social justice in the world.

An educated person in the 21st century also must have developed an ability to monitor and maintain emotional and physical fitness. A quality education also instills habits that help one to have control of one's life: to solve problems, to set and attain goals, to learn from experiences and to know when and how to follow social norms. Self-awareness involves recognizing one's strengths and limitations, knowing what one wants to achieve in life and being reflective about one's interactions and relationships with others.

An educated person participates constructively in society, for one knows that such participation is necessary for the benefit of society and for the individual as well. Such a person has developed a broad knowledge base and has acquired skills which allow one to enter the economic mainstream. Such a person works cooperatively to achieve constructive answers to difficult questions for the benefit of society. Such a person understands that every problem has some solution, although it often may not be a perfect solution.

An educated person understands that character counts, and that we live on a planet where everybody and everything is interconnected, often in ways that we cannot see or comprehend. Such a person knows that one's actions cause many further actions and reactions. Because of this, an educated person refers to and utilizes one's own belief and value systems prior to making important decisions about oneself and about others.

An educated person communicates effectively, both orally and in writing, and bases his thoughts and arguments on a thoughtful consideration of the evidence at hand. They are able to participate in the larger intellectual dialogue by creating their own thoughts and ideas, using others' ideas as a springboard to form their own. In order to do this in the 21st century, they must be a savvy user of technology and understand how to use the available tools to further their own learning, form opinions, interact with the world, and present the portrait of themselves as a thoughtful and responsible citizen.

### **1.7: How Learning Best Occurs.**

Our instructional practices and program design are largely informed by the following pieces of research and publications:

1. Robert J. Marzano's *What Works in Schools* and *What Works in Classroom Instruction*
2. David Conley's guidelines for "21st Century Learners," as published by Pearson in "Career Readiness and Employability"
3. Carol Dweck's *Mindset: The New Psychology of Success*
4. Doug Lemov's *Teach like a Champion 2.0*

We believe non-cognitive skills (or soft skills) are essential to the success of students. These practices are embedded in our advisory program, our Connections' Program, and throughout the core courses. Davis Conley's guidelines would provide strategies meeting the needs of RKMS students. For example, his guidelines are largely geared for low socioeconomic or 1st generation college attendees. His work centers on developing the social capital

to navigate a higher education system and strategies such as forming peer studies groups and developing self-advocacy skills.

Accordingly, RKMS believes learning best occurs when students learn in an environment where they feel safe, where expectations for all students are clear and high and students are given the opportunity to make mistakes, learn from them, work hard and achieve their goals. Carol Dweck’s *Mindset* reinforces the notion that all students can succeed academically when given the opportunity to learn through active participation in engaging activities. We further believe all students need to develop high standards of honesty, industriousness, enthusiasm, kindness, compassion and generosity. Students participate in a daily advisory program that explicitly teaches the values and character traits we want students to embody. Through direct instruction on character education, relevant readings, and monthly character education assemblies, our values are embedded within the very culture of the school.

Learning best occurs when learners start with their own knowledge and experience as the basis for learning. Students must feel that new ideas, information and skills are relevant, useful or important. They must be motivated by genuine interest or purpose, and should be challenged to work to high expectations. Students construct meaning through their learning experiences by doing more often than seeing or listening. Additionally, students learn best when they practice and apply new skills and concepts to real-life situations.

Learning best occurs when academic learning is coupled with social, emotional and physical development. When learning in a school culture is fun, exciting and essential, students feel more comfortable in their environment and are motivated to work harder to achieve academic goals, particularly evident in the work of Lemov and Conley.

Marzano emphasizes that learning best occurs when educational objectives are simple, measurable and attainable. Clear definitions of what students should know and be able to do in each academic content area at grade level determines the content of the curriculum, affects teaching strategies, provides a perspective for selecting and training teachers and helps parents understand what is expected of the children. Learning best occurs when class size and school size are manageable. Although there are no magic numbers or solutions for what is manageable, it is imperative that the members of the school community know one another as individuals.

Additionally, RKMS believes learning is most effective when parents understand and are involved in the educational goals of the school. RKMS has short-term, intermediate and long-term goals.

- The **short-term goal** is to provide a meaningful educational experience; one that impresses upon students the amount they can accomplish in a single year of dedicated hard work and the level to which they can enhance their self-confidence through achievement.
- The **intermediate goal** is to help students carry this sense of academic commitment and accomplishment throughout their school experience.
- The **long-term goal** is to instill in our students the belief that they should and be able to attend college, and through this process, provide them the tools to do so.

### 1.8: Description of the school’s annual goals, for all pupils and for each subgroup of pupils, by the California Local Control Funding Formula (LCFF) legislation

LCFF STATE PRIORITIES
GOAL #1

All students demonstrate increased academic growth as measured by state test scores and improved English proficiency.	<b>Related State Priorities:</b> <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 4 <input type="checkbox"/> 7 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 5 <input checked="" type="checkbox"/> 8 <input type="checkbox"/> 3 <input type="checkbox"/> 6
	<b>Local Priorities:</b> <input type="checkbox"/> : <input type="checkbox"/> :

**Specific Annual Actions to Achieve Goal**

- Continued investment in curriculum and academic tools to support student growth in core subject areas.
- Employ instructional support staff whose responsibility includes but is not limited to data analysis, intervention, professional development, and English language learner development.
- Develop intervention and enrichment programs to support both student's acquisition of core content and topics of interest outside core curriculum.
- Investment in student technology to enhance and support a student's ability to master CA state standards

**Expected Annual Measurable Outcomes**

**Outcome #1:** On average RKMS will increase DFS (distance from standard) by 1 point(s) each year in ELA, while continuing exceeding the state average.<sup>4</sup>

**Metric/Method for Measuring:** CAASPP Scores

APPLICABLE STUDENT GROUPS	Baseline (18-19)	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
All Students (Schoolwide)	Charter School: +.6 DFS State: -2.5	Prior year base + 1	Prior year base + 1	Prior year base + 1	Prior year base + 1	Prior year base + 1
English Learners	Charter School: -47.4 DFS State: -45.1	Prior year base + 1	Prior year base + 1	Prior year base + 1	Prior year base + 1	Prior year base + 1
Socioecon. Disadv./Low Income Students	Charter School -3.3 DFS State: -30.1 DFS	Prior year base + 1	Prior year base + 1	Prior year base + 1	Prior year base + 1	Prior year base + 1
Foster Youth	*	*	*	*	*	*
Students with Disabilities	Charter School: -80.9 DFS State: -88.1 DFS	Prior year base + 1	Prior year base + 1	Prior year base + 1	Prior year base + 1	Prior year base + 1
African American Students	*	*	*	*	*	*

<sup>4</sup> This is the school's first year setting ELA and Math goals in alignment for new renewal criteria as per AB 1505. As such these outcomes may adjust in future years to better align with state requirements. Additionally, as the school adjusts internal practices to more closely align with state requirements for renewals these goals may also organically adjust to better align.

American Indian/Alaska Native Students	*	*	*	*	*	*
Asian Students	Charter School: +46.3 DFS State: +64.8	Prior year base + 1	Prior year base + 1	Prior year base + 1	Prior year base + 1	Prior year base + 1
Filipino Students	Charter School: +46.4 State: +46.7 DFS	Prior year base + 1	Prior year base + 1	Prior year base + 1	Prior year base + 1	Prior year base + 1
Latino Students	Charter School - 18.4 State: -26.6 DFS	Prior year base + 1	Prior year base + 1	Prior year base + 1	Prior year base + 1	Prior year base + 1
Native Hawaiian/Pacific Islander Students	*	*	*	*	*	*
Students of Two or More Races	*	*	*	*	*	*
White Students	*	*	*	*	*	*
<b>Outcome #2:</b> On average RKMS will increase DSF (distance from standard) by 1 point(s) each year in Math, while continuing exceeding the state average <sup>5</sup> . <b>Metric/Method for Measuring:</b> CAASPP Scores						
APPLICABLE STUDENT GROUPS	Baseline (18-19)	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
All Students (Schoolwide)	Charter School - 21.9 State: -33.5%	Prior year base +1	Prior year base +1	Prior year base +1	Prior year base +1	Prior year base +1
English Learners	Charter School: - 66.1 DFS School: - 68.6 DFS	Prior year base +1	Prior year base +1	Prior year base +1	Prior year base +1	Prior year base +1
Socioecon. Disadv./Low Income Students	Charter School: - - 27 State :-63.7	Prior year base +1	Prior year base +1	Prior year base +1	Prior year base +1	Prior year base +1
Foster Youth	*	*	*	*	*	*
Students with Disabilities	Charter School: - 124.4 DFS School: -119.4 DFS	Prior year base +1	Prior year base +1	Prior year base +1	Prior year base +1	Prior year base +1
African American Students	*	*	*	*	*	*
American Indian/Alaska Native Students	*	*	*	*	*	*
Asian Students	Charter School: +43.1 DFS State: +59.8	Prior year base +1	Prior year base +1	Prior year base +1	Prior year base +1	Prior year base +1
Filipino Students	Charter School: +62 DFS State: +18 DFS	Prior year base +1	Prior year base +1	Prior year base +1	Prior year base +1	Prior year base +1

<sup>5</sup> This is the school’s first year setting ELA and Math goals in alignment for new renewal criteria. As such these outcomes may adjust in future years to better align with state requirements. Additionally, as the school adjusts internal practices to more closely align with state requirements for renewals these goals may also organically adjust to better align.

Latino Students	Charter School: -46 DFS State:-62.2 DFS	Prior year base +1	Prior year base +1	Prior year base +1	Prior year base +1	Prior year base +1
Native Hawaiian/Pacific Islander Students	*	*	*	*	*	*
Students of Two or More Races	*	*	*	*	*	*
White Students	*	*	*	*	*	*
<b>Outcome #3:</b> School will have a reclassification rate equal to or greater than 16% (LAUSD 19-20 reclassification rate). <sup>6</sup> <b>Metric/Method for Measuring:</b> Reclassification Rate						
APPLICABLE STUDENT GROUPS	Baseline (19-20)	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
English Learners	40%	>16%	>16%	>16%	>16%	>16%

<b>LCFF STATE PRIORITIES</b>	
GOAL #2 <sup>7</sup>	
<p>School promotes a school culture which is a positive, engaging, calm and supportive for both student social and emotional development.</p>	<p><b>Related State Priorities:</b></p> <p><input type="checkbox"/> 1    <input type="checkbox"/> 4    <input type="checkbox"/> 7  <input type="checkbox"/> 2    <input checked="" type="checkbox"/> 5    8  <input type="checkbox"/> 3    <input checked="" type="checkbox"/> 6</p> <hr/> <p><b>Local Priorities:</b></p> <p><input type="checkbox"/>:  <input type="checkbox"/>:</p>
Specific Annual Actions to Achieve Goal	
<ul style="list-style-type: none"> <li>● School-wide programs and staff professional development to ensure ongoing positive school climate</li> <li>● Creation of experiences in school which empower students and support their growth socially and emotionally.</li> <li>● Providing students with opportunities to ensure they have access to experiences and resources they may not be able to afford outside of school</li> </ul>	
Expected Annual Measurable Outcomes	

<sup>6</sup> This metric has been written as a threshold metric to ensure that the school is constantly working to achieve a standard reclassification rate. LAUSD was selected as the threshold measure to ensure our students are receiving an equitable educational experience to their peers in traditional public schools.

<sup>7</sup> Where possible baseline data was entered with school data as of 3/15/2020. On 3/14/2020 the school closed to transition to distance learning and subsequent data was deemed not valid due to many changes in the school environment. This is true for all data points except school climate. The baseline data point for school climate was spring 18-19 data point.

<b>Outcome #1:</b> School will maintain at least 95% ADA						
<b>Metric/Method for Measuring:</b> ADA						
APPLICABLE STUDENT GROUPS	Baseline (3/15/2020)	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
All Students (Schoolwide)	97%	≥95%	≥95%	≥95%	≥95%	≥95%
English Learners	95%	≥95%	≥95%	≥95%	≥95%	≥95%
Socioecon. Disadv./Low Income Students	97%	≥95%	≥95%	≥95%	≥95%	≥95%
Foster Youth	*	*	*	*	*	*
Students with Disabilities	96%	≥95%	≥95%	≥95%	≥95%	≥95%
African American Students	*	*	*	*	*	*
American Indian/Alaska Native Students	*	*	*	*	*	*
Asian Students	98%	≥95%	≥95%	≥95%	≥95%	≥95%
Filipino Students	96%	≥95%	≥95%	≥95%	≥95%	≥95%
Latino Students	96%	≥95%	≥95%	≥95%	≥95%	≥95%
Native Hawaiian/Pacific Islander Students	*	*	*	*	*	*
Students of Two or More Races	*	*	*	*	*	*
White Students	*	*	*	*	*	*
<b>Outcome #2:</b> % of students who are chronically absent will not be higher than 10%						
<b>Metric/Method for Measuring:</b> Chronic Absenteeism						
APPLICABLE STUDENT GROUPS	Baseline (3/15/2020)	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
All Students (Schoolwide)	8%	≤10%	≤10%	≤10%	≤10%	≤10%
English Learners	18%	≤10%	≤10%	≤10%	≤10%	≤10%
Socioecon. Disadv./Low Income Students	8%	≤10%	≤10%	≤10%	≤10%	≤10%
Foster Youth	*	*	*	**	*	*
Students with Disabilities	11%	≤10%	≤10%	≤10%	≤10%	≤10%
African American Students	*	*	*	**	*	*
American Indian/Alaska Native Students	*	*	*	**	*	*
Asian Students	5%	≤10%	≤10%	≤10%	≤10%	≤10%
Filipino Students	25%	≤10%	≤10%	≤10%	≤10%	≤10%
Latino Students	10%	≤10%	≤10%	≤10%	≤10%	≤10%
Native Hawaiian/Pacific Islander Students	*	*	*	**	*	*

Students of Two or More Races	*	*	*	**	*	*
White Students	*	*	*	**	*	*
<b>Outcome #3:</b> No more than 2% of students will experience an incident of suspension <b>Metric/Method for Measuring:</b> Suspension rate						
APPLICABLE STUDENT GROUPS	Baseline (3/15/2020)	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
All Students (Schoolwide)	.46%	≤2%	≤2%	≤2%	≤2%	≤2%
English Learners	1.52%	≤2%	≤2%	≤2%	≤2%	≤2%
Socioecon. Disadv./Low Income Students	.51%	≤2%	≤2%	≤2%	≤2%	≤2%
Foster Youth	*	*	*	**	*	*
Students with Disabilities	2.86%	≤2%	≤2%	≤2%	≤2%	≤2%
African American Students	*	*	*	**	*	*
American Indian/Alaska Native Students	*	*	*	**	*	*
Asian Students	0%	≤2%	≤2%	≤2%	≤2%	≤2%
Filipino Students	*	*	*	**	*	*
Latino Students	.68%	≤2%	≤2%	≤2%	≤2%	≤2%
Native Hawaiian/Pacific Islander Students	*	*	*	**	*	*
Students of Two or More Races	*	*	*	**	*	*
White Students	*	*	*	**	*	*
<b>Outcome #4:</b> No more than 1% of students will be expelled <b>Metric/Method for Measuring:</b> % of students expelled						
APPLICABLE STUDENT GROUPS	Baseline (3/15/2020)	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
All Students (Schoolwide)	0	≤1%	≤1%	≤1%	≤1%	≤1%
English Learners	0	≤1%	≤1%	≤1%	≤1%	≤1%
Socioecon. Disadv./Low Income Students	0	≤1%	≤1%	≤1%	≤1%	≤1%
Foster Youth	*	*	*	**	*	*
Students with Disabilities	0	≤1%	≤1%	≤1%	≤1%	≤1%
African American Students	*	*	*	**	*	*
American Indian/Alaska Native Students	*	*	*	**	*	*
Asian Students	0	≤1%	≤1%	≤1%	≤1%	≤1%
Filipino Students	0	≤1%	≤1%	≤1%	≤1%	≤1%
Latino Students	0	≤1%	≤1%	≤1%	≤1%	≤1%
Native Hawaiian/Pacific Islander Students	*	*	*	**	*	*
Students of Two or More Races	*	*	*	**	*	*
White Students	*	*	*	**	*	*
<b>Outcome #5:</b> School dropout rate will be less than 5% <b>Metric/Method for Measuring:</b> Dropout Rate						

APPLICABLE STUDENT GROUPS	Baseline (3/15/2020)	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
All Students (Schoolwide)	0%	≤5%	≤5%	≤5%	≤5%	≤5%
English Learners	0%	≤5%	≤5%	≤5%	≤5%	≤5%
Socioecon. Disadv./Low Income Students	0%	≤5%	≤5%	≤5%	≤5%	≤5%
Foster Youth	*	*	*	**	*	*
Students with Disabilities	0%	≤5%	≤5%	≤5%	≤5%	≤5%
African American Students	0%	≤5%	≤5%	≤5%	≤5%	≤5%
American Indian/Alaska Native Students	*	*	*	**	*	*
Asian Students	*	*	*	**	*	*
Filipino Students	*	*	*	**	*	*
Latino Students	0%	≤5%	≤5%	≤5%	≤5%	≤5%
Native Hawaiian/Pacific Islander Students	*	*	*	**	*	*
Students of Two or More Races	*	*	*	**	*	*
White Students	*	*	*	**	*	*

**Outcome #6:** School will increase 5 percentage points in the students who positively respond on the school climate benchmark of the student survey (until reaching 75% of students positively respond to the school climate benchmark).<sup>8</sup>  
**Metric/Method for Measuring:** Results of Panorama Student School Climate Survey

APPLICABLE STUDENT GROUPS	Baseline (18-19)	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
All Students (Schoolwide)	52%	+5%	+5%	+5%	+5%	+5%
English Learners	59%	+3%	+3%	+3%	+3%	+3%
Socioecon. Disadv./Low Income Students <sup>9</sup>	*	*	*	**	*	*
Foster Youth	*	*	*	**	*	*
Students with Disabilities	61%	+3%	+3%	+3%	+3%	+3%
African American Students	*	*	*	**	*	*
American Indian/Alaska Native Students	*	*	*	**	*	*
Asian Students	52%	+5%	+5%	+5%	+5%	+5%
Filipino Students <sup>10</sup>	*	*	*	**	*	*
Latino Students	54%	+4%	+4%	+4%	+4%	+4%
Native Hawaiian/Pacific Islander Students	*	*	*	**	*	*
Students of Two or More Races	*	*	*	**	*	*
White Students	*	*	*	**	*	*

**LCFF STATE PRIORITIES**

<sup>8</sup> It may be that in future years this metric shifts due to change in survey provider or an internal determination that a different benchmark in the student climate survey better captures school culture.

<sup>9</sup> FRPL/SED is not collected on the panorama student survey. The vast majority of our students are FRPL/SED students and therefore, this student subgroup is likely to trend similarly to the overall student population.

<sup>10</sup> The Filipino student subgroup data point was not collected on the 18-19 Panorama student survey.



GOAL #3						
School actively engages and involves families in their students learning.		Related State Priorities:				
		<input type="checkbox"/> 1 <input type="checkbox"/> 4 <input type="checkbox"/> 7 <input type="checkbox"/> 2 <input type="checkbox"/> 5 <input type="checkbox"/> 8 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 6	Local Priorities:			
		<input type="checkbox"/> : <input type="checkbox"/> :				
Specific Annual Actions to Achieve Goal						
<ul style="list-style-type: none"> <li>Investment in materials, tools, programs, and services ensuring accessible parent communication</li> <li>School events and programs purposefully created to introduce parents to school staff, the school's educational program, and encourage a parent's ability to advocate on behalf of their student.</li> <li>Staff members who play the role of liaison between school and family</li> </ul>						
Expected Annual Measurable Outcomes						
<b>Outcome #1:</b> 93% parents who positively rate the school						
<b>Metric/Method for Measuring:</b> Annual Panorama Parent Survey						
APPLICABLE STUDENT GROUPS	Baseline (3/15/2020)	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
All Students (Schoolwide)	98%	≥93%	≥93%	≥93%	≥93%	≥93%
<b>Outcome #2:</b> > 70% of parents will return surveys						
<b>Metric/Method for Measuring:</b> % of returned surveys						
APPLICABLE STUDENT GROUPS	Baseline (3/15/2020)	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
All Students (Schoolwide)	76%	≥70%	≥70%	≥70%	≥70%	≥70%
<b>Outcome #3:</b> >70% of parents who attend a school event						
<b>Metric/Method for Measuring:</b> % of parents who attend a school event						
APPLICABLE STUDENT GROUPS	Baseline (3/15/2020)	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
All Students (Schoolwide)	68%	≥70%	≥70%	≥70%	≥70%	≥70%
<b>Outcome #4:</b> >70% Parent Attendance at Parent Teacher Conferences						

<b>Metric/Method for Measuring:</b> X% Parent Attendance at Parent Teacher Conferences						
APPLICABLE STUDENT GROUPS	Baseline (2/15/2020)	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
All Students (Schoolwide)	89% <sup>11</sup>	≥70%	≥70%	≥70%	≥70%	≥70%
<b>Outcome #5:</b> 50% Parent Attendance at Back to School Night						
<b>Metric/Method for Measuring:</b> X% Parent Attendance at Back to School Night						
APPLICABLE STUDENT GROUPS	Baseline (3/15/2020)	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
All Students (Schoolwide)	49%	≥50%	≥50%	≥50%	≥50%	≥50%
<b>Outcome #6:</b> 70% of families who have one yearly counselor meeting						
<b>Metric/Method for Measuring:</b> X% of families who have one yearly counselor meeting						
APPLICABLE STUDENT GROUPS	Baseline (3/15/2020)	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
All Students (Schoolwide)	74%	≥70%	≥70%	≥70%	≥70%	≥70%

<b>LCFF STATE PRIORITIES</b>	
<b>GOAL #4</b>	
School facilities are in good repair. Instructional staff is also properly credentialed and teaching standards aligned instructional material.	<b>Related State Priorities:</b> X 1 <input type="checkbox"/> 4    X 7 X 2 <input type="checkbox"/> 5 <input type="checkbox"/> 8 <input type="checkbox"/> 3 <input type="checkbox"/> 6
	<b>Local Priorities:</b> <input type="checkbox"/> : <input type="checkbox"/> :
<b>Specific Annual Actions to Achieve Goal</b>	
<ul style="list-style-type: none"> <li>Investment in technology to ensure that teachers are properly credentialed</li> <li>Ongoing investment in technology, professional development opportunities, and instructional staff members to support teacher improvement.</li> <li>Staff members whose role is to ensure the school is a safe and clean environment for students.</li> </ul>	
<b>Expected Annual Measurable Outcomes</b>	

<sup>11</sup> Only parents who have a student who is struggling are invited to attend conferences during parent teacher conference week. Therefore, this percentage does not represent the entire student body but rather the % of parents who attended out of the % of parents who were invited to attend.

**Outcome #1:** 100% of teachers will be fully credentialed or enrolled in an intern credential program as outlined in our charter.  
**Metric/Method for Measuring:** Teacher Credentials

APPLICABLE STUDENT GROUPS	Baseline (3/15/2020)	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
All Students (Schoolwide)	100%	100%	100%	100%	100%	100%

**Outcome #2:** 100% of teachers will have English language authorization or an emergency EL authorization as required by CA.  
**Metric/Method for Measuring:** % of teachers with English language authorization or emergency EL authorization

APPLICABLE STUDENT GROUPS	Baseline	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
All Students (Schoolwide)	95%	100%	100%	100%	100%	100%

**Outcome #3:** School will not have vacant teaching positions in Jan - May of the school year  
**Metric/Method for Measuring:** # of vacant teacher positions during the months of Jan - May

APPLICABLE STUDENT GROUPS	Baseline	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
All Students (Schoolwide)	2	0	0	0	0	0

**Outcome #4:** 80% or higher of facility areas will rate as good or excellent on the SARC  
**Metric/Method for Measuring:** Rating on SARC

APPLICABLE STUDENT GROUPS	Baseline	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
All Students (Schoolwide)	81%	≥80%	≥80%	≥80%	≥80%	≥80%

**Outcome #6:** 100% of students have access to standards aligned materials at home and in school as appropriate for a given lesson.  
**Metric/Method for Measuring:** % of students with standards aligned materials at home and in school.

APPLICABLE STUDENT GROUPS	Baseline	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
All Students (Schoolwide)	100%	100%	100%	100%	100%	100%

**Outcome #7:** 100% of school's instructional materials are aligned to state standards  
**Metric/Method for Measuring:** % of instructional materials aligned to state standards

APPLICABLE STUDENT GROUPS	Baseline	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
All Students (Schoolwide)	100%	100%	100%	100%	100%	100%

### **1.9: How the school's goals will enable students to become and remain self-motivated, competent, and lifelong learners.**

The fundamental goal of RKMS is to help its students become self-motivated, competent, life-long learners. RKMS strives to educate students so that they know and understand how they learn, and how they can continue learning in college and beyond, to ensure students are able to find joy and fulfillment in higher education, career, and life. Students understand how to learn from a classroom situation or from a group interaction and (most importantly) how to learn on their own. At RKMS, we believe greatly that every student should have the opportunity to learn and master standards at their own pace, and given this chance, they will be able to use their learning in new and creative ways. For this reason, RKMS has adopted a personalized learning philosophy that places emphasis on teaching students internalize concepts at their own pace using time management and teacher support, while also being asked to complete cognitively challenging projects to assess mastery.

A major educational objective for RKMS is to educate all of its students so that they are able to compete for selective and limited positions and/or scholarships at colleges. Given the current funding crisis in higher education, we also explore alternative post-secondary options for students that lead to attainment of a viable post-secondary plan, which is developed by the student and counselor, in conjunction with their family.

An intense schedule ensures there is enough time to teach all materials covered by the California Common Core State Standards. The goal is to have no student fall behind. We will train students to employ effective study habits by providing them support in and after school so they can reach their full potential. If students put in the required time and effort, and are able to get additional support and resources they need to master materials, they can be successful in our academic program.

Students will work toward mastering the following skills when studying arts, literature, social studies, science, and math:

1. Developing Concepts & Innovation
2. Critical Thinking & Problem Solving
3. Collaboration & Teamwork
4. Media Literacy

Additionally, our goal is that students:

- Develop self-worth and respect for their heritage and the cultural heritage of others, and are able to respond to negativity or maliciousness with integrity and rationale.
- Strive to become proficient in both English, while preserving their native language.
- Work towards demonstrating cooperative social behavior with a sense of responsibility toward their school, home and community through our Connection Program, advisory and character building programs, and community service.
- Are exposed to career/post-secondary opportunities and should begin to develop personal and professional life goals through exposure to local leaders and our partnerships with local businesses and community organizations.
- Performance will increase as demonstrated by standardized, criterion-referenced and performance- based tests.

RKMS's curriculum is based on the California Common Core State Standards. In addition, RKMS offers many expanded options to meet the needs of all of its diverse students. These include a personalized learning curriculum, more instructional time on task, life experience lessons outside the classroom and exposure to college expectations and campus life.

Additionally, we offer a robust intervention program to our English Language Learners, as outlined in our EL Master Plan. We utilize our school counselors to develop truly effective adherence to a tiered intervention program. As part of the tiered intervention program, RKMS has an early warning system implemented by the counselors and teachers who operate in grade-level teams to evaluate students on a biweekly basis. Any student who appears to be struggling in one or more classes in any field (social- emotional or academic), will be identified to ensure all needs are met. In addition, the purpose of implementing an early warning systems program is to also ensure that RKMS is using restorative practices to help and support students in academic and social-emotional development.

## **Instructional Design**

### **1.10: the educational program's overall curricular and instructional design, including how the school will structure and staff the educational program.**

The educational philosophy, teaching methodology and subsequent instructional program at RKMS are informed by extensive research are aligned with Richard DuFour's work<sup>4</sup> and what he terms the "Henry Higgins" school mindset. This relies on high expectations for students with the understanding that if learning at high levels is the constant, then time and resources must be the variables. DuFour describes the "Henry Higgins School" as one in which the adults believe, "We believe that all students can and must learn at relatively high levels of achievement. We are confident that students can master challenging academic material with our support and help. We establish standards that all students are expected to achieve, and we continue to work with them until they have done so." This established, RKMS's focus is on accurately determining each student's current level of performance in the core content area by employing diagnostics assessments aligned to the Common Core State Standards, ELD standards and the Next Generation Science Standards.

Based off the observations the schools where socio-economically disadvantaged students achieve mastery in the core subjects and experience academic success are those that offer:

- Extend the school day and have a longer calendar year.
- Offer an unyielding focus on ensuring students' literacy and numeracy skills in the earliest grades.
- Adopt teaching methodologies that have proven successful in urban settings.
- Set high expectations both behaviorally and academically.
- Employ frequent assessments and data driven professional development and coaching for teachers.
- Subscribe to masterful and specialized teachers.
- Involve parents and the community in the life of their scholars' education.
- Treat each child as an individual, assessing them at their baseline, setting high standards and ensuring that they meet their goals through structured support.
- Have a dedicated counselor assigned to a grade-level cohort of students and moves with them as they matriculate to each grade level
- Offer blended learning classrooms for students who require inclusive education
- Enable and encourage students to hold leadership positions
- Implement restorative practices, rather than strict disciplinary practices

We believe all students at RKMS will benefit from our highly structured instructional program. The instructional program that we have developed for RKMS is critical to students' academic success. In Bright Star's 16 year history, over 60 models of success and their best practices were observed and recruited to refine Bright Star's delivery of instructional practice. Our other Bright Star schools continued growth in performance data and college acceptance rates demonstrates the success of our program for our targeted population.

## Curriculum and Instruction

### 1.11a: Describe the charter school's curriculum.

Below you will find a description of RKMS's courses with corresponding instructional materials, as well as the innovative curriculum components within proposed educational program, and intervention and enrichment programs. Together, these components describe our school's educational program.

All courses will be California Content Standards based. Course descriptions for core subjects in ELA, math, science, history, and elective options follow below.

1. **ELA - CORE:** All students are instructed in a single block of ELA, where they are led in collaborative novel-based units where they practice analysis and discussion using the CA Common Core Content Standards. The curriculum that RKMS currently uses is EL Education. Students complete each unit with a project and essay that assess their ability to use the standards taught in class, in action. Students are taken through the writing process using genre-based units of instruction. Students are assessed through both teacher scoring and feedback on written essays and stories. 7th and 8th graders are eligible for an honors class.
2. **English Language Development - CORE** With our English Language Development Coordinator, we have created a plan to integrate support for all teachers in fully implementing SDAIE ("Specially Designed Academic Instruction in English") in instruction of all students, including those with needs in English Language Development. Our English Language Development Coordinator, along with their ELD Instructional Assistant, will observe teachers daily, providing feedback on SDAIE integrated strategy implementation, as well as supporting students in the classroom. Additionally, teachers will be led in monthly Professional Development designed specifically around ELD strategies and best practices. During these PD meetings, the ELD Coordinator will guide teachers in adding these strategies into their planning for upcoming lessons, to ensure their continued integration in instruction.

Additionally, we offer designated support for these students during our Pathways block Personalized Learning Block in what is called the ELD Resource Lab. During this time, our ELD coordinator will meet with targeted groups to support in their efforts for reclassification, reading comprehension, phonics, and grammar.

1. **Integrated ELD Supports:** The ELD program will use the same novels and sources as the general ELA classes, in order to ensure they have access to grade level curriculum. General education teachers and ELD coordinator collaborate to ensure supports are provided to meet student needs.
  2. **Designated ELD Supports:** ELD supports also take place outside the classroom in ELD Pull-Out sessions, which occur both during Advisory or Electives.. Students are pulled out in groups based on their previous year's CELDT/ELPAC scores. In Pull-Out sessions students are provided with strategies that support what they are learning in their classes, as well as important language acquisition skills specific to their needs. In order to meet the needs of EL and to prevent students from being identified as a long-term EL, students receive instruction with additional curriculum with designated supports that are designed specifically to meet their needs. RKMS will use Lindamood-Bell and Rosetta Stone as needed to support students in learning consonant and vowel sounds, sounding out word parts, and dynamics of sentence construction.
- a. **History – CORE** Different grade level focus on different periods of history and different skill sets, as follows:

- a. **History – 6<sup>th</sup> Grade:** 6<sup>th</sup> grade history focuses on the lives of early humans, the development of tools, the gathering history and geography way of life, agriculture, and the emergence of civilizations in Mesopotamia, classrooms learn about the Egypt, the Indus River valley, China, and the Mediterranean basin. Additionally, students discuss the geography of the ancient world and the development of tools, the birth and spread of religious and philosophical systems (Judaism, Greek thought, Hinduism, Buddhism, Confucianism, Christianity), and changes in societies (social class divisions, slavery, divisions of labor between men and women). All students take two DBQ assessments through Thinking Nation.
- b. **History - 7<sup>th</sup> Grade:** 7<sup>th</sup> History is based on California History standards for the explicit historical content and utilizes the Common Core Literacy Standards for the skills of the discipline. These courses are a study of world history and geography during the ancient, medieval and early modern eras. Students study the development and changes of complex civilizations. Teachers’ Curriculum Institute (TCI) *History Alive* series is used as the primary history text for this course. Students identify and explore the similarities and patterns of these civilizations. Emphasis is placed on the fact that many of the civilizations developed concurrently and impacted each other. All units include an examination of the impact of religion, economics, politics and social history on the medieval and early modern eras. The Five Themes of Geography (location, movement, region, place and human-environmental interaction) are woven into all the units, with emphasis on how geography affected the development of these civilizations. Students will learn about related careers in history/social science. Each unit, students read and analyze at least one primary source document and complete a performance task aligned assignment. All students take two DBQ assessments through Thinking Nation.
- c. **History - 8<sup>th</sup> Grade:** 8<sup>th</sup> History is a study of the critical events, issues and individuals in United States History. *History Alive* series is used as the primary history text for this course, which begins with a selective review of the Age of Exploration, the colonial period and the American Revolution. The major focus of the year is the development of the Constitution, the impact of the Westward Movement, and the struggles of the Civil War and Reconstruction. All units include an examination of the impact of economics, politics and social history on the development of the United States. The five themes of geography (location, movement, region, place and human- environmental interaction) are woven into all the units, with emphasis on how geography affected the development of the growing nation. Students learn about related careers in history/social science. Each unit, students read and analyze at least one primary source document and complete a performance task aligned assignment. All students take two DBQ assessments through Thinking Nation.

1. **Science—(6-8th) CORE:** Different grade levels focus on different skill sets, as follows:  
 All grade levels’ Science courses, agnostic of the specific content, focus on the NGSS Crosscutting concepts including patterns, cause and effect, scale proportion and quantity, and energy and matter. We have moved to integrated science in the last few years and are addressing each of the sciences below in all of the grade levels. Science teachers regularly administer CAASPP-like assessments to ensure readiness for the assessment in 8th grade.

- a. **6<sup>th</sup> Grade Science:** 6<sup>th</sup> graders learn various topics across earth, life, and physical sciences. Life science topics include cells, the anatomy of a cell, bodies and systems. Then they move to reproduction in plants and animals, and growth of organisms. In physical science, students cover energy transfer in motion, its relation to temperature, and

optimization. Finally, earth science topics include the water cycle, predicting weather, and influences on weather and climate. Introductory principles of earth science are explored in detail, with some related topics from life and physical sciences included. Students will experience the 5-E model of instruction (Engage, explore, explain, elaborate, evaluate) during these units to gain a better understanding of the natural world around them. Science activities are based on the Next Generation Science Standards and utilize the skills and techniques outlined in the Common Core Literacy Standards for articulating the concepts. Each unit, students read at least one science informational text and constructed response assignment.

- b. **7th Grade Science:** The 7th grade science curriculum explores the four domains of science as laid out by the Next Generation Science Standards: Engineering, physical science, life science, and earth and space science. Some of the topics that are explored in this class are: Competition in ecosystems, human dependence on natural resources, chemical reactions, the energy cycle (photosynthesis, cellular respiration, the rock cycle) and plate tectonics. Students will experience the 5-E model of instruction (Engage, explore, explain, elaborate, evaluate) during these units to gain a better understanding of the natural world around them. Science activities are based on the Next Generation Science Standards and utilize the skills and techniques outlined in the Common Core Literacy Standards for articulating the concepts. Each unit, students read at least one science informational text and constructed response assignment.
- c. **8th Grade Science:** Students learn about complex concepts big and small. Students will learn about the geological history of Earth, fossil record, evolutionary history and relationships, natural selection, genes, mutations and artificial selection. They will also learn about waves, visible light, electromagnetic waves, digital vs. analog signals and consumption of natural resources. Students will then learn the laws of motion, gravitational forces, kinetic energy and potential energy. Finally, students will learn about gravitational forces, energy transfer, earth/sun/moon system, patterns of motion in space, the solar system, the universe, and electromagnetic forces. Students will experience the 5-E model of instruction (Engage, explore, explain, elaborate, evaluate) during these units to gain a better understanding of the natural world around them. Science activities are based on the Next Generation Science Standards and utilize the skills and techniques outlined in the Common Core Literacy Standards for articulating the concepts. Each unit, students read at least one science informational text and constructed response assignment.

1. **Math—CORE:** Each year, students matriculate to the next grade level of math according to California Common Core State Standards.

- a. **Math (Math Skills and Problem Solving) - 6<sup>th</sup> Grade:** Students entering 6th grade typically have a foundation in number operations, geometry, measurement, and data. In Math 6, students begin to connect concepts of ratio and rate, extend their understanding of the number system to include negative numbers, write and interpret expressions and equations, and develop their statistical thinking. Students then use these skills by applying them to solve rigorous, real-world problems in their math class. All students move up to Math 7. Students who have exceeded the 6th grade math standards per our standards-based gradebook, CAASPP scores, and teacher recommendation are recommended for Math 7 Honors. The course is designed to support students in thinking across the grades and linking topics within the grade, building conceptual knowledge, and applying both conceptual and procedural knowledge to relevant, extended tasks. The math curriculum is Open Up Resources.



- b. **Math - 7<sup>th</sup> Grade:** In 7<sup>th</sup> grade, students aim to develop their understanding of proportional relationships, operations with rational numbers, expressions and equations, scale drawings, and informal geometric constructions, using the content standards as a guideline. Students enrolled in Math 7 Honors learn the 7th grade math standards and half of the 8th grade math standards. All students move on to Math 8. Students who have exceeded the 7th grade math standards per our standards-based gradebook, CAASPP scores, and teacher recommendation are recommended for Algebra I. The course is designed to support students in thinking across the grades and linking topics within the grade, building conceptual knowledge, and applying both conceptual and procedural knowledge to relevant, extended tasks. The math curriculum is Open Up Resources.
- c. **Math – 8<sup>th</sup> Grade:** This course is designed to provide students with the understanding of the concepts and skills needed to be successful in Algebra 1 and Geometry. This course focuses on pre-algebra concepts such as equations and expressions, functions, similarity, congruence, and the Pythagorean Theorem. The material is presented in different ways using a variety of methods of instruction. Students enrolled in Algebra I learn the remaining half of the 8th grade math standards while also learning the Algebra I standards. The course is designed to support students in thinking across the grades and linking topics within the grade, building conceptual knowledge, and applying both conceptual and procedural knowledge to relevant, extended tasks. The math curriculum is Open Up Resources.

1. *Electives—Non-CORE:* RKMS offers the following electives to students.

- a. **Physical Education - 6<sup>th</sup>- 8<sup>th</sup> grades:** In addition to the core academic courses, students will participate in physical education classes. The objectives of the physical education program are to encourage and promote physical development and growth through exercises in agility, strength and hand-eye coordination, promote individual physical self-confidence through the accomplishment of individual physical goals and through team activities strengthen a sense of unity, accountability, and responsibility through physical team building exercise expose students to life activities that will help them to develop healthy lifestyles as an adult to discuss health and physical issues pertinent to youth in a supportive forum.
- b. **Music: Music - 6-8<sup>th</sup> Grade:** This course teaches students the basic fundamentals of music including introducing them to genre, rhythm, pace, and reading sheet music. Students will learn the basics while listening to and gaining appreciation for classic, jazz, and other instrumental artists. Students will then learn to play notes and songs on the recorder and guitar, utilizing the skills they have gained throughout the course. The class will culminate in individual performances at the close of the year.
- c. **Theater - 6-8<sup>th</sup> Grade:** This course will serve new young artists as they take their first steps towards understanding “the basics” of theatre. We will cover the core components of the theatre machine: basic acting skills: improvisation, pantomime, voice and movement as well as theatre history. By understanding the inner workings of these concepts and practices, we will also expand our knowledge of theatre. Young artists will also be introduced to publicity, the nuance of play production, and a deep well of improvisational exercises and games. This course will provide the strong foundation to continue a pursuit of the arts, while enhancing other non-arts skills such as public

speaking, the ability to collaborate with others, and apply feedback into action for growth. The class will culminate in a play at the end of the course.

- d. **Spanish I – 7th or 8th Grade:** This course is an introduction to Spanish, emphasizing communicative-based competencies and Latin American culture. Correlated to the curriculum are the broad goals of the Standards for Foreign Language Learning in the 21st Century (Communication, Cultures, Connections, Comparisons, and Communities). These standards define the essential skills and knowledge that all students need to acquire at the beginning levels. Students actively practice and learn to greet others, and tell date and time. They will also learn to read, write and conjugate verbs in different tenses.
- e. **Spanish II – 8th Grade:** This comprehensive program builds on the communicative-based competencies, grammar and the Spanish language culture learned in the early course. Students that elect this course must have successfully completed Spanish I. Correlated to the curriculum are the broad Goals of the standards which define the essential skills and knowledge that all students need to acquire. Students express themselves using the present, past and future tenses on a variety of topics. The course is recommended for students who anticipate continuing on to more advanced levels of Spanish, including Advanced Placement in high school and/or college entrance. Students also begin to read simple literature in Spanish and present projects that demonstrate their language development.

### **1.11b: Innovative Curricular Components of the Proposed Educational Program**

1. **PERSONALIZED LEARNING:** Our program embraces personalized learning to ensure that we meet the individual needs of all students, in all classes. This approach places a greater emphasis on students mastering standards to completion, in addition to completing rigorous projects that showcase student ability to use academic standards to solve, experiment, create, and innovate in core classes. Students are also instructed on habits of success to aid in their learning, and are assigned an adult mentor to assist students in discovering the work styles and time management options that will work for them.
2. **RESEARCH BASED:** Our approach is to use state-approved texts in our classrooms, utilizing them as a resource to create an internally-crafted curriculum which is developed through the curriculum alignment process outlined below and is fully aligned with Common Core Standards. The process of curriculum development adopted by RKMS is a modification of the Understanding by Design (UBD) Backwards Mapping Model, which includes the mastering of standards. Teachers work from summative assessment (either self-crafted & vetted by administration, or a purchased assessment) that encapsulates the core learnings for the unit. Ideally, this assessment shows a real world application of the key learnings. Then, teachers work backwards to design the key learning experiences for student.
3. **COLLEGE SUCCESS:** Our program includes safeguards to ensure that students learn the material and skills they need not only to be accepted into universities and higher education, but also to be successful once they get there—as noted below in explanations of our grading system, independent reading requirement, and graduation requirements.
4. **INCREASED ACADEMIC PROFICIENCY:** We DO NOT socially promote our students before they meet grade level standards. These goals include GPA, completion of all assignments throughout the year,

performance on summative exams, and passing of writing exams. This is not to be convoluted with a “no excuses” or a high standards/no support model. Rather, this approach encourages teachers to ensure that every student learns all of the content in the required grade level. Students have multiple opportunities to retake or resubmit unsuccessful assignments and assessments and receive numerous Tier I, II, and III supports.

5. **PROFICIENCY REQUIREMENT:** Because we believe that students must truly be proficient in their subjects before moving on, we do not accept grades below a C. For students who are performing below grade level or who are historically low performers, please refer to Student Success Teams and our intervention programs in the Intervention and Enrichment programs section below, as well as the description above of No Social Promotion.
  
6. **A RIGOROUS FOCUS ON LITERACY:** Each year, students in the school’s literature courses read at least four novels, plays, or full length non-fiction texts (e.g. memoirs) in class, along with 10-12 shorter texts (articles, case studies, short stories). In each of the core academic classes other than English, students read at least one short non-fiction text of the discipline directly related to the unit of study (journal article, case study). Students also participate in a rigorous independent reading program where they read a combination of choice books and required selections. The details of this program are outlined in the next section. As required by the Common Core, and as supported by David Conley’s work on college readiness, students must be able to read critically across the disciplines in order to succeed in higher education. In order to develop students’ ability to read for a specific discipline, all teachers explicitly teach reading comprehension and vocabulary acquisition strategies, such as those articulated in report *What Secondary Content Area Teachers Need to Know about Adolescent Literacy*.

As writing is another component of literacy, RKMS holds three schoolwide writing exams based on ELA standards to reflect argumentative, explanatory, and narrative writing styles. We use the platform Write Score so that it is externally graded. Different contents from informal text, to document based historical questions have been part of the writing exams that also reflects Social Science and Science standards as well.

### **1.11c: Intervention and Enrichment Programs**

RKMS takes pride in monitoring the success of students and implements the following intervention and enrichment programs to maximize student achievement:

1. **STUDENT SUPPORT & PROGRESS TEAMS - INTERVENTION:** A Student Support and Progress Team (SSPT) is automatically formed for each student who does not have sufficient credits to be classified as matriculating to the next grade level. SSPTs are also conducted for any student that struggles in general and is identified through monthly grade level meetings. At the monthly meeting teachers within the grade level bring relevant data (e.g. benchmark assessments, gradebooks, discipline referrals) and discuss students who are at risk of not being successful. If it appears that a student is experiencing challenges in multiple classes, the grade level team refers the student for an SSPT. The SSPT is facilitated by the student’s counselor, who acts as the main point of contact for monitoring the implementation of interventions. Also present are the principal, the student’s grade level teachers, parent, and student. If the tiered interventions are not producing the anticipated improvements and any signs of a disability are present, the student is referred for an assessment process. If a disability is not present, the SSPT team reconvenes to determine additional supports and the process continues as needed, typically each month.

Students are typically referred by the classroom teacher, but any member of the school staff may request support from the SSPT for a student whose learning, behavior or emotional needs are not being met under existing circumstances. All SSPT meetings are documented, and student progress is reviewed in subsequent meetings. If a student is following the SSPT plan and achieving, than a successive meeting is not necessary; rather additional meetings are planned for students who continue to demonstrate that they are struggling.

2. **RESPONSE TO INTERVENTION (RTI) MODEL - INTERVENTION:** At RKMS, RTI is a multi-tier approach to the early identification and support of students with possible learning and behavioral needs. Struggling students are identified by procedures established by RKMS, including CAASPP results, CELDT/ELPAC results, student performance below 70% in a core subject area and/or a failing grade. These students are provided with interventions at increasing levels of intensity. These services are provided by a variety of personnel including paraprofessionals (i.e. teacher assistant) and teachers during a scheduled RTI during the students' Advisory period (see section 1.11a for a more information on Advisory).

A. **Components of Response to Intervention (RTI) model:** The following four components are essential to early identification of students who may need support:

- a. **HIGH QUALITY, RESEARCHED BASED CLASSROOM INSTRUCTION:** At RKMS, classroom teachers are expected to differentiate instruction to students through researched-based strategies and techniques. The Vice President of Curriculum and Instruction works closely with each site to assist in the implementation of current instructional practices. Classroom teachers are required to attend a two to three week-long professional development prior to the start of the school year. During these weeks, teachers explore the most current instructional practices. Throughout the school year, each site is responsible for the implementation of professional development opportunities with the concentration being in classroom instruction. RKMS requires the teachers to attend professional development sessions once a week and on six professional development days throughout the year. Teachers also have the opportunity to attend professional development workshops and conferences throughout the year.

The principal and assistant principal are also required to attend monthly instructional meetings led by the Deputy Superintendent of Education. The site is formally visited by the Deputy Superintendent of Education each month. During those visits, the site administrator and the Deputy Superintendent of Education visit each classroom to review instruction. Accomplishments are acknowledged and, if needed, an action plan is developed to enhance instruction. The action plan is monitored by both the site administrator and the Deputy Superintendent of Education.

- b. **ONGOING STUDENT ASSESSMENT:** At RKMS, data drives classroom instruction. Students are consistently and regularly assessed through various tools that include Bright Star organization created benchmarks, teacher created tests, assignments, and quizzes. Students will receive feedback on their work at least once per week and complete a formal assessment no less than every five weeks. The information can be quickly assessed by the teachers and staff by using Illuminate, an online data and assessment management system. School personnel use Illuminate to monitor all student progress throughout the year. Teachers meet regularly through

collaboration and Student Support and Progress Teams to review the data and make educational decisions.

- c. *TIERED INSTRUCTION*: The use of a multi-tiered support based on student data allows teachers to differentiate the classroom structures to meet the needs of all students. A teacher assistant works with the classroom teacher in the implementation of tiered instruction through small groups and one to one instruction. The classroom teacher and teacher assistant work together to deliver specific instructional strategies that will differentiate concepts for students considered at risk for academic failure.
- d. *FAMILY INVOLVEMENT*: RKMS strongly believes that instruction is best delivered and retained when there is an active relationship between the home and school. Through the SSPT approach, families are involved in creating an individual learning plan for their students. Families are encouraged, but not required, to volunteer at their child's school. We encourage parents to aspire to volunteering forty hours a year coordinating and participating in a variety of school activities; however, it is in no way required and parents who do not volunteer are not penalized. In order to assist parents in having a role in their child's education, RKMS has a full-time Family Services Coordinator.

2. **Response to Intervention (RTI) as a response to disproportionality**: A key goal to RKMS's RTI model is to improve the outcomes for all students. Through the RTI model, instruction and intervention are aligned with students' needs. High quality instruction is delivered with good fidelity. The RTI model allows RKMS to monitor disproportionality, not based solely on a head count, but rather through a focus on differences in outcomes experienced by various groups.

**B. RKMS's Response to Intervention model**: As mentioned, the RTI model allows RKMS to monitor disproportionality, not based solely on a head count, but rather through a focus on differences in outcomes experienced by various subgroups of students. Teachers use frequent checks for understanding and weekly formative assessments to determine if students are grasping the material. Students who are struggling receive Tier I interventions. Interventions are gradually increased if the lowest tier does not prove effective.

1. **TIER ONE: CORE INSTRUCTION**: Powerful instruction begins with the adoption and use of an evidence-based curriculum. Effective teachers do not simply teach such a program page by page for all students. Rather, they differentiate the instruction so it is designed to meet the specific needs of students. We believe that there are five key components that are critical to effective and powerful instruction. They are:
  - a. Essential skills and strategies are taught regularly and in a timely manner
  - b. Differentiated instruction based on assessment results is provided
  - c. Explicit and systematic instruction includes lots of practice, with and without teacher support and feedback.
  - d. Opportunities are given to apply skills and strategies throughout the instructional day.
  - e. Student progress is monitored regularly with re-teaching given as needed.

At RKMS, teachers are required to incorporate these key components in their daily instruction. Furthermore, school-wide prevention efforts have been established to promote learning for all students. RKMS anticipates that the majority of students will respond to these strategies and will not require additional interventions.

2. **TIER TWO: STRATEGIC INTERVENTIONS:** The use of a multi-tiered instruction based on student data allows teachers to differentiate instruction for all students. A teacher assistant works with the classroom teacher in the implementation of tiered instruction through small group and one to one instruction. The classroom teacher and teacher assistant work together to deliver specific instructional strategies that will differentiate concepts for students considered at risk for academic failure.
3. **TIER THREE: INTENSIVE INTERVENTIONS:** Students enter the learning environment with different skill sets. An individual student’s RTI is unique and dependent on many factors. To reach desired outcomes in school, some students may require additional or unique instructional strategies or interventions beyond those typically available. These students may have had interrupted (or limited) schooling, have a learning disability or medical need, have limited language skills, or need more processing time and support. For these students, create a unique schedule so that the student can receive additional support in the area of need. This may be within a designated intervention class period in lieu of another course, in lieu of advisory, or on a pull out schedule. Students may receive additional supports using NWEA supports, NewsELA, Khan Academy or a variety of teacher specific instructional supports housed within Blendspace and Google Classroom. Instructional specialist teachers may also request or purchase additional research based resources as necessary to serve student needs beyond the materials we’ve already purchased.

3. **HONORS CURRICULUM - ENRICHMENT:** For students in 7th and 8th grade, we offer honors ELA and Math honors courses that incorporate standards for the grade level and the grade level above. Students must demonstrate Exceeding Standards on CAASPP, standards-based gradebook from the previous year, and teacher recommendation. For 8th graders in math honors, the course is called Algebra I.

4. **PARTNER PROGRAMS - ENRICHMENT:** We have partnerships with many programs to offer additional enrichment opportunities for students after school. These are current programs, but RKMS is always working to improve and enhance partnerships. Harvard Westlake Bridge Program is a program for eligible 7th graders (based on combined class average) to work with Harvard Westlake students and staff. Classes include story writing, robotics, graphic design, and French. Students travel to Harvard Westlake with an RKMS staff member and participate twice a week after school. LOUD is a music program that allows students to participate in a band. The program is available to all interested RKMS students, and takes place on the RKMS campus after school. Stand Up With Comedy provides stand-up comedy sessions for students to practice and perform. Classes are after school on campus. Everybody Dance is a dance program that is integrated into our Physical Education class. Students participate in hip hop, jazz, modern dance classes and hold a performance at the end of the term.

### 1.11d: Textbooks and other instructional resources to be used

RKMS uses textbooks and materials aligned with the school’s mission and vision of helping students to master the Common Core Standards and the Next Generation Science Standards. The process by which curriculum materials will be selected will include the involvement of teachers and administrators who will evaluate materials for potential use in the school. RKMS will ensure that connections are drawn between different curricular areas and that all curricular choices and resources are part of a comprehensive school wide plan. The list of textbooks is located below.

CHART: TEXTBOOKS

Grade	English Arts and ELD	Mathematics	History/Social Science	Science
6th	EL Education	Open Up Resources	TCI History Alive!, Thinking Nation (online)	STEMscopes
7th	EL Education	Open Up Resources	TCI History Alive!, Thinking Nation (online)	STEMscopes

8th	EL Education	Open Up Resources	TCI History Alive!, Thinking Nation (online)	STEMscopes
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**1.12. Comprehensive course list or table that shows all course offerings for all grades to be served.**

CHART: COMPREHENSIVE COURSE LIST

<b>Comprehensive Course List</b>						
	<b>6<sup>th</sup> Grade</b>		<b>7<sup>th</sup> Grade</b>		<b>8<sup>th</sup> Grade</b>	
	<b>1<sup>st</sup> Sem.</b>	<b>2<sup>nd</sup> Sem.</b>	<b>1<sup>st</sup> Sem.</b>	<b>2<sup>nd</sup> Sem.</b>	<b>1<sup>st</sup> Sem.</b>	<b>2<sup>nd</sup> Sem.</b>
<b>ELA</b>	ELA 6	ELA 6	ELA 7 or ELA 7 Honors	ELA 7 or ELA 7 Honors	ELA 8 or ELA 8 Honors	ELA 8 or ELA 8 Honors
<b>Math</b>	Math 6	Math 6	Math 7 or Math 7 Honors	Math 7 or Math 7 Honors	Math 8 or Algebra I	Math 8 or Algebra I
<b>History</b>	Hist 6	Hist 6	Hist 7	Hist 7	Hist 8	Hist 8
<b>Science</b>	Sci 6	Sci 6	Sci 7	Sci 8	Sci 8	Sci 8
<b>Elective(s)</b>	PE Music Theater	PE Music Theater	PE Music Theater Spanish I	PE Music Theater Spanish I	PE Music Theater Spanish I or II	PE Music Theater Spanish I or II
<b>Advisory</b>	Circle Ways SEL/Advis ory	Circle Ways SEL/Advis ory	Circle Ways SEL/ Advis ory	Circle Ways SEL/ Advis ory	Circle Ways SEL/ Advis ory	Circle Ways SEL/ Advis ory

**1.13: Describe the instructional methods and strategies that the charter school will use to deliver the curriculum.**

<b>Shared Characteristics of High Performing Charter Schools</b>	
Firm belief that all students can learn and achieve at high levels.	Frequent internal assessments with data to drive instruction.
Clear, outcome-focused mission, understood by all, and evidenced throughout the school.	Strong discipline code enforced by all.
Leader(s) highly visible ensuring all are focused on mission.	Clear and frequent communications with parents regarding student performance.
Highly-structured learning environment and organization.	Strong curriculum focus on skill mastery.
Classroom practices promote continuity (and predictability) from one classroom to another.	Extended school day and school year.

The mission of RKMS relies on outcome-driven, effective teaching. In order to support teachers to make strong academic gains with students, instruction is closely monitored, continuously improved upon and driven by data. As certain practices in teaching have proven to engender student academic success, consistency in instruction is employed across classrooms to ensure a structured, safe and high performing environment. Structured lessons allow for clear expectations from students and teachers, effective evaluation and improvement of teaching practice and most importantly, strong academic outcomes. We will model our instructional methodologies and data-driven practices after approaches utilized at high performing schools which have consistently and successfully led to strong academic and behavioral outcomes.

RKMS will subscribe to the following strategies in order to drive strong academic outcomes:

- Standards-based curriculum and instruction
- Organized and systematic approach to instructional delivery
- Schoolwide systems and structures
- Intervention Support Strategies
- Engagement Intensive Student-Teacher Interaction Techniques

1. **STANDARDS-BASED CURRICULUM AND INSTRUCTION:** RKMS’s curriculum is based on the California Content Standards. All teachers analyze Common Core standards and internal school standards, such as reading and writing assessments that correspond to their specific grade



and content areas. Then, they frame their lessons to ensure they align with the scope and sequence of their Standards Map. The frequent use of standards-driven assessment data assists teachers and administrators to ensure content mastery occurs at the appropriate pace and in accordance with state standards.

2. **ORGANIZED AND SYSTEMATIC APPROACH TO INSTRUCTIONAL DELIVERY:**

Consistent instructional approaches and strategies are part of our philosophy because effective classroom organization & management with strategic instructional planning are cornerstones of a well-run educational program. We establish a system that sets clear teaching expectations every day; this ensures that all students learn their grade level standards and receive quality instruction.

1. Scope and Sequence & Standards Mapping – all standards must be mapped out clearly and sequentially for learning to best occur with units that tie standards together.
2. Unit Plan - Using the Understanding by Design format, teachers create 6-8 week unit plans, which outline the culminating project, and how instruction will be structured to guide students to success on the final project. Teachers then use student performance on the final projects to assess needs prior to creating the plan for the following unit.
  - i. Syllabus – Each course must have a delineated syllabus that describes the course, lists teacher expectations, student outcomes, unit titles, assignments, gradebook categories and breakdowns, along with teacher contact information.
3. Weekly Lesson Plans - Teachers are responsible for submitting lesson plans on a weekly basis. Plans are submitted to the staff Dropbox, and reviewed by the Principal and Assistant Principal of Instruction. The Principal and Assistant Principal are responsible for the evaluation of the lesson plans, and provide feedback to the teachers.
4. Common Whiteboard Configuration (WBC) - Teachers use a common whiteboard configuration. Supported by the work of Dr. Lorraine Monroe, founder of Frederick Douglas Academy in Harlem, NY, the WBC is an instructional accountability system that streamlines the content of the day’s lesson. The WBC includes minimally:
  - i. The standard
  - ii. Homework
  - iii. Day’s agenda
  - iv. “Do Now”
  - v. Important dates

This sets clear academic expectations of what students learn during that lesson and also serves as a visual cue for the teacher to manage his/her instructional pacing more effectively. Administrators also use the setup as a tool to identify how well the teacher follows the content, pacing and activities set forth in the lesson plan when they do their regular walkthroughs and evaluations.

3. **SCHOOL-WIDE SYSTEMS AND STRUCTURES:** We believe in implementing practices that maximize the amount of time a student is engaged in learning and that minimize the amount of time spent on non- instructional activities. Non-instructional activities include handing in homework, distributing class work, transitioning between classes, finding and retrieving class materials, etc. Administrators work with teachers to decrease any amount of time that is extraneous; the bell schedule reflects short passing periods; and returning teachers share with new teachers systems, strategies and procedures that have worked for them to maximize time on instruction. Throughout the school year, these systems are refined and new systems and structures are implemented as needed to achieve the same objective – utmost time spent on student learning.

4. **ENGAGEMENT INTENSIVE STUDENT-TEACHER INTERACTION TECHNIQUES:**

Charlotte Danielson’s *Framework for Effective Teaching* — and supporting research demonstrating its implementation leads to improved student outcomes—supports the concept that students learn best in a cognitively engaging environment with the following traits:

1. The classroom operates at a steady and consistently brisk pace
2. There is a high degree of teacher and student interaction
3. Teachers use techniques that support a culture of high academic and behavioral expectations.
4. We implement three components to ensure that teacher and student interaction is high:
  - i. **Kinesthetic Learning:** Kinesthetic learning is an approach that uses physical activity to maintain student engagement and makes the learning process fun. Teachers strategically incorporate its use to teach students a new concept. It serves as a strong mechanism to provide physical movement during extended teaching blocks and extended school hours. Active student involvement also allows teachers to more effectively gauge the degree to which students are grasping the subject matter.
  - ii. **Checks for Understanding:** By including frequent, consistent checks for understanding through strategies such as use of whiteboards, reciprocal teaching, and think pair shares, teaching gain invaluable insight into student learning and are able to adjust instruction while keeping students actively engaged in the learning process.
  - iii. **Proven Instructional Techniques:** We will also use a variety of academic and behavioral techniques that reinforce student expectations. RKMS strategically selects two to three instructional techniques as a focus in professional development sessions such as reader’s theater, Socratic seminars or community circles. Teachers engage in training and simulated role-plays, and they are observed and provided with feedback on their delivery throughout the school year by the administrator and fellow teachers.

5. **DATA DRIVEN INSTRUCTION:** Essential to the future school’s success and student success, RKMS has outlined very specific expectations around assessment practices. Assessment (and the performance data it reveals) will play an enormous role in designing curriculum and ensuring that RKMS is preparing all students to see college as a legitimate choice.

A variety of formative and summative assessment tools (end-of-unit curriculum tests, informal checks, observation/dialogue, standards based quiz/test, open-ended prompts, performance tasks and presentations) will enable our faculty to develop and refine their instructional strategies and provide targeted support to ensure that each and every student is meeting the defined criteria for academic success.

At least monthly, the Principal will facilitate data conferences to engage teachers in conversations, reflection, and planning based on student achievement data. In order to support this process, the school will systematically collect and analyze student data on key demographic, behavioral, and proficiency indicators. We will collect data through the implementation of a robust set of diagnostic and benchmark assessments that complement the state standardized test data (including the new California Assessment of Student Performance and Progress and ELPAC data, etc.) and provide continuous information about student progress towards standards. The school will implement formalized diagnostic assessments, which will provide data at least three times per year informing student grouping, Lexile levels, intervention and enrichment needs, and pre- and re-teaching needs.

Formative diagnostics will be part of our daily teaching practice. Data-driven conversations will also focus on teacher-generated grades to ensure that grading policies are fair, equitable, and focused on student proficiency (as opposed to behavior, homework completion, or compliance).

Grade levels (all grades) will be provided with common planning time that they will use to examine data at least monthly. The Principal will monitor the progress of all subgroups (particularly language learners and special education students), and patterns of academic achievement or behavior that may indicate declining progress or inequitable outcomes among different sub groups. Any problematic data trends will be directly addressed through meetings with individual teachers and departments, and through the examination of policies that may be contributing to declining achievement or inequities. At all times, teachers will be expected to be able to articulate data patterns in their classrooms and describe what they are doing to raise the achievement of all students, and close any gaps that may exist.

Explicit instruction – particularly in reading, writing and mathematics – will play an important role within the overall delivery of instruction. Skill-specific academic needs will be identified through formative and summative assessments and subsequently addressed through direct instruction. Phonics, reading fluency, reading comprehension, sentence structure, grammar, and arithmetic are examples of skill areas that will be introduced and reinforced explicitly by teachers working with students individually, in small groups, and as a whole class.

### **1.14: Instructional methodologies and curriculum to support implementation and ensure student mastery of the California content and performance standards**

RKMS’s curriculum is based on the California Content Standardss. All teachers analyze Common Core standards. The RKMS program embraces personalized learning to ensure that we meet the individual needs of all students, in all classes. This approach places a greater emphasis on students mastering standards to completion, in addition to completing rigorous projects that showcase students' ability to use academic standards to solve, experiment, create, and innovate in core classes. Students are also instructed on habits of success to aid in their learning, and are assigned an adult mentor to assist students in discovering the work styles and time management options that will work for them.

Below, we list the subject-specific methodologies and rationales for the curriculum.

#### **SUBJECT SPECIFIC INSTRUCTIONAL METHODOLOGIES AND RATIONALES**

##### **1. Language Arts**

- i. **Methodologies and Rationales:** Students work toward mastering word analysis, reading with fluency and systematically developing their vocabulary through close reading, academic discourse, and analytical writing. The English Language Arts department, with the approval of the Principal, selects the actual reading texts, with a focus on selecting non-fiction, cross- disciplinary texts to supplement the literature. As students’ progress through the school, they learn to form book clubs and to read more interactively, thinking through the text, its symbols, the author’s intent, the characters, the historical context and other elements. Texts expand beyond novels to include poetry, lyrics, letters and non-fiction documents.

We supplement the standards-based reading program with grade-level appropriate literature that ties into the thematic units to be covered in our Social Studies and Science curricula. In addition, we plan to use the Reading Counts comprehension program to give students an engaging way to “test themselves” on the additional independent reading that they are required to do throughout the year. Students are taught to make reading a daily part of their lives, and led to develop the habits of reflective readers and writers. Students are taught how to pick appropriate books, how to approach reading and how to analyze and learn from what they have read.

Our English writing program is based on teaching students:

- The fundamental mechanics of the grammar of the English language;
- The writing process;
- The ability to think critically about complex ideas and to express their thoughts in writing.

Writing instruction centers on discovering the student voice through expository narrative, persuasive essays, responses to literature and correspondences. Written and oral English language conventions are emphasized at every grade level. Teaching students how to listen and speak is another extremely important part of our program. Therefore, we reinforce correct oral English language skills in all their subjects. Even in Science and Math, students are corrected on their grammar. We also believe that public speaking is a necessary skill for our students and we teach it through modeling, correcting and oral presentation skills during portfolios and other projects.

- ii. **Assessment Methods and Tools:** At RKMS, we administer several assessments to ensure a complete understanding of students' knowledge and deficits in ELA. Students complete end of unit projects that are aligned to CA Common Core Standards and scored on rubrics assessing performance on each skill. Students are administered the Scholastic Reading Inventory to monitor growth in reading comprehension over the course of the school year. Students are assessed using the NWEA MAP Norm Referenced exams, to assess growth towards grade level content mastery. Students are also assessed using the Write Score writing exam to measure proficiency on the CA Common Core Standards for Writing, using an exam that is modeled after the CAASPP Performance Tasks. Students also take the ACT Aspire exam to monitor student growth in ELA as an organization. Lastly, students are administered the CAASPP in the final unit of the year to measure year-long growth.

Teachers' daily lesson plans are aligned to a learning target derived for a larger common core standard. Teachers assess students daily through formal and informal means to ensure students are incrementally mastering the standards. Additionally, all teacher final projects are required to measure mastery of CCSS. Projects are created (through network wide collaboration) to mimic a SBAC performance task. Bright Star creates benchmark assessments that are aligned to the Computer Adaptive Portion of the SBAC.

## 2. History/Social Studies

- i. **Instructional Methodologies and Rationales:** Students at RKMS will expand their understanding of history by studying people and events of the past. We make sure our students learn geography and the important facts associated with geography. Additionally, there is a strong focus on reading strategies specific to historical documents and writing analytical essays responding to interpretative issues in history. Students routinely read primary source documents (at least one per unit) and answer document based questions at every grade level. Map skills and the ability to identify the places they study in history on maps is an essential component of this study. The social studies textbook series TCI's History Alive! has a Geography component that is supplemented with other map resources such as materials available from [worldatlas.com](http://worldatlas.com) on the internet.

Beyond geography, emphasis is placed on the everyday lives, problems and accomplishments of people; how developing social, economic and political

structures are necessary to maintain a civilization and a standardized culture of living; as well as in establishing and spreading ideas that help transform the world forever—are some of the concepts that students learn. Students develop higher levels of critical thinking by analyzing the interactions among various cultures, emphasizing their enduring contributions and the link—despite time, between the contemporary and historical worlds. Through textbooks and resources like TCI's History Alive, Facing History and Ourselves, and Thinking Nation, students are encouraged to examine complex historical events and consider how they can make an impact in the world.

Fundamental to our students' understanding of history is the question of how is the past relevant to their lives today. In order for history to “come alive” they are able to relate it to their own lives, experiences and situations. Several specific methods are used to help our students tie people, places and events of history to their lives today. Students build timelines and make comparative charts for each culture that they study. Their building of knowledge and understanding are cumulative as each society or series of events is then added to those that have come before. This knowledge is tested through midterm and final exams that are cumulative in nature. In addition, students study the “rites of passage” from each society and compare them to the rites of passage that exist in our own societies and cultures. Our teaching of history is broken down into units aligned with California content standards. The literature and drama we embed into our novel-based Language Arts program highlight themes from these different units.

- ii. **Assessment Methods and Tools:** Our History program utilizes the Thinking Nation, which utilizes Document Based Questions (DBQs) in order to assess students' understanding of historical events and the relevance to modern Civics. These assessments are graded by double-blind graders using a Common Core aligned rubric, and advanced placement rubric.

### 3. Mathematics

- i. **Instructional Methodologies and Rationales:** We believe that successful instructional strategies are contextual and practice-based in Math. Teachers employ instructional approaches appropriate for the material they are teaching with a focus on including complex real world problems which require students to generate and defend their own answers, as required for the Common Core. One hallmark of teaching at RKMS is student engagement. Teachers endeavor to create interactive classrooms, both in teaching basic skills and posing probing questions to develop more complex, high-order thinking. Teachers are responsible for driving the student learning deeper than the mere accumulation of skills and knowledge to conceptual understanding. They are supported with training and coaching on incorporating call and response, whole body “hands on” learning and role-playing to respond to kinesthetic-tactile learners. One might find in a math class, students working in groups on mini whiteboards with their own Expo markers to solve a problem their teacher posed.

We believe assessment must be integrated into the instructional program, and is as fundamental to good instruction as lesson planning and teacher preparation. At RKMS, every instructional unit must have a clear final assessment to measure students' overall mastery of that unit. Additionally, every lesson must embed checks for understanding to inform the teacher about the student's skills and knowledge in order to help move the student towards mastery. Since units are connected to state standards, the assessments of those units align with state standards. **This includes:**

- Direct instruction and lecture
  - Teaching models
  - Problem solving
  - Inquiry Based Investigation
  - Demonstration, explanation and teacher-facilitated discussions,
  - Cooperative learning groups
  - Socratic Seminar and Class Discussion
  - Student practice materials.
- ii. **Assessment methods and tools used include:**
- Teacher-designed tests
  - Org-wide Norm Referenced Tests
  - Publisher-made tests and assessment
  - NWEA Map Assessment
  - Class participation
  - Notebooks
  - Homework
  - Culminating Projects and Performance Tasks
  - Smarter Balanced Assessment System summative and formative assessments.

#### 4. Science

- i. **Methodologies and rationales:** Science classes will be based on the Next Generation Science Standards and will include a focus on the cross-cutting concepts. Thus, every unit will be guided by an essential question that frames the specific content of the unit within the context of one of the following crosscutting concepts: patterns, cause and effect, scale proportion and quantity, systems and systems models, energy and matter, structure and function, and stability and change. For example, a Biology lesson on bacteria and viruses would need to craft an Enduring Understanding and Essential Question related to one of the above concepts. If the teacher were to choose cause and effect, he may choose an enduring understanding such as: “Humans change environments in ways that are either beneficial or detrimental for themselves and other organisms” and an Essential Question that would directly connect the content of bacteria and viruses to the Enduring Understanding: such as, “Has the widespread use of antibiotics and vaccines been beneficial or detrimental to the human immune system?” When the teacher focuses the lesson on the cross-cutting concept of cause and effect and funnels it through thoughtful “Enduring Understandings and Essential Questions,” the unit and science instruction has greater real world relevance and forces students to move beyond just a procedural understanding of how science works. This further allows concepts to come to life through investigation and experimentation. Our teachers supplement the textbooks with materials from the Foss Series of Science kits, which are ready-made for student investigation and experimentation and other home materials. Our students will take courses studying standards outlined by the Common State Standards.
- ii. **Assessment Methods and Tools:** Our Science program is assessed very closely to our Math program and utilizes the following features:
- Teacher-designed tests
  - Org-wide Norm Referenced Tests
  - Publisher-made tests and assessments
  - NWEA Map Assessments

- Class participation
- Notebooks
- Homework
- Culminating Projects and Performance Tasks
- Smarter Balanced Assessment System summative and formative assessments

### 1.15. Development of technology-related skills and student use of technology

RKMS graduates will be savvy consumers and producers of media and will use technology in order to enhance learning. As such, RKMS has adopted a number of computer based learning tools and resources including:

- **NewsELA** is a literacy program that offers nonfiction articles pulled from publications like the LA Times, USA Today, and other reputable news sources, and allows readers to select the Lexile level at which the article will be presented. In addition to being an amazing differentiation tool, NewsELA also offers assessments and collaboration tools to enhance students' interaction when using the platform.
- **MyAccess** is a writing program that allows students to type in everything from essays to short response answers, and receive automatic feedback scoring on the structural and grammatical elements of their writing. This allows students to get immediate feedback on the elements of their writing that can improve it dramatically, while also receiving feedback from their teachers on their ability to form and support arguments, tell a captivating story, and all other elements of their writing's content.
- **Khan Academy** is a computer-based assessment and math skills program. Students at all ability levels will use Khan Academy for instruction and practice to both fill skill deficits and to enhance understanding and retention. Students routinely use Khan Academy both on and off campus.
- **Typing Club and NitroType** are two programs used to improve student keyboarding skills, with the aim of removing typing as a barrier to student proficiency using technology. Students use these programs in Writing classes, and through our Personalized Learning and Technology block.
- **Write Score** Writing assessments are a core component of RKMS's instructional program. Write Score is a computer administered writing assessment and skill building program. Students will take two yearly writing assessments online and receive feedback through the Write Score Program. Write Score also offers teachers a catalogue of online resources directly aligned to data from their class' writing assessments, and teachers may integrate these lessons directly into class time or may assign to individual students as additional work.
- **Accelerated Reader** is a program used to track student independent reading. Students read books at their Lexile level, and upon completion, take an assessment on the novel. The program then tracks students' reading stats, making note of the complexity, length, and comprehension level of all of the books they complete.
- **Google Classroom and Apps** are used in all classes to assist students in conducting research and evidence collection for projects, word processing, spreadsheet creation/usage, and presentation software. Students use Google Classroom to access materials from their classes that teachers have uploaded. Students access Google Docs, Sheets, and Slides to write essays, complete writing assignments, build spreadsheets to track information in Math and Science, create presentations for final projects, and to collaborate with classmates on projects and assignments.

1.16-20 is N/A to RKMS

## Academic Calendar and Schedules

1.21: Academic calendar for the first year of the new charter term

**Bright Star Schools  
2021-2022**

**Academic Year Calendar**

August 21							September 21						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7	5	6	7	8	9	10	11
8	9	10	11	12	13	14	12	13	14	15	16	17	18
15	16	17	18	19	20	21	19	20	21	22	23	24	25
22	23	24	25	26	27	28	26	27	28	29	30		
29	30	31											

October 21							November 21							December 21							January 22															
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa									
					1	2	1	2	3	4	5	6	5	6	7	8	9	10	11	12	13	14	15	16	17	3						1				
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10	11	12	13	14	15	16	5	2	3	4	5	6	7	8		
10	11	12	13	14	15	16	14	15	16	17	18	19	20	5	12	13	14	15	16	17	18	19	20	21	22	23	24	25	5	9	10	11	12	13	14	15
17	18	19	20	21	22	23	0	21	22	23	24	25	26	27	0	19	20	21	22	23	24	25	26	27	28	29	30	31	5	16	17	18	19	20	21	22
24	25	26	27	28	29	30	5	28	29	30				2	26	27	28	29	30	31								5	23	24	25	26	27	28	29	
31							16							16														13	30	31						

February 22							March 22							April 22							May 22									
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa			
			1	2	3	4	5	4			1	2	3	4	5	4					1	2	1	1	2	3	4	5	6	7
6	7	8	9	10	11	12	5	6	7	8	9	10	11	12	5	3	4	5	6	7	8	9	5	8	9	10	11	12	13	14
13	14	15	16	17	18	19	5	13	14	15	16	17	18	19	5	10	11	12	13	14	15	16	5	15	16	17	18	19	20	21
20	21	22	23	24	25	26	3	20	21	22	23	24	25	26	0	17	18	19	20	21	22	23	5	22	23	24	25	26	27	28
27	28						1	27	28	29	30	31			2	24	25	26	27	28	29	30	5	29	30	31				

June 22						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Aug 2-6: New Teacher PD
Aug 9-20: Org Wide PD
Aug 23: First Day of School
Sept 6: Holiday - Labor Day
Sep 20: Pupil Free Day, BSS PD
Oct 18-22: Fall Break
Nov 11: Holiday - Veteran's Day
Nov 22-26: Thanksgiving



Break
Dec 20-Jan 4: Winter Break
January 3: Pupil Free Day, BSS PD
Jan 17: Holiday - MLK Day
Feb 21: Holiday - President's Day
Feb 12: Pupil Free Day, BSS PD
March 21-25: Spring Break
March 28: Holiday - Cesar Chavez Day observed
March 29: Pupil Free Day: BSS PD
May 30: Holiday - Memorial Day
June 15: Last Day

**1.22: Daily Schedules**  
**6<sup>th</sup> Grade Schedules**

<b>6th Regular Schedule</b>			
70 min rotations + 23 min adv			
7:20	7:35	15 min	School Gates Open; Breakfast
7:42	8:52	70 min	Period 1: ELA
8:54	9:04	10 min	Bathroom Break
9:06	10:16	70 min	Period 2: Math
10:18	11:28	70 min	Period 3: History
11:30	12:00	30 min	Lunch
12:02	12:25	23 min	Advisory
12:27	1:37	70 min	Period 4: Science
1:39	2:49	70 min	Period 5: Theater
	<b>TOTAL</b>	<b>373 min</b>	
3:00	3:45	45 min	<i>Designated ELD Class (After School Twice a Week)</i>

<b>6th Early Dismissal Schedule</b>			
7:20	7:35	15 min	School Gates Open; Breakfast
7:42	9:02	80 min	Circle Lesson
9:04	10:14	70 min	Park and Team Building
10:16	10:46	30 min	Lunch
10:48	11:33	45 min	Academic Check Ins
	<b>TOTAL</b>	<b>195 min</b>	

<b>6th Minimum Day Schedule</b>			
<b>40 min rotations</b>			
7:20	7:35	15 min	School Gates Open; Breakfast
7:42	8:22	40 min	Period 1: ELA
8:24	8:34	10 min	Bathroom Break
8:36	9:16	40 min	Period 2: Math
9:18	9:58	40 min	Period 3: History
10:00	10:30	30 min	Lunch
10:32	11:12	40 min	Period 4: Science
11:14	11:54	40 min	Period 5: Theater
	<b>TOTAL</b>	<b>200 min</b>	

<b>6th Assembly Schedule</b>			
<b>57 min rotations + 90 minute adv</b>			
7:20	7:35	15 min	School Gates Open; Breakfast
7:42	8:39	57 min	Period 1: ELA
8:41	8:51	10 min	Bathroom Break
8:53	9:50	57 min	Period 2: Math
9:52	10:49	57 min	Period 3: History
10:51	11:21	30 min	Lunch
11:23	12:20	57 min	Period 4: Science
12:22	1:19	57 min	Period 5: Theater
1:21	2:51	90 min	Advisory/Assembly Block
	<b>TOTAL</b>	<b>375 min</b>	

### 7<sup>th</sup> Grade Schedules

<b>7th Regular Schedule</b>			
<b>62 min rotations</b>			
7:20	7:45	25 min	Breakfast
7:52	8:54	62 min	Period 1: ELA
8:56	9:58	62 min	Period 2: Math
10:00	10:10	10 min	Bathroom Break
10:12	11:14	62 min	Period 3: History
11:16	12:18	62 min	Period 4: Science
12:20	12:50	30 min	Lunch
12:52	1:54	62 min	Period 5: PE
1:56	2:58	62 min	Period 6: Music
	<b>TOTAL:</b>	<b>372 min</b>	

3:00	3:45	45 min	Designated ELD Class (After School Twice a Week)
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<b>7th Early Dismissal Schedule</b>			
7:20	7:45	20 min	School Gates Open; Breakfast
7:52	9:12	80 min	Circle Lesson
9:14	9:44	30 min	Lunch
9:46	10:31	45 min	Academic Check Ins
10:33	11:43	70 min	Park and Team Building
	<b>TOTAL</b>	<b>195 min</b>	

<b>7th Minimum Day Schedule</b>			
29 min rotations + 15 min adv			
7:20	7:45	25 min	School Gates Open; Breakfast
7:52	8:07	15 min	Advisory
8:09	8:38	29 min	Period 1: ELA
8:40	9:09	29 min	Period 2: Math
9:11	9:40	29 min	Period 3: History
9:42	9:52	10 min	Bathroom Break
9:54	10:23	29 min	Period 4: Science
10:25	10:54	29 min	Period 5: PE
10:56	11:25	29 min	Period 6: Music
11:27	11:57	30 min	Lunch
	<b>TOTAL</b>	<b>189 min</b>	

<b>7th Assembly Schedule</b>			
46 min rotations + 93 min adv			
7:20	7:45	25 min	School Gates Open; Breakfast
7:52	9:25	93 min	Advisory/Assembly Block
9:27	10:13	46 min	Period 1: ELA
10:15	10:25	10 min	Bathroom Break
10:27	11:13	46 min	Period 2: Math
11:15	12:01	46 min	Period 3: History
12:03	12:49	46 min	Period 4: Science
12:51	1:21	30 min	Lunch
1:23	2:09	46 min	Period 5: PE
2:11	2:57	46 min	Period 6: Music
	<b>TOTAL</b>	<b>369 min</b>	

## 8<sup>th</sup> Grade Schedules

<b>8th Regular Schedule</b>			
<b>75 min rotations</b>			
7:20	7:40	20 min	School Gates Open; Breakfast
7:47	9:02	75 min	Period 1: ELA
9:04	10:19	75 min	Period 2: Math
10:21	10:31	10 min	Bathroom Break
10:33	11:48	75 min	Period 3: History
11:50	1:05	75 min	Period 4: Science
1:07	1:37	30 min	Lunch
1:39	2:54	75 min	Period 5: PE
	<b>TOTAL</b>	<b>375 min</b>	
3:00	3:45	45 min	<i>Designated ELD Class (After School Twice a Week)</i>

<b>8th Early Dismissal Schedule</b>			
7:20	7:40	25 min	School Gates Open; Breakfast
7:47	8:57	70 min	Park and Team Building
8:59	9:49	50 min	Academic Check Ins
9:51	11:06	75 min	Circle Lesson
11:08	11:38	30 min	Lunch
	<b>TOTAL</b>	<b>195 min</b>	

<b>8th Minimum Day Schedule</b>			
<b>41 min rotation</b>			
7:20	7:40	20 min	School Gates Open; Breakfast
7:47	8:28	41 min	Period 1: ELA
8:30	9:11	41 min	Period 2: Math
9:13	9:23	10 min	Bathroom Break
9:25	10:06	41 min	Period 3: History
10:08	10:49	41 min	Period 4: Science
10:51	11:21	30 min	Lunch
11:23	12:04	41 min	Period 5: PE
	<b>TOTAL</b>	<b>205 min</b>	

<b>8th Assembly Schedule</b>			
<b>57 min rotations + 90 min adv</b>			
7:20	7:40	20 min	School Gates Open; Breakfast
7:47	8:44	57 min	Period 1: ELA
8:46	9:43	57 min	Period 2: Math
9:45	9:55	10 min	Bathroom Break

9:57	11:27	90 min	Advisory/Assembly Block
11:29	11:59	30 min	Lunch
12:01	12:58	57 min	Period 3: History
1:00	1:57	57 min	Period 4: Science
1:59	2:56	57 min	Period 5: PE
	<b>TOTAL</b>	<b>375 min</b>	

The schedules above show the four different schedules of RKMS students per grade level. The class schedules look slightly different each day due to the rotating schedule. This allows teachers to see students at different times of the day as engagement and energy varies per student. Rotations are below.

6 <sup>th</sup> and 8 <sup>th</sup> Grades Rotations				
Monday	Tuesday	Wednesday	Thursday	Friday
1	2		3	4
2	3		4	5
3	4		5	1
4	5		1	2
5	1		2	3

7 <sup>th</sup> Grade Rotations				
Monday	Tuesday	Wednesday	Thursday	Friday
1	2		3	4
2	3		4	5
3	4		5	6
4	5		6	1
5	6		1	2
6	1		2	3

### 1.23: “Instructional Days and Minutes Calculator” table

Grades	Grades Offered	Number of Regular Days	Number of Instr. Minutes Per Regular Day	Number of Early Dismissal Days	Number of Instr. Minutes Per Early Dismissal Day	# of Minimum Days	# of Instr. Minutes Per Minimum Day	Number of [Other] Days	Number of Instr. Minutes Per [Other] Day	Total Number of Instr. Days	Minutes Req'd Per State Law	Total # of Instr. Minutes	# of Instr. Minutes Above/Below State Req't.
TK/K	No									0	36000	0	-36000
1	No									0	50400	0	-50400

2	No									0	5040 0	0	-50400
3	No									0	5040 0	0	-50400
4	No									0	5400 0	0	-54000
5	No									0	5400 0	0	-54000
6	Yes	124	373	35	195	13	200	6	375	178	5400 0	57927	3927
7	Yes	124	372	35	195	13	189	6	369	178	5400 0	57624	3624
8	Yes	124	375	35	195	13	205	6	375	178	5400 0	58240	4240
9	No									0	6480 0	0	-64800
10	No									0	6480 0	0	-64800
11	No									0	6480 0	0	-64800
12	No									0	6480 0	0	-64800

**1.24 is N/A to RKMS**

**Professional Development**

**1.25: Professional Development**

Because teachers are at different levels within their careers, each one of their needs and motivations for improvement is different. Therefore, Bright Star conducts a survey at the beginning and end of each school year, as well as after each organization-wide professional development day, to ensure all teachers’ professional growth needs are addressed, budgeted and met to the best of our resources. During the org- wide professional development days, RKMS attends Bright Star Schools’ professional learning days, which provide opportunities for teachers to attend differentiated sessions by content area (i.e. Mathematics, ELA, Science, History, etc.) and professional specific goals (i.e. English language development strategies, restorative continuum practices, building relationships with students, etc.).

RKMS shall use both student achievement data and instructional data to develop the school site professional development plan. At the beginning of each school year, the Deputy Superintendent of Education will review the CAASPP data, diagnostic testing results (such as from state aligned interim assessments, and pretests on online math and reading programs) to determine the efficacy of the previous year’s instruction and student and teacher needs. This information will be used to collaboratively develop the school wide goals with the school Principal, which will ultimately inform instruction. Additionally, teacher observation and evaluation data will be closely tracked in our HR reporting system to determine trends in teacher needs. We have a few positions to help in this endeavor: Deputy Superintendent of Education, Vice President of Curriculum and Instruction, Vice President of People Development, Instructional Coaches, and the Principal. These experienced educators will perform routine

observations, provide feedback and prepare professional development workshops for the “Professional Learning Communities” (PLCs) as needed.

Additionally, professional development will be provided by the Bright Star Schools’ Vice President(s) of Inclusive (Special) Education, Bright Star Schools’ Vice President of Curriculum and Instruction, administrators from other Bright Star schools, teachers who demonstrate promising practices and external professional development providers (as needed).

Beginning of the year professional development for the first year of the school’s renewal cycle will include:

- Workshops, by content area, in cognitive engagement and rigor
- Seminars in reading and writing across the curriculum;
- Rigorous unit and lesson planning to teach for conceptual knowledge;
- Curriculum mapping to the Common Core State Standards;
- Best practices in assessment
- Promoting a safe and positive classroom culture.

Teachers new to RKMS have one week of orientation and development to learn the philosophy and structures of the school’s culture, all school policies and procedures, and to begin devising their classroom culture and scope and sequence plans of their respective curricula. They get ample time to work with a content expert that supports them in learning the curricula and particular pedagogical approaches for their content area and/or grade level. Existing teachers join the new teachers to the organization the following week and have at least two weeks of professional development before school begins.

After our assessment week in fall and spring, there is a pupil-free day focused on data analysis. During this time, teachers and administrators gather and assess student data on achievement, student behavior, and exam scores. With this information, teachers amend their instruction accordingly and make student intervention placements, including additional follow-up meetings with families. After amending their instruction, teachers are encouraged to analyze the impact that changes had on student achievement.

Coming together for these data-analysis checkpoints throughout the year ensure our data cycles are student-focused and thorough.

Five (5) pupil free days have been scheduled into the academic calendar to allow for professional development throughout the school year. Those days will include a combination of student achievement data review, interactive workshops on high leverage instructional strategies, grade level and departmental meetings. During the grade level and department meetings, teachers collaborate on content-specific pedagogy and applications to their classroom. Additionally, teachers will be contracted to stay until 4 p.m. each day to allow for school-wide professional development and departmental meetings. Lastly, minimum days are scheduled every other month to allow for collaborative professional development with other Bright Star Schools.

After two weeks of teacher professional development, student orientation follows, allowing for the development of strong teacher-student relationships. By building strong staff and community and culture with our teachers, then sequentially building community among our students, our schools are able to reinforce the idea of collaboration at both the staff and school level.

During the school year, RKMS teachers meet collaboratively with their administrators and fellow colleagues for professional development on a regular basis (once or twice a month) around high impact instructional and classroom culture strategies. RKMS and district administrators lead interactive professional development sessions focused on Danielson Framework focus areas and other high leverage classroom best practices. In addition to these workshops, teachers are also given time to work collaboratively in order to support each other’s growth (i.e.

Reviewing student data, lesson plans, etc.). Additionally, teachers receive ongoing classroom practice feedback through our Teacher Evaluation & Development process, where administrators lead teachers through full observation cycles of pre- conferencing, observing, and post- conferencing around the Danielson Teaching & Learning Framework. Bright Star Principals also lead teachers through reflection and discussion around our Professionalism Rubric, which is based on the Danielson Teaching & Learning Framework Domain 4. Domain 4 includes important facets of teachers' work including lesson planning, assessment, parent and family communication, and collaboration with colleagues. These conversations allow for continual reflection and teachers that are continually growing in their instructional and professional practice.

At the end of the school year, teachers and administrators shall meet regularly by department, whole group and grade level to close out the year and prepare for the upcoming school year. Not including weekly professional learning community (PLC) time, returning teachers receive a minimum of 20 days of professional development; new teachers have 25 days throughout the school year allowing for adequate teacher support and growth.

Additionally, in 2016-2017, Bright Star's teacher retention rate significantly increased, moving from 72% to 89%. This is largely due to a wellness initiative Bright Star implemented in all schools which allowed teachers additional family leave, as well as weekly on site fitness classes at school, nursing pods in each school for mothers, and healthy snacks in the teacher's lounge. This initiative was covered by the LA Times<sup>6</sup> in February 2017, where our Deputy Superintendent of Education is quoted: "It's time to stop perpetuating the myth of the teacher martyr and start creating working conditions that allow instructors to make teaching a lifelong career." Bright Star is committed to finding ways that allow instructors to maximize their impact in the classroom and will continue to seek funding for initiatives for family- friendly, wellness-based initiatives.

### **1.26: Describe how the school will recruit credentialed teachers who are qualified to deliver the educational program, including any innovative components of the program.**

RKMS recognizes that capable teachers and quality teaching play an extraordinarily significant role in the academic achievement of students. Recruitment, professional development and support, and retention of the highest quality faculty will be of the utmost importance.

Bright Star Schools' local recruiting methods include word-of-mouth, employee referrals, LinkedIn Recruiter, advertisements in local papers and on education and non-profit based job boards (such as Edjoin), as well as through a strong partnership with Teach for America and participation in annual charter schools job fairs. Additionally, Bright Star recruits at most major colleges and universities in the Greater Los Angeles area with university credentialed programs, including but not limited to: Azusa Pacific University, California State University - Northridge, Claremont Graduate University, Loyola Marymount University, Pepperdine University, University of California - Los Angeles, University of Southern California, as well as all California State Universities. Recently, Bright Star Schools has added outreach to online credentialing programs such as Alliant University and National University.

On a national level, Bright Star Schools' most effective recruiting method comes from our strong partnership with Teach for America and EnCorps. In addition to Los Angeles, Bright Star recruits from the Nevada, New Mexico, Northern California and Twin Cities regions. Additionally, Bright Star contacts alumni networks of colleges and universities, as well as teaching-based organizations such as Teach for America and Building Excellent Schools.



## Meeting the Needs of All Students

A Student Support and Progress Team (SSPT) will be automatically formed for each student who does not have sufficient credits to be classified as matriculating to the next grade level. SSPTs will also be conducted for any student that struggles in general and is identified through the process which is conducted at monthly grade level meetings. At the monthly meeting teachers within the grade level bring relevant data (e.g. benchmark assessments, gradebooks, discipline referrals) and discuss students who are at risk of not being successful, including if a student has been deemed at-risk of becoming a long-term English learner. If it appears that a student is experiencing challenges in multiple classes, the grade level team refers the student for an SSPT. The SSPT is facilitated by the student's counselor, who acts as the main point of contact for monitoring the implementation of interventions. Also present will be the principal, the student's grade level teachers, parent, and student. If the tiered interventions are not producing the anticipated improvements and any signs of a disability are present, the student is referred for an assessment process. If a disability is not present, the SSPT team reconvenes to determine additional supports and the process continues.

Students shall be typically referred by the classroom teacher, but any member of the school staff may request support from the SSPT for a student whose learning, behavior or emotional needs are not being met under existing circumstances. All SSPT meetings will be documented, and student progress is reviewed in subsequent meetings. During the creation of the initial plan, the team indicates on the SSPT document whether the data will be reviewed after four or six weeks. The SSPT lead will gather and review the data at that point. If a student is following the SSPT plan and achieving, then a successive meeting is not necessary; rather additional meetings are planned for students who continue to demonstrate they are struggling.

### 1.27: Meeting Needs of ELs

RKMS is required to timely identify potential English Learner students and provide them with an effective English language acquisition program that affords meaningful access to the school's academic core curriculum. Instructional plans for English Learners (EL) must be:

- Based on sound educational theory;
- Adequately supported with trained teachers and appropriate materials and resources;
- Periodically evaluated to make sure the program is successful and modified when the program is not successful.

RKMS will adopt its own EL Master Plan, and therefore, the plan shall encompass the following, including but not limited to:

- How ELs' needs will be identified;
- What services will be offered;
- How, where and by whom the services will be provided;
- How the program for ELS is evaluated each year and how the results of this assessment will be used to improve those services (annual report of the assessments)

On an annual basis (on or about October 1), RKMS shall submit a certification to the District certifying they will either adopt and implement LAUSD's English Learner Master Plan or implement RKMS's own English Learner Instructional/Master Plan.

### PROCESS FOR IDENTIFYING ENGLISH LANGUAGE LEARNERS

Upon being admitting to any Bright Star school, students receive an enrollment packet which includes the following Home Language Survey (HLS) questions:

- What language did the student learn when they first began to talk?

- What language does this student most frequently use at home?
- What language do you use most frequently to speak to this student?
- Which language is most often used by the adults at home?

The family’s answers to these questions are used to determine a student’s home language status as follows:

- **English Only (EO):** If the answers to the four questions on the HLS are “English”, the child is classified as English Only.
- **Possible English Learner (EL):** If the answers to any of the first three questions on the HLS indicate a language other than English, or a combination of English and another language, the child is assessed to measure their level of English proficiency. However, if the parent’s response to the first three questions on the HLS is English, and the response to the fourth question is other than English, then reasonable doubt may exist as to the student’s home language. The school’s administrator/designee must research the student’s home language background using the following indicators, as well as consultation with the student’s parent:
  - Parent/guardian requires an interpreter to communicate in English
  - Parent/guardian speaks to their child in a language other than English
  - The HLS is completed in a language other than English (including spelling the word “English” in another language; e.g. *ingles*)
  - Student initiates interaction with their parents/guardians in a language other than English
  - It is revealed that the child, while their parent/guardian is at work, is under the care of a person(s) who speaks a language other than English
  - Student, after having been enrolled in the Mainstream English Program designed for students with fluent-English proficiency for a reasonable length of time, demonstrates a
    - lack of comprehension regarding instruction and classroom/school routines conducted in English.

If there is evidence of significant non-English exposure, then the pupil must be administered the state English language proficiency assessment, currently known as the English Language Proficiency Assessments for California (ELPAC). The parent/guardian will be consulted by a certificated staff member regarding the need to administer the assessment, the results, and the subsequent program placement of the child.

State and federal regulations require that if the student’s HLS indicates a language other than English is used at home, the student’s English language proficiency level must be assessed. Students will be assessed within 30 calendar days at the beginning of the school year, or within 2 weeks if a student enrolls during the school year. In addition, parents must be notified of the assessment results and program placement within 30 calendar days of initial enrollment.

**NOTE:** In accordance with *Education Code (EC)*, initially-enrolling students identified by the HLS as potential ELs may not be exempted from taking the state-adopted English language proficiency assessment. The purpose of the English language proficiency assessment is to officially determine a student’s language proficiency level in English. It is also used on an annual basis to measure progress in acquiring English.

### **EDUCATIONAL PROGRAM FOR ENGLISH LANGUAGE ACQUISITION**

All students are placed in the Mainstream English Program. English Language Learners are supported through a combination of modified instruction, additional academic support as needed, and specific strategies for acquiring academic English. Teachers provide sheltered instruction using “specially designed academic instruction in English” (SDAIE) techniques when students have difficulty understanding English. The school also promotes the success of English Language Learners by valuing the Spanish language as a critical resource and fostering a

bilingual culture. English Language Learners act as mentors to Spanish Language Learners as part of class assignments in the Spanish courses.

RKMS EL students receive both Designated and Integrated ELD instruction. Designated instruction happens at specific protected time during the school day and focuses on language skills. Our Designated ELD instruction uses the ELD standards to give EL students strategic language practice. RKMS employs a site-based ELD coordinator that provides ELD instruction. Students who are ELPAC levels 1 & 2 receive designated supports. These supports take place at the end of the day during the personal learning period and/or Pathways. The table proceeding demonstrates the differences between designated and integrated supports.

**CHART: BRIGHT STAR SCHOOLS INSTRUCTIONAL DIFFERENCES BETWEEN INTEGRATED DESIGNATED ELD SUPPORTS**

<b>Instructional Differences</b>	<b>Integrated ELD</b>	<b>Designated ELD</b>
<b>TIME</b>	Within regular classes in all content areas	Specific protected time during the school day
<b>FOCUS</b>	Content of lesson with language support	Language skills, using content from regular curriculum
<b>STANDARDS</b>	State content standards in tandem with ELD Standards	ELD Standards

To ensure EL students receive the service needed, ELD instructors created a feedback cycle where they will lead professional developments with their school team, then individually follow up with each staff member to lead walkthroughs/observations. This ensures instructors are implementing strategies correctly. In the interim between meetings and observations, the complete list of professional development is accessible to instructors on an intra-organization platform. Some of the resources include previous presentations, professional resources for We all collaborate during the org-wide professional development.

**English Language Proficiency Assessments**

The ELPAC results are to be accurately and permanently recorded in the school’s student information system. ELs with disabilities must be assessed with the initial or annual ELPAC. The results yield a three part process for RKMS:

- RKMS will review reports from initial and annual ELPAC results
- Analysis of high-level trends will be conducted
  - Based off these trends, professional development will be created for all teachers so they can be equipped with support for these students.

Additionally, progress will be monitored in biweekly meetings with ELD coordinators to review reports and adjust analysis as needed.

ELs with disabilities may be tested using the California Department of Education (CDE)-approved *Testing Variations, Accommodations, and Modifications*, which is updated annually. The Individualized Education Program (IEP) team must document in the student’s IEP any accommodations or modifications used, and these must not deviate from those approved by CDE. All ELs with disabilities will be assessed with the ELPAC annually after they have been identified as ELs. ELs with moderate-to-severe disabilities are to be assessed in accordance with their IEP.

State and federal guidelines require each EL to be assessed annually to determine their progress in acquiring English language proficiency. This assessment is given within a test window prescribed by California *Education Code*.

The official ELPAC assessment results are provided to parents in a language they understand when the results become available from the test publisher. Information on how to interpret the ELPAC results is available in various languages. Parents may request a meeting to discuss the assessment results.

### **INITIAL LANGUAGE CLASSIFICATION/STATUS**

A student's initial language classification or status is determined by their overall performance on the initial English language proficiency assessment, currently the ELPAC Initial Assessment. Based on the performance level, a student may be classified as following:

**Novice English Learner [EL]:** Students at this level have **minimally developed** oral (listening and speaking) and written (reading and writing) English skills. They tend to rely on learned words and phrases to communicate meaning at a basic level. They need substantial-to-moderate linguistic support to communicate in familiar social and academic contexts; they need substantial linguistic support to communicate on less familiar tasks and topics. This test performance level corresponds to the “Emerging” proficiency level as described in the 2012 *ELD Standards*.

**Intermediate English Learner [EL]:** Students at this level have **somewhat developed to moderately developed** oral (listening and speaking) and written (reading and writing) skills. This level captures a broad range of English learners, from those who can use English only to meet immediate communication needs to those who can, at times, use English to learn and communicate in meaningful ways in a range of topics and content areas. They may need some degree of linguistic support to engage in familiar social and academic contexts (depending on the student, the level of support needed may be moderate, light, or minimal); they may need substantial-to-moderate support to communicate on less familiar tasks and topics. This test performance level corresponds to the entire “Expanding” proficiency level and to the lower range of the “Bridging” proficiency level as described in the 2012 *ELD Standards*.

**Initial Fluent English Proficient [IFEP]:** Students at this level have **well developed** oral (listening and speaking) and written (reading and writing) skills. They can use English to learn and communicate in meaningful ways that are appropriate to different tasks, purposes, and audiences in a variety of social and academic contexts. They may need occasional linguistic support to engage in familiar social and academic contexts; they may need light support to communicate on less familiar tasks and topics. This test performance level corresponds to the upper range of the “Bridging” proficiency level as described in the 2012 *California English Language Development Standards, Kindergarten Through Grade Twelve (2012 ELD Standards)*.

### **Push Ins:**

- EL students are supported in the classroom by one-on-one support with an ELD instructional assistant. Before entering the classroom, the supporting teacher reviews the lesson plan for the day in order to point out where support will be needed as well what types of supports will be helpful. Typically, students are given one-on-one support during independent work time. Students are given supports such as sentence frames, guided reading, guided questions, model thinking, etc.
- Students also receive push-in support via their general ed teachers. As RKMS “pushes in” students, we also take notes on “missed opportunities” that come up during the lesson. For example, if a writing class assignment is given, without sentence frames for ELs, we take note of that lack of support and eventually communicate this observation with the general ed teacher. The feedback that is given, is expected to be applied to future lessons by the teacher.

**Pull-Out**

- EL students receive tutoring for their general ed classes during pull-out class, but it is geared towards integration. In a small group setting, students will be able to get more one-on-one support from the ELD coordinator or the ELD Instructional Assistant.
- ELD pull-out will help students practice skills with items such as note taking skills, how to have collaborative interactions, researching, pacing, etc.
- Students will work on their writing and reading skills by learning to skim articles, how to cite evidence, how to use proper punctuation, etc.
- Students will prepare for upcoming SRI or ELPAC assessments during our pull-out time together. Students will gain experience with the assessment through example questions.
- Students are given supplemental work during our pull-out time for their general ed classes that provides various modes for students to access the content (SDAIE strategies)
- Depending on areas of need, other supports such as technology has been incorporated. Bright Star provides students with electronic dictionaries as well as access to Rosetta Stone to improve their reading experience.
- Students use computers with microphones and headphones to improve English reading, listening, speaking, and orthographic skills
- Students are given accommodations during state testing whenever possible.

**PROCESS AND SPECIFIC CRITERIA FOR RECLASSIFICATION**

Once a student is identified as an English Language Learner (ELL), the student will continue to take the ELPAC, on an annual basis until the student is Reclassified as Fluent English Proficient (RFEP). The test will be administered within the time constraints that are mandated by the CDE.

ELLs are reclassified to fluent English proficient based on the following multiple criteria identified in the California Education Code and recommended by the State Board of Education (SBE). Chart 1.12 shows the minimum criteria to be considered for reclassification.

The administrator/designee at each school site is responsible for ensuring that ELLs who meet the eligibility criteria are reclassified in a timely manner. This process begins when the official results of the ELPAC are released, as well as at the end of each reporting period. Students who have met the reclassification criteria are identified and parents are informed of their proficiency in writing.

Criteria	Kindergarten*	1 <sup>st</sup> – 4 <sup>th</sup> grade	5 <sup>th</sup> – 12 <sup>th</sup> grade
<b>English Language Proficiency Assessments for California</b>	Overall ELPAC Performance Level 4	Overall ELPAC Performance Level 4	Overall ELPAC Performance Level 4

<b>Teacher Evaluation</b>	English Language Arts composite score of 3 or 4	English Language Arts composite score of 3 or 4	Grade of C or better in a grade-level English or LTEL course
<b>Basic Skills Assessment</b>	Meeting or exceeding proficiency score on Developmental Reading Assessment (DRA).	Basic, Proficient or Advanced score on the Reading Inventory (RI).  Or  Standard Met or Standard Exceeded on the ELA SBAC (3 <sup>rd</sup> and 4 <sup>th</sup> grade)	Basic, Proficient or Advanced score on the Reading Inventory (RI)  Or  Standard Met or Standard Exceeded on the ELA SBAC (5 <sup>th</sup> -8 <sup>th</sup> and 11 <sup>th</sup> grade)
<b>Parent Consultation</b>	Parent Opinion and Consultation	Parent Opinion and Consultation	Parent Opinion and Consultation
<b>SSPT Student Support and Progress Team</b>	Kindergarten* students who have met the reclassification criteria measures must be reviewed by the SSPT for reclassification readiness	When a student has met the ELPAC Summative and grade level skills criteria for reclassification except for the teacher evaluation requirement, the student's English proficiency must be reviewed by the SSPT for reclassification readiness.	

The administrator/designee at each school site is responsible for ensuring that ELLs who meet the eligibility criteria are reclassified in a timely manner. This process begins when the official results of the ELPAC are released, as well as at the end of each reporting period. Students who have met the reclassification criteria are identified and parents are informed of their proficiency in writing.

**PROCESS FOR MONITORING PROGRESS OF ELS AND RECLASSIFIED (RFEP) STUDENTS**

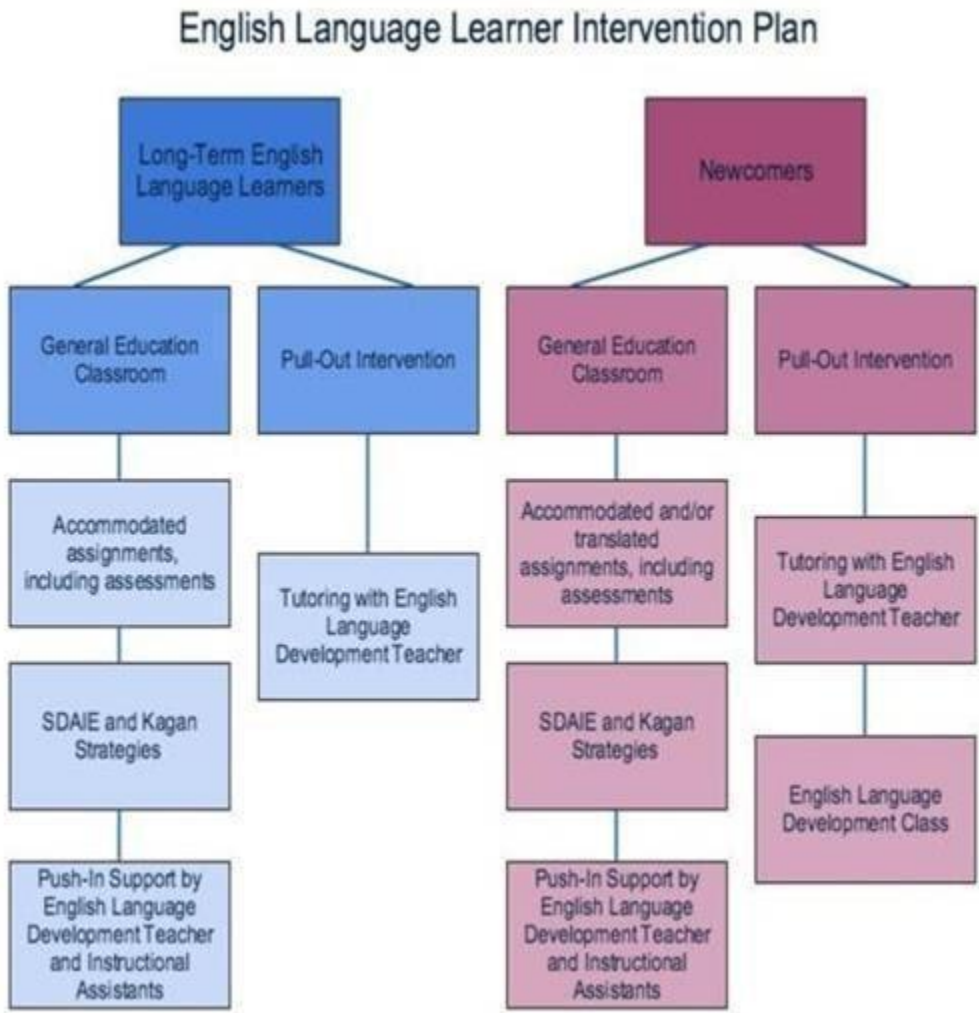
All RFEP students are monitored at the end of each reporting period. If a student is not making satisfactory progress after reclassification, the administrator/designee will meet with the classroom teacher(s) to develop an intervention instructional plan with specialized support.

Appropriate intervention measures may include, but are not limited to, any of the following:

- Student/teacher/parent conference
- Specialized reading, writing, and/or math instruction
- After school and/or before school academic support
- Intervention/Intersession classes
- Summer school

English Language Learners with disabilities will follow the same methods for identification and reclassification while adhering to appropriate testing accommodations and/or modifications listed in their Individualized Education Programs (IEPs). In addition to the aforementioned criteria for reclassification, the IEP team should also determine if an ELL with a disability has met the English Language Development (ELD) goal(s) in his/her IEP. The following chart demonstrates how RKMS monitors and supports Long-term English Learners (LTELs).

CHART: ENGLISH LEARNER INTERVENTION PLAN



Within the classroom support listed in the chart above, students will also be supported by teachers choosing scaffolds for the students deemed appropriate with the curriculum. When needed, interventions will be provided outside the base curriculum.

If a student has been identified as at-risk for becoming an LTEL by their teacher or Counselor (primarily through chronic low-test scores and observation), they will be referred to the student support team to determine specific supports needed. See the first paragraph in *Section 1.26: Meeting the Needs of All Students* for more information on how the SSPTs determine appropriate next steps and accurate assessments of student needs.

Since the ELD coordinator manages each school's EL program, RKMS administration will evaluate the ELD coordinator by using the "ELD Professionalism Rubric," which includes data on student performance in reading, speaking, listening and writing. Based on the rubric scores, RKMS will set goals for the next year based on the evaluation of trends highlighted from the student performance data.

The process for annual evaluation of the charter school's EL program includes analyzing longitudinal data that compares the performance of current ELs and former ELs in our instructional program over time. Performance on interim district assessments, ELPAC, English oral, reading, writing skills, teacher observations, and grades in core classes are all used.

## **Gifted and Talented (GATE) Students and Students Achieving Above Grade Level**

### **1.28: Meeting the Needs of Gifted and Talented Students and Students Achieving Above Grade Level**

#### **IDENTIFYING STUDENTS ACHIEVING ABOVE GRADE LEVEL**

While we anticipate that most students' needs are addressed by the wide variety of school-wide supports already in place, RKMS is committed to working with students who are performing above grade level to help them achieve, grow and be continuously challenged. High-achieving students will be referred for a meeting if they meet the following criteria:

- Performing more than one level above his/her actual grade level, based off scores from NWEA and CAASPP data
- Earning 4 on rubrics (or A on letter grades) of content learning standards in core content learning standards

A meeting with the parent, counselor, and the principal is used to document goals and objectives to accelerate a student achieving above grade level. RKMS's Assistant Principal will monitor the progress of students achieving above grade level through implementation of its data driven systems. Weekly, interim and yearly assessments will be provided to all students and the data is aggregated by subgroups during grade level meetings and at the Bright Star Data Days. RKMS will examine student's performance and supports to help advance this group.

#### **HOW RKMS WILL DETERMINE, MEET THE EDUCATIONAL NEEDS OF AND MONITOR THE PROGRESS OF GIFTED AND TALENTED STUDENTS**

High achieving students will be provided differentiated instruction, which accelerates the pace and amount of instruction the student receives. In addition, we will customize a student's individual work folder with assignments and materials that accelerate their learning and address the goals and objectives. During, before and after school, and on Saturdays, an individual program is assembled for high achieving students to accelerate their learning, as well as customizing homework to meet student's objectives, and communicating progress with students, teachers, and parents. For example, students may be assigned accelerated and enriched assignments in their area of strength.



Utilizing the components of Sandra Kaplan’s “Depth and Complexity,” assignments will be modified and extended as such.

Students may also engage in longer term cross curricular projects with students of similar ability level. Students will not be assessed for Gifted and Talented Education (GATE) eligibility.

### **HOW RKMS WILL IDENTIFY STUDENTS IN THIS GROUP**

Teachers use a variety of in-house standards based assessments, along with Smarter Balance Assessment, Interim Assessment Blocks, and Interim Comprehensive assessment results to determine the students who need additional supports. Teachers receive extensive training on effective intervention strategies utilizing the RTI model targeted towards the areas of greatest need. Our emphasis on high expectations for all students, no excuses, hard work, structured school environment and more all help to create a school culture of success and support.

## **Students Achieving Below Grade Level**

### **1.29: Meeting the Educational Needs of Students Achieving Below Grade Level**

Students who are achieving below grade level may require additional assistance and Tier III Interventions to catch up to their peers. As discussed above, strategies may include after-school tutoring, differentiated instruction and other program modifications and supports as determined by the classroom teacher. Teachers may modify classroom materials or strategies in coordination with the SSPT Team for students who are performing below grade level, depending on the student’s specific need, including such things as providing visual aids; adapt worksheets or assignment materials; providing directions in writing or in smaller, distinct steps; pre-teaching; modifying assignments (in this case, teachers would modify instructional level or shorten assignment to provide a student with opportunities to participate in each learning experience.); give extra cues or prompts; offer extended time or allow breaks; modify testing methods (e.g., read test questions aloud, change the setting of the test to a more quiet environment, etc.). Students may also receive small group pull out support and instruction embedding within the regular class day.

Every effort is made to avoid pulling students from an elective period so that Tier III interventions are not perceived as a punishment.

In the event that struggling students fail to make satisfactory academic progress despite receiving Tier I, II, and III supports, and having exhausted all general education supports, the SSPT team may decide to refer the student for special education assessment, a 504 Plan, and/or reexamine a student’s English Learner status.

### **STUDENT RETENTION**

While numerous studies have been conducted on the topic of retention, the conclusions are not clear cut, due to an inability to conduct a truly scientific investigation on this topic. While we cannot state with certainty that retaining a student will be a detriment, there is also no clear cut evidence showing that retention is of any benefit to a student. For that reason, RKMS strives to put in place a multitude of interventions for students so that all make satisfactory progress toward their goals. Families are provided with Report Cards at the end of each quarter to ensure families are fully informed of the student’s progress towards promotion requirements.

For a more detailed explanation of the process, please reference *Section 3.7c: Promotion/Retention Policies*.

### **HOW RKMS WILL MONITOR THE PROGRESS OF STUDENTS ACHIEVING BELOW GRADE LEVEL**

RKMS monitors the progress of students at-risk through implementation of its data driven systems including Illuminate, iStation, Reading Inventory, and Dreambox Math. Weekly, interim and yearly assessments are provided

to all students and the data is disaggregated by sub groups. RKMS examines at-risk students performance and may refer to these students for Tier II interventions, such as small group clustering and re-teaching, in class differentiated materials or strategies, small group work with an Instructional Assistant, or daily tutoring (led by classroom teacher) to help advance this group. The Assistant Principal is primarily responsible for overseeing this monitor of progress.

## **Socioeconomically Disadvantaged/Low Income Students**

### **1.30: Describe how the charter school will meet the needs of socioeconomically disadvantaged/low income students separate and apart from the needs of low achieving students.**

As mentioned in Section 1.2, the vast majority of our families in the communities RKMS and all Bright Star Schools, serve are socio-economically disadvantaged. This is determined by many factors, but the two main indicators are qualification for free or reduce-priced lunches, as well as parent education level. Bright Star obtains this information in the enrollment and registration process. In the 2018-2019 CALPADS data, over 85% of Bright Star families qualified for free-reduced lunch. Additionally, parent education level is indicated during the enrollment process and therefore contributes to socio-economically disadvantaged status. Because of these factors, as well as the location of our schools, the design of all Bright Star schools are geared specifically towards the needs of socioeconomically disadvantaged students.

Our teachers and staff will also receive training on recognizing symptoms and behaviors indicative of a child's need for additional supports, including issues relating to hunger, extreme poverty, and individual families' challenges to meet their child's needs. Since we anticipate the majority of our students come from socio-economically disadvantaged backgrounds, Counselors will continuously monitor all students and identify supports (including access to our free/reduced meal plan, socio-emotional counseling, tutoring, and after school program, etc.) RKMS maintains and analyzes assessment records to ensure we are meeting the needs of this targeted population as measured by CA Department of Education for performance on state standardized assessments. In addition to ensuring socioeconomically disadvantaged students are academically prepared, we also assist with families in need of uniforms or school supplies. We fundraise to provide families that need assistance with purchasing uniforms or other school supplies like paper, pencils, backpacks, etc.

#### **HOW RKMS WILL MEET THE NEEDS OF STUDENTS IN THIS SUBGROUP**

We will provide the structural, programmatic, and curricular elements that enable teachers to bridge their students' academic gaps and demonstrate strong academic achievement at all grade levels - regardless of socio-economic status. Instructional methods and educational components at RKMS will be designed to address the needs of this population. Our Connections program is one of the greatest supports to our socio-economically disadvantaged students. While our Counselors all have Pupil Personnel Services (PPS) credentials, many also possess a Master of Marriage and Family Therapy (MFT) or a Master of Social Work (MSW). Counselors work collaboratively with the whole family to identify supporting agencies that provide services that assist families in overcoming the students' unique barriers to learning. This may include anything from arranging no-cost or low-cost counseling services for the student or family members, assisting families in applying for subsidized housing or other family aid services available to local residents.

Furthermore, we expose all students to multiple enrichment opportunities both during and after school, as well as take them on a number of LEL's that increase cultural awareness and provide for varied life experiences. Faculty and staff accompany students on a number of enriching trips such as Underwood Farms, the Gentle Barn, and Topanga Canyon's Shakespeare camps. RKMS also collaborates with community partners to coordinate events such as the Community Helper Living Museum, so students can make and develop greater connections to their community at large.

## Students in Other Subgroups

### 1.31a: Foster Youth

The organization serves to meet the various needs of Foster Youth in accordance with AB 490 -- EC 48853.5. Bright Star Schools identifies Foster Youth through the enrollment process, self-disclosure or interaction with the Department of Child and Family Services or other welfare officers. The needs of Foster Youth are determined and met by working closely with educators, school personnel, social workers, probation officers, caregivers, advocates, juvenile court officers and community based organizations. A variety of services such as tutoring, mentoring, counseling and advising are provided on campus by school personnel and in partnership with community based organizations.

The progress of Foster Youth is monitored by teachers as an explicit subgroup. This data is then gathered on a quarterly basis by the school's Homeless and Foster Youth Liaison, who is also a Counselor. This liaison will determine the appropriate actions to take, if any are needed.

### “A Typical Day”

#### 1.32: A Typical Day at RKMS

At RKMS, we value transparency in the policies, structures, and systems that guide the makings of our school culture and academic program.

Our belief in the transparency of our school is three fold: 1) We are accountable to the public that we serve; 2) We have a responsibility to share the successes that result as a direct corollary to the best practices that we employ; and 3) We wish to open ourselves to useful feedback, so that we continuously improve the systems that serve our students. At RKMS we will always ensure that our doors are open to visitors who can share our pride in the great successes of our scholars and who can provide ongoing feedback on our educational program.

#### *Before the School Day Begins*

The doors of RKMS open to welcome our students 7:15 am. At that time, every student is greeted.

As the students make their way into school and proceed to get their morning breakfast, they have an opportunity to decide how to spend this vital period of the day. They may choose to enjoy breakfast with friends and staff members who are on supervision duty. They may also choose to attend the morning office hours in order to get the additional academic support for any of their core content classes. Some students who may have exhibited the need for more personalized attention may be invited to *Morning Intention*, a time where they and our Behavior Intervention Specialist can meet to start the day off with intention/goal setting and overall positive interaction designed to offset some of the personal challenges students may be struggling with which are impacting their ability to focus completely on academics.

At 7:35 a.m., students start transitioning to their first period of the day. During SBAC Boot Camp schedule, this is to their advisory class. This is the longest transition time (7 minutes), so teachers are usually welcoming their students with CNN 10.

#### *Academic Day*

Students then transition into their instructional periods of the day, which has been designed to maximize opportunities for learning. The schedules allow for expanded academic study, with a schedule that includes English, Math, Science, History, and a rotating Electives (dance, music, PE). Cross curricular literacy is very important at RKMS, so all classes incorporate reading and writing techniques to build a strong literacy core. For example, History in all grades will incorporate fiction and non-fiction literature that are analyzed in class in addition to standards-based lessons that contextualize the concepts read about in the literature. These activities will build up to a DBQ. Science classes use chart and data analysis along with written lab reports and Claim-Evidence-Response (CER) questions.

All grade levels also benefit from an Advisory course that encompasses organizational skills, character development, and entrepreneurship. Each student takes Physical Education to develop a strong mind *and* body, and art and music are offered to allow students to express themselves through different mediums.

### *Classroom Systems*

Walking from class to class, the visitor notices that there is a school culture and school wide systems that uphold and support the high expectations set for students. All classrooms include signs that reinforce the school's values, a board that states the nightly homework for each subject, and a common blackboard configuration that includes an AIM for the lesson, a Do Now (or starting activity), and an agenda. All teacher instruction follows the "I do, we do, you do" format, incorporating engaging strategies, group work, and the latest techniques learned from professional development to increase and drive student performance. All teachers are trained to expect one hundred percent student participation, and use devices and systems incorporated school-wide such as SLANT (Sit up, Listen, Ask Questions, Nod, and Track) to keep students attentive. Transitions are smooth and without disturbance, maximizing efficiency and minimizing distraction. Students have been inculcated with training in systems as simple as raising hands, handing back papers and moving in lines, to complex systems involving respectfully offering feedback to peers during class.

### *Weekly Culture Day*

At RKMS, we designate our advisory class periods into one day to ensure we are mindful about building relationships between students and staff members. This day is once a week on Wednesdays where students and staff participate in several activities. The first is team building at the park through physical activity, second is sharing and reflecting during circle time, and the last is academic and socio-emotional check-ins during advisory. We add instructional minutes to the other four days to compensate for this day.

### *After School*

Given the amount of time and energy we have dedicated to creating a school environment designed to maximize learning opportunities and development during the day, we have placed significant emphasis on our after school program as well. Partnering with *After School All-stars*, an award winning and highly recognized after school program, we work vigilantly with them to ensure that every student who is in need of after school support is met with academic assistance of the highest level, a robust enrichment program which provides opportunities for students not always prevalent in many of their homes, and our continued focus on ensuring that all students are surrounded by a community of students and staff who are committed to providing them with what they need to achieve their highest potential.

## **Element 2: Measurable Pupil Outcomes and Element 3: Method by which Pupil Progress Toward Outcomes will be Measured**

*“The measurable pupil outcomes identified for use by the charter school. “Pupil outcomes,” for purposes of this part, means the extent to which all pupils of the school demonstrate that they have attained the skills, knowledge, and attitudes specified as goals in the school’s educational program. Pupil outcomes shall include outcomes that address increases in pupil academic achievement both schoolwide and for all pupil subgroups served by the charter school, as that term is defined in subdivision (a) of Section 52052. The pupil outcomes shall align with the state priorities, as described in subdivision (d) of Section 52060, that apply for the grade levels served by the charter school.” (Ed. Code § 47605(c)(5)(B).)*

*“The method by which pupil progress in meeting those pupil outcomes is to be measured. To the extent practicable, the method for measuring pupil outcomes for state priorities shall be consistent with the way information is reported on a school accountability report card.” (Ed. Code § 47605(c)(5)(C).)*

### **MEASURABLE GOALS OF THE EDUCATIONAL PROGRAM**

Charter School shall meet all statewide content and performance standards and targets. (Ed. Code §§ 47605(d)(1), 60605.)

Charter School shall comply with all applicable laws and regulations related to AB 97 (2013) (Local Control Funding Formula) and AB 484 (2013), as they may be amended from time to time, including all requirements pertaining to pupil outcomes.

### **STANDARDIZED TESTING**

Charter School agrees to comply with state requirements for participation and administration of all state-mandated tests, including computer-based assessments. Charter School shall submit and maintain complete, accurate, and up-to-date California Longitudinal Pupil Achievement Data System (CALPADS) data in accordance with the requirements of California Code of Regulations, title 5, section 861. Charter School hereby grants authority to the State of California to provide a copy of all test results directly to the District as well as Charter School. Upon request, Charter School shall submit, in the requested format (e.g., CD), a copy of the results of all state-mandated tests to the District.

## **Measurable Goals of the Educational Program**

### **2.1: Describe the measurable goals and objectives of the school’s educational program.**

Please see *Element 1.8: Description of the schools annual goals* for this section.

### **Measurable Pupil Outcomes: Summative Assessment Performance Targets**

#### **2.2: Specific performance targets (pupil outcomes), for all pupils (i.e., schoolwide) and for each subgroup of pupils identified pursuant to Education Code § 52052, that align with the eight (8) state priorities identified in Education Code § 52060(d).**

Please see *Element 1.8: Description of the schools annual goals* for this section.

### **3. School’s annual measurable goals using a standardized assessment for each grade not participating in CAASPP (SBA) and the school’s plan for assessing student academic growth and achievement of the standards and measurable goals for the grade level.**

Please see *Element 1.8: Description of the schools annual goals* for this section.

## Other Performance Targets

**3.4: All other measurable goals, including goals for any key features in the program, identify each goal, the annual assessment tool(s) or other means to be used to measure levels of performance regarding the goal, and specific annual performance target(s) or outcomes.**

Please see *Element 1.8: Description of the schools annual goals* for this section.

## Method for Measuring Pupil Progress Toward Outcomes: Formative Assessment

**3.5: How the school will monitor and measure student progress toward mastery of state standards and the other goals identified above.**

The assessment plan for RKMS is designed to be a tool for internal and external accountability as well as to improve instruction and student achievement. To best assure that the school is measuring what RKMS expects students to learn, assignments are aligned with California Content Standards (as available) and the school's desired pupil outcomes and curriculum. All curriculum and assessments are standards-based as mentioned in Element 1. Ongoing assessments are used to meet the following objectives:

- To help teachers revise curriculum and instruction according to student needs.
- To help the principal and Deputy Superintendent of Education effectively manage their staffs for effective outcomes.
- To give parents and students meaningful, useful feedback on student progress.
- To compare the school's progress to that of schools with similar student demographics.
- To monitor the school's progress in meeting its mission and revise its activities as needed.
- To be accountable for meeting student exit outcomes.

We believe that all children can learn at high levels and can be held to the same high standards regardless of their academic level when they enter our school. In order to ensure that all students reach these goals, we must be able to accurately measure how well students are mastering core skills, content and standards. To do this, we establish a baseline measure of student achievement using diagnostics and prior years' academic data and then continuously monitor and assess progress from that point. This allows teachers to gauge content mastery levels and adjust instruction as needed.

### Specific Assessment Tools (frequency included):

1. **Baseline Assessment:** Baseline assessment is obtained using data from both internal and external assessments. At the beginning of the year, all students are administered a universal screener assessment for reading, called the Scholastic Reading Inventory, or SRI. Additionally, students are also given the NWEA Map Assessment, which is a Norm Referenced Test that provides data on student ability in Reading, Math, and Science. This allows the school to gather more specific data on student needs than that CAASPP data alone. These results are used to appropriately determine additional interventions and supports that will support student needs. Students' initial performance on these assessments is used as a baseline against which we can compare year-end results, and through which we measure longitudinal academic growth from year to year. In this way, the school can accurately interpret the results of these tests and the effectiveness of instruction during the year. Additionally, at the start of each school year, teachers closely examine student

achievement on the previous year's CAASPP, paying special attention to claims and targets that need additional support. These comparative results, in addition to data from internal assessments, are used to improve instruction for the following school year.

2. **In-House Assessments:** There are two categories of assessment at RKMS:
  - a. Formative Assessments that measure how well the students have understand and have mastered standards-based assessments. These assessments include the NWEA Map Norm Referenced Exam (administered three times a year- in August, February, and June) to measure growth in ELA, Math, and Science; the Scholastic Reading Inventory (administered monthly) to measure growth in reading comprehension; and Write Score (administered twice a year- in October and March) to measure growth in writing ability. We believe that everyone should be assessed in their writing several times a year in order to improve in their skill and become college-ready writers. School- wide writing exams are administered two-three times a year and mirror the Performance Tasks students will encounter on the CAASPP. Additionally, teachers use a range of informal assessments during the learning process in order to modify teaching and learning activities to improve student attainment. These formative assessments allow teachers to determine student progress on a defined sets of skills, as well as measuring overall students growth over the course of predetermined periods of instruction. Teachers use teacher-created assessments they further embed into the curriculum, unit tests, quizzes, as well as interim comprehensive assessments developed by the Smarter Balance Assessment Consortium, NWEA assessments and WriteScore.
  - b. Summative Unit Assessments/Projects: Teachers create or compile course assessments or end of unit projects that take place at the end of each unit. Units vary between four weeks (history, science, math) to ten weeks (ELA novel units) They inform current instruction by providing feedback to the teachers as to whether or not the students have mastered standards that have been taught.
3. **Report Cards:** Although information on student academic performance is provided to families weekly, formal Report Cards are published each quarter.

## Data Analysis and Reporting

### 3.6: Outline the school's plan for collecting, analyzing, using, and reporting academic performance and other data.

RKMS uses intentional systems around data analysis to inform and improve teaching and student learning. In order to ensure students have met statewide performance content standards, the Principal oversees the collection and analysis of assessment data using our student information system Illuminate, along with Department Leaders. All teachers complete a data analysis of their student data every quarter.

Our data analysis begins with Interim Assessments (IA) developed prior to the school year by school leaders and teachers. IAs cover test content from the California content standards, and Common Core. Teachers administer IAs throughout the year and student performance results inform the modification of the annual scope and sequence and weekly lesson plans as needed.

Interim assessments will be scored and analyzed by teachers directly in the CAASPP system. Using the IAs, teachers will be able to re-teach standards to prepare students for content mastery. School leaders collect and compile the data. This also includes the analysis of student subgroups, not limited to inclusive education, and English language learners. Teachers conduct reflection on the IA scores to facilitate assessment analysis and create action plans. Teachers then meet with their department leader and/or Principal during the weekly one-two hour professional development, and/or teacher preparatory time, after interim assessments to closely analyze the data. This could also ensue tutoring groups after school as well as who stays for Catch-Up days to remediate on certain standards. Further,

content teachers meet in org-wide professional development days in content cadres where content expert teachers facilitate error analysis and plans mini-reteach units/plans together. This helps create opportunities for teachers to reflect upon their own teaching and student learning.

Teacher analysis of Interim Assessments consist of three parts:

- Teacher reflection on student performance expectations, teaching priorities, student strengths and weaknesses;
- Detailed analysis of standards mastery through analysis of whole class mastery, small group, subgroup and individual mastery and analysis of errors and with instructional plan to address areas of concern;
- Details for re-teaching.

In addition to teacher-created assessments and projects, we administer the Write Score writing performance task exam with the DBQ, and the Inspect Interim benchmarks. We review these results by grade level cohort, individual class, and individual student as an ongoing part of our staff Professional Development. This comprehensive approach to data analysis allows: teachers to know which standards need to be effectively re-taught or reinforced; school leaders to know the most appropriate professional development supports needed for teachers as a whole and teachers as individuals; and most importantly, the entire staff to develop and execute a data-driven action plan to ensure that every child learns.

These action plans identify:

- Skills/concepts to be retaught to the entire class
- Skills/concepts to be retaught to small groups during class
- Skills/concepts to be retaught to individual students with one-on-one teacher instruction or with the assistance of a peer or volunteer tutor
- Students in need of intense remediation and/or tutoring
- Adjustments to existing small groups
- Weaknesses in the curriculum to be revised for subsequent years
- Support and professional development for the teacher to strengthen areas of instructional weakness

Action plans will be revisited frequently in professional development meetings, grade-level and content- area team meetings to ensure that students are making adequate progress toward mastery.

### **3.6b: The role and use of data to inform curriculum, instruction, tiered intervention, and enrichment**

As indicated, assessment data will be used to inform curricular decisions, teacher supports, and professional development needs, as well as identifying those standards that need to be re-taught, which require small group intervention, and which require individualized student supports. Assessment data will be used to evaluate the efficacy of our educational program over time, and, as needed, make changes to curriculum sources used or instructional strategies.

### **3.6c: The role and use of data to monitor and improve the charter school's educational program and operations by the staff, school site leadership, executive leadership, and governing board**

In the 2018-19 school year, Bright Star Schools created an internal dashboard utilized across the organization that monitors academic, governance, and operational progress for each Bright Star school. At the start of each school year, each school then creates goals for each area based on student and school progress goals identified in their action plans, LCAP goals and any noted area for growth. Every quarter, schools update this dashboard and the



progress towards the goal is closely monitored and shared with Heads of Schools, Bright Star executive leadership and ultimately, the Governing Board.

### 3.6d: The role and use of data to inform stakeholders of school performance

RKMS also uploads all data requested by the California Department of Education (CDE) to complete a School Accountability Report Card (SARC). The Board of Directors issues an annual report that includes demographic data, academic achievement, financial reports and a summary of other significant developments and accomplishments over the course of each academic year. The school’s leadership reports the results of state assessments to all community members including parents. The annual report is a public document, published on the school’s website ([www.brightstarschools.org](http://www.brightstarschools.org)) and delivered to the District, the Los Angeles County Office of Education, CDE and any other parties who request it.

## Grading, Progress Reporting, and Promotion/Retention

### 3.7a: Grading and Reporting

Letter Grade	Percentage	Rubric Score	Meaning
A+	98-100%	4	A student earning an A in a course is consistently demonstrating advanced levels of mastery with the content standards.
A	93-97%		
A-	90-92%		

Letter Grade	Percentage	Rubric Score	Meaning
B+	88-89%	3	A student earning a B in a course is consistently demonstrating proficiency with the content standards.

B	83-87%		
B -	80-82%		
C +	78-79%	2	A student earning a C in a course is consistently demonstrating basic competency with the content standards.
C	73-77%		
C -	70-72%		
N Y	Below 70%	1	A student earning less than 70% in a course is not yet demonstrating a basic level of mastery with the content standards and needs to demonstrate mastery of the standards before credit will be earned.

### 3.7b: Type and Frequency of Progress Reporting

#### School-wide Annual Report of Progress:

RKMS prepares for parents, community and the District an annual accountability report with additional elements reflecting on the school’s performance toward meeting the provisions of the charter.

1. The SARC report is available on the school website here (full HTML script available here: <http://www.brightstarschools.org/RKMS/1345-School-Accountability-Report-Cards.html>);
2. Bright Star Schools oversees all state scores through Google Data Suites with a customized report.
  - This data dashboard can disaggregate each schools’ information based on:
    - Gender
    - Longitudinal data by class
    - Subgroup
    - Race
    - Inclusive Education Status

- F&RL
- EL designation
- Annual growth
- ELA or Math
- This report can be aggregated for multiple purposes based on the different stakeholders
  - Board members
  - Parents
  - Teachers
  - School leaders

### **Individual Student Progress Reporting & Communication**

Students receive report cards at the end of each quarter. Student and teacher attendance and retention rates are also monitored, as these are closely related to student success. Student progress reports are the primary record of student progress, where assessment results are interpreted clearly, meaningfully and consistently. This information is also readily available on the online parent portal on Illuminate.

To be considered On Target, students must meet five of seven promotion goals determined by the school. Most goals are directly pulled from gradebooks: ELA, Math, History, Science, and a Combined Class Average (CCA/GPA). In addition, to grades, students can work towards a writing goal and independent reading goal. With approximately 50% of students meeting or exceeding standards in Math and ELA on CAASPP, we know that setting the promotion goal at a grade of 3.0 or higher per subject will be difficult for all students to attain. Our promotion requirements are set at 2.0 approaching standards. Because our grades are standards-based, teachers regularly know which students are approaching standards and provide the necessary interventions.

Progress reports create a succinct written record of student performance in all core content classes. Progress reports are one of several ways to keep parents in the communication loop about student performance, and ensure that communication around student progress is regular and consistent.

Ongoing communication between teachers, parents, and students is an essential component of RKMS. Parent conferences can be with teachers on an informal basis throughout the year, and on a formal basis three times per year to discuss students’ academic progress and upcoming learning plans, especially if a student is not On Target.

Based on the benchmarks at each quarter, the goals are scaled for each time period. Students who do not meet the minimum benchmark are not On Target and teachers meet with these students to support them to meet their goals.

	6th-8th grade	Promotional Goals	
<b>Quarter 1</b>	3 out of 7 Goals	Pass ELA w/ 2.0 or higher	Pass Math w/ 2.0 or higher
<b>Quarter 2</b>	4 out of 7 Goals	Pass Science w/ 2.0 or higher	Pass History w/ 2.0 or higher
<b>Quarter 3</b>	5 out of 7 Goals	Pass 1 out of 2 Writing Exams	CCA/GPA of 2.0 or higher
<b>Quarter 4</b>	5 out of 7 Goals	Reach Independent Reading Goals per the grade level at benchmark	

As mentioned above, our promotion goals are set at a grade of 2.0. All families of students who have a CCA or GPA below 2.5 are also invited for a parent conference to ensure we can set goals and support

students to ultimately meet grade level standards, maintain promotion goals and ultimately reach for higher goals to be college competitive.

Every effort is made to identify students who are not performing well. Teachers and Counselors have grade level meetings weekly where SSPT students are discussed as well as other data and information. This informs tutoring, parent meetings, follow up meetings with administrators, intervention plans, etc.

Student who score a 2 (Approaching Standards) or below in three core subjects may be referred to an SSPT by any one of their instructors or counselors, if it demonstrates part of a larger trend in the student's performance and appropriate accommodations will be made. If it is not a part of a larger trend, there will still be a meeting with the counselor and the student to identify the barriers to success. Depending on the reason, counselors will recommend the appropriate supports for the student to their instructor, including: tutoring, intervention materials or programming, retaking assignments or assessments, and enrollment in study groups. The interventions based on quantitative data and proactive measures (SSPTs, Counselor support, Parent Conferences) allow for all students to be successful in meeting goals.

Instructors meet throughout the year in Professional Learning Communities to discuss assessment results within subject areas, by grade levels, as a whole staff, and in dialogue with students, parents, and administrators. These conversations are used to improve curriculum and instruction as well as to evolve the assessment process itself.

### **3.7c: Promotion/Retention Policy And Procedures**

At RKMS, each year the school strives to ensure that students are “on target” before taking state exams. RKMS has a policy of no “social promotion” and believes that promoting students to the next grade level only when they are academically prepared is best for their long-term success. To this end, RKMS utilizes multiple assessments and metrics, diverse and multiple opportunities to determine student mastery of content and readiness for the next grade level. Each year's promotion goals are published and distributed via the Family and Student handbook. If parents do not agree with the assessment as made by the team, parents may appeal to the principal, then Deputy Superintendent, and finally the Executive Director using the Family Complaint Policy as outlined and distributed in the Student and Family Handbook.

At each quarter reporting period of students' grades, the first set of communication is delivered to parents via parent conference and report card. At each of these meetings, or Parent Conferences, parents learn more about the OTCU promotion goals and argue them if appropriate. The meetings usually include the parent, student, and a teacher or advisor and includes reflections on current grades, goals, and next steps. These meetings happen three times a year (October, January, and March/April). Parents sign a document acknowledging that they understand that their student is not On Target (OT) as of that reporting period. After the third quarter benchmark students who are in need of catching up (CU) of their goals are identified for more intense interventions. During the weeks counting down to Life Experience Lessons (LELs) where students who are OT enjoy field trips and minimum days, students who are on CU are on a different schedule with key teachers to remediate standards that are not passing. This accounts for a very small percentage of students as RKMS strategically schedules four intervention days throughout the year, and teachers cycle in more opportunities for students to make up standards, along with after school tutoring. Students at this intervention level also have accommodated goals per the SSPT. This is in addition to weekly data checks within grade level teams to see who is not passing core content classes and on the SSPT tiers.

Beyond these steps, if the grade level team, counselor and administrators feel that a student would still not be successful in the next grade level by the fourth quarter reporting period, the school team will make a

recommendation to the parent in a separate meeting about four weeks before the last day of school. The school also uses Light's Retention Scale to ensure that we consider all possible factors before making a decision to retain a student. This is to ensure that a decision is made together with a parent and there are no surprises. With consistent and ongoing reporting of grades and goals, such decisions are made in unison. Options are presented to a family during this time.

- Agree to repeat the grade level
- Agree to wait and see passing SBAC scores
- Continue to work on goals during the summer independently through a standards-based online program
- If SBAC scores are not passing, promote with remedial after school or independent online goals

If a parent disagrees with even these options, they have until the end of the school year to informally dissent using the Family Complaint Resolution Policy. Parents are encouraged to resolve concerns and disputes about school policy and decisions made by teachers, staff and administration in an informal manner by requesting a conference to discuss the issue. If concerns are not remedied in a manner satisfactory to the parents, they may elect to pursue a formal resolution of family concerns by submitting the Family Concerns Resolution Process form available at [brightstarschools.org](http://brightstarschools.org) and in the Student and Family Handbook.

## **Element 4: Governance**

*“The governance structure of the charter school, including, but not limited to, the process to be followed by the charter school to ensure parental involvement.” (Ed. Code § 47605(c)(5)(D).)*

### **GENERAL PROVISIONS**

As an independent charter school, Charter School, operated as or by its nonprofit public benefit corporation, is a separate legal entity and shall be solely responsible for the debts and obligations of Charter School.

Charter School shall not be operated as, or be operated by, a for-profit corporation, a for-profit educational management organization, or a for-profit charter management organization. (Ed. Code § 47604.)

Charter School shall ensure that, at all times throughout the term of the Charter, the bylaws of its governing board and/or nonprofit corporation are and remain consistent with the provisions of this Charter. In the event that the governing board and/or nonprofit corporation operating Charter School amends the bylaws, Charter School shall provide a copy of the amended bylaws to CSD within 30 days of adoption.

Charter School shall comply with the Ralph M. Brown Act (“Brown Act”). All meetings of the Charter School’s governing board shall be called, held and conducted in accordance with the terms and provisions of Education Code section 47604.1 and the Brown Act including, but not limited to, those related to meeting access and recording, notice, agenda preparation, posting and reporting.

Charter School shall send to the CSD copies of all governing board meeting agendas at the same time that they are posted in accordance with the Brown Act. Charter School shall also send to the CSD copies of all board meeting minutes within one week of governing board approval of the minutes. Timely posting of agendas and minutes on Charter School’s website will satisfy this requirement.

The District reserves the right to appoint a single representative to the Charter School governing board pursuant to Education Code section 47604(c).

### **LEGAL AND POLICY COMPLIANCE**

Charter School shall comply with all applicable federal, state, and local laws and regulations, and District policies as it relates to charter schools adopted through Board action.

Charter School shall comply with all applicable federal and state reporting requirements, including but not limited to the requirements of CBEDS, CALPADS, the Public Schools Accountability Act of 1999, and Education Code section 47604.33.

Charter School shall comply with the Brown Act and the California Public Records Act.

The Charter School shall comply with Government Code Section 1090, et seq., as set forth in Education Code section 47604.1.

Charter School shall comply with the Political Reform Act of 1974. (Gov. Code § 81000 et seq.)

Charter School and all employees and representatives of Charter School, including members of Charter School’s governing board, members of Charter School or governing board committees and councils, Charter School administrators, and managers, shall comply with federal and state laws, nonprofit integrity standards, and LAUSD charter school policy, regarding ethics and conflicts of interest. Charter School shall enter into all transactions and conduct business with all persons and entities at arm’s length or, in the case of otherwise permissible related party transactions, in a manner equivalent to arm’s length.

Charter School shall notify parents, guardians, and teachers in writing within 72 hours of the issuance of a Notice of Violation, Notice of Intent to Revoke, Final Decision to Revoke, Notice of Non-Renewal, or equivalent notice, by the LAUSD Board of Education.

**TITLE IX, SECTION 504, AND UNIFORM COMPLAINT PROCEDURES**

Charter School shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under Title IX of the Education Amendments of 1972 (Title IX) and section 504 of the Rehabilitation Act of 1973 (“Section 504”), including any investigation of any complaint filed with Charter School alleging its noncompliance with these laws or alleging any actions which would be prohibited by these laws. Charter School shall notify all of its students and employees of the name, office address, and telephone number of the designated employee or employees.

Charter School shall adopt and publish complaint procedures providing for prompt and equitable resolution of student and employee complaints alleging any action that would be prohibited by Title IX or Section 504.

Charter School shall adopt and implement specific and continuing procedures for notifying applicants for admission and employment, students and parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Charter School, that Charter School does not discriminate on the basis of sex or mental or physical disability in the educational programs or activities which it operates, and that it is required by Title IX and Section 504 not to discriminate on any such basis.

Charter School shall establish and provide a uniform complaint procedure in accordance with applicable federal and state laws and regulations, including but not limited to all applicable requirements of *California Code of Regulations*, title 5, section 4600 et seq.

Charter School shall adhere to all applicable federal and state laws and regulations regarding pupil fees, including Education Code sections 49010 - 49013, and extend its uniform complaint procedure to complaints filed pursuant to Education Code section 49013.

Charter School shall extend its uniform complaint procedure to complaints filed pursuant to the Local Control Funding Formula legislation provisions set forth in Education Code section 52075.

**RESPONDING TO INQUIRIES**

Charter School, including its nonprofit corporation shall promptly respond to all reasonable inquiries, including but not limited to inquiries regarding financial records from the District, and shall cooperate with the District regarding any inquiries. Charter School acknowledges that Charter School, including but not limited to its nonprofit corporation, is subject to audit by LAUSD, including, without limitation, audit by the District Office of the Inspector General. Charter School shall provide the District with current, complete, and accurate contact information for Charter School, Charter School administrators, and Board members.

If an allegation or other evidence of waste, fraud, abuse, or other material violation of law related to Charter School’s operations, or breach of the Charter, is received or discovered by the District, Charter School, including but not limited to its nonprofit corporation, employees, and representatives, shall cooperate with any resulting inquiry and/or investigation undertaken by the District and/or the Office of the Inspector General Investigations Unit.

Charter School acknowledges and agrees that persons and entities that directly exercise control over the expenditure of Charter School’s public funds shall be subject to all necessary and appropriate District charter school oversight.

**NOTIFICATION OF THE DISTRICT**

Charter School shall notify the Charter Schools Division (CSD) in writing of any citations or notices of workplace hazards, investigations by outside governmental regulatory or investigative agencies, lawsuits, changes in corporate or legal status (e.g., loss of IRS 501(c)(3) status), or other formal complaints or notices, within one week of receipt of such notices by Charter School. Unless prohibited by law, Charter School shall notify the CSD in writing of any internal investigations within one week of commencing investigation. Charter School shall notify the CSD within 24 hours of any dire emergency or serious threat to the health and safety of students or staff.

### **STUDENT RECORDS**

Upon receipt of a student records request from a receiving school/school district, Charter School shall transfer a copy of the student's complete cumulative record within ten (10) school days in accordance with Education Code section 49068 and all student confidentiality and privacy laws including compliance with the Family Educational Rights and Privacy Act (FERPA). Charter School shall comply with the requirements of California Code of Regulations, title 5, section 3024, regarding the transfer of student special education records. In the event Charter School closes, Charter School shall comply with the student records transfer provisions in Element 15. Charter School shall comply with the requirements of Education Code section 49060 et seq., which include provisions regarding rights to access student records and transfer of records for youth in foster care.

### **PARENT ENGAGEMENT**

Charter School shall not require a parent or legal guardian of a prospective or enrolled student to perform volunteer service hours, or make payment of fees or other monies, goods, or services in lieu of performing volunteer service, as a condition of his/her child's admission, continued enrollment, attendance, or participation in the school's educational activities, or otherwise discriminate against a student in any manner because his/her parent cannot, has not, or will not provide volunteer service to Charter School.

The Charter School may encourage parental involvement, but shall notify the parents and guardians of applicant students and currently enrolled students that parental involvement is not a requirement for acceptance to, or continued enrollment at, the Charter School. (Ed. Code § 47605(n).)

### **FEDERAL PROGRAM COMPLIANCE**

As a recipient of federal funds, Charter School has agreed to meet all applicable programmatic, fiscal and other regulatory requirements of the Elementary and Secondary Education Act (ESEA, also known as Every Student Succeeds Act (ESSA)) and other applicable federal programs. Charter School understands that it is a local educational agency (LEA) for purposes of federal compliance and reporting purposes. Charter School agrees that it will keep and make available to the District any documentation necessary to demonstrate compliance with the requirements of ESEA and other applicable federal programs. Charter School also acknowledges that, as part of its oversight of Charter School, the District may conduct program review for federal as well as state compliance.



## **4.1: Governance Structure**

### **Governance Structure**

Charter School is an independent charter governed by the Board of Directors of Bright Star Schools which is responsible for ensuring progress toward the mission, faithfulness to the charter, and fiscal viability.

### **Organizational Chart**

The organizational chart below demonstrates the role of the governing board in relation to school management. The Governing board makes all final decisions by board vote on all school related matters including but not limited to curriculum, instruction, financial, facilities, etc. The committees of the board heavily inform these decisions, but all decisions are made by Governing Board vote.

### **Board Committee Structure and Committee Responsibilities**

The Board of Directors may create or convene the following committees:

#### **A. Governance Committee**

- Recruit, nominate, train new directors;
- Establish responsibilities and evaluate individual board members;
- Review the performance of the Board as a whole;
- Review Board Handbook;
- Support and review performance of Executive Director;
- Identify fundraising opportunities;
- Plan fundraising events or programs;
- Develop and evaluate fundraising goals.

#### **B. Finance Committee**

- Monitor budget implementation through periodic financial reports;
- Approve accounting policies;
- Reviews and recommends approval of an independent annual audit by qualified CPA (the audit firm will be previously selected and approved by the full board);
- Ensure adequate insurance;
- Review facilities maintenance requirements;
- Review and negotiate lease agreements;
- Develop and maintain adequate facility personnel policies procedures
- Supports Executive Director's efforts to explore growth and facility opportunities;
- Evaluate growth opportunities;
- Ensure growth implementations conform to mission statement.

#### **C. Academic Committee**

- Review and support mission statement;
- Ensure programs and services are consistent with mission & charter;
- Develop and review measurable academic outcomes;
- Review and approve guidelines for teacher evaluations;
- Review and approve guidelines for administration/staff evaluations;

- Monitor progress in achieving outcome and goals;
- Develop and maintain adequate academic personnel policies and procedures.

### **BRIGHT STAR SCHOOLS GOVERNING BOARD**

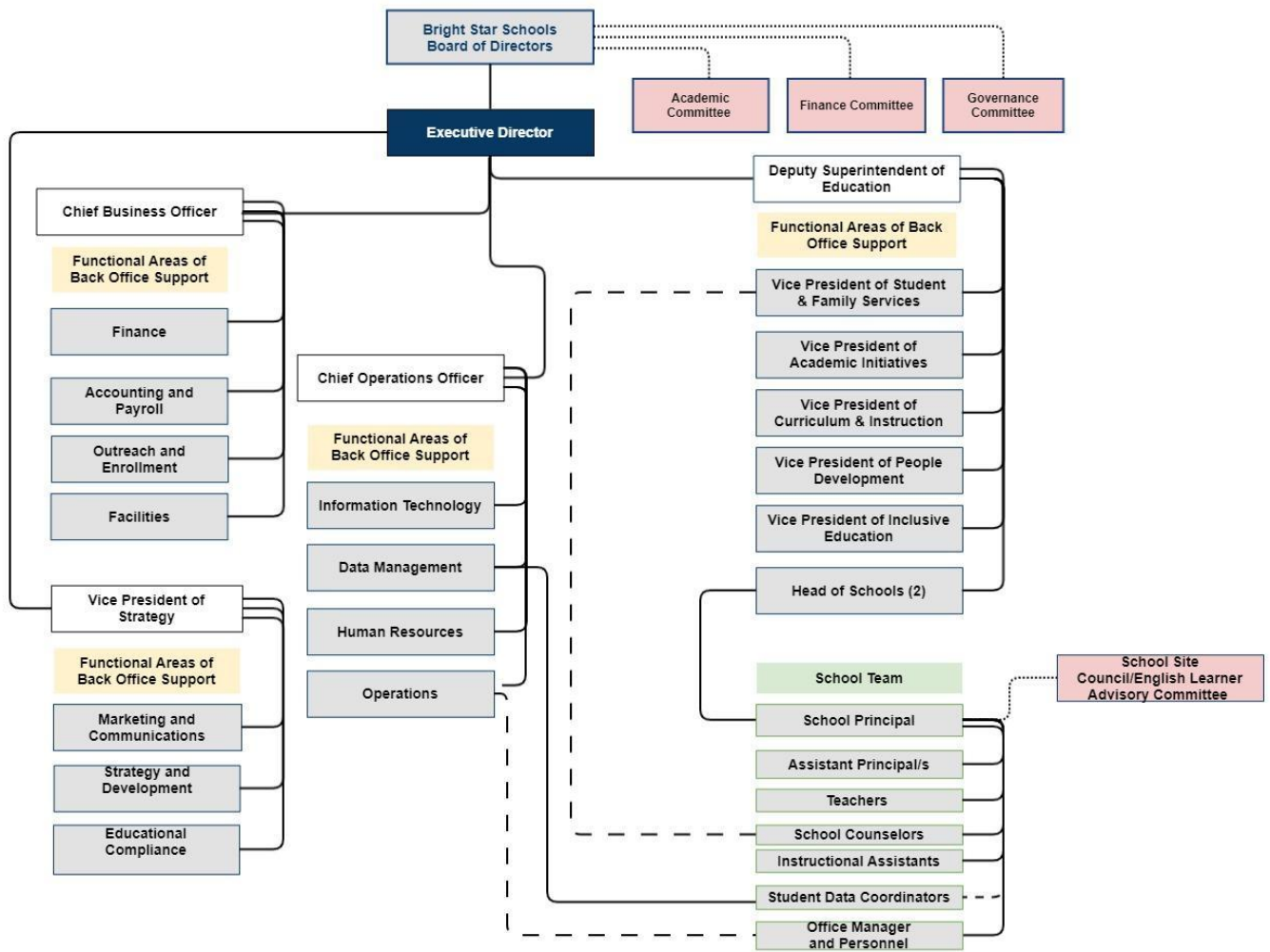
Bright Star Schools is the holder of the charter of the Charter School and ultimately has all governing and fiduciary responsibility for any and all actions related to the Charter School.

Bright Star Schools agrees and acknowledges that all public funds received by or on behalf of Charter School, including Charter School assets derived from public funds, shall be deemed to retain their charitable purposes and remain within the jurisdiction and control of Charter School. Such public funds shall remain subject to Education Code section 47633(c) and shall be included within the scope of Charter School's annual audit per Education Code section 41020(c).

Bright Star Schools acknowledges and agrees that all of Charter School's related party transactions, if any, as that term is defined in the applicable Generally Accepted Accounting Principles ("GAAP") standards, that involve Bright Star School's public funds shall remain within the scope of the annual audit required under Education Code section 41020(c) and subject to District oversight. Bright Star Schools agrees that related party transactions involving public funds shall be subject to audit by LAUSD for purposes of Charter School oversight.

Bright Star Education Group (BSEG) serves as a separate non-profit from Bright Star Schools and BSEG's sole function at this time is to serve as a facility development and lease-holding entity to serve Bright Star Schools. Notwithstanding any other law or provision of this Charter, Bright Star School's governing board shall not be comprised of a majority of any combination of BSEG's member(s) or BSEG's directors, employees, or affiliates. Any lease amendments or related transactions between Bright Star Schools and BSEG, must be approved by Bright Star Schools in a lawful, open and transparent manner. Examples of transactions between BSEG and BSS may include but are not limited to facility agreements or monetary grants that might be provided by BSEG to BSS. In any event, any and all transactions of any kind will be considered in lawful, open and transparent manner. Bright Star Schools shall maintain records with verifiable documentation of such transactions. Any such transaction shall be subject to District oversight.

# BRIGHT STAR SCHOOLS ORGANIZATION STRUCTURE



## Major Roles and Responsibilities

### A. Board of Directors

The work of Bright Star Schools' Board of Directors is organized to accomplish the following objectives:

- Ensure the mission and vision of Charter School.
- Ensure adherence to all state and federal requirements as well as those requirements set forth by Charter School in its charter.
- Evaluate the Executive Director annually and hold him/her responsible for meeting the academic and fiscal goals of the school.
- Ensure effective organizational planning for the school.
- Provide support and assistance to the school in its fundraising efforts, as well as other needs as they arise.

- Ensure the long-term financial stability of Charter School.
- Establish broad support and future Partnerships to further the mission of Bright Star Schools to prepare students for college and career.

The Board governs the Charter School, holds the school to its mission, ensures its financial viability over time and ensures that the school remains true to the terms of its charter. The Board delegates all management decisions to the Executive Director. The Executive Director in turn hires, evaluates and oversees the executive team including the Chief Business Officer, Deputy Superintendent of Education, and the Chief Operating Officer. The Deputy Superintendent of Education is responsible for the hiring, evaluation of the principals and for ensuring that the schools meet the performance benchmarks established by the Board of Directors. Day-to-day oversight of the school is the responsibility of the Principal, who hires, supports and evaluates all school staff, and monitors the implementation of the program. A strong working relationship between the Board Chair, Executive Director, the executive team and all administrators and support staff ensure the flow of information necessary for responsive, strong governance.

The role of a member of the Board is as follows:

- Advocate for Bright Star Schools and its mission of preparing students for college and career;
- Adhere to the Brown Act;
- Attend board meetings, committee meetings and important related meetings
- Serve with professionalism, integrity and enthusiasm;
- Volunteer for and accept assignments and complete them thoroughly and promptly
- Stay informed about committee matters, prepare well for meetings and review and comment on minutes and reports;
- Get to know other board and committee members and build a collegial working relationship that contributes to consensus;
- Actively Participate in the board’s professional development, annual evaluation and planning efforts;
- Participate in fundraising for the organization, cultivate prospective donors and volunteers and give an annual financial gift (determined by the board chair) to the best of personal ability;
  - Abide by all legal responsibilities and comply with applicable rules and regulations; and
  - Disclose any potential conflict of interest, whether real or perceived.

## **B. Executive Level Employees**

- Executive Director:** The Executive Director (ED) oversees and advances all Bright Star Schools. The ED embodies and advocates for the mission, vision, and strategic direction of the school organization. The Executive director drives systems and accountability to engender academic excellence, holistic programs and inclusive supports for students and families. He or she ensures compliance with the school’s charters and all relevant laws and requirements as set forth by the District and State. The Executive Director manages all external and internal operations, such as working with the Board, reporting to and interfacing with the authorizer, fundraising, public relations and ensuring the finance and operations of the schools. The ED oversees all positions in the organization and directly manages the DSE, CBO, and COO. The ED is hired and evaluated by the Board of Directors of Bright Star Schools.
- Deputy Superintendent of Education:** The Deputy Superintendent of Education (DSE) is responsible for overall school performance, and is the primary person responsible for the management of school growth, culture and the viability of schools over time. The DSE oversees the Heads of Schools, Principals, Assistant Principals, the Vice President of Family and Student

Services, and the Directors of Special Education in their management and guidance of the school staff. The DSE is hired and evaluated by the Executive Director.

- c. **Chief Business Officer:** The Chief Business Officer (CBO) leads facility, finance and outreach operations for Bright Star Schools. The CBO manages Bright Star’s facilities team, which is responsible for identifying, acquiring, renovating and maintaining the educational facilities serving the Bright Star network. The CBO also oversees Outreach and Enrollment efforts. The CBO works closely with finance personnel and oversees the accounting department to create and manage school and organizational budgets and to ensure the organization has the financial strength and operating efficiency to ensure the sustainability of the organization. The CBO ensures that people systems, fiscal controls, administrative and reporting procedures are in place to serve the students, parents and staff. The CBO manages all accounting personnel, facility personnel, outreach and enrollment personnel, as well as a number of strategic consultants and advisors. The CBO is hired and evaluated by the Executive Director.
- d. **Chief Operations Officer:** The Chief Operations Officer (COO) is an essential leader in the network, providing input into all strategic and operational aspects of the organization. The COO is responsible for overseeing the following departments at all schools: school operations, student information, compliance and legal activity, survey administration, human resources, and information technology. The COO is hired and evaluated by the Executive Director.

## **Governing Board Composition And Member Selection**

### **4.2: Composition of the Board**

The composition of the governing board is a range of professional backgrounds, ranging from organizational success to K-12 expertise, as well as understanding the communities the school’s students come from and representative of our student’s identities. This includes members with backgrounds in K-12 education, higher- education, non-profit, and for-profit business professionals, along with individuals who are heavily invested in the school community.

### **4.3: Board Member Selection**

In summary, the governance committee of the board does a bi-yearly analysis of the composition of the board and identifies if there is a need for new board members. The selection process includes an initial meeting with the Executive Director and school tour; interview(s) with current board members; formal submission and resume, written responses, and board member questionnaire; and, reference checks. The potential board member is then reviewed by the governance committee and if found suitable, the governance committee will make a recommendation to the full board for approval. Board members are given a briefing on the prospective board member and time is allotted for any additional questions before the vote. Ultimately, the potential Board member is voted on at a board meeting. The Board members serve two-year terms and can be re-elected to the board after the completion of the initial term. The authorized number of directors shall be at least five (and no more than 20) until changed by amendment of the articles or the bylaws of the organization. Additional detail regarding the process of selecting and approving members of the Bright Star Schools Board of Directors is described in the Bylaws of the organization.

### **4.4 - 4.5: Governance Procedures And Operations**

All meetings will comply with all of the provisions of the Brown Act and Education Code section 47604.1(c)(3), which provides that the meeting location must be within Los Angeles County, and that two-way teleconferencing will be provided for each of the school sites operated by Bright Star Schools. Agendas for regular meetings will be published in advance and distributed to each member of the Board of Directors and will be posted near the entrances

of each school, at the entrance of each school's main office, and on Bright Star School's website for public viewing at least 72 hours in advance of scheduled meetings. Agendas for special meetings will be posted at least 24 hours before the meeting. The frequency of board meetings is typically six times per year, staggered approximately every other month. In addition to attending board meetings, committee members will also attend committee meetings. The committee meetings are also typically up to six times per year, staggered approximately every other month and shall comply with the Brown Act.

If a board member requires teleconferencing, Bright Star Schools will comply with government Code § 54953(b) by publishing teleconference locations on all agendas otherwise consistent with the Brown Act. . These locations will be accessible to the public, and the telephone used will have a functioning speaker to enable public access.

To ensure individual understanding of the Brown Act, Board members receive an annual training on the provisions for board members.

An Annual Meeting will be held on a date chosen by the Board in accordance with its Bylaws for the purpose of electing Board members, making and receiving reports on corporate affairs, setting calendar of meetings for upcoming year, and transacting other business as comes before the meeting.

Accurate minutes of meetings are maintained by secretary or other as designated by Board. Meeting records shall be maintained in the School office.

Charter School has adopted a conflicts of interest code that complies with the Political Reform Act, Corporations Code Conflicts of Interest rules, and which shall be updated with any Charter School specific conflicts of interest laws or regulations.

Decisions of the Board are by majority vote. As consistent with the requirements of the California Corporations Code (Section 5211(a)(8)), an act or decision made by a majority of the directors present at a meeting duly held at which a quorum is present is an act of the board.

The Board of Directors may, in its discretion, form Committees, each consisting of two or more directors (but fewer than a quorum of the full Board), in accordance with the Bylaws and applicable law, to accomplish the objectives and responsibilities of the Board and to ensure that the school meets achieves its mission and goals. Appointments to committees of the Board of Directors shall be by majority vote of the directors then in office. The Board of Directors may appoint one or more directors as alternate members of any such committee, who may replace any absent member at any meeting. Board Committees will comply with provisions of the Brown Act.

## **4.6: Stakeholder Involvement**

### **ROLE OF PARENTS AND STAFF IN THE GOVERNANCE OF THE SCHOOL**

Charter School believes that parental support is an integral part of a student's education, and makes every effort to ensure that parental input is considered in the Board's decision-making process.

Additionally, other representatives of the parent body are also encouraged and invited to address the Board regarding any input, comments or concerns they have about the school. Time is reserved at the start of each Bright Star Schools Board meeting for this purpose.

In addition to brightstarschools.org and social media updates, where parents and families can follow school updates and access resources (public documents, agendas, schedules, etc.), Charter School utilizes a system of communication for families called ParentSquare. ParentSquare allows Charter School to reach families through email, text and phone call for school updates, events, and emergencies, as well as the ability of direct messaging for families to get a hold of staff in their home language, and vice versa. Additionally, Charter School posts all meeting agendas and updated calendars, including board meetings

and School Site Councils, through ParentSquare (or similar platform) as an added way to encourage parent participation.

### **PROCESS BY WHICH CHARTER SCHOOL WILL CONSULT WITH ALL STAKEHOLDERS TO DEVELOP ITS LCAP AND ANNUAL UPDATE**

In planning to draft the LCAP, The Charter School shall consult with teachers, principals, administrators, other school personnel, parents, and pupils in developing the annual update.

During the school's first or second School Site Council the Principal presents the school's current plan and reviews the goals for the year. In subsequent School Site Council meetings (throughout the year) the Principal shares progress towards meeting the school's goals. In early spring of each year, the Principal works with the Vice President of Strategy and their team, to coordinate the update and submission of many (but not all) district and state educational compliance documents. They work collaboratively to draft a plan in accordance with State Priorities and local goals. In March/April, the Principal holds an Open Hearing to present State Priorities and propose school goals for the upcoming year. Goals are then amended based on recommendations provided from the school community. In May/June, amended plans are presented for feedback to School Site Council. All stakeholders are invited to submit public comment.

Final plans are approved at a public board meeting.

### **THE PROCESS BY WHICH CHARTER SCHOOL WILL CONSULT WITH PARENTS AND TEACHERS REGARDING THE SCHOOL'S EDUCATIONAL PROGRAM**

Parents will serve as members of the School Site Council (SSC). The Charter School SSC is comprised of ten members of the school community and includes the Principal, teachers, parents, and other staff members. There will be 5 staff seats and 5 parent/community seats. SSC members are nominated and elected by their peers and serve up to two year terms. As a member of the SSC, all members (principals, teachers, students, and family members) should attend five (5) meetings and are responsible for examining student achievement data, revising and maintaining the school goals as listed in the Single Plan for Student Achievement and the Local Control Accountability Plan. Information from the SSC meetings will be communicated at board meetings through parent representatives or minutes that will be shared by the principal of the school. The SSC is one of the important groups providing feedback on the development of each annual LCAP. The English Learner Advisory Committee also gives recommendations on the annual LCAP review.

Other parent engagement strategies that we employ include:

- Parent education initiative featuring evening sessions on topics such as college admissions, parenting strategies, suicide prevention and intervention, etc.
- Posting of Board agendas in the school's main office.
- Parent Satisfaction Survey.
- Regular parent newsletters
- Multi-media communication strategy including mail, e-mail, text messaging, "robocalls," and regular parent meetings.
- Translation of all parent communication materials into Spanish.
- Frequent opportunities for parent involvement in school activities, including invitations to family dinners, Evening of Excellence, etc.
- Volunteer opportunities on campus including campus beautification and traffic duty

## Element 5: Employee Qualifications

*“The qualifications to be met by individuals to be employed by the charter school.” (Ed. Code § 47605(c)(5)(E).)*

### EQUAL EMPLOYMENT OPPORTUNITY

Charter School acknowledges and agrees that all persons are entitled to equal employment opportunity. Charter School shall not discriminate against applicants or employees on the basis of race, color, religion, sex, gender, gender expression, gender identity, sexual orientation, pregnancy, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, genetic information, military and veteran status, or any other characteristic protected by California or federal law. Equal employment opportunity shall be extended to all aspects of the employer-employee relationship, including but not limited to recruitment, selection, hiring, upgrading, training, promotion, transfer, discipline, layoff, recall, and dismissal from employment.

### ESEA/ESSA AND CREDENTIALING REQUIREMENTS

Charter School shall adhere to all requirements of the Elementary and Secondary Education Act (ESEA, also known as Every Student Succeeds Act (ESSA)) that are applicable to teachers and paraprofessional employees. Charter School shall ensure that all teachers are appropriately assigned and fully credentialed in accordance with applicable state requirements for certificated employment, including but not limited to the provisions of Education Code section 47605(1). Charter School shall maintain current copies of all teacher credentials and make them readily available for inspection.

### **5.1 : Employee Positions -- Bright Star Schools**

#### A. Executive Director (Classified)

The Executive Director (ED) oversees and advances all Bright Star Schools. The ED embodies and advocates for the mission, vision, and strategic direction of the school organization. The Executive director drives systems and accountability to engender academic excellence, holistic programs and inclusive supports for students and families. He or she ensures compliance with the school’s charters and all relevant laws and requirements as set forth by the District and State. The executive director manages all external and internal operations, such as working with the Board, reporting to and interfacing with the authorizer, fundraising, public relations and ensuring the finance and operations of the schools. The ED oversees all positions in the organization and directly manages the DSE, CBO and COO. The ED is hired and evaluated by the Board of Directors of Bright Star Schools.

#### **Characteristics and Qualifications:**

- Bachelor’s degree, Master’s Degree in similar field with several years of urban teaching experience preferred.
- Training or relevant experience in management and development of a business or a non-profit organization.
- Demonstrated significant business/academic gains in past experiences leading a company or a school, with a preference in low income/urban demographics.
- Experience and success in management of higher-level positions.
- Critical thinker and decision maker who has overcome complex organizational challenges.
- Inspirational leader who has a proven record of success in driving individuals and organizations to succeed.
- Strong communicator capable of effective public speaking as well as persuasive writing and able to attract and maintain support from a broad range of constituents, within the individual communities



of West Adams, Koreatown and Panorama City, as well as among the greater landscape of Los Angeles.

- Openness to feedback, willingness to take personal responsibility, and desire to learn from mistakes.
- Capability to oversee the complex administrative and financial responsibilities associated with opening and operating highly successful charter schools
- Ability to attract, screen, develop, motivate and retain an exceptional team of administrators and leaders.

### **Responsibilities:**

- Monitor, and help sustain the high standards of a rigorous school climate and school culture.
- Ensure compliance with accountability requirements set by the school's charter and all relevant laws and policies (related to charter schools) set forth by the Los Angeles Unified School District, State of California and Every Student Succeeds Act (ESSA).
- Communicate as the primary spokesperson for the school and advocate to all external audiences, including investors, media, community partners, government agencies, educational organizations, and local leaders.
- Advise the board and the board committees, providing them with the essential data, relevant reports and information necessary to effectively govern RKMS in a timely manner.
- Ensure that board directives are effectively carried out by the organization
- Provide and oversee leadership and professional development for all staff
- Directly supervise and manage the Deputy Superintendent of Education (DSE) to ensure academic success and employee and family safety and satisfaction, the Chief Business Officer (CBO) to oversee the budget, student enrollment and financial compliance of the organization, and the Chief Operations Officer to ensure that human resources, data, IT, and operations are managed effectively and with fidelity.
- Locate, secure and improve facilities for current schools and for future sites.
- Analyze and negotiate funding and contracts for facilities.
- Manage yearly and long term strategic planning for the entire organization

### **B. Deputy Superintendent of Education (Certificated)**

The Deputy Superintendent of Education (DSE) is responsible for overall school performance, and is the primary person responsible for the management of school growth, culture and the viability of schools over time. The DSE oversees the Heads of Schools, the Vice President of Family and Student Services, Vice President of Curriculum and Instruction, and the Vice President(s) of Inclusive Education, the Vice President of People Development, and the Vice President of Academic Initiatives in their management and guidance of the school staff.

The DSE is hired and evaluated by the Executive Director.

### **Characteristics and Qualifications**

- Bachelor's degree, Master's Degree preferred, and at least three years of urban teaching experience.
- California Administrative Credential preferred.
- Training or relevant experience in school management.
- Student-focused leader committed to implementing a standards based curriculum and using data and assessments to drive instructional decisions.
- Relentless achiever who works tirelessly towards achieving the school's mission.
- Flexible and able to adapt as situations require.
- Organized, systems-oriented leader who has experience in managing several different projects simultaneously.
- Subscribes to a similar educational philosophy to that espoused by RKMS culture and curriculum.

- Capability to oversee the complex administrative and financial responsibilities associated with opening and operating a highly successful charter school.
- Ability to attract, screen, develop, motivate and retain an exceptional team of teachers, staff members and administrators.
- Competence at stewarding public funds responsibly.
- Openness to feedback, willingness to take personal responsibility, and desire to learn from mistakes.
- Sensitivity to and respect for the great diversity of race, class, gender, and perspectives that come together in our school.

### **Responsibilities**

- Ensure compliance with the school’s charter and all relevant law and requirements set forth by the State of California.
- Ensure compliance with accountability requirements set by the Los Angeles Unified School District.
- Assist Heads of Schools to hire, coach, and evaluate principals.
- Serves as instructional leader s to oversee curriculum development and assessment.
- Ensure the school meets its performance benchmarks established by the Board of Directors.
- Ensure curriculum alignment with California state standards and California Common Core Standards.
- Communicate regularly with the Executive Director regarding student achievement, curriculum development, professional development, staff evaluations, and the budgetary needs for each.
- Create a culture of high academic and behavioral expectations.
- Plan and implement summer orientation for staff
- Seek and share best practices from other schools and professional journals
- Lead regular, school-wide staff meetings.
- Provide daily coaching and feedback to instructional staff
- Implement effective internal assessment systems and use data to inform decisions.
- Implement external assessment systems and use data to inform decisions.
- Set and monitor core subject grading policies and practices to ensure consistency across the school.
- Ensure that every student demonstrates achievement gains.

### **C. Vice President of Student and Family Services (Classified)**

The Vice President of Student and Family Services directs the planning, development, organization, management, direction and implementation of all aspects of student and family facing functions of Bright Star Schools. This includes child welfare, discipline and restorative practices procedures, guidance programs, and parent education and engagement programs. The VP of Student and Family Services ensures best practices by creating policies and procedures for student, parent and alumni engagement. S/he works collaboratively to bring community members into the life of the school in ways that enhance the mission and vision of the school. The VP of Student and Family Services acts as a liaison with community organizations, social services, and current and potential partners to ensure the academic, social and emotional development of students and families. They oversee the standardization, development and management of the Connections program including the academic, college and career counseling systems for all grade levels. The VP of Student and Family Services also works closely with school site administration and the school’s deans to develop strong classroom culture and school climate within all Bright Star Schools. Additionally, they oversee the management of the Alumni Support and College Success Program.

#### **Duties and Responsibilities:**

- Coordinates and facilitates school based services with outside agencies and organizations- these may include counseling, tutoring, health services, extra-curricular or after school activities.
- Creates and ensures sound procedures and best practices for academic, social, emotional and college and career counseling.
- Serves as a general resource, support and guidance in matters relating to student discipline and restorative practices.
- Plans, conducts and organizes a variety of staff development opportunities related to child welfare, restorative practices, student discipline, attendance, and school safety.
- Guides, directs and advises in serious discipline issues including student suspensions and expulsions
- Assists with the evaluation and implementation of effective wrap around services for at-risk students
- Provide direction in preventing dropout rates through appropriate consultation with school counselors and Executive Director and School Site Administration to create programs and initiatives to increase family involvement in the school.
- Work with the Enrollment Team to develop parent and school activities, to improve communication between the school and families.
- Act as a liaison/moderator between parents and the school over issues of conflict.
- Work with the Enrollment Team and School Site Administrators to define the scope and breadth of the parent education curriculum.

#### **D. Vice President of Inclusive Education (Certificated)**

The Vice President of Inclusive Education (VPIE) will be responsible for the maintenance of records for special needs and will be the primary person responsible for ensuring that students with special needs receive the proper accommodations and/or modifications within the classroom.

#### **Qualifications and Experience**

- California Teaching Credential with Special Education/Educational Specialist Clear (Level II) Credential, P.P.S. credential with an emphasis in School Psychology, or Administrative Services Credential
- Successful manager of an urban classroom who has used structure and high expectations to drive student success
- Experienced classroom teacher with demonstrated quantifiable and objective student performance gains with English Language Learners
- Ability to work with a variety of learning abilities, including those with special needs and low skill level in a heterogeneously grouped classroom setting
- Demonstrated ability to work well in a team, especially with parents and community members
- Analytical problem solver
- Basic understanding of data analysis
- Minimum three years of urban teaching, school psychology, or administrator experience preferred
- Bilingual (Spanish) Preferred

#### **Responsibilities**

- Coordinate and review inclusive education needs of incoming students as indicated on the family questionnaire responses
- Provide direct inclusive education services as needed
- Coordinate with schools to receive IEPs of all incoming students
- Facilitate review of intake assessments for incoming students
- Schedule and coordinate pull-out services for students on an as-needed basis

- Follow all Federal and District guidelines concerning the development and implementation of IEPs
- Facilitate necessary testing for evaluation process
- Ensure compliance with all Federal and District SPED regulations regarding parental consent
- Coordinate with Principals and grade-level teachers any pre-referral meetings and SST
- Ensure that all general education teachers know and understand classroom accommodations for the special needs students they serve
- Coordinate with Vice President of Curriculum and Instruction and grade level teachers to monitor implementation of appropriate accommodations for students during instruction
- Serve as the point of contact for parents of students with special needs
- Organize and coordinate professional development opportunities for general and inclusive education teachers
- Work directly with general education teachers on issues that may arise in classroom settings
- Facilitate the evaluation/reevaluation process
- Create and coordinate a master schedule for annual IEP meetings
- Be responsible for student files, including maintaining a system that monitors viewing of files and confidentiality, as well as ensuring that all files are current.
- Assist with interviewing inclusive education teachers and related service professionals.
- Coordinate annual or biannual formative and summative evaluations of the inclusive education program.
- Create and maintain a system for monitoring and compliance, ensuring that all federal and state rules and policies are followed.
- Serve as the point of contact in matters involving inclusive education due process.

**E. Vice President of Curriculum and Instruction (Classified)**

The Vice President of Curriculum and Instruction (VPCI) will oversee the adoption and implementation of high quality California Content Standards aligned curriculum, instructional strategies and assessment systems. This will include monitoring of classroom instruction, management of all internal and external assessment data, and curriculum development for all subject areas. The VPCI will be responsible for direct oversight of the instructional staff. The VPCI reports to the DSE.

**Qualifications and Experience**

- A high level of personal integrity and professionalism.
- An unwavering commitment to high academic achievement of all students.
- A capacity to motivate and lead instructional staff in order to yield the highest academic performance possible from all students.
- Ability to give constructive feedback to facilitate student growth and academic achievement.
- Openness to receive feedback on issues that will facilitate growth and achievement of both students and faculty.
- At least three (3) years of teaching experience.

**Responsibilities**

- Communicate regularly with the DSE concerning student achievement, curriculum development, professional development, staff evaluations, and the budgetary needs for each.
- Serve as instructional leader with oversight of curriculum development and student assessment (internal and external)
- Implement and oversee systems for data analysis of all internal and external assessments.
- Ensure curriculum alignment with standards for the state of California (CSTP).
- Seek and share curriculum practices from other schools, and professional journals
- Attend teacher meetings, support teachers, and facilitate positive faculty dynamics
- Facilitate regular school-wide staff meetings.

- Articulate and model the school’s values to students, families, staff and the community.
- Collaborate with DSE and Principal concerning all teaching staff.

## **F. Head of Schools**

The primary function of the Head of School is to drive instructional achievement and results at the schools they oversee. The Head of Schools will act as the direct supervisor of the principal and lead them in the development and execution of a rigorous instructional program serving all students that will achieve the school’s goals as outlined in the school improvement plan. The Heads of Schools will work collaboratively with the Deputy Superintendent of Education to ensure that the schools have the structures and fidelity of processes in place to ensure that we are gathering weekly evidence of success in order to ensure day to day duties are aligned to goals. Additionally, it is the Head of School’s responsibility to ensure that the principal is urgently responding to the data gathered through appropriate means.

### **Responsibilities**

It is the role of the Head of Schools to act as an internal ambassador for the values, practices, and policies of Bright Star Schools. This includes deeply understanding organizational practices and policies and actively messaging them to administrators, teachers, parents, and other stakeholders. As a network leader, it is imperative that the Head of Schools actively and publicly expresses support for Bright Star Schools and develops consensus and buy in wherever it does not exist.

- The Head of School will spend a full day at each site each week to actively develop the principal through coaching, observation and feedback. The Head of Schools is not merely a support coach, but rather the senior leader at the school driving the administrative team to ensure they are meeting student achievement targets. The Head of Schools will keep detailed notes of their weekly work with the principals, especially the specific action and plans to improve the instructional program and will actively communicate progress to the DSE. Some HOS leadership activities include, but are not limited to:
  - Weekly review and response to demographic data spreadsheets with the leadership team.
  - Weekly review of the efficacy of the site inputs and action items as outlined on the school improvement plans, along with other adjunct methods to drive achievement.
  - Weekly observation of classrooms with the administrative team and delivery of feedback to site instructors.
  - Creating plans, instilling a sense of urgency, and coaching leadership on execution and adherence to weekly responses to the data gathered in the school walkthroughs.
- Heads of Schools will develop a comprehensive development and evaluation plan for the principal and spend time on a weekly basis observing the principal executing their duties.
- The Head of Schools should support the principal through pre planning and coaching prior to execution and provide in field coaching and feedback to improve performance
- The Head of Schools ensures that the principal completes key duties and provides coaching and support as necessary.

### **Qualifications**

- At least three years as a principal preferred
- Tier 2 Administrative Credential preferred
- Experience across at least two school levels (e.g. middle school and high school) preferred
- Proven track record of success in driving student achievement
- Embodies Bright Star Core Values in all aspects of their work
- Fluency in Spanish or Korean preferred

## **G. Vice President of People Development**

The Vice President of People Development, under the supervision of the Deputy Superintendent of Education, leads

the Bright Star Schools Talent team in setting strategy and ensuring the team meets its' goals in the areas of recruitment and hiring of new teachers, onboarding our new educators, new teacher development, development of teacher leaders, and evaluation & development of all teachers and instructional staff across the organization.

**Responsibilities:**

- Oversight of instructional recruitment and hiring
- Oversight of new teacher onboarding and development
- Oversee and maintain accreditation of the induction program for new teachers
- Oversight of teacher evaluation and retention
- Serves as a key member of the Instructional Leadership Team
- Maintains and assesses data, identifying trends personnel satisfaction
- Oversees the selection and training of mentors for the new teacher induction program

**H. Vice President of Academic Initiatives**

The primary functions of the Vice President of Academic Initiatives is to clarify the instructional philosophy and purpose of the Math program, To clarify the instructional direction of the Math program, To support the evolution of the Coaching Initiative, and to seek alignment of various organizational initiatives and stakeholder groups.

**Responsibilities:**

1. In order to clarify the instructional philosophy and purpose of the Math program, the VPAI will:
  - Draft vision by creating concrete elements that connect directly to student learning and that translate directly to teacher practice and create supplemental resources relevant to current area of focus.
  - Garner stakeholder investment via relevant PDs, trainings, meetings, classroom coaching cycles, etc.
  - Align research-based ideas (ie: TRU Math Framework, Principles to Actions, lesson study/PLC, peer coaching) to BSS principles and values, ensuring meaningful growth
  - Oversee and support the Mathematics Instructional Coach, who directly facilitates teachers' learning and collaborates with relevant stakeholders
2. In order to clarify the instructional direction of the Math program, the VPAI will:
  - Create an action plan relevant to stakeholders; draft multiple pathways that allow teachers to successfully implement and reflect on the key elements of math instruction; and create supplemental resources relevant to current area of focus
  - Garner stakeholder investment
  - Align the program's evolution to current data and stakeholder needs; to other initiatives in order to ensure organizational progress
  - Directly support the Mathematics Instructional Coach to train teachers on the 5 practices of orchestrating productive math discussions (and other relevant practices supporting instructional shifts); calibrate teacher practice to support greater department growth and collaboration
3. To support the evolution of the Coaching Initiative, the VPAI will:
  - Support strategic growth of the program
  - Create, organize, and maintain coaching logs and other forms of coaching documentation
  - Analyze and respond to data pertaining to the coaching process, new tools, building coach and school site capacity
4. To seek alignment of various organizational initiatives and stakeholder groups, the VPAI will:

- Create structures and processes within Instructional Leadership Team meetings to maximize impact and workflow
- Participate in relevant meetings in order to make cross initiative connections; collaborate with relevant stakeholders to maximize impact and workflow

### **E. Student Data Coordinator (Classified)**

Student Data Coordinator (SDC) supports charter school and Bright Star Schools Support Team office by maintaining a student information system and completing weekly/monthly/yearly reports and ongoing projects.

Responsibilities:

- Maintenance of school database within Illuminate (student information system) including but not limited to:
  - Enrollment
  - Student scheduling
  - Attendance
  - Demographic information
  - Staff information
    - Grade reporting tables.
    - Assist with monthly reports to be submitted to the district and the CMO (i.e.: LAUSD Classification, LAUSD attendance, etc.)
    - Ensure student data accuracy by developing and implementing standardized process around data entry and reporting of student information.
    - Generate and distribute student progress reports to parents.
    - Maintain student assessment accounts/profiles (Illuminate, etc.).
    - Assist and coordinate in distribution of data to schools and home office departments
    - Run weekly student achievement reports and review with administrators.
    - Complete quarterly/yearly district and state reports (CALPADS, CBEDS, SARC)
    - Process National School Lunch Program/income applications and verify accuracy.
    - Support school wide activities, (i.e. parent conferences).
    - Respond to parent inquiries in person and via telephone.
    - Assist in translating projects.
    - Perform other duties as assigned.

Qualifications:

- College degree
- Must have experience with student information system.
- Bilingual - fluent in Spanish and/or Korean preferred.
- Must have access to reliable transportation.
- Charter school experience, preferred.
- Highly proficient with Microsoft Excel
- Computer proficient; highly organized, ability to work with Microsoft and Google Productivity Suites

## **5.2 : Employee Positions – Campus Employees**

### **A. Principal**

The Principal leads all site operations in accordance with school policies and acts as the primary liaison to the Bright Star Schools Support Team office. Although the Principal will delegate appropriate powers and duties so that operational decisions can be made at various administrative levels, they are responsible for

the execution of these powers and duties and will establish administrative regulations as needed to manage the campus. They are responsible for the operation of the school site and are held accountable for attaining all designated Bright Star school outcomes (ultimately responsible for meeting teacher, student and parent needs).

Primary areas of responsibility include oversight of the classroom instructional program (including teacher supervision) and site-based community relations.

**Minimum Qualifications and Characteristics:**

- At least two years of experience in an administrative role. Candidates without this level of experience are encouraged to seek a position with Bright Star Schools as an Assistant Principal.
- Management experience - at least two years of supervising at least two other employees.
- Teaching or counseling experience in relevant grade levels
- Evidence of strong organizational, student management and interpersonal skills
- Extremely high standards for student academic work and student behavior – expectation that all of our students (who are primarily from low-income, educationally disadvantaged families) will be able to rise to the same academic challenges and compete at the top levels with all students from across the city, regardless of family background.
- Desire to be a team player and delegate as appropriate.

**Desired (but not required) in order of importance:**

- Fluency in a second language. Willingness to learn Spanish if that isn't the language of fluency.
- Post-graduate degree (Masters, Administrative Credential, or MBA)
- Teaching Credential

**Responsibilities and Duties**

- Manage approximately 5 - 27 school site personnel including the Assistant Principal, all teachers, and office staff.
- Management of teachers includes overseeing and supporting their educational plans and progression toward finishing their University Internship or CA Induction programs and their ongoing professional development
- The following programs are overseen by the Principal:
  - The Connections Program
  - Enrollment and Student Schedules
  - Annual Goals/Passing Requirements (data collecting and reporting)
  - After School Enrichment, Athletics, and Life Experience Lessons (field trips)
  - Interventions
  - Parent Connections and Education
  - Lunchtime and After School Supervision
  - Curriculum & Instruction
  - Summative Grades and Testing
  - Grade Books, Report Cards and Transcripts
  - Professional Learning Communities
  - Teacher Professional Development
  - Teacher Evaluations
  - External Relations, Reporting, and Communications
  - Student and Staff Recruitment
  - Daily Attendance Reporting



- Quarterly Survey Program
- Work directly with teachers to oversee
  - Instruction & Formative Grades including standards maps, benchmark goals, weekly plans for class work and homework, selection and use of texts and support materials (beyond those defined by the CMO), common assessment plans, and differentiated instruction including specialized programs for ELLs and SPED students.
  - Summative Grades & Assessments (including Smarter Balanced, CST, ITBS, CELDT, Writing Exams, Midterms & Finals, and Study Island testing.
  - Grade books, Report Cards & Transcripts by ensuring that teachers are giving enough appropriate assignments to complete all sections of their grade books. Verify that all grades are input and summarized appropriately for our monthly progress reports and quarterly report cards. Oversee production of transcripts as appropriate.
  - Enforcement by teachers and staff of the rules and procedures as outlined in the teacher and administrative handbooks.
  - Professional Learning Communities (PLC) road map and weekly sessions. Principal gathers input from teachers and then defines the Road Map for the year for our PLC program.
  - Professional Development by working with each teacher on their individual professional development program.
  - Serve as each teacher's advisor for university internship or mentor for credential renewal.
  - Maintain yearly calendar of PD opportunities taken and oversee gathering of data for home office's support and information center.
  - Conduct annual formal teacher evaluations.
  - Oversee AP's evaluations of non-teacher employees.
  - Based on guidelines, offers bonuses to each teacher and other employee annually in December. Data should be complete by October based on August results.
- Lead proactive student and staff recruiting.
- Conduct information and orientation sessions.
- Oversee school site budget. Directly oversee purchasing for all texts and classroom instructional materials.
- Local fundraising and participation in grant writing activity.
- Develop master schedule and teacher/student schedules.
- Conduct Parent-Principal meetings as needed.
- Oversee creation, change, distribution, and collection of student, teacher, and parent surveys for their campus. Summarize data and use it to inform school improvements.
- Motivate students toward high success and achievement.

## **B. Assistant Principal**

The Assistant Principal (AP) is responsible for supporting the Principal in the operation of the school site and is held accountable for attaining all designated Bright Star school outcomes (ultimately responsible for meeting teacher, student and parent needs). The AP's primary area of responsibility includes oversight of the classroom instructional program (including teacher support and supervision).

### **Minimum Qualifications & Experience:**

- At least one year of experience in an instructional or administrative role; at least three years of teaching experience in relevant grade levels
- Experience supervising other employees
- Evidence of strong organizational, student management and interpersonal skills.
- Extremely high standards for student academic work and student behavior – expectation that all of our students (who are primarily from low-income, educationally disadvantaged families) will be able to rise to the same academic challenges and compete at the top levels with all students from across the city, regardless of family background.
- Desire to be a team player and delegate as appropriate.

**Desired (but not required) in order of importance:**

1. Fluency in a second language. Willingness to learn Spanish if that isn't the language of fluency.
2. Post-graduate degree (Masters, Administrative Credential, or MBA.)
3. Teaching Credential

**Responsibilities and Duties**

- Manage approximately 10-15 school site personnel including teachers and office staff. Management of teachers includes overseeing and supporting their educational plans and progression toward finishing their University Internship or BTSA programs and their ongoing professional development.
- The following programs are under supervision of the Assistant Principal, as supported by the Principal:
  - School counseling
  - Enrollment and Student Schedules
  - Annual Goals/Passing Requirements (data collecting and reporting)
  - After School Enrichment, Athletics, and Life Experience Lessons (field trips)
  - Interventions
  - Parent Connections and Education
  - Lunchtime and After School Supervision
  - Curriculum & Instruction
  - Summative Grades and Testing
  - Grade Books, Report Cards and Transcripts
  - Professional Learning Communities
  - Teacher Professional Development
  - Teacher Coaching
  - External Relations, Reporting, and Communications
  - Student and Staff Recruitment
  - Daily Attendance Reporting
  - Quarterly Survey Program
- Work directly with teachers to oversee:
  - Instruction & Formative Grades including
    - Standards maps
    - § Benchmark goals
    - § Weekly plans for class work and homework
    - § Selection and use of texts and support materials (beyond those defined by the CMO)
    - § Common assessment plans
    - § Differentiated instruction including specialized programs for ELLs and SPED students.
  - Summative Grades & Assessments (including Smarter Balanced, ITBS, ELPAC, Writing Exams, Midterms & Finals, and Study Island testing).

- Grade books, Report Cards & Transcripts by ensuring that teachers are giving enough appropriate assignments to complete all sections of their grade books. Verify that all grades are inputted and summarized appropriately for our monthly progress reports and quarterly report cards
- Oversee production of transcripts as appropriate.
- Enforcement by teachers and staff of the rules and procedures as outlined in the teacher and administrative handbooks.
- Professional Learning Communities road map and weekly sessions.
- The Assistant Principal gathers input from teachers and then supports the Principal in defining the Road Map for the year for our PLC program
- Professional Development by working with each teacher on their individual professional development program.
- Maintain yearly calendar of PD opportunities taken and oversee gathering of data for Bright Star Schools Support Team office's support and information center.
- Support Principal in conducting formal and informal teacher evaluations.
- Help support proactive student and staff recruiting. Conduct information and orientation sessions.
- Support the development master schedule and teacher/student schedules.
- Support in the creation, change, distribution, and collection of quarterly student, teacher, and parent surveys. Summarize data and use it to inform school improvements
- Motivate students toward high success and achievement.

### **C. Assistant Principal of Culture**

The Assistant Principal of Culture (APC) will manage non-educational student services, the development and implementation of positive behavioral programs, restorative practices; including intervention and discipline. The APC may also act as a counselor to students and will be expected to make appropriate referrals to outside community resources. The APC will be responsible for the tracking of discipline incidents and referrals, investigations, and documentation. The APC will be expected to communicate consistently and work collaboratively with families, counselors, teachers, administration and community partners. The APC will also act as liaison with Los Angeles Unified School District in the event of any expulsion, and may be expected to interface with police and probation officers. The objective of this position is to ensure that the all student culture procedures are followed with strict adherence to Bright Star School policy and Charter. The APC will assure all students are treated in accordance with restorative practices; in a fair and respectful manner while being held accountable.

### **Qualifications and Characteristics:**

- Ability to develop and build relationships with students and their families
- Strong oral and written communication skills
- Experience working with at-risk youth
- Advocacy skills
- Fluency in Spanish recommended but not required
- Must be detail oriented
- Deep understanding and experience in working with Restorative Practices in School
- Ability to develop and work with various student tracking systems, and use intervention data to inform school-wide social, emotional and academic practices
- Excellent organizational skills
- Proactive approach essential
- Must embody a high sense of integrity and professionalism
- A bachelor's degree or higher
- Experience in a school based setting a must
- Knowledge of adolescent development, social work or clinical psychology desired

**Desired (but not required) in order of importance:**

1. Fluency in a second language. Willingness to learn Spanish if that isn't the language of fluency.
2. Post-graduate degree (Masters, Administrative Credential, or MBA.)
3. Teaching Credential

**C. Teachers (Certificated)**

JRKMS complies with the California Charter Schools Act with respect to teacher certification. Characteristics that add to the multilingual, multicultural nature of the faculty are valued as assets. Bright Star Schools' believes that part of the equation for a successful teacher includes a teacher who is willing to go above and beyond the call of duty when necessary. Our teachers are meaningfully committed to protecting the safety, interests and rights of all individuals in the classroom. Teachers help develop and implement the curriculum. All teachers report to the Principal.

**Qualifications & Experience:**

- Bachelor's degree
- Multiple Subject OR Single Subject CA Credential in the discipline of the subject taught
  - Candidates with an intern credential are also considered
- For educators who will support students with an Individualized Education Program, a specific credential is needed:
  - Education Specialist Instruction Credential
- Two years of urban teaching experience preferred
- Bilingual Spanish or Korean desirable, but not required
- Possession of either an English Learner Authorization (EL Authorization), Bilingual, Cross-Cultural, Language and Academic Development (BCLAD) certificate; Cross-Cultural, Language and Academic Development (CLAD) certificate; or Bilingual Certificate of Competence (BCC) required..

**Teacher Traits:**

- Belief that every child deserves an excellent education which prepares him/her for college and life beyond
- Demonstrated ability to teach the whole child in an inclusive setting using modifications and accommodations
- Belief in culturally responsive and anti-bias classroom practices in order to support equity for all students
- Willingness to receive feedback, engage in frequent dialogue, and ability to self-reflect
- Life-long learner
- Collaborative
- Belief in data-driven instruction
- Firm, kind approach to managing student behavior
- Technologically competent
- Entrepreneurial spirit and creative problem solver
- Sense of humor and love of teaching

**Responsibilities:**

***Whole School Responsibilities***

- Uphold Bright Star Schools' mission and values
- Demonstrate genuine care for *all* students
- Build relationships with *all* students
- Embrace existing school-wide management systems and promote high standards of behavior
- Collaborate with school leaders, providing input to improve Bright Star programs
- Actively participate in professional development sessions
- Communicate professionally with peers, supervisors, parents, and students
- Commit to a longer school day and calendar year
- Adhere to Bright Star's professional attire guidelines

- Supervise bathroom breaks and participate in rotating detention supervision
- Uphold attendance procedures each period using School Information Systems (SIS)
- Enthusiastically participate in school-wide culture events (i.e., Songfest, academic assemblies, and Field Day)
- Perform other duties as assigned

### ***Instructional Responsibilities***

- Adhere to Bright Star curriculum maps and guidelines
- Create weekly lesson plans/overviews
- Plan rigorous lessons aligned to the California State and/or California Common Core standards
- Differentiate lesson plans for a variety of learners (kinesthetic, gifted students, English Language Learners, and/or students with IEPs, etc.)
- Participate fully in weekly instructional coaching activities (including analysis of student learning, intellectual prep, observation debrief, etc.) and execute on next steps from the weekly coaching meeting. These meetings will be 45 minutes to an hour weekly with your matched coach.
- Implement feedback from administrator(s) regarding lesson plans and/or execution
- Establish and maintain positive classroom environment
- Implement an aligned instructional program to support students in meeting grade level, school, and district goals
- Support instruction with school-wide supplemental programs
- Maintain gradebooks and meet grading reporting deadlines
- Communicate with families regarding student academics and behavior
- Collaborate with Inclusive Education Team
- Use planning periods for the advancement of students' instructional needs
- Tutor students in need of remediation
- Perform other adjunct duties

## **F. School Counselor**

As the Bright Star Schools organization continues to grow in number of overall students, and enrollment at each school site, it is increasingly important that each of its students and their families has a designated advocate on campus. This role will be that of a school counselor; someone who provides support and assists in the communication between each student and their teachers, administrators, parents, coaches, and prospective colleges. The Counselor will be part of all student and family facing functions for RKMS and will ensure the success of their assigned students while they are at any Bright Star school and transitioning into life beyond.

### **Responsibilities**

1. Academic Counseling & Direct Academic Support
  - Course selection and scheduling
  - Teacher / classroom check-in and push-in academic and behavioral support
  - Ensuring students meet their promotion goals
  - Requirements with quarterly academic check ins
2. Student Mentorship & Counseling
  - Behavioral guidance and support
  - Appropriate identification of students social and emotional needs
  - Provide resources and referrals as necessary
3. Parent Liaison

- Ensure parents understand the promotion and graduation requirements at Bright Star Schools
- Offer resources and support for family challenges
- Home visits must be conducted monthly or more often if needed to ensure home and school partnership

1. College and Career Counseling

- Assisting with the registration of standardized testing
- College identification
- Application process
- Scholarship application process
- Assisting with the financial aid process
- Participate and facilitate College Knowledge Academy at all grade levels

5. Other Duties may include (based on experience and skill set)

- Coordinate Parent Group activities
- Develop Parent Education curriculum
- Coordinate Student Activities
- Develop and maintain relationships with colleges
- Research and share Summer program, internship and scholarship opportunities

**Qualifications and Characteristics:**

- College degree required
- Pupil Personnel Services Credential required
- A deep understanding of child and adolescent development is imperative
- Strong oral and written communication skills including advocacy skills; fluency in Spanish highly desired
- Ability to connect and build relationships with students and their families
- Ability to facilitate connections with students and faculty, and to work with tracking systems (organizational skills required).
- Experience working with at-risk youth
- Proactive, self-starting and motivating approach essential
- Familiarity with Naviance and Illuminate a plus

**F. Instructional Assistants**

RKMS's instructional assistants (IAs) are of great value to the overall academic program of the organization. Not only do they assist the teachers, but many IAs also serve as tutors and lead individual classes during the afterschool program. IAs are not only fully committed to the vision and mission of the school, but they are our primary source for substitute teachers and some even matriculate to become full-time teachers in the general education classroom with Bright Star Schools. As teachers teach the academic curriculum, our IAs have their own unique duties to drive the cultural framework of the schools. Our IAs help our schools realize our extensive academic and cultural programs.

**Responsibilities:**

Student Supervision

- Orients and provides instructional assistance to individuals or small groups of students.
- Tutors individuals and small groups of students in various subject areas.
- Assists teacher in establishing and maintaining a clean, safe and pleasant classroom and learning environment.
- Assists in preparing instructional materials.

- Assists in maintaining student records and files
- Operates equipment such as copy machines, computers and audiovisual equipment.
- Supervise students in all indoor and outdoor activities, ensuring a safe environment
- Supervise students during breakfast, lunch and snack time.
- Assist in teaching children to become responsible for their decisions and actions.
- Guide children’s behaviors in a positive way that teaches self-respect along with respect for others and the community around them.
- Encourage children to interact positively with other children and people around them
- Provide a wide variety of age appropriate activities that offers physical and emotional growth.
- Maintain open lines of communication with the teacher and classroom team to ensure the individual needs of all children are met.
- Provide additional support to teaching staff as needed.
- Performs related duties as assigned.

### **Qualifications and Characteristics**

- At least 48 college semester units required
- Bachelor’s Degree desired.
- Bilingual (Spanish/Korean) desired.
- Must be organized, creative, independent and self-motivated, enthusiastic, dependable, detail- oriented, flexible in scheduling and prioritization, and driven by excellence.
- Must possess good communication skills to present facts and recommendations effectively in oral and written form, including accurate grammar and business correspondence knowledge.
- Interpersonal skills to establish and maintain effective relationships; demonstrated ability to communicate in situations requiring tact and poise; skilled in confidentiality and discretion.
- Must present a neat, professional appearance.
- Must be able to adjust tasks and focus with composure, and in accordance with changing deadlines and prior.
- Substitute credential highly preferred.

### **G. Office Manager**

The office manager of RKMS ensures the efficient operation of the school’s main office and works with members of the administrative team to ensure the success of the school. The office manager reports to the Principal. Office Managers should have at least two years of experience working as an office manager, administrative assistant, project manager or equivalent position. They effectively use standard office machines and computer software programs such as Microsoft Word, Excel and Outlook. They speak, comprehend, read and write fluently in English and Spanish. They effectively attend to the details of work, and conduct all job duties with accuracy and preparedness.

#### **Responsibilities:**

- Greeting and signing in all visitors according to school safety procedures
- Managing school reception area
- Answering phone calls, directing calls, taking messages, placing outgoing calls, and managing school-wide notifications/communications
- Printing, distributing and translating of school documents as needed
- Ensuring that the front office is at all times neat, organized and stocked for general use
- Managing office/administrative budget and teacher purchase requests
- Overseeing completion of daily checklist for Instructional Assistants
- Organizing and preparing for school events and activities (such as New Student Orientation, Summer Registration, etc.)
- Overseeing daily student attendance reconciliation and supporting monthly attendance reporting
- Managing student cumulative records, securing missing forms, and ensuring the confidentiality of all student records, including password management for student Illuminate accounts

- Processing student records requests, including enrollment verification letters, proof of free/reduced lunch status and report cards
- Updating student electronic records, including student enrollment/registration packets, using the school's student information software for all new and late enrollees
- Coordinating school facility and lunch/breakfast vendors in conjunction with Operations Department
- Leading monthly fire/earthquake/lockdown drills and keeps log
- Processing student injury reports
- Managing check in/out process of office laptops/laptop cart
- Performing all duties as designated for the school's successful functioning, including hallway supervision, arrival/dismissal, and meals

### **Qualifications and Characteristics**

- Knowledge of MS Office (Word, Excel) and Google Docs/Gmail
- High School Diploma or GED
- Minimum 1 year customer service experience
- Excellent phone etiquette
- Outstanding attention to detail
- Excellent verbal communication skills
- Bilingual (English/Spanish required)
- Able to multitask and work in a fast paced environment
- Should be customer service driven
- Knowledge of MS Office (Word, Excel) and Google Docs/Gmail
- High School Diploma or GED

## **5.3 : Employee Positions – Other Roles**

**A. A pool of day-to-day substitutes will be established and a list of qualified substitutes is maintained.**

### **B. Office Personnel (Classified)**

Clerical staff will be selected by the principal of the school, and/or the role's hiring manager on an applicant and interview basis. Selection will be based on experience and the ability to perform the job duties for that position.

### **Responsibilities:**

- Answering office phone lines
- Assisting students and their families with the enrollment process
- Managing and monitoring office operations in collaboration with the Executive Director and Principal
- Ordering and purchasing supplies and vendor management
- Developing and implementing clerical and administrative procedures for daily school operations
- Preparing and filing correspondence, reports, bulletins, files, forms, memorandums, and performing other duties as assigned
- Bilingual translation and communication with parents



## **Element 6: Health and Safety Procedures**

***“The procedures that the charter school will follow to ensure the health and safety of pupils and staff. These procedures shall require all of the following:***

***(i) That each employee of the charter school furnish it with a criminal record summary as described in Section 44237***

***(ii) The development of a school safety plan, which shall include the safety topics listed in subparagraphs (A) to (J), inclusive, of paragraph (2) of subdivision (a) of Section 32282.***

***(iii) That the school safety plan be reviewed and updated by March 1 of every year by the charter school.” (Ed. Code § 47605(c)(5)(F).)***

### **HEALTH, SAFETY AND EMERGENCY PREPAREDNESS PLAN**

Charter School shall comply with all applicable federal, state, and local requirements related to school and student health, safety, and emergency preparedness.

If Charter School occupies and/or operates on a District facility, Charter School shall comply with all District health, safety, and emergency procedures and requirements applicable to District facilities and related operations, and shall be subject to inspection by the District’s Facilities Services Division, Office of Environmental Health and Safety, and other District offices in the same manner as other LAUSD campuses.

Charter School shall adopt, implement, and maintain at all times a current, comprehensive, and site-specific Health, Safety, and Emergency Preparedness Plan (“Plan”), which must include but is not limited to provisions for building and site emergency evacuation, the acquisition and maintenance of adequate onsite emergency supplies. The Plan must include Charter School’s requirements and procedures for protecting student health and safety during off-campus school-sponsored activities, including but not limited to field trips and transportation. Charter School shall ensure that all staff members receive annual training on Charter School’s health, safety, and emergency procedures, including but not limited to training on bloodborne pathogens, and shall maintain a calendar for, and conduct, emergency response drills for students and staff.

Charter School shall periodically review, and update and/or modify as necessary, its Health, Safety, and Emergency Preparedness Plan, and keep it readily available for on-site use. Charter School shall provide a copy of the Health, Safety, and Emergency Preparedness Plan for review upon CSD request.

### **Comprehensive School Safety Plan**

The Charter School shall adopt a Comprehensive School Safety Plan, to be reviewed and updated by March 1 of every year, which shall include, but not be limited to: (1) an assessment of the current status of school crime committed on Charter School facilities and at Charter School-related functions; and (2) identifying appropriate strategies and programs that will provide or maintain a high level of school safety and address the Charter School’s procedures for complying with applicable laws related to school safety, which shall include the development of all of the following pursuant to Education Code section 32282(a)(2)(A)-(J):

- Child abuse reporting procedures
- Routine and emergency disaster procedures
- Policies for students who committed an act under Section 48915 and other Charter School-designated serious acts leading to suspension, expulsion, or mandatory expulsion recommendations
- Procedures to notify teachers of dangerous students pursuant to Education Code section 49079
- A discrimination and harassment policy consistent with Education Code section 200

- Provisions of any schoolwide dress code that prohibits students from wearing “gang-related apparel” if applicable
- Procedures for safe ingress and egress of pupils, parents, and employees to and from the Charter School
- A safe and orderly environment conducive to learning at the Charter School
- The rules and procedures on Charter School discipline
- Procedures for conducting tactical responses to criminal incidents, including procedures related to individuals with guns on Charter School campus(es) and at school-related functions.

### **CHILD ABUSE AND NEGLECT MANDATED REPORTER TRAINING**

Charter School shall provide all employees, and other persons working on behalf of Charter School who are mandated reporters, with annual training on child abuse detection and reporting, which shall occur within the first six weeks of each school year, or within the first six weeks of a person’s employment if employed after the beginning of the school year, in accordance with the requirements of Education Code section 44691.

### **Medication in School**

The Charter School will adhere to Education Code section 49423 regarding administration of medication in school. Charter School shall stock and maintain the required number and type of emergency epinephrine auto-injectors onsite and provide training to employee volunteers in the storage and use of the epinephrine auto-injector as required by Education Code section 49414 and section 4119.2 of the Business and Professions Code, as they may be amended from time to time.

### **ATHLETIC PROGRAMS**

Charter School shall comply with the requirements of Education Code section 49475, with respect to any athletic program (as defined in Education Code section 49475) offered by or on behalf of Charter School.

If the Charter School offers an interscholastic athletic program, it shall develop and post a written emergency action plan that describes procedures to be followed in the event of sudden cardiac arrest and other medical emergencies, acquire and regularly test and maintain at least one automated external defibrillator (AED) for the Charter School, and make the AED available at on-campus athletic activities or events according to the requirements of Education Code sections 35179.4 and 35179.6.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

Charter School, including its employees, officers, and representatives, shall comply with the Family Educational Rights and Privacy Act (FERPA) and Education Code section 49060 et seq. at all times.

### **CRIMINAL BACKGROUND CLEARANCES AND FINGERPRINTING**

Charter School shall comply with all requirements of Education Code sections 44237 and 45125.1. Charter School shall designate and maintain at all times at least one Custodian of Records duly authorized by the California Department of Justice.

Charter School shall maintain on file and available for inspection evidence that (1) Charter School has performed criminal background checks and cleared for employment all employees prior to employment; (2) Charter School has obtained certification from each of its contracting entities/independent contractors that the entity/contractor has conducted required criminal background clearances for its employees prior to provision of school site services and/or any contact with students, and has requested subsequent arrest

notification service; and (3) Charter School has performed criminal background checks and cleared for service all volunteers not directly supervised by staff and who may have contact with students. Charter School shall also ensure that it requests and receives subsequent arrest notifications from the California Department of Justice for all employees and volunteers not directly supervised by staff. Upon request, Charter School shall provide a copy of Department of Justice confirmation of Custodian of Records status for each Custodian of Records. Charter School, including its administrators and officers, shall comply with the requirements of Education Code section 44030.5.

All teachers in Charter School shall obtain a certificate of clearance and satisfy the requirements for professional fitness pursuant to Education Code sections 44339, 44340, and 44341.

### **IMMUNIZATION AND HEALTH SCREENING REQUIREMENTS**

Charter School shall require all employees, and any volunteer or vendor/contracting entity employee who may have frequent or prolonged contact with students, to undergo a risk assessment and/or be examined and determined to be free of active tuberculosis (TB) within the period of 60 days prior to employment/service, or otherwise meet the requirements of Education Code section 49406. Charter School shall maintain TB clearance records and certificates on file.

Charter School shall comply with all federal and state legal requirements related to student immunization, health examination, and health screening, including but not limited to screening for vision, hearing, and scoliosis pursuant to Education Code section 49450 et seq, to the same extent as would be required if the students were attending a non-charter public school. Charter School shall maintain student immunization, health examination, and health screening records on file.

### **SAFE PLACE TO LEARN ACT**

Charter School shall comply with all applicable requirements of the Safe Place to Learn Act, Education Code section 234 et seq.

### **SUICIDE PREVENTION POLICY**

If Charter School serves students in any grades Transitional Kindergarten/Kindergarten through 12, Charter School shall comply with the requirements of AB 2246 (2016) and AB 1767, codified in Education Code section 215, including but not limited to the requirement that the school's pupil suicide prevention policy shall be developed in consultation with school and community stakeholders, school-employed mental health professionals, and suicide prevention experts and adopted at a regular public hearing. The Charter School shall review, at a minimum every fifth year, its policy on pupil suicide prevention and, if necessary, update its policy. Charter School shall provide the CSD with a copy of its pupil suicide prevention policy for review upon request.

### **HUMAN TRAFFICKING PREVENTION RESOURCES**

If the Charter School serves students in any grades 6-12, it shall identify and implement the most appropriate methods of informing parents/guardians of human trafficking prevention resources as required by Education Code section 49381.

### **FEMININE HYGIENE PRODUCTS**

If the Charter School maintains any combination of classes in grades 6-12 that meets the 40% pupil poverty threshold required to operate a schoolwide program pursuant to Section 6314(a)(1)(A) of Title 20 of the

United States Code, then it shall stock at least 50% of its restrooms with feminine hygiene products at all times, and shall not charge students for these products, as required by Education Code section 35292.6.

#### **NUTRITIONALLY ADEQUATE FREE OR REDUCED-PRICE MEAL**

The Charter School shall provide each needy student, as defined in Education Code section 49552, with one nutritionally adequate free or reduced-price meal, as defined in Education Code section 49553(a), during each school day.

#### **CALIFORNIA HEALTHY YOUTH ACT**

The Charter School shall teach sexual health education and human immunodeficiency virus (“HIV”) prevention education to students in grades 7-12, at least once in middle school and at least once in high school, pursuant to the California Healthy Youth Act. (Ed. Code § 51930, et seq.)

#### **BULLYING PREVENTION**

Charter School shall adopt procedures for preventing acts of bullying, including cyberbullying, and shall annually make available the online training module developed by the California Department of Education pursuant to Education Code section 32283.5(a) to certificated schoolsite employees and all other schoolsite employees who have regular interaction with pupils.

#### **LGBTQ RESOURCES TRAINING**

Charter School recognizes that it is encouraged to use schoolsite and community resources developed by the State Department of Education for the support of lesbian, gay, bisexual, transgender, queer, and questioning (LGBTQ) pupils to provide training at least once every 2 years to teachers and other certificated employees at each Charter School schoolsite that serves pupils in grades 7 to 12, to increase support for LGBTQ pupils and thereby improve overall school climate. (Ed. Code § 218.)

#### **TRANSPORTATION SAFETY PLAN**

The Charter School shall develop and maintain a transportation safety plan that includes procedures to ensure that a student is not left unattended on a school bus, student activity bus, youth bus, or child care motor vehicle and procedures and standards for designating an adult chaperone, other than the driver, to accompany students on a school activity bus. In addition, the Charter School shall ensure that each school bus, student activity bus, youth bus, or child care motor vehicle is equipped with a child safety alert system that requires the driver to either manually contact or scan the device, thereby prompting the driver to inspect the entirety of the interior of the vehicle before exiting, unless the student activity bus is exempted by law. (Ed. Code § 39831.3; Veh. Code § 28160.)

## **Element 7: Means to Achieve Racial and Ethnic, Special Education, and English Learners, including Redesignated Fluent English Proficient Pupils Balance**

*“The means by which the school will achieve a balance of racial and ethnic pupils, special education pupils, and English learner pupils, including redesignated fluent English proficient pupils, as defined by the evaluation rubrics in Section 52064.5, that is reflective of the general population residing within the territorial jurisdiction of the school district to which the charter petition is submitted.” (Ed. Code § 47605(c)(5)(G).)*

### **COURT-ORDERED INTEGRATION**

Charter School shall comply with all requirements of the *Crawford v. Board of Education, City of Los Angeles* court order and the LAUSD Integration Policy adopted and maintained pursuant to the Crawford court order by the District’s Student Integration Services (collectively the “Court-ordered Integration Program”). The Court-ordered Integration Program applies to all schools within or chartered through LAUSD.

Charter School has set forth below its initial plan for achieving and maintaining the LAUSD’s Racial and Ethnic Balance goal of a 70:30 or 60:40 ratio. (*Ratio represents the percentage of Predominantly Hispanic Black Asian Other (PHBAO) compared to Other White (OW)*). The written plan lists specific dates and locations of recruitment activities that Charter School will undertake in order to achieve the District’s Racial and Ethnic Balance goal. Charter School shall monitor the implementation and outcomes of the initial plan, and modify it as necessary throughout the term of the Charter to achieve the District’s goal. Upon request, Charter School shall provide the District with a copy of its current written plan.

The District receives neither average daily attendance allocations nor Court-ordered Integration Program cost reimbursements for charter school students. The District may receive the Targeted Instructional Improvement Block Grant (TIIBG) for its Court-ordered Integration Program. The District retains sole discretion over the allocation of TIIBG funding, where available, and cannot guarantee the availability of this funding.

## **Court Ordered Integration**

### **7.1 : Schools Plan To Achieve and Maintaining LAUSD’s Racial And Ethnic Balance Goal.**

Charter School will implement a coordinated advertising and recruiting strategy that ensures all parents and families are notified about the educational opportunities we offer. These efforts will be carried out from November through August. Charter School is committed to serving all ethnic groups and maintaining LAUSD’s Racial and Ethnic Balance goal of a 70:30 or 60:40 ratio, through the use of various advertising techniques to recruit students.

Each year, Bright Star Schools conducts an analysis of enrollment trends in order to optimize our efforts to recruit and retain students. A committee, comprised of various stakeholders from the instructional, administrative and operational sides of the school, meets regularly to complete a complex problem solving model. Using both quantitative and qualitative feedback from the previous year, the model allows the team to work together to clearly identify enrollment trends and their root causes, determine potential solutions, and generate strategies to successfully implement and track solutions in the upcoming year.

One of the most valuable sources of data for this exercise comes from non-mandatory exit interviews (of families that have transferred from Charter School to another school site) through which feedback is gathered by Charter School administrators from the students and parents who choose not to enroll or re-enroll at Charter School.

Externally, Charter School will address retention and attrition through the development of school-based family engagement systems and strong partnerships that support teaching, learning, and student achievement. The enrollment team will oversee coordinated efforts to strengthen two-way communication between parents and the school. This includes projects that give parents immediate access to critical information, help them better navigate the school and communicate possible concerns.

### **Recruitment Plan**

Some of the methods include, but are not limited to the following:

- Distribution of informational materials to community organizations including community religious institutions, and other organizations that serve various racial and ethnic populations, such as the local area libraries, recreation centers, local businesses, schools and faith-based organizations.
- Presentations at various multi-ethnic events, including community fairs and festivals
- Outreach meetings in several local regions to reach prospective students and parents.
- Providing opportunities for parents to speak to our representatives outside popular shopping venues throughout local areas.
- Development of promotional materials in various languages, mainly Spanish, to inform non- English speaking populations about our school.
- Work with a diverse group of parent ambassadors to reach out to their community ties and social circles.
- Mail school and enrollment information to areas with high African-American and Latino populations.
- Host events in the fall and spring to give families the opportunity to tour the campus, meet staff, and learn more about the programs.

Our efforts are centered on providing equal opportunities to all residents of the District, regardless of racial and ethnic background. The backgrounds of our student body predominantly consist of Latino/a and also include backgrounds of African - American, Asian and Pacific Islander, among others. Charter School will keep on file materials of the efforts made to achieve racial and ethnic balance and the results achieved, as well as an accurate accounting of the ethnic and racial balance of students enrolled in the school. Charter School seeks to serve the families of Los Angeles, with a particular emphasis on reaching out to and recruiting in underserved communities. The local public school population has a high Latino/a demographic, as well as a high socio-economically disadvantaged population; as such, Charter School's target demographic seeks to serve that population.

### **7.2 How this plan will achieve and maintain the LAUSD's Racial and Ethnic Balance goal**

As stated in our vision, Charter School seeks to narrow the achievement gap by offering all students, regardless of background, an excellent public education. As such, Charter School is committed to maintaining a racial and ethnic balance of its students that is reflective of the general population residing within LAUSD's territorial jurisdiction. In order to accomplish this, Charter School conducts the following recruitment efforts, outreach programs and activities:

- Maintain student demographic data to ensure accurate accounting of racial and ethnic balance of students enrolled in the school.
- Develop and distribute flyers or brochures, applications and other recruitment materials that reflect the diversity of the community in English and Spanish (the languages of the families in the surrounding neighborhood).

- Use various distribution channels to enable public relations efforts to reach a wide audience (ethnicity/race, socio-economics, parent education levels, etc.), including community presentations, flyers, the school website and/or sending out press releases to the local media.

### **Specific outreach regarding enrollment**

To keep up with the changing community we live in, Bright Star has also created digital advertisements for our website and for recruitment purposes. To view these portals, see below.

- Website: <http://www.brightstarschools.org/District/Portal/Enrollment>
- YouTube advertisement: <https://www.youtube.com/watch?v=8AEftWGA8RI>, as featured on Bright Star School's YouTube channel here: <https://www.youtube.com/user/brightstrschool/featured>

### **7.3 Charter School's plan for achieving and maintaining the LAUSD's Special Education population percentages**

To ensure the Charter School maintains LAUSD's Special Education population percentages, all of our outreach and recruitment materials specifically highlight our Inclusive Education program and that "All Abilities are Welcome!" If a parent asks about our special education program, every member on our recruitment team is well-versed in the offerings of our program and confirms that we serve students who have an IEP. If the parent asks for more specific information, we connect them to the Inclusive Education directors for a follow up call.

### **7.4 Charter School's plan for achieving and maintaining the LAUSD's English learner population percentages, including redesignated fluent English proficient pupil**

To ensure the charter school maintains the LAUSD English Learner population percentages, the outreach and recruitment team translates all materials into the languages spoken by the majority non-English speaking community members in our local areas. In addition, at every outreach event we have Spanish and Korean speakers ready to connect with families of EL students. Our recruitment materials also specifically list how our small school environment is great for English learners.

## **Element 8: Admission Policies and Procedures**

*“Admission policies and procedures, consistent with subdivision (e).” (Ed. Code § 47605(c)(5)(H).)*

### **DOCUMENTATION OF ADMISSIONS AND ENROLLMENT PROCESSES**

Charter School shall maintain complete and accurate records of its annual admissions and enrollment processes, including but not limited to documentation of implementation of lottery and waitlist criteria and procedures in accordance with the terms of the Charter. These records shall be made available to the District upon request.

### **HOMELESS AND FOSTER YOUTH**

Charter School shall adhere to the provisions of the federal McKinney-Vento Homeless Assistance Act and ensure that each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education as provided to other children and youths. Charter School shall provide specific information, in its outreach materials, websites, at community meetings, open forums, and regional center meetings, that notifies parents that Charter School will enroll and provide services for all students, and provides a standard District contact number for access to additional information regarding enrollment.

Charter School shall comply with all applicable federal and state laws regarding homeless and foster youth, including but not limited to the provisions of AB 379 (2015) and Chapter 5.5 (commencing with Section 48850) of Part 27 of Division 4 of Title 2 of the Education Code, as amended from time to time. Charter School shall extend its uniform complaint procedure to complaints filed pursuant to the applicable provisions of AB 379.

### **NON-DISCRIMINATION**

Charter School shall not require a parent/legal guardian/student to provide information regarding a student’s disability, gender, gender identity, gender expression, nationality, legal or economic status, primary language or English Learner status, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in section 422.55 of the Penal Code, including immigration status, or any other information that would violate federal or state law, prior to admission, participation in any admissions or attendance lottery, or pre-enrollment event or process, or as a condition of admission or enrollment. Charter School may request, at the time of, and as part of, conducting its lottery process, the provision of information necessary to apply specific admissions preferences set forth in this Charter.

Charter School shall not request or require submission of a student’s IEP, Section 504 Plan, or any other record or related information prior to admission, participation in any admissions or attendance lottery, or pre-enrollment event or process, or as a condition of admission or enrollment.

Charter School shall not discourage a student from enrolling or seeking to enroll in the Charter School, nor encourage a current student from disenrolling, for any reason, including, but not limited to, the student's academic performance, nationality, race, ethnicity, or sexual orientation or because the student is a student with disabilities, academically low achieving, an English learner, neglected or delinquent, homeless, economically disadvantaged, or a foster youth. The Charter School shall not request or require a student’s records to be submitted before enrollment. The Charter School shall post on its web site the California Department of Education notice of these requirements and shall provide the notice to parents/guardians or students age 18 and older when the parent/guardian or student inquiries about enrollment, before conducting an enrollment lottery, and before disenrollment of a student. (Ed. Code §§ 47605, 47605.6)

Charter School shall adopt policy that is consistent with the model policy developed by the California Attorney General addressing the Charter School’s response to immigration enforcement, notify parents/guardians of their children's right to a free public education regardless of immigration status or religious beliefs, prohibit the collection of information



or documents regarding the immigration status of students or their family members, and fulfill other requirements of Education Code section 234.7.

### **PREGNANT AND PARENTING STUDENT ACCOMMODATIONS**

Charter School shall provide specified accommodations to pregnant and parenting students, including, but not limited to, the provision of parental leave and reasonable accommodations on campus to a lactating student to express breast milk, breastfeed an infant child, or address other needs related to breastfeeding. The Charter School shall notify pregnant and parenting students and parents/guardians of the rights and options available to pregnant and parenting students. (Ed. Code §§ 222, 222.5, 46015.)

### **SEXUAL HARASSMENT POLICY NOTICE**

The Charter School shall create a poster that notifies students of the applicable policy on sexual harassment in accordance with Education Code section 231.6, and shall prominently and conspicuously display the poster in each bathroom and locker room at each schoolsite and in public areas at each schoolsite.

If the charter school offers competitive athletics, annually post on the school's web site or on the web site of the charter operator the total enrollment of the school classified by gender, the number of students who participate in competitive athletics classified by gender, and the number of boys' and girls' teams classified by sport and by competition level. If Charter School operates multiple school sites, this information shall be disaggregated by school site. (Ed. Code § 221.9.)

## **8.1: Admissions Policies and Procedures**

Our school has open admission for any student who seeks to enroll in our academic program. Our recruitment efforts reflect our objective nature as a charter school and in no way favor or bias any demographic. When students with Individualized Education Plans (IEPs) enroll, it is the school's policy to collect any and all information pertaining to the student's IEP. Our school is committed to serving academically low-achieving and economically disadvantaged students to offer them a seamless path to success in college and life. Our school will serve a community where on average 80-95% of the students in our target population qualifies for free or reduced-price lunch according to federal guidelines. We are dedicated to making sure that all community members are equally aware of the alternative we are providing to students within the communities we intend to serve.

## **8.2: Student Recruitment**

Our school outreach team conducts student outreach activities throughout the calendar year. A variety of techniques are utilized including home mailers, postering, flyering, local school visits, community-based organization visits, presentations at various multi-ethnic events, public business tabling (sitting outside markets and other businesses that allow us to pass out flyers to the public) and various advertising, including in Los Angeles-based English and Spanish publications. All promotional materials are in various languages, thus far Korean and Spanish, to inform non-English speaking populations about our school.

In order to ensure we attract low-achieving, economically disadvantaged and students with disabilities, we conduct our outreach in the surrounding communities with similar demographics. Our marketing and recruiting materials highlight that our program is available to all students with a variety of needs and backgrounds. Our materials specifically highlight that we serve students with IEPs as well as English language learners. Our recruiting teams are trained to ensure all families are notified that our program currently serves a large population of economically disadvantaged students and that we accept students regardless of past academic performance. Information on the percentage of SPED, ELA, and Free and Reduced lunch students we serve and the supports we provide are given in details during winter and spring Information Sessions as well as the new student Orientation in July. Families who want more information about our SPED and ELA services are scheduled for a one on one call or meeting with one of our SPED Directors.

Once any student has been admitted, the school’s policy is to collect information pertaining to the student’s academic background, including report cards and IEP, if the student has one, so that we can provide all necessary and timely services.

### **8.3a: Lottery Preferences and Procedures: Identification and Rationale of Admission Preferences**

If the Charter School receives a number of applications that exceeds the number of available spaces, a single public random drawing/lottery will be conducted. Exemptions and preferences will be offered in the following categories in accordance with reconciliation of state and federal laws.

#### **LOTTERY PREFERENCES AND EXEMPTIONS**

If there are more seats available than student applicants, then all student applicants will be offered a seat without being required to participate in the lottery drawing. In the case where there are not enough seats to accommodate all student applicants, inclusive of those with and without preferences will be included in a lottery drawing that includes preferences. This does not apply to existing students. The students who are drawn up to the number of seats available will be offered a seat, and the remaining applicants with preference will be placed at the top of the Charter School’s waitlist. Preferences are stated below and shall not violate state and/or federal guidelines and shall be in compliance with the PCSGP Federal Start Up Grant requirements if the Charter School received PCSGP funding.

#### **YEARS 1 AND 2 (IF PCSGP FUNDING IS RECEIVED)**

In order to comply with the PCSGP Federal Start-up Grant regulations, if the Charter School received PCSGP funding it will apply the following preferences and exemptions during the first 2 years of its charter term<sup>12</sup>:

#### **LOTTERY EXEMPTIONS**

Students currently attending the charter school are exempt from the Lottery process.

#### **LOTTERY PREFERENCES**

*After all applicants with exemptions have been offered seats, all general applicants will be entered into a lottery drawing based upon the below lottery preferences, in the order listed.*

1. Pupils who reside in the District<sup>13</sup>
2. Siblings<sup>14</sup> of a currently attending or admitted to the Charter School student, subject to verification by the Enrollment Team.
3. Children or wards of the Charter School’s employees, limited to 10% of the Charter School’s total enrollment.
4. Students at a non-charter elementary school or in the elementary school’s attendance area if at

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<sup>12</sup> Or, any year the school receives PCSGP funding. This footnote has been added to account for any extensions granted by the state which extend PCSGP funding beyond years 1 and 2 of the school's charter term.

<sup>13</sup> In-District Students – in accordance with State law, Charter School will employ a single lottery with a higher weighting for students in this category. All students in the lottery living in the Los Angeles Unified School District boundaries will receive weighted drawing preference over students living outside the LAUSD boundaries.

<sup>14</sup> For the purposes of Enrollment Preferences, “sibling” shall be defined as a biological sibling or a child who has continuously lived with the currently enrolled student for at least 6 months and is supported by at least 1 of the same adults living in the household.

least 50% of the elementary school students are eligible for free or reduced lunch (E.C. Section 47605.3).

5. Children or wards of Bright Star Schools employees, limited to 10% of the Charter School's total enrollment.
6. Other California residents<sup>15</sup>

### **YEARS 3 THROUGH 5 (OR ALL YEARS IF DO NOT RECEIVE PCSGP FUNDING)**

If no PCSGP funding is awarded to the Charter School, then the below preferences and exemptions shall control and apply for the entire charter term (years 1-5). If PCSGP funding is awarded, then after the 2-Year<sup>16</sup> PCSGP Federal Start-up Grant period has expired, and during the final three years of the school's charter term, the Charter School will enroll with the following preferences and exemptions:

### **LOTTERY EXEMPTIONS**

If there are more seats available than exempt student applicants, then all students with an exemption to the lottery will be offered a seat without being required to participate in the lottery drawing. In the case where there are not enough seats to accommodate all exempt student applicants, an initial lottery drawing will be held for the exempt students. Those students who are drawn up to the number of seats available will be offered a seat, and the remaining exempt applicants will be placed at the top of the Charter School's waitlist.

1. Currently attending Charter School students.

Applicants with Preference:

- a. Pupils residing in District.
- b. Siblings<sup>17</sup> of a student currently attending or admitted to the Charter School.
- c. Children or wards of Bright Star Schools employees , limited to 10% of the Charter School's total enrollment.

In order to align with the Charter School's value of serving the community we offer sibling preferences to align to our value of serving the entire family. Additionally, we have offered employee preferences in order to increase investment of employees who will not just work for Bright Star schools but also be parents of Charter School's students.

### **8.3b: Lottery Preferences and Procedures: The Manner in which the School Will Implement a Public Random Drawing in the Event that Applications for Enrollment Exceed School Capacity.**

Our admissions process begins with the submission of a Lottery Application Form at any time during the year. Submitted applications are date-and-time stamped and student names are added to an application roster to track receipt. Applicants who submit a Lottery Application Form before the lottery deadline are counted to determine if Charter School has received a number of Lottery Application Forms which exceed available seats. If there are more applicants than available seats, the Charter School holds a public random drawing to determine enrollment. The public is notified of the random drawing through our website, flyers in public places (i.e. On campus, libraries, community centers, parks, etc.). Applicants who have submitted a Lottery Application

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<sup>15</sup> Other California residents – all students in the lottery living within the State of California, but not within the boundaries of the Los Angeles Unified School District will receive no weighted drawing preference and will have their name submitted once in the lottery pool.

<sup>16</sup>Or, any year the school receives PCSGP funding.

<sup>17</sup> For the purposes of Enrollment Preferences, "sibling" shall be defined as a child who has continuously lived with the currently enrolled student for at least 6 months and is supported by at least 1 of the same adults living in the household.

Form are notified of the lottery via automated and/or personal telephone calls and/or email notifications. If there are more available seats in a grade level than there are applicants, all students who have submitted a Lottery Application Form will be offered a seat.

**A. Summary of School’s Application and Enrollment Process**

1. Open Application Period – The open application period begins on the first day of the academic year prior to the academic year being applied for (usually in August) until two weeks before the Lottery. Applicants submitted after the Lottery deadline until the final day of the actual academic year being applied for (usually in June) will be added to the Waitlist. If there are seats available, the student will be offered a seat at the Charter School. Completion of a Lottery Application Form happens at any Bright Star school or online, requiring the same information. Optional attendance at an Information Session (multiple opportunities available throughout the winter and spring months).
2. Random Public Drawing (during late winter/early spring each year). Lottery (if necessary, in the event that applications for enrollment exceed school capacity).
3. Notification to families of outcome (offering of seat or wait list position)
4. Enrollment Packet Submission (to be completed by family within two weeks of receiving their seat offer).
5. Complete Registration forms in July.

**B: The Timelines under which the Open Enrollment Period and Lottery will occur.**

Please see above under the “Summary of School’s Application and Enrollment Process” for timeline of enrollment and lottery activities.

**C: The method the school will use to communicate to all interested parties and the rules to be followed during the lottery process.**

Applications are available digitally online on the Bright Star Schools and school web pages and hard copies are available at all Bright Star school sites. Our school advertises the open application period to the surrounding communities and also communicates the timeline, rules and procedures for the lottery process. Typical methods for these communications include, but are not limited to, web advertising, newspaper ads, home mailers, fliers, and sign/billboard advertising. When a family submits an application they receive a follow up personal call and/or email to verify receipt and to list next steps which include an invitation to Information Sessions, the Lottery (including rules and procedures). Lottery procedures are also reviewed in detail at the Information Session and during lottery invitation emails and calls. Lottery rules and procedures can also be found on our website.

**D. The method the school will use to verify lottery procedures are fairly executed.**

The lottery is coordinated and moderated by the Enrollment Team in a location open to the public (typically on Charter School campus) and advertised to the school community. The Enrollment Team is comprised of Bright Star school support team members who work directly with the charter school to support all charter school outreach and enrollment efforts. Given the native languages of the anticipated target community, all proceedings are conducted in English and Spanish. Korean translation is available as needed.

The lottery is open to the public and families are encouraged to attend, however, families are not required to be present at the time of the drawing to be eligible for admission. Results are live for those in attendance, and all who submitted a Lottery Application Form are emailed their individual results and follow up phone calls are made by the Enrollment Team and/or school Office Managers for admitted students.

Families who have been offered admission are notified of acceptance within a week of the lottery by the Enrollment Team and/or Office Manager and must accept enrollment for their student within two weeks of notification by confirming with the school staff or our Enrollment Team their intent to complete the enrollment process and/or submitting a completed Enrollment Packet.

Any families who decline an offered seat or who fail to confirm by the deadline will lose their position to the next applicant on the waiting list. The waiting list is kept on file at the school and is valid for the duration of the school year.

To ensure a fairly executed program, the lottery is made through a digital lottery management and enrollment program. All applications and preferences are entered and verified in the system ahead of time. The screen with the results is projected in a public space so all attendees can see. Additionally, the Enrollment Team reads the names individually, including the order of the wait list.

**The time and location where the lottery will occur and the efforts the school will undertake to ensure all interested parties may observe the lottery.**

The random public drawing (lottery) is held in a location open to the public (typically on Charter School campus), to ensure the space is large enough to accommodate all interested families and to ensure accessibility for interested families. The lottery process is open to the public. The public is notified of the random drawing through written notices posted at the school campus and on our website. Applicants who have submitted a Lottery Application form are notified of the lottery via automated and/or personal telephone calls, email notifications, and letters sent to home addresses.

The random public drawing (lottery) will be scheduled in late winter/early spring of each year, in the event that applications for enrollment exceed school capacity. The lottery will be held at a time that is determined to be convenient for the families in our school community to attend. This is typically between the hours of 6pm and 8pm on a weeknight, or between 8am-10am on a Saturday morning. The Enrollment Team and the school administrators conduct the drawing.

**The procedures the school will follow to determine waiting list priorities based upon lottery results.**

A waiting list is implemented when the number of applications exceeds the enrollment capacity at the Charter School. In the event of a lottery, admission to the school will be offered to applicants based on the results of the public random drawing until capacity is reached. All remaining names drawn after capacity for the Charter School is reached will be placed on a waiting list, in the order they are drawn, first based on preferences. .

New applicants who submit a Lottery Application Form after the lottery deadline will be offered a seat if space is available in the grade level they have applied for or added to the waitlist in the order that the application was received. In the case that a student applies after the Lottery and has an admission preference (outlined in 8.3a above), that applicant will be provided a numerical ranking in the waitlist in the priority order of preferences, and ahead of all applicants without an enrollment preference.

As seats become available in a grade level, the student with the lowest numerical ranking on the waitlist will be offered that seat. The waiting list is kept on file at the school and is valid for the duration of the school year.

**The means by which the school will contact the parents/guardians of students who have been promoted off the waiting list and timelines under which parents/guardians must respond in order to secure admission.**

Once a grade level seat becomes available for an applicant who has the lowest numerical ranking on the waiting list, the parent/guardian are notified of acceptance by the Enrollment Team and/or Charter School Office Manager within 48 hours via phone call, and email as a secondary option. The parent/guardian must accept enrollment for their students within two weeks of notification by calling or emailing the school staff or our Enrollment Team with their intent to complete the enrollment process and/or submitting a completed Enrollment Packet. Any families who decline an offered seat or who fail to confirm by the deadline will be removed from the Accepted Applicants list. If the student's family contacts the school after the deadline, they will have to reapply. If there are seats available, they will be offered a seat. If there are no seats available, they will be placed on waiting list.

**The records the school shall keep on file documenting the fair execution of lottery procedures.** Copies of all Lottery Application Form, lottery results and waiting lists are readily available for inspection at the school office. These records will be maintained by the Enrollment Team.

**Attendance Accounting**

Our Charter School will utilize an appropriate student information system for attendance tracking and reporting purposes and will utilize attendance accounting procedures that satisfy requirements for LAUSD, LACOE and CDE. Required reports are completed regarding daily attendance and submitted to the requesting agencies. This includes reporting enrollment and attendance figures to LAUSD as required by the District.

Bright Star Schools will provide to LAUSD the following information for each academic year:

- Norm Day Classification.
- List of all highly qualified Certificated Personnel in core subjects as defined in ESSA/ESEA policy and regulations.
- Total School Enrollment
- List of Emergency Credentialed Teachers in non-core subjects.
- Number of Students by Grade Level.
- Unfilled Classroom Teacher Positions.
- Number of Students by Ethnicity & Grade Level.
- Fiscal Year-End Financial Report.
- Number of Students Living Outside LAUSD Attendance Area.”

## Element 9: Annual Financial Audits

***“The manner in which annual, independent financial audits shall be conducted, which shall employ generally accepted accounting principles, and the manner in which audit exceptions and deficiencies shall be resolved to the satisfaction of the chartering authority.” (Ed. Code § 47605(c)(5)(l).)***

Charter School shall provide for an annual audit that shall be conducted in compliance with applicable state and federal laws, including but not limited to the requirements of Education Code sections 47605(b)(c)(l) and 41020 as they may be amended from time to time. Charter School shall ensure compliance with the requirements of section 41020(f)(2), which makes it unlawful, absent an Education Audits Appeal Panel waiver, for a public accounting firm to provide audit services to a local educational agency if the lead audit partner, or coordinating audit partner, having primary responsibility for the audit, or the audit partner responsible for reviewing the audit, has performed audit services for that local educational agency in each of the six previous years.

The following reports will be submitted to LAUSD, in the required format and within timelines to be specified by LAUSD, each year:

- a. Provisional Budget – Spring prior to operating fiscal year
- b. Final Budget – July of the budget fiscal year
- c. First Interim Projections – November of operating fiscal year
- d. Second Interim Projections – February of operating fiscal year
- e. Unaudited Actuals – July following the end of the fiscal year
- f. Audited Actuals – December 15 following the end of the fiscal year
- g. Classification Report – monthly according to Charter School’s Calendar
- h. Statistical Report – monthly according to Charter School’s Calendar of Reports

In addition:

- P1, first week of January
  - P2, first week of April
- i. Instructional Calendar – annually five weeks prior to first day of instruction
  - j. Other reports as requested by the District

### 9.1: Annual Financial Audits

Adequate cash flow for Charter School is ensured by maintaining a funds balance (reserve) of its expenditures as required by section 15450, Title 5 of the California Code of Regulations. The Chief Business Officer regularly prepares annual budgets with three year forecasts as well as monthly financial reports, including revenue and expenditure reports, balance sheets, monthly forecasts, and cash flow statements that the Board of Directors reviews during their board meetings. The Bright Star Schools accounting department maintains financial documents and supporting documentation such as receipts, invoices and credit card statements in a uniform and orderly fashion for easy accessibility by the auditor(s).

The above-mentioned plans and systems are used to provide information for an annual, independent financial audit. On an annual basis, the Finance Committee, in conjunction with the Chief Business Officer, is responsible for contracting services with an independent Certified Public Accountant who has been certified by the State of California Controller’s Office on its list of education auditors with education finance experience to audit the school’s financial statements in accordance with Generally Accepted Accounting Principles (GAAP) and in accordance with the provisions within the California Code of Regulations governing audits of charter schools as published in the State Controller’s Guide. The Chief Business Officer is also responsible for ensuring that the auditor sends the completed audit to the required agencies by the statutory deadline.

The Bright Star Schools Board Finance Committee reviews any audit exceptions or deficiencies and reports recommendations to the full Board as to how these have been, or will be, resolved. The Bright Star Schools Board acts upon these recommendations, and reports its action to Los Angeles Unified School District to the satisfaction of the District, and within an outlined timeline.



## **Element 10: Suspension and Expulsion Practices**

*“The procedures by which pupils can be suspended or expelled from the charter school for disciplinary reasons or otherwise involuntarily removed from the charter school for any reason. These procedures, at a minimum, shall include an explanation of how the charter school will comply with federal and state constitutional procedural and substantive due process requirements that is consistent with all of the following:*

*(i) For suspensions of fewer than 10 days, provide oral or written notice of the charges against the pupil and, if the pupil denies the charges, an explanation of the evidence that supports the charges and an opportunity for the pupil to present the pupil’s side of the story.*

*(ii) For suspensions of 10 days or more and all other expulsions for disciplinary reasons, both of the following:*

*(I) Provide timely, written notice of the charges against the pupil and an explanation of the pupil’s basic rights.*

*(II) Provide a hearing adjudicated by a neutral officer within a reasonable number of days at which the pupil has a fair opportunity to present testimony, evidence, and witnesses and confront and cross-examine adverse witnesses, and at which the pupil has the right to bring legal counsel or an advocate.*

*(iii) Contain a clear statement that no pupil shall be involuntarily removed by the charter school for any reason unless the parent or guardian of the pupil has been provided written notice of intent to remove the pupil no less than five schooldays before the effective date of the action. The written notice shall be in the native language of the pupil or the pupil’s parent or guardian or, if the pupil is a foster child or youth or a homeless child or youth, the pupil’s educational rights holder, and shall inform the pupil, the pupil’s parent or guardian, or the pupil’s educational rights holder of the right to initiate the procedures specified in clause (ii) before the effective date of the action. If the pupil’s parent, guardian, or educational rights holder initiates the procedures specified in clause (ii), the pupil shall remain enrolled and shall not be removed until the charter school issues a final decision. For purposes of this clause, “involuntarily removed” includes disenrolled, dismissed, transferred, or terminated, but does not include suspensions specified in clauses (i) and (ii).” (Ed. Code § 47605(c)(5)(J).)*

### **GENERAL PROVISIONS**

Charter School shall provide due process for all students, including adequate and timely notice to parents/guardians and students of the grounds for all suspension and expulsion recommendations and decisions and their due process rights regarding suspension and expulsion, including rights of appeal.

Charter School shall ensure that its policies and procedures regarding suspension and expulsion will be periodically reviewed, and modified as necessary, in order to conform to changes in state law.

Charter School shall ensure that its staff is knowledgeable about and complies with the District’s Discipline Foundation Policy and/or current equivalent policy.. Charter School shall comply with the terms of the School Discipline Policy and School Climate Bill of Rights resolution adopted by the LAUSD Board of Education on May 6, 2013.

Charter School shall be responsible for the appropriate interim placement of students during and pending the completion of Charter School’s student expulsion process and shall facilitate the post-expulsion placement of expelled students.

Charter School shall document and implement the alternatives to suspension and expulsion that Charter School utilizes in response to attendance-related concerns, e.g. truancy or excessive tardiness.

No student shall be involuntarily removed by the Charter School for any reason unless the parent or guardian of the student has been provided written notice of intent to remove the student no less than five schooldays before the effective date of the action. The written notice shall be in the native language of the student or the student's parent or guardian or, if the student is a foster child or youth or a homeless child or youth, the student's educational rights holder, and shall inform them of the basis for which the pupil is being involuntarily removed and their right to request a hearing to challenge the involuntary removal. If a parent, guardian, or educational rights holder requests a hearing, the Charter School shall utilize the same hearing procedures specified below for expulsions, before the effective date of the action to involuntarily remove the student. If the student's parent, guardian, or educational rights holder requests a hearing, the student shall remain enrolled and shall not be removed until the Charter School issues a final decision. As used herein,

"involuntarily removed" includes disenrolled, dismissed, transferred, or terminated, but does not include removals for misconduct which may be grounds for suspension or expulsion as enumerated in this section.

### **HOMEWORK TO SUSPENDED STUDENTS**

For any student who has been suspended from school for two or more schooldays, Charter School shall provide student with the homework the student would otherwise have been assigned if requested by the student or student's parent/guardian. If a homework assignment is requested and turned in to the student's teacher either upon the student's return to school from suspension or within the timeframe originally prescribed by the teacher, whichever is later, but it is not graded before the end of the academic term, then that assignment shall not be included in the calculation of the pupil's overall grade in the class. (Ed. Code § 48913.5)

### **STUDENTS WITH DISABILITIES**

Charter School shall establish and implement policies and procedures to ensure full compliance with federal and state laws and regulations regarding the discipline of students with disabilities. If a student is recommended for expulsion and the student receives or is eligible for special education, pending the completion of the expulsion process, Charter School shall identify and provide special education programs and services at an appropriate interim educational placement determined in coordination with the LAUSD Division of Special Education.

In the case of a student who has an Individualized Education Program ("IEP"), or a student who has a Section 504 Plan, Charter School shall ensure that it follows correct disciplinary procedures to comply with the mandates of state and federal laws, including IDEA and section 504 of the Rehabilitation Plan of 1973. As set forth in the MOU regarding special education between the District and Charter School, an IEP team will meet to conduct a manifestation determination and to discuss alternative placement utilizing the District's Special Education Policies and Procedures Manual. Prior to recommending expulsion for a student with a Section 504 Plan, Charter School's administrator will convene a Link Determination meeting to ask the following two questions:

- A. Was the misconduct caused by, or directly and substantially related to the student's disability?
- B. Was the misconduct a direct result of the Charter School's failure to implement Section 504?

### **NOTIFICATION OF THE DISTRICT**

Upon expelling any student, Charter School shall notify the Charter Schools Division by submitting an expulsion packet to the CSD immediately or as soon as practicable, which shall contain:

- Completed “Notification of Charter School Expulsion” [form available from the CSD website or office], including attachments as required on the form
- Documentation of the expulsion proceeding, including statement of specific facts supporting the expulsion and documentation that Charter School’s policies and procedures were followed
- Copy of parental notice of expulsion hearing
- Copy of expulsion notice provided to parent stating reason for expulsion, term of expulsion, rehabilitation plan, reinstatement notice with eligibility date and instructions for providing proof of student’s compliance for reinstatement, appeal process, and options for enrollment
- If the student is eligible for Special Education, documentation related to expulsion in compliance with IDEA including the Expulsion Analysis page of the pre-expulsion IEP
- If the student is eligible for Section 504 accommodations, documentation that Charter School conducted a Link Determination meeting to address two questions:
  - A. Was the misconduct caused by, or directly and substantially related to the student’s disability?
  - B. Was the misconduct a direct result of Charter School’s failure to implement Section 504 Plan?

Notwithstanding and apart from the documentation sent to the Charter Schools Division as indicated above, if the student is a resident of a school district other than LAUSD, Charter School must notify the superintendent of the student’s district of residence within 30 days of the expulsion. Additionally, upon request of the receiving school district, Charter School shall forward student records no later than 10 school days from the date of the request as stated in Education Code section 49068 (a) and (b).

### **OUTCOME DATA**

Charter School shall gather and maintain all data related to placement, tracking, and monitoring of student suspensions, expulsions, involuntary removals, and reinstatements, and make such outcome data readily available to the District upon request.

### **REHABILITATION PLANS**

Pupils who are expelled from Charter School shall be given a rehabilitation plan upon expulsion as developed by Charter School’s governing board at the time of the expulsion order, which may include, but is not limited to, periodic review as well as assessment at the time of review for readmission. Terms of expulsion should be reasonable and fair with the weight of the expelling offense taken into consideration when determining the length of expulsion. Therefore, the rehabilitation plan should include a date not later than one (1) year from the date of expulsion when the pupil may apply to Charter School for readmission. Charter School shall inform parents in writing of its processes for reinstatement and applying for expungement of the expulsion record.

### **READMISSION**

Charter School’s governing board shall adopt rules establishing a procedure for the filing and processing of requests for readmission and the process for the required review of all expelled pupils for readmission. Upon completion of the readmission process, Charter School’s governing board shall readmit the pupil, unless Charter School’s governing board makes a finding that the pupil has not met the conditions of the rehabilitation plan or continues to pose a danger to campus safety. A description of the procedure shall be made available to the pupil and the pupil’s parent or guardian at the time the expulsion order is entered and the decision of the governing board, including any related findings, must be provided to the pupil and the pupil’s parent/guardian within a reasonable time.

## **REINSTATEMENT**

Charter School's governing board shall adopt rules establishing a procedure for processing reinstatements, including the review of documents regarding the rehabilitation plan. Charter School is responsible for reinstating the student upon the conclusion of the expulsion period in a timely manner.

## **GUN-FREE SCHOOLS ACT**

Charter School shall comply with the federal Gun-Free Schools Act.

### **10.1: Discipline Foundation Policy**

The Charter School does not consider suspension and expulsion to be effective means of improving school behavior or compliance with Charter School rules and policies. While they may become necessary in extraordinary circumstances, disciplinary issues at the Charter School are more often dealt with through a variety of other strategies. These include, among other things, counseling, airing of the issue with faculty and other students, discussion with the student and his or her parent/guardian, social worker or probation officer and ineligibility for particular privileges.

The Charter School uses a value-based system to develop and promote positive student behavior and supports. These supports include school-wide incentive programs, community-building activities and relationship-building practices at all grade levels.

Professional development is offered at all levels of the organization to support the importance of building healthy relationships, strong communities and development of restorative practices. Professional development is offered for all staff prior to the beginning of the school year, and organization-wide professional development events are facilitated five (5) times each year. Each year, a professional development plan is created in alignment with feedback from data and surveys of all stakeholders.

The contents in the student handbook are consistent with provisions in this petition, applicable Districts policy(ies), the School Climate Bill of Rights and all applicable law. The Principal shall ensure that students and their parents/guardians are notified in writing upon enrollment of all discipline policies and procedures.

Under the Charter School's Discipline Foundation Policy, students who do not adhere to stated expectations in the Charter School's student handbook for behavior and who violate the Charter School's rules will face consequences for their behavior.

Consequences may include, but are not limited to:

- Behavioral counseling
- Warning, verbal and/or written
- Individual conference with the teacher
- Loss of privileges (e.g. attendance at school functions- dances, games, etc.)
- Individual behavior contract
- Referral to the Principal, Assistant Principal or other school support staff
- Notices to parents by telephone or letter
- Parent conference, at school or during a home visit
- Formal restorative conferencing
- Suspension (for an offense enumerated below)
- Expulsion (for an offense enumerated below)

Any student who engages in repeated violations of the Charter School's behavioral expectations that cannot be dealt with through counseling and other tiered intervention strategies, will be required to attend a meeting with the Dean of Students and/or the School Principal and the student's parent/guardian. Such tiered interventions for behavior may include, but are not limited to, Ripple Effects (a social and emotional learning and behavior intervention online platform), one on one counseling, or targeted behavior interventions. The Dean of Student Conduct will prepare a specific, individual behavior contract outlining future student conduct expectations, timelines, supports and consequences for failure to meet the behavior expectations which may include, but are not limited to, suspension for offenses enumerated as suspendable below. Behavior contracts are consistent with provisions in this petition, applicable Districts policy(ies)/School Climate Bill of Rights and all applicable law and may be implemented.

Staff shall enforce disciplinary rules and procedures fairly and consistently among all students. Charter School staff are trained in and annually review de-escalation strategies for students at the Charter School. Biweekly, staff participate in professional development focused on teaching, communicating and practicing the school's discipline policy to ensure Charter School practices are consistent. These strategies focus on developing relationships with students, restorative practices, identifying and avoiding triggers for undesirable behavior (when possible), and safely stabilizing students through de-escalation techniques who have been triggered. Means of restoration following enforcement of consequences commonly used to build community and/or restore relationships are:

- Providing opportunities for students to reflect on their behavior, including perceived or actual consequences for themselves and others
- Logical consequences that relate to the misbehavior
- When needed, formal restorative conferences with students and parents and other key stakeholders including administration, teachers, and counselors are facilitated by trained professionals
- Provision of any number of resources or referrals to community-based organizations offering youth programs or supports
- Opportunities for school-based counseling through our partnerships with community-based organizations.

At the school, student behavior data is monitored through a software program customized by the Charter School to manage behavior and character education.

### **In-School Suspension**

The Charter School offers in-school suspension as a means of reducing time missed from learning for behavioral issues. School counselors work with students on in-school suspension and their family to arrange a schedule for the student to work on personalized learning assignments through personalized learning assigned by the teacher, as needed to ensure s/he is able to keep up with school work while on suspension. While a student is on in-school suspension, he or she will be supervised by the Charter School's Assistant Principal in the Charter School's administrative office. This ensures the safety of the general student body, staff and school campus visitors. Additional supports provided to the student and their family are counseling and an assigned, individualized social-emotional learning scope and sequence. The maximum number of days for an in-school suspension shall not exceed 5 days per incident or more than 20 days in an academic year.. The provisions defined below, including family notification, apply to in-school suspension as well as out-of-school suspension.

It is the Charter School's preference to keep students on campus as frequently as possible and to limit the number of suspensions issued. The Charter School reserves out of school suspensions, for when a student may be at risk to themselves or others on campus.

## **10.2: Suspension and Expulsion Policy and Procedures**

### **Policy**

This Pupil Suspension and Expulsion Policy has been established in order to promote learning and protect the safety and well-being of all students at the Charter School. In creating this policy, the Charter School has reviewed Education Code Section 48900 *et seq.* in order to establish its list of offenses and procedures for suspensions and expulsions. The language that follows closely mirrors the language of Education Code Section 48900 *et seq.* The Charter School is committed to annual review of policies and procedures surrounding suspensions and expulsions and, as necessary, modification of the lists of offenses for which students are subject to suspension or expulsion.

When the Policy is violated, it may be necessary to suspend or expel a student from regular classroom instruction. This policy shall serve as the Charter School's policy and procedures for student suspension and expulsion and it may be amended from time to time without the need to amend the charter so long as the amendments comport with legal requirements and are made in consultation with the Charter School Division. Charter School staff shall enforce disciplinary rules and procedures fairly and consistently among all students. This Policy and its Procedures will be printed and distributed as part of the Student Handbook and will clearly describe discipline expectations.

Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of or willfully causing the infliction of physical pain on a student. For purposes of the Policy, corporal punishment does not include an employee's use of force that is reasonable and necessary to protect the employee, students, staff or other persons or to prevent damage to school property.

The Charter School administration shall ensure that students and their parents/guardians are notified in writing upon enrollment of all discipline and involuntary removal policies and procedures. The notice shall state that this Policy and Procedures are available on request at the Principal's office.

Suspended or expelled students shall be excluded from all school and school-related activities unless otherwise agreed during the period of suspension or expulsion.

A student identified as an individual with disabilities or for whom the Charter School has a basis of knowledge of a suspected disability pursuant to the Individuals with Disabilities Education Improvement Act of 2004 ("IDEA") or who is qualified for services under Section 504 of the Rehabilitation Act of 1973 ("Section 504") is subject to the same grounds for suspension and expulsion and is accorded the same due process procedures applicable to general education students except when federal and state law mandates additional or different procedures. The Charter School will follow all applicable federal and state laws including but not limited to the California Education Code, when imposing any form of discipline on a student identified as an individual with disabilities or for whom the Charter School has a basis

of knowledge of a suspected disability or who is otherwise qualified for such services or protections in according due process to such students.

## **Procedures**

### **A. Grounds for Suspension and Expulsion of Students**

A student may be suspended or expelled for prohibited misconduct if the act is related to school activity or school attendance occurring at any time including but not limited to: a) while on school grounds; b) while going to or coming from school; c) during the lunch period, whether on or off the school campus; d) during, going to, or coming from a school-sponsored activity.

### **B. Enumerated Offenses**

1. Discretionary Suspension Offenses. Students may be suspended for any of the following acts when it is determined the pupil:
  - a) Caused, attempted to cause, or threatened to cause physical injury to another person.
  - b) Willfully used force or violence upon the person of another, except self-defense.
  - c) Unlawfully possessed, used, or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage, or intoxicant of any kind.
  - d) Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.
  - e) Committed or attempted to commit robbery or extortion.
  - f) Caused or attempted to cause damage to school property or private property, which includes but is not limited to, electronic files and databases.
  - g) Stole or attempted to steal school property or private property, which includes but is not limited to, electronic files and databases.
  - h) Possessed or used tobacco or products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This section does not prohibit the use of his or her own prescription products by a pupil

- i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.
- k) Knowingly received stolen school property or private property, which includes but is not limited to, electronic files and databases.
- l) Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- m) Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
- n) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- o) Engaged in, or attempted to engage in hazing. For the purposes of this subdivision, “hazing” means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this section, “hazing” does not include athletic events or school-sanctioned events.
- p) Made terroristic threats against school officials and/or school property, which includes but is not limited to, electronic files and databases. For purposes of this section, “terroristic threat” shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family’s safety, or for the protection of school property, which includes but is not limited to, electronic files and databases, or the personal property of the person threatened or his or her immediate family.
- q) Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this section, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual’s academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.



- r) Caused, attempted to cause, threatened to cause or participated in an act of hate violence, as defined in subdivision (e) of Section 233 of the Education Code. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- s) Intentionally harassed, threatened or intimidated school personnel or volunteers and/or a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading the rights of either school personnel or volunteers and/or student(s) by creating an intimidating or hostile educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- t) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.
  - 1) “Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a student or group of students which would be deemed hate violence or harassment, threats, or intimidation, which are directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:
    - i. Placing a reasonable student (defined as a student, including, but is not limited to, a student with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with exceptional needs) or students in fear of harm to that student’s or those students’ person or property.
    - ii. Causing a reasonable student to experience a substantially detrimental effect on his or her physical or mental health.
    - iii. Causing a reasonable student to experience substantial interference with his or her academic performance.
    - iv. Causing a reasonable student to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by the Charter School.
  - 2) “Electronic Act” means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
    - i. A message, text, sound, video, or image.
    - ii. A post on a social network Internet Web site including, but not limited to:
      - (a) Posting to or creating a burn page. A “burn page” means an Internet Web site created for the purpose of having one or more of the effects as listed in subparagraph (1) above.
      - (b) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in subparagraph (1) above. “Credible impersonation” means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
      - (c) Creating a false profile for the purpose of having one or more of the effects listed in subparagraph (1) above. “False profile” means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

- iii. An act of cyber sexual bullying.
    - (a) For purposes of this clause, “cyber sexual bullying” means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (i) to (iv), inclusive, of paragraph (1). A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.
    - (b) For purposes of this clause, “cyber sexual bullying” does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.
  - 3) Notwithstanding subparagraphs (1) and (2) above, an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.
  - u) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (1)(a)-(b).
  - v) Possessed, sold, or otherwise furnished any knife unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Principal or designee’s concurrence.
2. Non-Discretionary Suspension Offenses: Students must be suspended and recommended for expulsion for any of the following acts when it is determined the pupil:
- a) Possessed, sold, or otherwise furnished any firearm, explosive, or other dangerous object unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Principal or designee’s concurrence.
  - b) Brandishing a knife at another person.
  - c) Unlawfully selling a controlled substance listed in Health and Safety Code Section 11053, *et seq.*
  - d) Committing or attempting to commit a sexual assault or committing a sexual battery as defined in Education Code Section 48900(n).
3. Discretionary Expellable Offenses: Students may be recommended for expulsion for any of the following acts when it is determined the pupil:
- a) Caused, attempted to cause, or threatened to cause physical injury to another person.
  - b) Willfully used force or violence upon the person of another, except self-defense.

- c) Unlawfully possessed, used, or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage, or intoxicant of any kind.
- d) Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.
- e) Committed or attempted to commit robbery or extortion.
- f) Caused or attempted to cause damage to school property or private property, which includes but is not limited to, electronic files and databases.
- g) Stole or attempted to steal school property or private property, which includes but is not limited to, electronic files and databases.
- h) Possessed or used tobacco or products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This section does not prohibit the use of his or her own prescription products by a pupil.
- i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.
- k) Knowingly received stolen school property or private property, which includes but is not limited to, electronic files and databases.
- l) Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- m) Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
- n) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

- o) Engaged in, or attempted to engage in hazing. For the purposes of this subdivision, “hazing” means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this section, “hazing” does not include athletic events or school-sanctioned events.
- p) Made terroristic threats against school officials and/or school property, which includes but is not limited to, electronic files and databases. For purposes of this section, “terroristic threat” shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family’s safety, or for the protection of school property, which includes but is not limited to, electronic files and databases, or the personal property of the person threatened or his or her immediate family.
- q) Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this section, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual’s academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- r) Caused, attempted to cause, threatened to cause or participated in an act of hate violence, as defined in subdivision (e) of Section 233 of the Education Code. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- s) Intentionally harassed, threatened or intimidated school personnel or volunteers and/or a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading the rights of either school personnel or volunteers and/or student(s) by creating an intimidating or hostile educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- t) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.
  - 1) “Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a student or group of students which would be deemed hate violence or harassment, threats, or intimidation, which are directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:
    - i. Placing a reasonable student (defined as a student, including, but is not limited to, a student with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with exceptional needs) or students in fear of harm to that student’s or those students’ person or property.

- ii. Causing a reasonable student to experience a substantially detrimental effect on his or her physical or mental health.
  - iii. Causing a reasonable student to experience substantial interference with his or her academic performance.
  - iv. Causing a reasonable student to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by the Charter School.
- 2) “Electronic Act” means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
- i. A message, text, sound, video, or image.
  - ii. A post on a social network Internet Web site including, but not limited to:
    - (a) Posting to or creating a burn page. A “burn page” means an Internet Web site created for the purpose of having one or more of the effects as listed in subparagraph (1) above.
    - (b) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in subparagraph (1) above. “Credible impersonation” means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
    - (c) Creating a false profile for the purpose of having one or more of the effects listed in subparagraph (1) above. “False profile” means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
  - iii. An act of cyber sexual bullying.
    - (a) For purposes of this clause, “cyber sexual bullying” means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (i) to (iv), inclusive, of paragraph (1). A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.
    - (b) For purposes of this clause, “cyber sexual bullying” does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.
3. Notwithstanding subparagraphs (1) and (2) above, an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.
- u) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (3)(a)-(b).

- v) Possessed, sold, or otherwise furnished any knife unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Principal or designee's concurrence.
4. Non-Discretionary Expellable Offenses: Students must be recommended for expulsion for any of the following acts when it is determined pursuant to the procedures below that the pupil:
- a) Possessed, sold, or otherwise furnished any firearm, explosive, or other dangerous object unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Principal or designee's concurrence.
  - b) Brandishing a knife at another person.
  - c) Unlawfully selling a controlled substance listed in Health and Safety Code Section 11053, et seq.
  - d) Committing or attempting to commit a sexual assault or committing a sexual battery as defined in Education Code Section 48900(n)

If it is determined by the Disciplinary Panel that a student has brought a firearm or destructive device, as defined in Section 921 of Title 18 of the United States Code, on to campus or to have possessed a firearm or dangerous device on campus, the student shall be expelled for one year, pursuant to the Federal Gun Free Schools Act of 1994. In such instances, the pupil shall be provided due process rights of notice and a hearing as required in this policy.

The term "firearm" means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device. Such term does not include an antique firearm.

The term "destructive device" means (A) any explosive, incendiary, or poison gas, including but not limited to: (i) bomb, (ii) grenade, (iii) rocket having a propellant charge of more than four ounces, (iv) missile having an explosive or incendiary charge of more than one-quarter ounce, (v) mine, or (vi) device similar to any of the devices described in the preceding clauses.

### **C. Suspension Procedure**

Suspensions shall be initiated according to the following procedures:

#### **1. Conference**

Suspension shall be preceded, if possible, by a conference conducted by the Principal or the Assistant Principal or Dean of Students, as a designee of the Principal, with the student and his or her parent and, whenever practical, the teacher, supervisor or Charter School employee who referred the student to the Principal or designee.

The conference may be omitted if the Principal or designee determines that an emergency situation exists. An “emergency situation” involves a clear and present danger to the lives, safety or health of students or Charter School personnel. If a student is suspended without this conference, both the parent/guardian and student shall be notified of the student’s right to return to school for the purpose of a conference.

At the conference, the pupil shall be informed of the reason for the disciplinary action and the evidence against him or her and shall be given the opportunity to present his or her version and evidence in his or her defense, in accordance with Education Code Section 47605(c)(5)(J)(i). This conference shall be held within two (2) school days, unless the pupil waives this right or is physically unable to attend for any reason including, but not limited to, incarceration or hospitalization. No penalties may be imposed on a pupil for failure of the pupil’s parent or guardian to attend a conference with Charter School officials. Reinstatement of the suspended pupil shall not be contingent upon attendance by the pupil’s parent or guardian at the conference.

## 2. Notice to Parents/Guardians

At the time of the suspension, the Principal or the Assistant Principal or Dean of Students, a designee of the Principal, shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall be notified in writing of the suspension and the date of return following suspension. This notice shall state the specific offense committed by the student. In addition, the notice shall state the date and time when the student may return to school. If Charter School officials wish to ask the parent/guardian to confer regarding matters pertinent to the suspension, the notice may request that the parent/guardian respond to such requests without delay.

## 3. Suspension Time Limits/Recommendation for Expulsion

The length of the suspension will be determined by the Principal based on the severity of the offense(s), as evidenced by a fair and thorough investigation including witness statements, physical evidence, and other relevant factors, such as contributing life events and circumstances, and whether other means of correction can adequately reduce the length or suspension. For students with IEPs, the Inclusive Education Specialist and/or Director of Inclusive Education

will counsel the Principal on additional factors that are relevant to making the determination. The length of suspension for students may not exceed a period of 5 consecutive days unless an administrative recommendation has been made and agreed to by the student’s parent/guardian. If a student is recommended for a period of suspension exceeding 5 continuous days, a second conference will be scheduled between the parent/guardian and the school to discuss the progress of the suspension upon the completion of the additional term of the suspension. A suspension exceeding 5 days would occur in the event that the Principal does not believe, based upon the offense and conference with student and family, that the student is willing or able to return without significant risk of harm to themselves or other students. The total number of days for which a pupil may be suspended from school shall not exceed 20 school days in any school year, unless for purposes of adjustment, a pupil enrolls in or is transferred

to another regular school, an opportunity school or class, or a continuation education school or class, in which case the total number of school days for which the pupil may be suspended shall not exceed 30 days in any school year. In the event the student is suspended they are placed in an interim educational setting within the District.

Upon a recommendation of expulsion by the Principal or Principal's designee, the pupil and the pupil's parent/guardian or representative will be invited to a conference to determine if the suspension for the pupil should be extended, not to exceed a maximum of 20 school days, pending an expulsion hearing. In such instances when the Principal of the Charter School has determined a suspension period shall be extended, such extension shall be made only after a conference is held with the pupil or the pupil's parents, unless the pupil and the pupil's parents fail to attend the conference.

This determination will be made by the Principal or designee upon either of the following: 1) the pupil's presence will be disruptive to the education process; or 2) the pupil poses a threat or danger to others. Upon either determination, the pupil's suspension will be extended pending the results of an expulsion hearing.

The Advisor of the suspended student will collect and provide the student with classroom material and current assignments to be completed at home during the length of the suspension. Written notification listing all required assignments will be sent to the student's parents and all needed materials will be left in the front office.

The suspension of a student will be at the discretion of the Principal, Assistant Principal or the Dean of Students (as a designee of the Principal). A suspension appeal may be made in writing to the Principal within the term of the suspension. Within 48 business hours, a decision will be made by the Head of Schools regarding the appeal of the student suspension, and this decision will be considered final.

#### 4. Homework Assignments During Suspension

The Advisor of the suspended student will collect and provide the student with classroom material and current assignments to be completed at home during the length of the suspension. Missed tests will also be coordinated to be completed either at home or upon return. Written notification listing all required assignments will be sent to the student's parents and all needed materials will be left in the front office.

### **D. Authority to Expel**



As required by Education Code Section 47605(c)(5)(J)(ii), students recommended for expulsion are entitled to a hearing adjudicated by a Disciplinary Panel to determine whether the student should be expelled. The procedures herein provide for such a hearing and the notice of said hearing, as required by law.

A student may be expelled by a neutral and impartial Disciplinary Panel, The Disciplinary Panel shall consist of two members of the Bright Star Schools Board of Directors. The Disciplinary Panel shall be presided over by a member of the Panel designated as a hearing chairperson. The Disciplinary Panel may expel any student found to have committed an expellable offense.

### **E. Expulsion Procedures**

If the Principal recommends expulsion, the student and the student's parents will be invited to a conference to determine if the suspension for the student should be extended pending an expulsion hearing. During this conference, the student and parents are offered the opportunity to be heard and offer justification for the behavior that led to the potential expulsion. This determination will be made by the Principal upon either of the following findings:

- The student's presence will likely be disruptive to the educational process
- The student poses a threat or danger to others.

Upon this determination, the student's suspension will be extended pending the results of an expulsion hearing, with a maximum of 20 total days in suspension. Students will be recommended for expulsion if the Principal finds that at least one of the following findings may be substantiated:

- Other means of correction are not feasible or have repeatedly failed to bring about proper conduct
- Due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or others

Students recommended for expulsion are entitled to a hearing before the Disciplinary Panel to determine whether the student should be expelled. Unless postponed for good cause, the hearing shall be held within thirty (30) school days after the Principal or designee determines that the pupil has committed an expellable offense.

Following a recommendation for expulsion and a hearing, the Disciplinary Panel, consisting of three impartial members of the Bright Star School's Board of Directors, will make a final decision whether to expel. Any Board member who has independent knowledge of the student or disciplinary circumstances shall not participate as a member of the Disciplinary Panel. The hearing shall be held in closed session (complying with all pupil confidentiality rules under FERPA) unless the pupil makes a written request for a public hearing in open session three (3) days prior to the date of the scheduled hearing.

Written notice of the hearing, which will be emailed and mailed within 48 hours of the request for the hearing, shall be forwarded to the student and the student's parent/guardian at least ten (10) calendar days before the date of the hearing. Upon mailing the notice, it shall be deemed served upon the pupil. The notice shall include:

1. The date and place of the expulsion hearing;
2. A statement of the specific facts, charges and offenses upon which the proposed expulsion is based;
3. A copy of the Charter School's disciplinary rules which relate to the alleged violation;
4. Notification of the student's or parent/guardian's obligation to provide information about the student's status at the Charter School to any other school district or school to which the student seeks enrollment;
5. The opportunity for the student and/or the student's parent/guardian to appear in person or to employ and be represented by counsel or a non-attorney advisor;
6. The right to inspect and obtain copies of all documents to be used at the hearing;
7. The opportunity to confront and question all witnesses who testify at the hearing;
8. The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf including witnesses.

Language support will be made available at the hearing, upon request, in the event that any party involved in the hearing has a primary language other than English.

#### **F. Special Procedures for Expulsion Hearings Involving Sexual Assault or Battery Offenses**

The Charter School may, upon a finding of good cause, determine that the disclosure of either the identity of the witness or the testimony of that witness at the hearing, or both, would subject the witness to an unreasonable risk of psychological or physical harm. Upon this determination, the testimony of the witness may be presented at the hearing in the form of sworn declarations that shall be examined only by the Charter School or the hearing officer. Copies of these sworn declarations, edited to delete the name and identity of the witness, shall be made available to the pupil.

3. The complaining witness in any sexual assault or battery case must be provided with a copy of the applicable disciplinary rules and advised of his/her right to (a) receive five days notice of his/her scheduled testimony, (b) have up to two (2) adult support persons of his/her choosing present in the hearing at the time he/she testifies, which may include a parent, guardian, or legal counsel, and (c) elect to have the hearing closed while testifying.
4. The Charter School must also provide the victim a room separate from the hearing room for the complaining witness' use prior to and during breaks in testimony.
5. At the discretion of the Disciplinary Panel, the complaining witness shall be allowed periods of relief from examination and cross-examination during which he or she may leave the hearing room.
6. The entity conducting the expulsion hearing may also arrange the seating within the hearing room to facilitate a less intimidating environment for the complaining witness.
7. The entity conducting the expulsion hearing may also limit time for taking the testimony of the complaining witness to the hours he/she is normally in school, if there is no good cause to take the testimony during other hours.

8. Prior to a complaining witness testifying, the support persons must be admonished that the hearing is confidential. Nothing in the law precludes the Disciplinary Panel from removing a support person whom the presiding entity finds is disrupting the hearing. The entity conducting the hearing may permit any one of the support persons for the complaining witness to accompany him or her to the witness stand.
9. If one or both of the support persons is also a witness, the Charter School must present evidence that the witness' presence is both desired by the witness and will be helpful to the Charter School. The entity presiding over the hearing shall permit the witness to stay unless it is established that there is a substantial risk that the testimony of the complaining witness would be influenced by the support person, in which case the presiding official of the Disciplinary Panel shall admonish the support person or persons not to prompt, sway, or influence the witness in any way. Nothing shall preclude the presiding officer from exercising his or her discretion to remove a person from the hearing whom he or she believes is prompting, swaying, or influencing the witness.
10. The testimony of the support person shall be presented before the testimony of the complaining witness and the complaining witness shall be excluded from the hearing room during that testimony.
11. Especially for charges involving sexual assault or battery, if the hearing is to be conducted in public at the request of the pupil being expelled, the complaining witness shall have the right to have his/her testimony heard in a closed session when testifying at a public meeting would threaten serious psychological harm to the complaining witness and there are no alternative procedures to avoid the threatened harm. The alternative procedures may include videotaped depositions or contemporaneous examination in another place communicated to the hearing room by means of closed-circuit television.
12. Evidence of specific instances of a complaining witness' prior sexual conduct is presumed inadmissible and shall not be heard absent a determination by the entity conducting the hearing that extraordinary circumstances exist requiring the evidence be heard. Before such a determination regarding extraordinary circumstances can be made, the witness shall be provided notice and an opportunity to present opposition to the introduction of the evidence. In the hearing on the admissibility of the evidence, the complaining witness shall be entitled to be represented by a parent, legal counsel, or other support person. Reputation or opinion evidence regarding the sexual behavior of the complaining witness is not admissible for any purpose.

## **G. Record of Hearing**

A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings can be made. The Charter School will create a written record of the expulsion proceeding in a separately-maintained file, which will be utilized in an appeal process if pursued. The record shall be made available to the parents upon request.

## **H. Presentation of Evidence**

While technical rules of evidence do not apply to expulsion hearings, evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. A decision by the Disciplinary Panel to expel must be supported by substantial evidence that the student committed an expellable offense. Findings of fact shall be based solely on the evidence at the hearing. While hearsay evidence is admissible, no decision to expel shall be based solely on hearsay. Sworn declarations may be admitted as testimony from witnesses of whom the Disciplinary Panel determines that disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm.

If, due to a written request by the expelled pupil, the hearing is held at a public meeting, and the charge is committing or attempting to commit a sexual assault or committing a sexual battery as defined in Education Code Section 48900, a complaining witness shall have the right to have his or her testimony heard in a session closed to the public.

The decision of the Disciplinary Panel shall be in the form of written findings of fact. The final decision by the Disciplinary Panel shall be made within ten (10) school days following the conclusion of the hearing.

If the Disciplinary Panel decides not to recommend expulsion, the pupil shall immediately be returned to his/her educational program.

### **I. Written Notice to Expel**

The Principal or designee, following a decision of the Disciplinary Panel to expel, shall send written notice of the decision to expel, including the Disciplinary Panel's adopted findings of fact, to the student or parent/guardian. This notice shall also include the following: (a) Notice of the specific offense committed by the student; and (b) Notice of the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the Charter School.

The Principal or designee shall send a copy of the written notice of the decision to expel to the District. This notice shall include the following: (a) The student's name; and (b) The specific expellable offense committed by the student; (C) rehabilitation plans, including the term of expulsion, criteria to be set forth in the plan, and the timelines and process for reinstatement and/or readmission following completion of the term of expulsion.

### **J. Disciplinary Records**

The Charter School shall maintain records of all student suspensions and expulsions at the Charter School. Such records shall be made available to the authorizer upon request.

### **K. Expulsion Appeal**

An expulsion may be appealed in writing within ten working days of the communication of the expulsion to the parent or guardian and must be submitted in writing to the Principal. The student will be considered suspended until a meeting is convened to consider the appeal (within 10 working days). The Bright Star Board of Directors, excluding the members of the Disciplinary Panel who presided over the original expulsion hearing, shall hear the appeal. For an appeal, the student and guardian and or advocate may provide the reasons they disagree with the original findings and or his/her rationale for why they feel in some way the process was flawed. The Principal will also have the opportunity to represent their findings and reason for original recommendation.

For a student who has an expulsion upheld upon appeal, the family will be sent written notification by the Principal, within 24 hours of such decision, including specific reasons why appeal was denied, and will be given a readmission eligibility review date. For students whose expulsion has been overturned, a re-entry conference will be facilitated by a trained school personnel the next school day, and the student will resume regular classes immediately.

The decision of the Bright Star Board of Directors will be final. If the student is expelled or if expulsion is upheld on appeal, Charter School shall notify the Student Discipline and Expulsion Support Unit “SDES” including submitting an expulsion packet to include expulsion order, rehabilitation plan, and reinstatement eligibility immediately.

#### **L. Rehabilitation, Reinstatement, and Readmission**

In the event of a decision to expel a student, the Charter School will work cooperatively with the district of residence to assist with appropriate educational placement of the expelled student. Any incident of violent and/or serious student behavior such as sexual assault shall be communicated to the school district or school to which the student matriculates.

The term of the expulsion shall remain in effect for not more than one academic year or until the Governing Board of Bright Star Schools otherwise authorizes the pupil’s readmission upon successful completion of the rehabilitation plan. The terms of the rehabilitation plan are developed by considering logical consequences for the behavior which the student is being expelled. During the time of expulsion from the Charter School, the student shall comply with the rehabilitation plan, and have satisfactory grades and attendance during the time of the expulsion, and may be asked to receive appropriate and related counseling services.

The decision to readmit a student shall be at the sole discretion of the Bright Star Schools Board, following a meeting with the Executive Director and the student and/or parent/guardian, to determine whether the student has successfully completed the rehabilitation plan and to determine whether the student poses a threat to others or will be disruptive to the school environment. The student's readmission is also contingent upon the enrollment capacity of the Charter School at the time the student seeks readmission.

#### **M. Notice to Teachers**

The Charter School shall notify teachers of each pupil who has engaged in or is reasonably suspected to have engaged in any of the acts listed in Education Code Section 49079 and the corresponding enumerated offenses set forth above.

## Element 11: Employee Retirement Systems

*“The manner by which staff members of the charter schools will be covered by the State Teachers’ Retirement System, the Public Employees’ Retirement System, or federal social security.” (Ed. Code § 47605(c)(5)(K).)*

Charter School shall comply in a timely manner with all applicable federal and state laws and regulations, as they may change from time to time, including but not limited to Internal Revenue Code section 414(d) and related regulations, governing Charter School’s participation in, and/or coverage of its staff members by, the State Teachers’ Retirement System (CalSTRS), the Public Employees’ Retirement System (CalPERS), and/or federal social security.

If Charter School participates in, or otherwise covers its staff members by enrolling or continuing their enrollment in, a “government plan” governed by section 414(d) (e.g., CalPERS), upon dissolution or final liquidation of Charter School, and/or its nonprofit public benefit corporation, notwithstanding any provision in Element 15 to the contrary, Charter School shall distribute its net assets in accordance with section 414(d), related regulations, and the government plan’s requirements.

If Charter School participates in CalSTRS and/or CalPERS, Charter School shall continue such participation for the duration of Charter School’s existence under the same CDS code, if mandated by applicable legal and retirement plan requirements.

### 11.1 Employee Retirement Systems

The Bright Star Schools Board of Directors shall determine which school-sponsored retirement plans will be available to various types of staff (e.g., certificated staff, Part-time staff, etc.), in consultation with the LAUSD Charter School Division.

All staff members in certificated positions of Charter School participate in the California State Teachers’ Retirement System (CalSTRS). Charter School shall work directly with the Los Angeles County Office of Education to forward in a timely fashion any required payroll deductions and related data required for CalSTRS or similar programs. All withholdings from employees and Charter School will be forwarded to the CalSTRS Fund as required. Charter School shall continue participation in STRS so long as it operates under the charter, or as otherwise required by law.

Non-certificated employees will participate in the federal Social Security system in accordance with applicable law.

Charter School shall comply in a timely manner with all applicable federal and state laws and regulations, as they may change from time to time, including but not limited to Internal Revenue Code section 414(d) and related regulations, governing Charter School’s participation in, and/or coverage of its staff members by, the State Teachers’ Retirement System (CalSTRS), the Public Employees’ Retirement System, and/or federal social security.

Charter Schools also has an optional 403B plan that both certificated and classified employees can participate in. The certificated employees do not receive any match from the employer for the 403B plan. Only classified full time employees receive a match up to 4% of their contributions.

In other words,

- Certificated employees participate in CalSTRS retirement system.
- Classified employees participate in the federal Social Security System. Classified employees do not participate in CalPRS.
- Both Certificated and Classified employees can participate in the optional 403(b) retirement system. Only Classified employees get up to a 4% employer match.

The Vice President of Human Resources will ensure the appropriate arrangements for coverage have been made and will be sustained.

## **Element 12: Public School Attendance Alternatives**

*“The public school attendance alternatives for pupils residing within the school district who choose not to attend charter schools.” (Ed. Code § 47605(c)(5)(L).)*

Pupils of Charter School do not have or gain any right to admission in a particular school of any school district, or program of any school district, as a consequence of applying to or enrolling in Charter School, except to the extent that such a right is extended by the school district.

A pupil who chooses not to attend Charter School may attend a public school within the pupil’s school district of residence in accordance with applicable law and that school district’s policies and procedures. The pupil alternatively may seek to enroll in another charter school in accordance with applicable law and the terms of the school’s charter. If LAUSD is the pupil’s school district of residence, an eligible pupil may pursue an inter-district transfer, if available, in accordance with the admission, enrollment, and transfer policies and procedures of the District, as they may change from time to time.

### **12.1 Public School Attendance Alternatives**

As a public school of choice, Charter School does not have restrictive enrollment based on residence, etc. Parents and students will be informed of their public school attendance alternatives during the enrollment process.



## Element 13: Rights of District Employees

*“The rights of an employee of the school district upon leaving the employment of the school district to work in a charter school, and of any rights of return to the school district after employment at a charter school.” (Ed. Code § 47605(c)(5)(M).)*

Employees of the District who choose to leave the employment of the District to work at Charter School shall have no automatic rights of return to the District after employment at Charter School unless specifically granted by the District through a leave of absence or other agreement or policy of the District as aligned with the collective bargaining agreements of the District. Leave and return rights for District union-represented employees and former employees who accept employment with Charter School will be administered in accordance with applicable collective bargaining agreements and any applicable judicial rulings.

## **Element 14: Mandatory Dispute Resolution**

*“The procedures to be followed by the charter school and the entity granting the charter to resolve disputes relating to provisions of the charter.” (Ed. Code § 47605(c)(5)(N).)*

### **GENERAL PROVISIONS**

Any claim, controversy or dispute between the District and Charter School arising out of, or relating to, this Charter, except for any claim, controversy or dispute related to the authorization, non-renewal, revision, and/or revocation of this Charter, (“Dispute”) shall be resolved pursuant to the terms of this Element 14.

Notwithstanding any other provision of law, each party shall bear and be solely responsible for all of its own attorneys’ fees, costs and expenses associated with any Dispute, including, but not limited to, any written/oral communication, meeting, Issues Conference, mediation, arbitration, administrative and/or civil action (including all levels of appeal), and no party shall be ordered to pay, or be awarded, any other party’s attorneys’ fees, costs or expenses in connection therewith, regardless of who may be deemed the prevailing party. Any fees, costs and expenses charged by a mediator or arbitrator (including all associated administration fees, costs and expenses) shall be shared equally by the parties regardless of the outcome or award. To that effect, any order or award of attorneys’ fees, costs and/or expenses, or mediator’s or arbitrator’s fees, costs or expenses (including any associated administration fees, costs and expenses), issued by a mediator, arbitrator, judicial officer (including all levels of appeal) or jury in any Dispute shall be deemed invalid as a matter of law and unenforceable by one party against the other party.

### **PROPOSITION 39 DISPUTES**

Any Dispute related to or arising out of Education Code section 47614 and/or its implementing regulations set forth in California Code of Regulations, title 5, section 11969 et seq. (“Proposition 39”), shall be resolved in accordance with the procedures set forth below:

- 1) Any Dispute shall be communicated in writing (“Written Notification”). The Written Notification must identify the nature of the Dispute and all supporting facts. The Written Notification shall be tendered to the other party by personal delivery, by facsimile or e-mail, or by certified mail. The Written Notification shall be deemed received (a) if personally delivered, upon date of delivery to the address of the person to receive such notice if delivered by 5:00 p.m., or otherwise on the business day following personal delivery; (b) if by facsimile or e-mail, upon electronic confirmation of receipt; or (c) if by certified mail, two (2) business days after deposit in the U.S. Mail.

Unless directed otherwise, all Written Notifications to the District and Charter School shall be addressed respectively as follows:

Director

Charter Schools Division

Los Angeles Unified School District

333 South Beaudry Avenue, 20th Floor

Los Angeles, California 90017

Rise Kohyang Middle School

Charter School Principal

Rise Kohyang Middle School

600 S. La Fayette Park Place – Third Floor, Los Angeles, CA - 90057

- 2) A written response (“Written Response”) shall be tendered to the other party within fifteen (15) business days from the date of receipt of the Written Notification or other date as determined by mutual agreement of the parties. The Written Response shall be tendered to the other party by personal delivery, by facsimile or e-mail, or by certified mail. The Written Response shall be deemed received (a) if personally delivered, upon date of delivery to the address of the person to receive such communication if delivered by 5:00 p.m., or otherwise on the business day following personal delivery; (b) if by facsimile or e-mail, upon electronic confirmation of receipt; or (c) if by certified mail, two (2) business days after deposit in the U.S. Mail.
- 3) If the Dispute has not been resolved by mutual agreement from the Written Response, the parties agree to schedule a conference to discuss the Dispute identified in the Written Notice (“Issue Conference”). The Issue Conference shall take place within fifteen (15) business days from the date on which the Written Response is received by the other party or other date as determined by mutual agreement of the parties.
- 4) If the Dispute has not been resolved by mutual agreement at the Issue Conference, either party may then request that the Dispute be resolved by mediation. Within fifteen (15) business days of the date of the request for mediation or other date as determined by mutual agreement of the parties, the parties shall mutually agree upon the selection of a mediator. If the parties are unable to mutually agree upon the selection of a mediator, the mediator shall be selected from a list of mediators prepared and provided by the American Arbitration Association. Mediation proceedings shall commence within thirty (30) business days of the date of the request for mediation or other date as determined by mutual agreement of the parties, and conclude within forty (40) business days of the date of the request for mediation or other date as determined by mutual agreement of the parties. Unless the parties mutually agree otherwise, mediation proceedings shall be administered in accordance with the commercial mediation procedures of the American Arbitration Association.
- 5) If the mediation is not successful, either party may then initiate a civil action. Venue for any civil action between the parties shall be the Los Angeles County Superior Court.

### **NON-PROPOSITION 39 DISPUTES**

Any Dispute not related to or arising out of Proposition 39 shall be resolved in accordance with the procedures set forth below:

- 1) Any Dispute shall be communicated in writing (“Written Notification”). The Written Notification must identify the nature of the Dispute and any supporting facts. The Written Notification shall be tendered to the other party by personal delivery, by facsimile, or by certified mail. The Written Notification shall be deemed received (a) if personally delivered, upon date of delivery to the address of the person to receive such notice if delivered by 5:00 p.m., or otherwise on the business day following personal delivery; (b) if by facsimile, upon electronic confirmation of receipt; or (c) if by mail, two (2) business days after deposit in the U.S. Mail.

Unless directed otherwise all Written Notifications to the District and Charter School shall be addressed respectively as follows:

Director

Charter Schools Division

Los Angeles Unified School District

333 South Beaudry Avenue, 20th Floor

Los Angeles, California 90017

Ruth Kim

Rise Kohyang Middle School

600 S. La Fayette Park Place – Third Floor, Los Angeles, CA – 90057

A written response (“Written Response”) shall be tendered to the other party within twenty (20) business days from the date of receipt of the Written Notification or other date as determined by mutual agreement of the parties. The Written Response shall be tendered to the other party by personal delivery, by facsimile or e-mail, or by certified mail. The Written Response shall be deemed received (a) if personally delivered, upon date of delivery to the address of the person to receive such communication if delivered by 5:00 p.m., or otherwise on the business day following personal delivery; (b) if by facsimile or e-mail, upon electronic confirmation of receipt; or (c) if by certified mail, two (2) business days after deposit in the U.S. Mail.

- 2) If the Dispute has not been otherwise resolved by mutual agreement, the parties agree to schedule a conference to discuss the Dispute identified in the Written Notice (“Issue Conference”). The Issue Conference shall take place within fifteen (15) business days from the date from the date on which the Written Response is received by the other party or other date as determined by mutual agreement of the parties.
- 3) If the Dispute has not been resolved by mutual agreement at the Issue Conference, either party may then request that the Dispute be resolved by mediation. Within fifteen (15) business days of the date of the request for mediation or other date as determined by mutual agreement of the parties, the parties shall mutually agree upon the selection of a mediator. If the parties are unable to mutually agree upon the selection of a mediator, the mediator shall be selected from a list of mediators prepared and provided by the American Arbitration Association. Mediation proceedings shall commence within thirty (30) business days of the date of the request for mediation or other date as determined by mutual agreement of the parties. Unless the parties mutually agree otherwise, mediation proceedings shall be administered in accordance with the commercial mediation procedures of the American Arbitration Association.
- 4) If the mediation is not successful, then the parties agree to resolve the Dispute by binding arbitration conducted by a single arbitrator. Unless the parties mutually agree otherwise, arbitration proceedings shall be administered in accordance with the commercial arbitration rules of the American Arbitration Association. The arbitrator must be an active member of the State Bar of California or a retired judge of the state or federal judiciary of California.

## **Element 15: Charter School Closure Procedures**

*“The procedures to be used if the charter school closes. The procedures shall ensure a final audit of the charter school to determine the disposition of all assets and liabilities of the charter school, including plans for disposing of any net assets and for the maintenance and transfer of pupil records.” (Ed. Code § 47605(c)(5)(O).)*

### **REVOCATION OF THE CHARTER**

The District may revoke the Charter pursuant to the provisions set forth in the Charter Schools Act of 1992, as they may be amended from time to time. The District may revoke the Charter of Charter School if the District finds, through a showing of substantial evidence, that Charter School did any of the following:

- Charter School committed a material violation of any of the conditions, standards, or procedures set forth in the Charter.
- Charter School failed to meet or pursue any of the pupil outcomes identified in the Charter.
- Charter School failed to meet generally accepted accounting principles, or engaged in fiscal mismanagement.
- Charter School violated any provision of law.

Prior to revocation, and in accordance with Education Code section 47607(g) and state regulations, the LAUSD Board of Education will notify Charter School in writing of the specific violation, and give Charter School a reasonable opportunity to cure the violation, unless the LAUSD Board of Education determines, in writing, that the violation constitutes a severe and imminent threat to the health or safety of the pupils. Revocation proceedings are not subject to the dispute resolution provisions set forth in this Charter.

Pursuant to Education Code section 47607.3, a charter school identified for needing assistance and provided advice and assistance from the California Collaborative for Educational Excellence based on failure to satisfy state evaluation rubrics may be subject to revocation.

### **CLOSURE ACTION**

The decision to close Charter School, by the governing board of Charter School must be documented in a “Closure Action”. A Closure Action shall be deemed to have been automatically taken when any of the following occur: the Charter is revoked (subject to the provisions of Education Code section 47607(f)) or non-renewed by the LAUSD Board of Education and Charter School has exhausted its revocation or non-renewal administrative appeal rights pursuant to Education Code sections 47605(k) and 47607(j), or its administrative appeal rights have lapsed, or the charter school voluntarily closes at any stage of the administrative appeal process; the governing board of Charter School votes to close Charter School; or the Charter lapses.

### **CLOSURE PROCEDURES**

The procedures for charter school closure set forth below are guided by Education Code sections 47604.32, 47605, and 47607 as well as California Code of Regulations, title 5, sections 11962 and 11962.1, and are based on “Charter Schools Closure - Requirements and Recommendations” posted on the California Department of Education website. All references to “Charter School” apply to Charter School, including its nonprofit corporation and governing board.

### **Designation of Responsible Person(s) and Funding of Closure**

Prior to or at the time of the taking of a Closure Action by either the governing board of Charter School or the LAUSD Board of Education, the governing board of Charter School shall designate a person or persons responsible for conducting and overseeing all closure-related procedures and activities, and allocate sufficient funding for, or otherwise determine how Charter School will fund, these activities.

### **Notification of Closure Action**

Upon the taking of a Closure Action, Charter School shall send written notice of its closure to:

1. The LAUSD Charter Schools Division (CSD). Charter School shall provide the CSD with written notice of (1) the person(s) designated to be responsible for conducting and overseeing all closure activities, and (2) the source, location, and management of the funding for such activities. If the Closure Action is an act of Charter School, Charter School shall provide the CSD with a copy of the governing board resolution or minutes that documents its Closure Action.
2. Parents/guardians of all students, and all majority age and emancipated minor students, currently enrolled in Charter School within 72 hours of the Closure Action. Charter School shall simultaneously provide a copy of the written parent notification to the CSD.
3. Los Angeles County Office of Education (LACOE). Charter School shall send written notification of the Closure Action to LACOE by registered mail within 72 hours of the Closure Action. Charter School shall simultaneously provide a copy of this notification to the CSD.
4. The Special Education Local Plan Area (SELPA) in which Charter School participates. Charter School shall send written notification of the Closure Action to the SELPA in which Charter School participates by registered mail within 72 hours of the Closure Action. Charter School shall simultaneously provide a copy of this notification to the CSD.
5. The retirement systems in which Charter School’s employees participate. Within fourteen (14) calendar days of the Closure Action, Charter School shall notify, as applicable, the State Teachers Retirement System (STRS), Public Employees Retirement System (PERS), the Social Security Administration, and the Los Angeles County Office of Education of the Closure Action, and follow their respective procedures for dissolving contracts and reporting. Charter School shall provide a copy of these notifications and correspondence to the CSD.
6. The California Department of Education (CDE). Charter School shall send written notification of the Closure Action to the CDE by registered mail within 72 hours of the Closure Action. Charter School shall provide a copy of this notification to the CSD.
7. Any school district that may be responsible for providing education services to the former students of Charter School. Charter School shall send written notification of the Closure Action within 72 hours of the Closure

Action. This notice must include a list of potentially returning students and their home schools based on student residence. Charter School shall provide a copy of these notifications, if any, to the CSD.

8. All Charter School employees and vendors within 72 hours of the Closure Action. Charter School shall simultaneously provide a copy of the written employee and vendor notification, with any attachments, to the CSD.

Notification of all the parties above, with the exception of employees and vendors, must include but is not limited to the following information:

1. The effective date of the closure of Charter School
2. The name(s) and contact information for the person(s) handling inquiries regarding the closure
3. The students' school districts of residence
4. How parents/guardians of all students, and all majority age and emancipated minor students, may obtain copies of student records and transcripts, including specific information on completed courses and credits that meet graduation requirements

In addition to the four required items above, notification of the CDE shall also include:

1. A description of the circumstances of the closure
2. The location of student and personnel records

In addition to the four required items above, notification of parents/guardians of all students, and all majority age and emancipated minor students, shall also include:

1. Information on how to enroll or transfer the student to an appropriate school
2. A certified packet of student information that includes closure notice, a copy of the student's cumulative record and other records, including but not limited to grade reports, discipline records, immunization records, completed coursework, credits that meet graduation requirements, a transcript, and state testing results
3. Information on student completion of college entrance requirements, for all high school students affected by the closure

Notification of employees and vendors shall include:

1. The effective date of the closure of Charter School
2. The name(s) and contact information for the person(s) handling inquiries regarding the closure
3. The date and manner, which shall be no later than 30 days from the effective date of the closure of Charter School, by which Charter School shall provide employees with written verification of employment

Within 30 calendar days of the effective date of closure, Charter School shall provide all employees with written verification of employment. Charter School shall send copies of all such employee verification letters to the CSD.

## **Records Retention and Transfer**

Charter School shall comply with all applicable laws as well as District policies and procedures, as they may change from time to time, regarding the transfer and maintenance of Charter School records, including student records. These requirements include:

1. Charter School shall provide the District with all original student cumulative files and behavior records, pursuant to District policy and applicable District handbook(s) regarding cumulative records for secondary and elementary schools, for all students, both active and inactive, of Charter School. Transfer of the complete and organized original student records to the District, in accordance with District procedures applicable at the time of closure, shall occur within seven (7) calendar days of the effective date of closure.
2. Charter School's process for transferring copies of student records to receiving schools shall be in accordance with applicable law and LAUSD procedures for students moving from one school to another.
3. Charter School shall prepare and provide an electronic master list of all students to the Charter Schools Division in accordance with the District procedures applicable at the time of closure. This list shall include the student's identification number, Statewide Student Identifier (SSID), birthdate, grade, full name, address, home school/school district, enrollment date, exit code, exit date, parent/guardian name(s), and phone number(s). If the Charter School closure occurs before the end of the school year, the list also shall indicate the name of the school to which each student is transferring, if known. This electronic master list shall be delivered to the CSD in the form of a CD or otherwise in accordance with District procedures.
4. Charter School must organize the original cumulative files for delivery to the District in two categories: active students and inactive students. Charter School will coordinate with the CSD for the delivery and/or pickup of student records.
5. Charter School must update all student records in the California Longitudinal Pupil Achievement Data System (CALPADS) prior to closing.
6. Charter School must provide to the CSD a copy of student attendance records, teacher gradebooks, and Title I records (if applicable).
7. Charter School must provide to the CSD the name, title, and contact information of the person designated to maintain all Charter School personnel records after the closure. Personnel records to be transferred to and maintained by the designee must include any and all employee records, including but not limited to, records related to performance and grievance. Charter School must provide to the CSD and the designee a list of all active and inactive employees and their periods of service. Both Charter School and the designee, individually and separately, shall inform the CSD immediately upon the transfer of Charter School's employee records to the designee.
8. Charter School shall ensure that all records are boxed and clearly labeled by classification of documents and the required duration of storage in accordance with District procedures.



9. Charter School shall provide to the responsible person(s) designated by the governing board of Charter School to conduct all closure-related activities a list of students in each grade level and, for each student, a list of classes completed and the student's district of residence.

### **Financial Close-Out**

After receiving notification of closure, the California Department of Education (CDE) will notify Charter School and the authorizing entity of any liabilities Charter School owes the state, which may include overpayment of apportionments, unpaid revolving fund loans or grants, and/or similar liabilities. The CDE may ask the county office of education to conduct an audit of the charter school if it has reason to believe that the school received state funding for which it was not eligible.

Charter School shall ensure completion of an independent final audit within six months after the closure of Charter School that includes:

1. An accounting of all financial assets. These may include cash and accounts receivable and an inventory of property, equipment, and other items of material value.
2. An accounting of all liabilities. These may include accounts payable or reduction in apportionments due to loans, unpaid staff compensation, audit findings, or other investigations.
3. An assessment of the disposition of any restricted funds received by or due to Charter School.

This audit may serve as Charter School's annual audit if it meets all of the requirements of the annual audit.

Charter School shall pay for the financial closeout audit of Charter School. This audit will be conducted by a neutral, independent licensed CPA who will employ generally accepted accounting principles. Any liability or debt incurred by Charter School will be the responsibility of Charter School and not LAUSD. Charter School understands and acknowledges that Charter School will cover the outstanding debts or liabilities of Charter School. Any unused monies at the time of the audit will be returned to the appropriate funding source. Charter School understands and acknowledges that only unrestricted funds will be used to pay creditors. Any unused AB 602 funds will be returned to the District SELPA or the SELPA in which Charter School participates, and other categorical funds will be returned to the source of funds.

Charter School shall ensure the completion and filing of any annual reports required. These reports include but are not necessarily limited to:

1. Preliminary budgets
2. Interim financial reports
3. Second interim financial reports
4. Final unaudited reports

These reports must be submitted to the CDE and the authorizing entity in the form required. These reports should be submitted as soon as possible after the Closure Action, but no later than the required deadline for reporting for the fiscal year.

For apportionment of categorical programs, the CDE will count the prior year average daily attendance (ADA) or enrollment data of the closed Charter School with the data of the authorizing entity. This practice will occur in the first year after the closure and will continue until CDE data collection processes reflect ADA or enrollment adjustments for all affected LEAs due to the charter closure.

## **Disposition of Liabilities and Assets**

The closeout audit must identify the disposition of all liabilities of Charter School. Charter School closure procedures must also ensure appropriate disposal, in accordance with the District Required Language provisions in Element 11 of this Charter, Charter School's governing board bylaws, fiscal procedures, and any other applicable laws and regulations, of any net assets remaining after all liabilities of Charter School have been paid or otherwise addressed. Such disposal includes, but is not limited to:

1. Charter School, at its cost and expense, shall return to the District any and all property, furniture, equipment, supplies, and other assets provided to Charter School by or on behalf of the District. The District discloses that the California Education Code sets forth the requirements for the disposition of the District's personal property and Charter School shall bear responsibility and liability for any disposition in violation of statutory requirements.
2. The return of any donated materials and property in accordance with any terms and conditions set when the donations were accepted.
3. The return of any grant and restricted categorical funds to their sources according to the terms of the grant or state and federal law.
4. The submission of final expenditure reports for any entitlement grants and the filing of Final Expenditure Reports and Final Performance Reports, as appropriate.

If Charter School is operated as or by a nonprofit corporation, and if the corporation does not have any functions other than operation of Charter School, the corporation shall be dissolved according to its bylaws.

Charter School shall retain sufficient staff, as deemed appropriate by the Charter School governing board to complete all necessary tasks and procedures required to close the school and transfer records in accordance with these closure procedures.

Charter School's governing board shall adopt a plan for wind-up of Charter School and, if necessary, the corporation, in accordance with the requirements of the Corporations Code.

Charter School shall provide LAUSD within fourteen (14) calendar days of the Closure Action with written notice of any outstanding payments due to staff and the time frame and method by which Charter School will make the payments.

Prior to final close-out, Charter School shall complete all actions required by applicable law, including but not limited to the following:

- a. File all final federal, state, and local employer payroll tax returns and issue final W-2s and Form 1099s by the statutory deadlines.
- b. Make final federal tax payments (employee taxes, etc.)
- c. Complete and submit all required federal and state filings and notices to the State of California, the Internal Revenue Service, and the Department of the Treasury, including but not limited to final tax returns and forms (e.g., Form 990 and related Schedules).

This Element 15 shall survive the revocation, expiration, termination, cancellation of this Charter, or any other act or event that would end Charter School’s authorization to operate as a charter school or cause Charter School to cease operation. Charter School agrees that, due to the nature of the property and activities that are the subject of this Charter, the District and public shall suffer irreparable harm should Charter School breach any obligation under this Element 15. The District therefore reserves the right to seek equitable relief to enforce any right arising under this Element 15 or any provision of this Element 15 or to prevent or cure any breach of any obligation undertaken, without in any way prejudicing any other legal remedy available to the District. Such legal relief shall include, without limitation, the seeking of a temporary or permanent injunction, restraining order, or order for specific performance, and may be sought in any appropriate court.

### **15.1 Closure Procedures**

Bright Star Schools’ Executive Director and Deputy Superintendent of Education, along with the School Principal, will serve as the school’s closure agent in the event that the school closes.

## **Additional Provisions**

### **FACILITIES**

Charter School shall comply with all geographic and site limitations and related requirements set forth in Education Code sections 47605.1, 47602(a), and 47605(a).

### **District-Owned Facilities**

If Charter School is using District facilities as of the date of the submission of this charter petition or takes occupancy of District facilities prior to the approval of this charter petition, Charter School shall execute an agreement provided by the District for the use of the District facilities as a condition of the approval of the charter petition. If at any time after the approval of this charter petition Charter School will occupy and use any District facilities, Charter School shall execute an agreement provided by the District for the use of the District facilities prior to occupancy and commencing use. Charter School shall implement and otherwise comply with the terms of any and all applicable facilities use agreements between Charter School and the District.

The circumstances of Charter School's occupancy of District facilities may change over time such as, but not limited to, enrollment, programs, and the conditions of facilities, and the District has a vested interest in having an agreement that is appropriate for the situation.

For a Sole Occupant Agreement or any other use agreement that is not a Proposition 39 Single Year Co-location Use Agreement or a lease issued through the Notice of Intent and bid process, the term may be co-terminous with the approved Charter, as permitted by law. Charter School and the District shall negotiate any modifications of the agreement with the goal of such amendment or new agreement being considered by the LAUSD Board of Education with the renewal of the charter petition. If Charter School and the District cannot execute an agreement in time for such to be considered by the Board of Education with the renewal of the charter petition, the approval of the renewal of the charter petition shall be conditioned upon Charter School and the District executing an amendment to the existing use agreement or a new agreement no later than May 1st or within nine (9) months of the date of the Board of Education's approval of the renewal of the charter petition. During such time period Charter School shall be permitted to remain in occupancy of the District facilities under the terms and conditions of the immediately preceding, executed use agreement; provided, that if Charter School and the District cannot agree upon and execute an amendment or new use agreement by said deadline, Charter School shall vacate the District facilities on or before June 30th of said school year.

Charter School acknowledges and agrees that occupancy and use of District facilities shall be in compliance with applicable laws and District policies for the operation and maintenance of District facilities and furnishings and equipment. Charter School shall comply with all District health, safety, and emergency procedures and requirements and shall be subject to inspection by the District's Facilities Services Division, OEHS, and other District offices in the same manner as other LAUSD campuses. All District facilities (i.e., schools) will remain subject to those laws applicable to public schools.

In the event of an emergency, all District facilities (i.e., schools) are available for use by the American Red Cross and public agencies as emergency locations, which may disrupt or prevent Charter School from conducting its educational programs. If Charter School will share the use of District facilities with other District user groups, Charter School agrees that it will participate in and observe all District safety policies (e.g., emergency chain of information and participation in safety drills).

The use agreements provided by the District for District facilities shall contain terms and conditions addressing issues such as, but not limited to, the following:

- Use: Charter School will be restricted to using the District facilities for the operation of a public school providing educational instruction to public school students consistent with the terms of the Charter and incidental related uses. Separate and apart from its right as authorizer to observe and inspect any part of the charter school at any time pursuant to Education Code 47607(a)(1), the District shall have and reserves the right to inspect District facilities upon reasonable notice to Charter School.
  
- Furnishings and Equipment: The District shall retain ownership of any furnishings and equipment, including technology, (“F&E”) that it provides to Charter School for use. Charter School, at its sole cost and expense, shall provide maintenance and other services for the good and safe operation of the F&E.
  
- Leasing; Licensing: Use of the District facilities by any person or entity other than Charter School shall be administered by the District. The parties may agree to an alternative arrangement in the use agreement.
  
- Programs, Services, and Activities Outside Instructional Program; Third Party Vendors:
  - (i) Any program, service, or activity provided outside the instructional program shall be subject to the terms and provisions of the use agreement, and, additionally, may require a license, permit, or additional agreement issued by the District. The term “instructional program” is defined, per Education Code section 47612 and 5 CCR section 11960, as those required educational activities that generate funding based on “average daily attendance” and includes those extracurricular programs, services, and/or activities that students are required to participate in and do not require the payment of any consideration or fee.
  
  - (ii) Any program, service, or activity requiring the payment of any consideration or fee or provided by a third party vendor (defined as any person or entity other than Charter School), whether paid or volunteer and regardless of whether such may be within the instructional program, shall be subject to the terms and provisions of the use agreement and such third party vendor shall be required to obtain a license, permit, or additional agreement from the District.
  
- Minimum Payments or Charges to be Paid to District Arising from the Facilities:
  - (i) Pro Rata Share: The District shall collect, and Charter School shall pay a Pro Rata Share for facilities costs as provided in the Charter Schools Act of 1992 and its regulations. The parties may agree to an alternative arrangement regarding facilities costs in the use agreement; and
  
  - (ii) Taxes; Assessments: Generally, Charter School shall pay any assessment or fee imposed upon or levied on the LAUSD facilities that it is occupying or Charter School’s legal or equitable interest created by the use agreement.
  
- Maintenance & Operations Services: In the event the District agrees to allow Charter School to perform any of the operation and maintenance services, the District shall have the right to inspect the District facilities, and the costs incurred in such inspection shall be paid by Charter School.
  - (i) Co-Location: If Charter School is co-locating or sharing the District facilities with another user, the District shall provide the operations and maintenance services for the District facilities and Charter

School shall pay the Pro Rata Share. The parties may agree to an alternative arrangement regarding performance of the operations and maintenance services and payment for such in the use agreement.

(ii) Sole Occupant: If Charter School is a sole occupant of District facilities, the District shall allow Charter School, at its sole cost and expense, to provide some operations and maintenance services for the District facilities in accordance with applicable laws and LAUSD's policies on operations and maintenance services for facilities and F&E. NOTWITHSTANDING THE FOREGOING, the District shall provide all services for regulatory inspections which as the owner of the real property it is required to submit, and deferred maintenance, and Charter School shall pay LAUSD for the cost and expense of providing those services. The parties may agree to an alternative arrangement regarding performance of the operations and maintenance services and payment for such services in the use agreement.

- Real Property Insurance: Prior to occupancy, Charter School shall satisfy requirements to participate in LAUSD's property insurance or, if Charter School is the sole occupant of LAUSD facilities, obtain and maintain separate property insurance for the LAUSD facilities. Charter School shall **not** have the option of obtaining and maintaining separate property insurance for the LAUSD facility IF Charter School is co-locating or sharing the LAUSD facility with another user.

### **Non-District-Owned Facilities**

Occupancy and Use of the Site: Prior to occupancy or use of any school site or facility, Charter School shall provide the CSD with a current Certificate of Occupancy or equivalent document issued by the applicable permitting agency that allows Charter School to use and occupy the site as a charter school. Charter School shall not exceed the operating capacity of the site and shall operate within any limitations or requirements provided by the Certificate of Occupancy and any applicable permit. Charter School may not open or operate without providing a copy of an appropriate Certificate of Occupancy to the CSD. If Charter School intends to move or expand to another facility during the term of this Charter, Charter School shall adhere to any and all District policies and procedures regarding charter material revision and non-material amendment. Prior to occupancy or use of any such additional or changed school site, Charter School shall provide an appropriate Certificate of Occupancy to the CSD for such facility. Notwithstanding any language to the contrary in this Charter, the interpretation, application, and enforcement of this provision are not subject to the Dispute Resolution Process outlined in Element 14.

Facility Compliance: Prior to occupancy or use of any non-District-owned school site and/or facility, Charter School shall ensure that the site and/or facility complies with all applicable building codes, standards and regulations adopted by the city and/or county agencies responsible for building and safety standards for the city in which Charter School is to be located, federal and state accessibility requirements (including the Americans with Disabilities Act (ADA) and Section 504), and all other applicable fire, health, and structural safety and access requirements. This requirement shall also apply to the construction, reconstruction, alteration of or addition to the facility. Charter School shall resolve in a timely manner any and all corrective actions, orders to comply, and notices issued by any authorized building and safety agency. Charter School cannot exempt itself from applicable building and zoning codes, ordinances, and ADA/Section 504 requirements. Charter School shall maintain on file readily accessible records that document facilities compliance and shall promptly provide such documentation to the CSD upon request.

Pest Management: Charter School shall comply with the Healthy Schools Act, Education Code section 17608, which details pest management requirements for schools.

**Asbestos Management:** Charter School shall comply with the asbestos requirement as cited in the Asbestos Hazard Emergency Response Act (AHERA), 40 C.F.R. part 763. AHERA requires that any building leased or acquired that is to be used as a school or administrative building shall maintain an asbestos management plan.

## **INSURANCE**

### **Insurance Requirements**

No coverage shall be provided to Charter School by the District under any of the District's self-insured programs or commercial insurance policies. Charter School shall secure and maintain, at a minimum, insurance as set forth below with insurance companies acceptable to the District [A.M. Best A-, VII or better] or the equivalent provided through a California Joint Powers Authority self-insurance program to protect Charter School from claims which may arise from its operations. Each Charter School location shall meet the below insurance requirements individually.

It shall be Charter School's responsibility, not the District's, to monitor its vendors, contractors, partners, and/or sponsors for compliance with the insurance requirements.

The following insurance policies are required:

1. Commercial General Liability, including Fire Legal Liability, coverage of \$5,000,000 per Occurrence and in the Aggregate. The policy shall be endorsed to name the Los Angeles Unified School District and its Board of Education as named additional insureds and shall provide specifically that any insurance carried by the District which may be applicable to any claims or loss shall be deemed excess and Charter School's insurance shall be primary despite any conflicting provisions in Charter School's policy. Coverage shall be maintained with no Self-Insured Retention above \$15,000 without the prior written approval of the Division of Risk Management and Insurance Services for the LAUSD.
2. Workers' Compensation Insurance in accordance with provisions of the California Labor Code adequate to protect Charter School from claims that may arise from its operations pursuant to the Workers' Compensation Act (Statutory Coverage). The Workers' Compensation Insurance coverage must also include Employers Liability coverage with limits of \$1,000,000/\$1,000,000/\$1,000,000.
3. Commercial Auto Liability, including Owned, Leased, Hired, and Non-owned, coverage with limits of \$1,000,000 Combined Single Limit per Occurrence if Charter School does not operate a student transportation service. If Charter School provides student transportation services, the required coverage limit is \$5,000,000 Combined Single Limit per Occurrence.
4. Crime Insurance or Fidelity Bond coverage shall be maintained by Charter School to cover all Charter School employees who handle, process or otherwise have responsibility for Charter School funds, supplies, equipment, or other assets. Minimum amount of coverage shall be \$1,000,000 per occurrence/\$1,000,000 aggregate, with deductible that is acceptable to the Los Angeles Unified School District.
5. Cyber Liability insurance coverage with minimum limits of \$500,000 per occurrence and \$500,000 general aggregate.
6. Professional Educators Errors and Omissions liability coverage with minimum limits of \$5,000,000 per occurrence and \$5,000,000 general aggregate.

7. Sexual Molestation and Abuse coverage with minimum limits of \$5,000,000 per occurrence and \$5,000,000 general aggregate. Coverage may be held as a separate policy or included by endorsement in the Commercial General Liability or the Errors and Omissions Policy. Whether this coverage is separately issued or included by endorsement to another policy, such coverage shall be endorsed to name the Los Angeles Unified School District and Its Board of Education as named additional insureds and shall provide specifically that any insurance carried by the District which may be applicable to any claims or loss shall be deemed excess and Charter School's insurance shall be primary despite any conflicting provisions in Charter School's policy.
8. Employment Practices Legal Liability coverage with limits of \$5,000,000 per occurrence and \$5,000,000 general aggregate.
9. Excess/Umbrella Liability insurance with limits of not less than \$10,000,000 is required of all high schools and any other school that participates in competitive interscholastic or intramural sports programs.

Coverages and limits of insurance may be accomplished through individual primary policies or through a combination of primary and excess policies and alternative methods of coverage as approved by the District. Where specifically required above, and with respect to any other coverage for which such endorsements and/or provisions are available, each policy shall be endorsed to name the Los Angeles Unified School District and Its Board of Education as named additional insureds and shall provide specifically that any insurance carried by the District which may be applicable to any claims or loss shall be deemed excess and Charter School's insurance shall be primary despite any conflicting provisions in Charter School's policy.

### **Evidence of Insurance**

Charter School shall furnish to the District's Division of Risk Management and Insurance Services located at 333 S. Beaudry Ave, 28th Floor, Los Angeles CA 90017 at the outset of the Charter agreement and within 30 calendar days of the inception or effective date of any new policies, renewals, or changes, certificates of insurance evidencing such coverage and signed by authorized representatives of the insurance carrier. Certificates shall be endorsed as follows:

“Charter school shall be required to provide LAUSD with 30 days prior written notice by certified mail, return receipt requested, if the insurance afforded by this policy shall be suspended, cancelled, reduced in coverage limits or non-renewed.”

With respect to the coverages for which additional insured status is required as set forth above, the certificate(s) of insurance shall reflect Los Angeles Unified School District's and Its Board of Education's status as named additional insureds thereunder, and shall attach a copy of the endorsement(s) extending such coverage.

Facsimile or reproduced signatures may be acceptable upon review by the Division of Risk Management and Insurance Services. However, the District reserves the right to require certified copies of any required insurance policies.

Should Charter School deem it prudent and/or desirable to have insurance coverage for damage or theft to Charter School, employee or student property, for student accident, or any other type of insurance coverage not listed above, such insurance shall not be provided by the District and its purchase shall be the responsibility of Charter School.

### **Hold Harmless/Indemnification Provision**



To the fullest extent permitted by law, Charter School does hereby agree, at its own expense, to indemnify, defend and hold harmless the LAUSD and the Board of Education and their members, officers, directors, agents, representatives, employees and volunteers from and against any and all claims, damages, losses and expenses including but not limited to attorneys' fees, brought by any person or entity whatsoever, arising out of, or relating to, this Charter agreement. Charter School further agrees to the fullest extent permitted by law, at its own expense, to indemnify, defend, and hold harmless the LAUSD and the Board of Education and their members, officers, directors, agents, representatives, employees and volunteers from and against any and all claims, damages, losses and expenses including but not limited to attorneys' fees, brought by any person or entity whatsoever for claims, damages, losses and expenses arising from or relating to acts or omission of acts committed by Charter School and/or its officers, directors, employees or volunteers. Moreover, Charter School agrees to indemnify, defend and hold harmless the LAUSD and the Board of Education and their members, officers, directors, agents, representatives, employees and volunteers, for any contractual liability resulting from third party contracts with Charter School's vendors, contractors, partners or sponsors.

## **FISCAL MATTERS**

### **District Oversight Costs**

The District may charge for the actual costs of oversight of Charter School not to exceed 1% of Charter School's revenue, or the District may charge for the actual costs of oversight of Charter School not to exceed 3% if Charter School is able to obtain substantially rent free facilities from the District. Notwithstanding the foregoing, the District may charge the maximum oversight fee allowed under the law as it may change from time to time. The oversight fee provided herein is separate and distinct from the charges arising under charter school facilities use agreements.

### **Cash Reserves**

Charter School acknowledges that the recommended cash reserve is 5% of expenditures, as provided in section 15450, title 5 of the California Code of Regulations.

### **Third Party Contracts**

Charter School shall ensure that all third party contracts, whether oral or written, for supplies, equipment, goods and/or services, for the direct or indirect benefit of, or otherwise related to the operation of, Charter School, require compliance with and otherwise conform to all applicable local, state, and federal policies, regulations, laws, and guidelines, including but not limited to licensing and permit requirements as well as requirements related to protection of health and safety.

### **Special Education Revenue Adjustment/Payment for Services**

In the event that Charter School owes funds to the District for the provision of agreed upon or fee for service or special education services or as a result of the State's adjustment to allocation of special education revenues from Charter School, Charter School authorizes the District to deduct any and all of the in lieu property taxes that Charter School otherwise would be eligible to receive under section 47635 of the Education Code to cover such owed amounts. Charter School further understands and agrees that the District shall make appropriate deductions from the in lieu property tax amounts otherwise owed to Charter School. Should this revenue stream be insufficient in any fiscal year to cover any such costs, Charter School agrees that it will reimburse the District for the additional costs within forty-five (45) business days of being notified of the amounts owed.

### **Student Body Funds**

Charter School shall supervise and manage any and all student body funds in a manner consistent with the provisions of Education Code sections 48930-48938. Charter School shall include and address student body funds in its financial reports, and ensure that such funds are included and addressed in Charter School's annual audit as a stand-alone item.

#### **Audit and Inspection of Records**

Charter School agrees to observe and abide by the following terms and conditions as a requirement for receiving and maintaining its charter authorization:

- Charter School is subject to District oversight.
- The District's statutory oversight responsibility continues throughout the life of the Charter and requires that the District, among other things, monitors the fiscal condition of Charter School.
- The District is authorized to revoke this Charter for, among other reasons, the failure of Charter School to meet generally accepted accounting principles or if Charter School engages in fiscal mismanagement.

Accordingly, the District hereby reserves the right, pursuant to its oversight responsibility, to audit Charter School books, records, data, processes and procedures through the District Office of the Inspector General or other means. The audit may include, but is not limited to, the following areas:

- Compliance with terms and conditions prescribed in the Charter agreement,
- Internal controls, both financial and operational in nature,
- The accuracy, recording and/or reporting of Charter School's financial information,
- Charter School's debt structure,
- Governance policies, procedures and history,
- The recording and reporting of attendance data,
- Charter School's enrollment process,
- Compliance with safety plans and procedures, and
- Compliance with applicable grant requirements.

Charter School shall cooperate fully with such audits and shall make available any and all records necessary for the performance of the audit upon 30 days' notice to Charter School. When 30 days' notice may defeat the purpose of the audit, the District may conduct the audit upon 24-hours' notice.

#### **Fiscal Policies and Procedures**

Charter School shall establish, maintain, and implement sound fiscal policies and procedures, including but not limited to internal controls governing all financial and business-related activities.

### **Apportionment Eligibility for Students Over 19 Years of Age**

Charter School acknowledges that, in order for a pupil over nineteen (19) years of age to remain eligible for generating charter school apportionment, the pupil shall be continuously enrolled in public school and make satisfactory progress toward award of a high school diploma. (Ed. Code § 47612(b).)

### **Local Control and Accountability Plan**

In accordance with California Education Code sections 47604.33 and 47606.5, Charter School shall include in its annual update a “listing and description of the expenditures for the fiscal year implementing the specific actions included in the charter as a result of the reviews and assessment required by paragraph (1)” of section 47606.5(a). (Ed. Code § 47606.5(b).)

## ADDENDUM

### Assurances, Affirmations, and Declarations

Rise Kohyang Middle (also referred to herein as “RKMS” and “Charter School”) shall:

- Be nonsectarian in its programs, admission policies, employment practices, and all other operations. (California Education Code (hereinafter “Ed. Code”) § 47605(e)(1).)
- Not charge tuition. (Ed. Code § 47605(e)(1).)
- Not discriminate against any pupil on the basis of disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in section 422.55 of the Penal Code, including immigration status. (Ed. Code § 47605(e)(1); Ed. Code § 220.)
- Except as provided in Education Code section 47605(e)(2), admission to a charter school shall not be determined according to the place of residence of the pupil, or of his or her parent or legal guardian, within this state, except that an existing public school converting partially or entirely to a charter school under this part shall adopt and maintain a policy giving admission preference to pupils who reside within the former attendance area of that school. (Ed. Code § 47605(e)(1).)
- Admit all pupils who wish to attend Charter School. (Ed. Code § 47605(e)(2)(A).)
- Except for existing pupils of Charter School, determine attendance by a public random drawing if the number of pupils who wish to attend Charter School exceeds Charter School’s capacity. Preference shall be extended to pupils currently attending Charter School and pupils who reside in the Los Angeles Unified School District (also referred to herein as “LAUSD” and “District”). Preferences shall not result in limiting enrollment access for pupils with disabilities, academically low-achieving pupils, English learners, neglected or delinquent pupils, homeless pupils, or pupils who are economically disadvantaged, as determined by eligibility for any free or reduced-price meal program, foster youth, or pupils based on nationality, race, ethnicity, or sexual orientation, and shall not require mandatory parental volunteer hours as a criterion for admission or continued enrollment. (Ed. Code § 47605(e)(2)(B).)
- Charter school shall not encourage a pupil currently attending the Charter School to disenroll from the Charter School or transfer to another school for any reason, including, but not limited to, academic performance of the pupil or because the pupil exhibits any of the characteristics described in Education Code section 47605(e)(2)(B)(iii). (Ed. Code § 47605(e)(4).)
- If a pupil is expelled or leaves Charter School without graduating or completing the school year for any reason, Charter School shall notify the superintendent of the school district of the pupil’s last known address within 30 days, and shall, upon request, provide that school district with a copy of the cumulative record of the pupil, including a transcript of grades or report card, and health information. (Ed. Code § 47605(e)(3).)

- Meet all statewide standards and conduct the pupil assessments required pursuant to Education Code sections 60605 and 60851 and any other statewide standards authorized in statute or pupil assessments applicable to pupils in non-charter public schools. (Ed. Code § 47605(d)(1).)
- Consult, on a regular basis, with Charter School’s parents, legal guardians, and teachers regarding the school’s educational programs. (Ed. Code § 47605(d)(2).)

Charter School hereby declares that Charter School, operated as or by its nonprofit public benefit corporation, is and shall be the exclusive public school employer of Charter School’s employees for the purposes of the Educational Employment Relations Act (EERA), Chapter 10.7 (commencing with Section 3540) of Division 4 of Title I of the Government Code. Charter School shall comply with all provisions of the EERA and shall act independently from LAUSD for collective bargaining purposes. In accordance with the EERA, employees may join and be represented by an organization of their choice for collective bargaining purposes.

NOTE: This Charter contains specific “Federal, State and District Required Language” (FSDRL), including the *Assurances, Affirmations, and Declarations* section above. The FSDRL should be highlighted in gray within each Charter element or section. The final section of the Charter provides a consolidated addendum of the FSDRL. This intentional redundancy facilitates efficient charter petition review while ensuring ready access to the FSDRL for any given section of the Charter. To the extent that any inconsistency may exist between any provision contained within the body of the Charter and the FSDRL contained in the addendum, the provisions of the FSDRL addendum shall control.

### **Element 1 – The Educational Program**

*“The educational program of the charter school, designed, among other things, to identify those whom the charter school is attempting to educate, what it means to be an “educated person” in the 21st century, and how learning best occurs. The goals identified in that program shall include the objective of enabling pupils to become self-motivated, competent, and lifelong learners.”* (Ed. Code § 47605(c)(5)(A)(i).)

*“The annual goals for the charter school for all pupils and for each subgroup of pupils identified pursuant to Section 52052, to be achieved in the state priorities, as described in subdivision (d) of Section 52060, that apply for the grade levels served, and specific annual actions to achieve those goals. A charter petition may identify additional school priorities, the goals for the school priorities, and the specific annual actions to achieve those goals.”* (Ed. Code § 47605(c)(5)(A)(ii).)

*“If the proposed charter school will serve high school pupils, a description of the manner in which the charter school will inform parents about the transferability of courses to other public high schools and the eligibility of courses to meet college entrance requirements. Courses offered by the charter school that are accredited by the Western Association of Schools and Colleges may be considered transferable and courses approved by the University of California or the California State University as creditable under the “A” to “G” admissions criteria may be considered to meet college entrance requirements.”* (Ed. Code § 47605(c)(5)(A)(iii).)

## **LOCAL CONTROL FUNDING FORMULA (LCFF) AND LOCAL CONTROL AND ACCOUNTABILITY PLAN (LCAP)**

Charter School acknowledges and agrees that it must comply with all applicable laws and regulations related to AB 97 (2013) (Local Control Funding Formula), as they may be amended from time to time, which include the requirement that Charter School shall annually submit a Local Control and Accountability Plan (LCAP)/annual update to the Los Angeles County Superintendent of Schools and the Charter Schools Division (CSD) on or before July 1. In accordance with Education Code sections 47604.33 and 47606.5, Charter School shall annually update its goals and annual actions to achieve those goals identified in the charter pursuant to Education Code section 47605(c)(5)(A)(ii), using the Local Control and Accountability Plan template adopted by the State Board of Education, as it may be changed from time to time. Charter School shall comply with all requirements of Education Code section 47606.5, including but not limited to the requirement that Charter School “shall consult with teachers, principals, administrators, other school personnel, parents, and pupils in developing the local control and accountability plan and annual update to the local control and accountability plan.” (Ed. Code § 47606.5(d).)

## **ACADEMIC CALENDAR AND SCHEDULES**

Charter School shall offer, at a minimum, the number of minutes of instruction set forth in Education Code section 47612.5, and the number of school days required by California Code of Regulations, title 5, section 11960.

## **MATHEMATICS PLACEMENT**

Charter School shall comply with all applicable requirements of the California Mathematics Placement Act of 2015.

## **TRANSITIONAL KINDERGARTEN**

Charter School shall comply with all applicable requirements regarding transitional kindergarten. For purposes of admission to Charter School, transitional kindergarten shall be considered a part of kindergarten, and therefore students enrolled in transitional kindergarten at Charter School shall be considered existing students of Charter School for purposes of Charter School’s admissions, enrollment, and lottery.

## **WASC ACCREDITATION**

If Charter School serves students in grades 9-12, before Charter School graduates its first class of students, Charter School shall obtain, and thereafter maintain, Western Association of Schools and Colleges (WASC) accreditation.

## **ENGLISH LEARNERS**

Charter School shall identify potential English Learners in a timely manner in accordance with all applicable legal requirements. Charter School must provide all English Learners with an effective English language acquisition program that also affords meaningful and equitable access to Charter School’s core

academic curriculum. Instructional plans for English Learners must be (1) based on sound educational theory; (2) adequately supported with trained teachers and appropriate materials and resources; and (3) periodically evaluated to make sure the program is successful and modified when the program is not successful.

On an annual basis, upon request, Charter School shall submit a certification to the LAUSD Charter Schools Division (CSD) that certifies that Charter School has adopted and is implementing either the LAUSD Master Plan for English Learners and Standard English Learners *or* Charter School's own English Learner (EL) Master Plan. If Charter School chooses to implement its own EL Master Plan, the plan shall provide a detailed description of Charter School's EL program, and shall address the following:

- How Charter School's EL Master Plan provides all of its English Learners, including but not limited to Long Term English Learners (LTELs) with an effective English language acquisition program as well as meaningful and equitable access to Charter School's core academic curriculum
- How English Learners' specific needs will be identified
- What services will be offered
- How, where, and by whom the services will be provided
- How Charter School will evaluate its EL program each year, and how the results of this evaluation will be used to improve the program, including the provision of EL services

Each year, Charter School shall provide to the CSD a report on its annual evaluation of the effectiveness of its EL program. Upon request, Charter School shall provide a copy of its current EL Master Plan to the CSD.

Charter School shall administer the CELDT/ELPAC annually in accordance with federal and state requirements.

Charter School shall reclassify English Learners in accordance with federal and state requirements.

Charter School shall provide parent outreach services and meaningfully inform parents with limited English proficiency of important information regarding Charter School matters to the same extent as other parents.

## **STUDENTS WITH DISABILITIES**

### **Federal Law Compliance**

Charter School shall adhere to all provisions of federal law related to students with disabilities including, but not limited to, section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, and the Individuals with Disabilities Education Improvement Act of 2004.

### **Special Education Program**

Charter School shall ensure that no student otherwise eligible to enroll in Charter School shall be denied, directly or indirectly, admission due to a disability or to Charter School's inability to provide necessary services. Charter School acknowledges that policies and procedures are in place to ensure the recruitment,

enrollment, service, and retention of students with disabilities at LAUSD-authorized charter schools, including Charter School.

Prior to LAUSD Board of Education approval of an initial Charter petition, and if a renewing Charter School intends to operate as a “school of the district” for special education services, Charter School shall execute a Memorandum of Understanding (“MOU”) by and between LAUSD and Charter School regarding the provision and funding of special education services consistent with applicable state law and the LAUSD Special Education Local Plan Area (“SELPA”) Local Plan for Special Education and shall be considered a “public school of the District” for purposes of Special Education pursuant to Education Code section 47641(b). However, Charter School reserves the right to make written verifiable assurances that it may become an independent local educational agency (LEA) and join a SELPA pursuant to Education Code section 47641(a) either on its own or with a grouping of charter school LEAs as a consortium following the requirements of Education Code section 56195.3(b). In this instance, Charter School will execute a MOU with LAUSD on provisions of special education as a member of a non-LAUSD SELPA.

### **SELPA Reorganization**

The Los Angeles Unified School District is approved to operate as a single-District SELPA under the provisions of Education Code section 56195.1(a). As a single-District SELPA, the District has created two charter school sections (District-operated Programs and Charter-operated Programs) under the administration of one single Administrative Unit pursuant to a reorganization plan approved by the Board of Education on January 4, 2011 (149/10-11). Full implementation of the reorganized LAUSD SELPA commenced in the 2013-2014 school year requiring all District-authorized charter schools to elect one of the three options available under the LAUSD SELPA. Prior to an option election, all District-authorized charter schools were required to participate as a school of the District under the District-Operated Programs Unit. Prior to the beginning of the 2013-2014 school year, all District-authorized charter schools, other than those that had previously executed an Option 3 Memorandum of Understanding (“MOU”), were required to execute a new MOU setting forth the LAUSD SELPA option election for the remainder of the charter petition term. The Charter-operated Program schools do not have LEA status for the purposes of special education but will function in a similar role in that each charter school will be responsible for all special education requirements, including but not limited to services, placement, due process, related services, special education classes, and special education supports. Charter schools that have elected to participate in a District-operated programs option may apply for membership in the Charter-operated Program section of the SELPA. Charter schools accepted for participation in the Charter-operated Programs section receive support from a Special Education Director for the Charter-operated Programs.

### **Use of District’s Special Education Policies and Procedures and Data Systems**

All charter schools approved by the LAUSD Board of Education are bound by and must adhere to the terms, conditions and requirements of orders imposed upon the District pertaining to special education. All charter schools are required to use the District’s Special Education Policies and Procedures Manual and Welligent, the District-wide web-based software system used for online Individualized Education Programs (“IEPs”) and tracking of related services provided to students during the course of their education.



All charter schools are required to interface with My Integrated Student Information System (MiSiS) via a web based Application Programming Interface (API). MiSiS is a suite of applications which is designed to capture all student data.

## **Element 2 – Measurable Pupil Outcomes and**

## **Element 3 – Method by which Pupil Progress Toward Outcomes will be Measured**

*“The measurable pupil outcomes identified for use by the charter school. “Pupil outcomes,” for purposes of this part, means the extent to which all pupils of the school demonstrate that they have attained the skills, knowledge, and attitudes specified as goals in the school’s educational program. Pupil outcomes shall include outcomes that address increases in pupil academic achievement both schoolwide and for all pupil subgroups served by the charter school, as that term is defined in subdivision (a) of Section 52052. The pupil outcomes shall align with the state priorities, as described in subdivision (d) of Section 52060, that apply for the grade levels served by the charter school.” (Ed. Code § 47605(c)(5)(B).)*

*“The method by which pupil progress in meeting those pupil outcomes is to be measured. To the extent practicable, the method for measuring pupil outcomes for state priorities shall be consistent with the way information is reported on a school accountability report card.” (Ed. Code § 47605(c)(5)(C).)*

### **MEASURABLE GOALS OF THE EDUCATIONAL PROGRAM**

Charter School shall meet all statewide content and performance standards and targets. (Ed. Code §§ 47605(d)(1), 60605.)

Charter School shall comply with all applicable laws and regulations related to AB 97 (2013) (Local Control Funding Formula) and AB 484 (2013), as they may be amended from time to time, including all requirements pertaining to pupil outcomes.

### **STANDARDIZED TESTING**

Charter School agrees to comply with state requirements for participation and administration of all state-mandated tests, including computer-based assessments. Charter School shall submit and maintain complete, accurate, and up-to-date California Longitudinal Pupil Achievement Data System (CALPADS) data in accordance with the requirements of California Code of Regulations, title 5, section 861. Charter School hereby grants authority to the State of California to provide a copy of all test results directly to the District as well as Charter School. Upon request, Charter School shall submit, in the requested format (e.g., CD), a copy of the results of all state-mandated tests to the District.

## **Element 4 – Governance**

*“The governance structure of the charter school, including, but not limited to, the process to be followed by the charter school to ensure parental involvement.” (Ed. Code § 47605(c)(5)(D).)*

### **GENERAL PROVISIONS**

As an independent charter school, Charter School, operated as or by its nonprofit public benefit corporation, is a separate legal entity and shall be solely responsible for the debts and obligations of Charter School.

Charter School shall not be operated as, or be operated by, a for-profit corporation, a for-profit educational management organization, or a for-profit charter management organization. (Ed. Code § 47604.)

Charter School shall ensure that, at all times throughout the term of the Charter, the bylaws of its governing board and/or nonprofit corporation are and remain consistent with the provisions of this Charter. In the event that the governing board and/or nonprofit corporation operating Charter School amends the bylaws, Charter School shall provide a copy of the amended bylaws to CSD within 30 days of adoption.

Charter School shall comply with the Ralph M. Brown Act (“Brown Act”). All meetings of the Charter School’s governing board shall be called, held and conducted in accordance with the terms and provisions of Education Code section 47604.1 and the Brown Act including, but not limited to, those related to meeting access and recording, notice, agenda preparation, posting and reporting.

Charter School shall send to the CSD copies of all governing board meeting agendas at the same time that they are posted in accordance with the Brown Act. Charter School shall also send to the CSD copies of all board meeting minutes within one week of governing board approval of the minutes. Timely posting of agendas and minutes on Charter School’s website will satisfy this requirement.

The District reserves the right to appoint a single representative to the Charter School governing board pursuant to Education Code section 47604(c).

### **LEGAL AND POLICY COMPLIANCE**

Charter School shall comply with all applicable federal, state, and local laws and regulations, and District policies as it relates to charter schools adopted through Board action.

Charter School shall comply with all applicable federal and state reporting requirements, including but not limited to the requirements of CBEDS, CALPADS, the Public Schools Accountability Act of 1999, and Education Code section 47604.33.

Charter School shall comply with the Brown Act and the California Public Records Act.

The Charter School shall comply with Government Code Section 1090, et seq., as set forth in Education Code section 47604.1.

Charter School shall comply with the Political Reform Act of 1974. (Gov. Code § 81000 et seq.)

Charter School and all employees and representatives of Charter School, including members of Charter School's governing board, members of Charter School or governing board committees and councils, Charter School administrators, and managers, shall comply with federal and state laws, nonprofit integrity standards, and LAUSD charter school policy, regarding ethics and conflicts of interest. Charter School shall enter into all transactions and conduct business with all persons and entities at arm's length or, in the case of otherwise permissible related party transactions, in a manner equivalent to arm's length.

Charter School shall notify parents, guardians, and teachers in writing within 72 hours of the issuance of a Notice of Violation, Notice of Intent to Revoke, Final Decision to Revoke, Notice of Non-Renewal, or equivalent notice, by the LAUSD Board of Education.

#### **TITLE IX, SECTION 504, AND UNIFORM COMPLAINT PROCEDURES**

Charter School shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under Title IX of the Education Amendments of 1972 (Title IX) and section 504 of the Rehabilitation Act of 1973 ("Section 504"), including any investigation of any complaint filed with Charter School alleging its noncompliance with these laws or alleging any actions which would be prohibited by these laws. Charter School shall notify all of its students and employees of the name, office address, and telephone number of the designated employee or employees.

Charter School shall adopt and publish complaint procedures providing for prompt and equitable resolution of student and employee complaints alleging any action that would be prohibited by Title IX or Section 504.

Charter School shall adopt and implement specific and continuing procedures for notifying applicants for admission and employment, students and parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Charter School, that Charter School does not discriminate on the basis of sex or mental or physical disability in the educational programs or activities which it operates, and that it is required by Title IX and Section 504 not to discriminate on any such basis.

Charter School shall establish and provide a uniform complaint procedure in accordance with applicable federal and state laws and regulations, including but not limited to all applicable requirements of California Code of Regulations, title 5, section 4600 et seq.

Charter School shall adhere to all applicable federal and state laws and regulations regarding pupil fees, including Education Code sections 49010 - 49013, and extend its uniform complaint procedure to complaints filed pursuant to Education Code section 49013.

Charter School shall extend its uniform complaint procedure to complaints filed pursuant to the Local Control Funding Formula legislation provisions set forth in Education Code section 52075.

## **RESPONDING TO INQUIRIES**

Charter School, including its nonprofit corporation shall promptly respond to all reasonable inquiries, including but not limited to inquiries regarding financial records from the District, and shall cooperate with the District regarding any inquiries. Charter School acknowledges that Charter School, including but not limited to its nonprofit corporation, is subject to audit by LAUSD, including, without limitation, audit by the District Office of the Inspector General. Charter School shall provide the District with current, complete, and accurate contact information for Charter School, Charter School administrators, and Board members.

If an allegation or other evidence of waste, fraud, abuse, or other material violation of law related to Charter School's operations, or breach of the Charter, is received or discovered by the District, Charter School, including but not limited to its nonprofit corporation, employees, and representatives, shall cooperate with any resulting inquiry and/or investigation undertaken by the District and/or the Office of the Inspector General Investigations Unit.

Charter School acknowledges and agrees that persons and entities that directly exercise control over the expenditure of Charter School's public funds shall be subject to all necessary and appropriate District charter school oversight.

## **NOTIFICATION OF THE DISTRICT**

Charter School shall notify the Charter Schools Division (CSD) in writing of any citations or notices of workplace hazards, investigations by outside governmental regulatory or investigative agencies, lawsuits, changes in corporate or legal status (e.g., loss of IRS 501(c)(3) status), or other formal complaints or notices, within one week of receipt of such notices by Charter School. Unless prohibited by law, Charter School shall notify the CSD in writing of any internal investigations within one week of commencing investigation. Charter School shall notify the CSD within 24 hours of any dire emergency or serious threat to the health and safety of students or staff.

## **STUDENT RECORDS**

Upon receipt of a student records request from a receiving school/school district, Charter School shall transfer a copy of the student's complete cumulative record within ten (10) school days in accordance with Education Code section 49068 and all student confidentiality and privacy laws including compliance with the Family Educational Rights and Privacy Act (FERPA). Charter School shall comply with the requirements of California Code of Regulations, title 5, section 3024, regarding the transfer of student special education records. In the event Charter School closes, Charter School shall comply with the student records transfer provisions in Element 15. Charter School shall comply with the requirements of Education Code section 49060 et seq., which include provisions regarding rights to access student records and transfer of records for youth in foster care.

## **PARENT ENGAGEMENT**

Charter School shall not require a parent or legal guardian of a prospective or enrolled student to perform volunteer service hours, or make payment of fees or other monies, goods, or services in lieu of performing volunteer service, as a condition of his/her child's admission, continued enrollment, attendance, or

participation in the school’s educational activities, or otherwise discriminate against a student in any manner because his/her parent cannot, has not, or will not provide volunteer service to Charter School.

The Charter School may encourage parental involvement, but shall notify the parents and guardians of applicant students and currently enrolled students that parental involvement is not a requirement for acceptance to, or continued enrollment at, the Charter School. (Ed. Code § 47605(n).)

### **FEDERAL PROGRAM COMPLIANCE**

As a recipient of federal funds, Charter School has agreed to meet all applicable programmatic, fiscal and other regulatory requirements of the Elementary and Secondary Education Act (ESEA, also known as Every Student Succeeds Act (ESSA)) and other applicable federal programs. Charter School understands that it is a local educational agency (LEA) for purposes of federal compliance and reporting purposes. Charter School agrees that it will keep and make available to the District any documentation necessary to demonstrate compliance with the requirements of ESEA and other applicable federal programs. Charter School also acknowledges that, as part of its oversight of Charter School, the District may conduct program review for federal as well as state compliance.

### **Element 5 – Employee Qualifications**

*“The qualifications to be met by individuals to be employed by the charter school.”* (Ed. Code § 47605(c)(5)(E).)

### **EQUAL EMPLOYMENT OPPORTUNITY**

Charter School acknowledges and agrees that all persons are entitled to equal employment opportunity. Charter School shall not discriminate against applicants or employees on the basis of race, color, religion, sex, gender, gender expression, gender identity, sexual orientation, pregnancy, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, genetic information, military and veteran status, or any other characteristic protected by California or federal law. Equal employment opportunity shall be extended to all aspects of the employer-employee relationship, including but not limited to recruitment, selection, hiring, upgrading, training, promotion, transfer, discipline, layoff, recall, and dismissal from employment.

### **ESEA/ESSA AND CREDENTIALING REQUIREMENTS**

Charter School shall adhere to all requirements of the Elementary and Secondary Education Act (ESEA, also known as Every Student Succeeds Act (ESSA)) that are applicable to teachers and paraprofessional employees. Charter School shall ensure that all teachers are appropriately assigned and fully credentialed in accordance with applicable state requirements for certificated employment, including but not limited to the provisions of Education Code section 47605(1). Charter School shall maintain current copies of all teacher credentials and make them readily available for inspection.

## **Element 6 – Health and Safety Procedures**

*“The procedures that the charter school will follow to ensure the health and safety of pupils and staff. These procedures shall require all of the following:*

*(i) That each employee of the charter school furnish it with a criminal record summary as described in Section 44237*

*(ii) The development of a school safety plan, which shall include the safety topics listed in subparagraphs (A) to (J), inclusive, of paragraph (2) of subdivision (a) of Section 32282.*

*(iii) That the school safety plan be reviewed and updated by March 1 of every year by the charter school.” (Ed. Code § 47605(c)(5)(F).)*

### **HEALTH, SAFETY AND EMERGENCY PREPAREDNESS PLAN**

Charter School shall comply with all applicable federal, state, and local requirements related to school and student health, safety, and emergency preparedness.

If Charter School occupies and/or operates on a District facility, Charter School shall comply with all District health, safety, and emergency procedures and requirements applicable to District facilities and related operations, and shall be subject to inspection by the District’s Facilities Services Division, Office of Environmental Health and Safety, and other District offices in the same manner as other LAUSD campuses.

Charter School shall adopt, implement, and maintain at all times a current, comprehensive, and site-specific Health, Safety, and Emergency Preparedness Plan (“Plan”), which must include but is not limited to provisions for building and site emergency evacuation, the acquisition and maintenance of adequate onsite emergency supplies. The Plan must include Charter School’s requirements and procedures for protecting student health and safety during off-campus school-sponsored activities, including but not limited to field trips and transportation. Charter School shall ensure that all staff members receive annual training on Charter School’s health, safety, and emergency procedures, including but not limited to training on bloodborne pathogens, and shall maintain a calendar for, and conduct, emergency response drills for students and staff.

Charter School shall periodically review, and update and/or modify as necessary, its Health, Safety, and Emergency Preparedness Plan, and keep it readily available for on-site use. Charter School shall provide a copy of the Health, Safety, and Emergency Preparedness Plan for review upon CSD request.

### **Comprehensive School Safety Plan**

The Charter School shall adopt a Comprehensive School Safety Plan, to be reviewed and updated by March 1 of every year, which shall include, but not be limited to: (1) an assessment of the current status of school crime committed on Charter School facilities and at Charter School-related functions; and (2) identifying appropriate strategies and programs that will provide or maintain a high level of school safety and address the Charter School’s procedures for complying with applicable laws related to school safety, which shall include the development of all of the following pursuant to Education Code section 32282(a)(2)(A)-(J):

- Child abuse reporting procedures
- Routine and emergency disaster procedures
- Policies for students who committed an act under Section 48915 and other Charter School-designated serious acts leading to suspension, expulsion, or mandatory expulsion recommendations
- Procedures to notify teachers of dangerous students pursuant to Education Code section 49079
- A discrimination and harassment policy consistent with Education Code section 200
- Provisions of any schoolwide dress code that prohibits students from wearing “gang-related apparel” if applicable
- Procedures for safe ingress and egress of pupils, parents, and employees to and from the Charter School
- A safe and orderly environment conducive to learning at the Charter School
- The rules and procedures on Charter School discipline
- Procedures for conducting tactical responses to criminal incidents, including procedures related to individuals with guns on Charter School campus(es) and at school-related functions.

### **CHILD ABUSE AND NEGLECT MANDATED REPORTER TRAINING**

Charter School shall provide all employees, and other persons working on behalf of Charter School who are mandated reporters, with annual training on child abuse detection and reporting, which shall occur within the first six weeks of each school year, or within the first six weeks of a person’s employment if employed after the beginning of the school year, in accordance with the requirements of Education Code section 44691.

### **Medication in School**

The Charter School will adhere to Education Code section 49423 regarding administration of medication in school. Charter School shall stock and maintain the required number and type of emergency epinephrine auto-injectors onsite and provide training to employee volunteers in the storage and use of the epinephrine auto-injector as required by Education Code section 49414 and section 4119.2 of the Business and Professions Code, as they may be amended from time to time.

### **ATHLETIC PROGRAMS**

Charter School shall comply with the requirements of Education Code section 49475, with respect to any athletic program (as defined in Education Code section 49475) offered by or on behalf of Charter School.

If the Charter School offers an interscholastic athletic program, it shall develop and post a written emergency action plan that describes procedures to be followed in the event of sudden cardiac arrest and other medical emergencies, acquire and regularly test and maintain at least one automated external defibrillator (AED) for the Charter School, and make the AED available at on-campus athletic activities or events according to the requirements of Education Code sections 35179.4 and 35179.6.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

Charter School, including its employees, officers, and representatives, shall comply with the Family Educational Rights and Privacy Act (FERPA) and Education Code section 49060 et seq. at all times.

### **CRIMINAL BACKGROUND CLEARANCES AND FINGERPRINTING**

Charter School shall comply with all requirements of Education Code sections 44237 and 45125.1. Charter School shall designate and maintain at all times at least one Custodian of Records duly authorized by the California Department of Justice.

Charter School shall maintain on file and available for inspection evidence that (1) Charter School has performed criminal background checks and cleared for employment all employees prior to employment; (2) Charter School has obtained certification from each of its contracting entities/independent contractors that the entity/contractor has conducted required criminal background clearances for its employees prior to provision of schoolsite services and/or any contact with students, and has requested subsequent arrest notification service; and (3) Charter School has performed criminal background checks and cleared for service all volunteers not directly supervised by staff and who may have contact with students. Charter School shall also ensure that it requests and receives subsequent arrest notifications from the California Department of Justice for all employees and volunteers not directly supervised by staff. Upon request, Charter School shall provide a copy of Department of Justice confirmation of Custodian of Records status for each Custodian of Records. Charter School, including its administrators and officers, shall comply with the requirements of Education Code section 44030.5.

All teachers in Charter School shall obtain a certificate of clearance and satisfy the requirements for professional fitness pursuant to Education Code sections 44339, 44340, and 44341.

### **IMMUNIZATION AND HEALTH SCREENING REQUIREMENTS**

Charter School shall require all employees, and any volunteer or vendor/contracting entity employee who may have frequent or prolonged contact with students, to undergo a risk assessment and/or be examined and determined to be free of active tuberculosis (TB) within the period of 60 days prior to employment/service, or otherwise meet the requirements of Education Code section 49406. Charter School shall maintain TB clearance records and certificates on file.

Charter School shall comply with all federal and state legal requirements related to student immunization, health examination, and health screening, including but not limited to screening for vision, hearing, and scoliosis pursuant to Education Code section 49450 et seq, to the same extent as would be required if the students were attending a non-charter public school. Charter School shall maintain student immunization, health examination, and health screening records on file.

### **SAFE PLACE TO LEARN ACT**

Charter School shall comply with all applicable requirements of the Safe Place to Learn Act, Education Code section 234 et seq.



### **SUICIDE PREVENTION POLICY**

If Charter School serves students in any grades Transitional Kindergarten/Kindergarten through 12, Charter School shall comply with the requirements of AB 2246 (2016) and AB 1767, codified in Education Code section 215, including but not limited to the requirement that the school’s pupil suicide prevention policy shall be developed in consultation with school and community stakeholders, school-employed mental health professionals, and suicide prevention experts and adopted at a regular public hearing. The Charter School shall review, at a minimum every fifth year, its policy on pupil suicide prevention and, if necessary, update its policy. Charter School shall provide the CSD with a copy of its pupil suicide prevention policy for review upon request.

### **HUMAN TRAFFICKING PREVENTION RESOURCES**

If the Charter School serves students in any grades 6-12, it shall identify and implement the most appropriate methods of informing parents/guardians of human trafficking prevention resources as required by Education Code section 49381.

### **FEMININE HYGIENE PRODUCTS**

If the Charter School maintains any combination of classes in grades 6-12 that meets the 40% pupil poverty threshold required to operate a schoolwide program pursuant to Section 6314(a)(1)(A) of Title 20 of the United States Code, then it shall stock at least 50% of its restrooms with feminine hygiene products at all times, and shall not charge students for these products, as required by Education Code section 35292.6.

### **NUTRITIONALLY ADEQUATE FREE OR REDUCED-PRICE MEAL**

The Charter School shall provide each needy student, as defined in Education Code section 49552, with one nutritionally adequate free or reduced-price meal, as defined in Education Code section 49553(a), during each school day.

### **CALIFORNIA HEALTHY YOUTH ACT**

The Charter School shall teach sexual health education and human immunodeficiency virus (“HIV”) prevention education to students in grades 7-12, at least once in middle school and at least once in high school, pursuant to the California Healthy Youth Act. (Ed. Code § 51930, et seq.)

### **BULLYING PREVENTION**

Charter School shall adopt procedures for preventing acts of bullying, including cyberbullying, and shall annually make available the online training module developed by the California Department of Education pursuant to Education Code section 32283.5(a) to certificated schoolsite employees and all other schoolsite employees who have regular interaction with pupils.

## **LGBTQ RESOURCES TRAINING**

Charter School recognizes that it is encouraged to use schoolsite and community resources developed by the State Department of Education for the support of lesbian, gay, bisexual, transgender, queer, and questioning (LGBTQ) pupils to provide training at least once every 2 years to teachers and other certificated employees at each Charter School schoolsite that serves pupils in grades 7 to 12, to increase support for LGBTQ pupils and thereby improve overall school climate. (Ed. Code § 218.)

## **TRANSPORTATION SAFETY PLAN**

The Charter School shall develop and maintain a transportation safety plan that includes procedures to ensure that a student is not left unattended on a school bus, student activity bus, youth bus, or child care motor vehicle and procedures and standards for designating an adult chaperone, other than the driver, to accompany students on a school activity bus. In addition, the Charter School shall ensure that each school bus, student activity bus, youth bus, or child care motor vehicle is equipped with a child safety alert system that requires the driver to either manually contact or scan the device, thereby prompting the driver to inspect the entirety of the interior of the vehicle before exiting, unless the student activity bus is exempted by law. (Ed. Code § 39831.3; Veh. Code § 28160.)

## **Element 7 – Means to Achieve Racial and Ethnic Balance**

*“The means by which the school will achieve a balance of racial and ethnic pupils, special education pupils, and English learner pupils, including redesignated fluent English proficient pupils, as defined by the evaluation rubrics in Section 52064.5, that is reflective of the general population residing within the territorial jurisdiction of the school district to which the charter petition is submitted.” (Ed. Code § 47605(c)(5)(G).)*

## **COURT-ORDERED INTEGRATION**

Charter School shall comply with all requirements of the *Crawford v. Board of Education, City of Los Angeles* court order and the LAUSD Integration Policy adopted and maintained pursuant to the Crawford court order by the District’s Student Integration Services (collectively the “Court-ordered Integration Program”). The Court-ordered Integration Program applies to all schools within or chartered through LAUSD.

Charter School has set forth below its initial plan for achieving and maintaining the LAUSD’s Racial and Ethnic Balance goal of a 70:30 or 60:40 ratio. (*Ratio represents the percentage of Predominantly Hispanic Black Asian Other (PHBAO) compared to Other White (OW)*). The written plan lists specific dates and locations of recruitment activities that Charter School will undertake in order to achieve the District’s Racial and Ethnic Balance goal. Charter School shall monitor the implementation and outcomes of the initial plan, and modify it as necessary throughout the term of the Charter to achieve the District’s goal. Upon request, Charter School shall provide the District with a copy of its current written plan.

The District receives neither average daily attendance allocations nor Court-ordered Integration Program cost reimbursements for charter school students. The District may receive the Targeted Instructional Improvement Block Grant (TIIBG) for its Court-ordered Integration Program. The District retains sole

discretion over the allocation of TIIBG funding, where available, and cannot guarantee the availability of this funding.

## **Element 8 – Admission Policies and Procedures**

*“Admission policies and procedures, consistent with subdivision (e).” (Ed. Code § 47605(c)(5)(H).)*

### **DOCUMENTATION OF ADMISSIONS AND ENROLLMENT PROCESSES**

Charter School shall maintain complete and accurate records of its annual admissions and enrollment processes, including but not limited to documentation of implementation of lottery and waitlist criteria and procedures in accordance with the terms of the Charter. These records shall be made available to the District upon request.

### **HOMELESS AND FOSTER YOUTH**

Charter School shall adhere to the provisions of the federal McKinney-Vento Homeless Assistance Act and ensure that each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education as provided to other children and youths. Charter School shall provide specific information, in its outreach materials, websites, at community meetings, open forums, and regional center meetings, that notifies parents that Charter School will enroll and provide services for all students, and provides a standard District contact number for access to additional information regarding enrollment.

Charter School shall comply with all applicable federal and state laws regarding homeless and foster youth, including but not limited to the provisions of AB 379 (2015) and Chapter 5.5 (commencing with Section 48850) of Part 27 of Division 4 of Title 2 of the Education Code, as amended from time to time. Charter School shall extend its uniform complaint procedure to complaints filed pursuant to the applicable provisions of AB 379.

### **NON-DISCRIMINATION**

Charter School shall not require a parent/legal guardian/student to provide information regarding a student’s disability, gender, gender identity, gender expression, nationality, legal or economic status, primary language or English Learner status, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in section 422.55 of the Penal Code, including immigration status, or any other information that would violate federal or state law, prior to admission, participation in any admissions or attendance lottery, or pre-enrollment event or process, or as a condition of admission or enrollment. Charter School may request, at the time of, and as part of, conducting its lottery process, the provision of information necessary to apply specific admissions preferences set forth in this Charter.

Charter School shall not request or require submission of a student’s IEP, Section 504 Plan, or any other record or related information prior to admission, participation in any admissions or attendance lottery, or pre-enrollment event or process, or as a condition of admission or enrollment.

Charter School shall not discourage a student from enrolling or seeking to enroll in the Charter School, nor encourage a current student from disenrolling, for any reason, including, but not limited to, the student's academic performance, nationality, race, ethnicity, or sexual orientation or because the student is a student with disabilities, academically low achieving, an English learner, neglected or delinquent, homeless, economically disadvantaged, or a foster youth. The Charter School shall not request or require a student's records to be submitted before enrollment. The Charter School shall post on its web site the California Department of Education notice of these requirements and shall provide the notice to parents/guardians or students age 18 and older when the parent/guardian or student inquiries about enrollment, before conducting an enrollment lottery, and before disenrollment of a student. (Ed. Code §§ 47605, 47605.6)

Charter School shall adopt policy that is consistent with the model policy developed by the California Attorney General addressing the Charter School's response to immigration enforcement, notify parents/guardians of their children's right to a free public education regardless of immigration status or religious beliefs, prohibit the collection of information or documents regarding the immigration status of students or their family members, and fulfill other requirements of Education Code section 234.7.

### **PREGNANT AND PARENTING STUDENT ACCOMMODATIONS**

Charter School shall provide specified accommodations to pregnant and parenting students, including, but not limited to, the provision of parental leave and reasonable accommodations on campus to a lactating student to express breast milk, breastfeed an infant child, or address other needs related to breastfeeding. The Charter School shall notify pregnant and parenting students and parents/guardians of the rights and options available to pregnant and parenting students. (Ed. Code §§ 222, 222.5, 46015.)

### **SEXUAL HARASSMENT POLICY NOTICE**

The Charter School shall create a poster that notifies students of the applicable policy on sexual harassment in accordance with Education Code section 231.6, and shall prominently and conspicuously display the poster in each bathroom and locker room at each schoolsite and in public areas at each schoolsite.

If the charter school offers competitive athletics, annually post on the school's web site or on the web site of the charter operator the total enrollment of the school classified by gender, the number of students who participate in competitive athletics classified by gender, and the number of boys' and girls' teams classified by sport and by competition level. If Charter School operates multiple school sites, this information shall be disaggregated by school site. (Ed. Code § 221.9.)

## **Element 9 – Annual Financial Audits**

***“The manner in which annual, independent financial audits shall be conducted, which shall employ generally accepted accounting principles, and the manner in which audit exceptions and deficiencies shall be resolved to the satisfaction of the chartering authority.” (Ed. Code § 47605(c)(5)(I).)***

Charter School shall provide for an annual audit that shall be conducted in compliance with applicable state and federal laws, including but not limited to the requirements of Education Code sections

47605(b)(c)(I) and 41020 as they may be amended from time to time. Charter School shall ensure compliance with the requirements of section 41020(f)(2), which makes it unlawful, absent an Education Audits Appeal Panel waiver, for a public accounting firm to provide audit services to a local educational agency if the lead audit partner, or coordinating audit partner, having primary responsibility for the audit, or the audit partner responsible for reviewing the audit, has performed audit services for that local educational agency in each of the six previous years.

The following reports will be submitted to LAUSD, in the required format and within timelines to be specified by LAUSD, each year:

- a. Provisional Budget – Spring prior to operating fiscal year
- b. Final Budget – July of the budget fiscal year
- c. First Interim Projections – November of operating fiscal year
- d. Second Interim Projections – February of operating fiscal year
- e. Unaudited Actuals – July following the end of the fiscal year
- f. Audited Actuals – December 15 following the end of the fiscal year
- g. Classification Report – monthly according to Charter School’s Calendar
- h. Statistical Report – monthly according to Charter School’s Calendar of Reports

In addition:

- P1, first week of January
  - P2, first week of April
- i. Instructional Calendar – annually five weeks prior to first day of instruction
  - j. Other reports as requested by the District

## **Element 10 – Suspension and Expulsion Procedures**

*“The procedures by which pupils can be suspended or expelled from the charter school for disciplinary reasons or otherwise involuntarily removed from the charter school for any reason. These procedures, at a minimum, shall include an explanation of how the charter school will comply with federal and state constitutional procedural and substantive due process requirements that is consistent with all of the following:*

*(i) For suspensions of fewer than 10 days, provide oral or written notice of the charges against the pupil and, if the pupil denies the charges, an explanation of the evidence that supports the charges and an opportunity for the pupil to present the pupil’s side of the story.*

*(ii) For suspensions of 10 days or more and all other expulsions for disciplinary reasons, both of the following:*

*(I) Provide timely, written notice of the charges against the pupil and an explanation of the pupil’s basic rights.*

*(II) Provide a hearing adjudicated by a neutral officer within a reasonable number of days at which the pupil has a fair opportunity to present testimony, evidence, and witnesses and confront and cross-examine adverse witnesses, and at which the pupil has the right to bring legal counsel or an advocate.*

*(iii) Contain a clear statement that no pupil shall be involuntarily removed by the charter school for any reason unless the parent or guardian of the pupil has been provided written notice of intent to remove the pupil no less than five schooldays before the effective date of the action. The written notice shall be in the native language of the pupil or the pupil’s parent or guardian or, if the pupil is a foster child or youth or a homeless child or youth, the pupil’s educational rights holder, and shall inform the pupil, the pupil’s parent or guardian, or the pupil’s educational rights holder of the right to initiate*

*the procedures specified in clause (ii) before the effective date of the action. If the pupil's parent, guardian, or educational rights holder initiates the procedures specified in clause (ii), the pupil shall remain enrolled and shall not be removed until the charter school issues a final decision. For purposes of this clause, "involuntarily removed" includes disenrolled, dismissed, transferred, or terminated, but does not include suspensions specified in clauses (i) and (ii)." (Ed. Code § 47605(c)(5)(J).)*

## **GENERAL PROVISIONS**

Charter School shall provide due process for all students, including adequate and timely notice to parents/guardians and students of the grounds for all suspension and expulsion recommendations and decisions and their due process rights regarding suspension and expulsion, including rights of appeal.

Charter School shall ensure that its policies and procedures regarding suspension and expulsion will be periodically reviewed, and modified as necessary, in order to conform to changes in state law.

Charter School shall ensure that its staff is knowledgeable about and complies with the District's Discipline Foundation Policy and/or current equivalent policy.. Charter School shall comply with the terms of the School Discipline Policy and School Climate Bill of Rights resolution adopted by the LAUSD Board of Education on May 6, 2013.

Charter School shall be responsible for the appropriate interim placement of students during and pending the completion of Charter School's student expulsion process and shall facilitate the post-expulsion placement of expelled students.

Charter School shall document and implement the alternatives to suspension and expulsion that Charter School utilizes in response to attendance-related concerns, e.g. truancy or excessive tardiness.

No student shall be involuntarily removed by the Charter School for any reason unless the parent or guardian of the student has been provided written notice of intent to remove the student no less than five schooldays before the effective date of the action. The written notice shall be in the native language of the student or the student's parent or guardian or, if the student is a foster child or youth or a homeless child or youth, the student's educational rights holder, and shall inform him or her of the basis for which the pupil is being involuntarily removed and his or her right to request a hearing to challenge the involuntary removal. If a parent, guardian, or educational rights holder requests a hearing, the Charter School shall utilize the same hearing procedures specified below for expulsions, before the effective date of the action to involuntarily remove the student. If the student's parent, guardian, or educational rights holder requests a hearing, the student shall remain enrolled and shall not be removed until the Charter School issues a final decision. As used herein, "involuntarily removed" includes disenrolled, dismissed, transferred, or terminated, but does not include removals for misconduct which may be grounds for suspension or expulsion as enumerated in this section.

## **HOMEWORK TO SUSPENDED STUDENTS**

For any student who has been suspended from school for two or more schooldays, Charter School shall provide student with the homework the student would otherwise have been assigned if requested by the student or student's parent/guardian. If a homework assignment is requested and turned in to the student's

teacher either upon the student’s return to school from suspension or within the timeframe originally prescribed by the teacher, whichever is later, but it is not graded before the end of the academic term, then that assignment shall not be included in the calculation of the pupil’s overall grade in the class. (Ed. Code § 48913.5)

### **STUDENTS WITH DISABILITIES**

Charter School shall establish and implement policies and procedures to ensure full compliance with federal and state laws and regulations regarding the discipline of students with disabilities. If a student is recommended for expulsion and the student receives or is eligible for special education, pending the completion of the expulsion process, Charter School shall identify and provide special education programs and services at an appropriate interim educational placement determined in coordination with the LAUSD Division of Special Education.

In the case of a student who has an Individualized Education Program (“IEP”), or a student who has a Section 504 Plan, Charter School shall ensure that it follows correct disciplinary procedures to comply with the mandates of state and federal laws, including IDEA and section 504 of the Rehabilitation Plan of 1973. As set forth in the MOU regarding special education between the District and Charter School, an IEP team will meet to conduct a manifestation determination and to discuss alternative placement utilizing the District’s Special Education Policies and Procedures Manual. Prior to recommending expulsion for a student with a Section 504 Plan, Charter School’s administrator will convene a Link Determination meeting to ask the following two questions:

- A. Was the misconduct caused by, or directly and substantially related to the student’s disability?
- B. Was the misconduct a direct result of the Charter School’s failure to implement Section 504?

### **NOTIFICATION OF THE DISTRICT**

Upon expelling any student, Charter School shall notify the Charter Schools Division by submitting an expulsion packet to the CSD immediately or as soon as practicable, which shall contain:

- Completed “Notification of Charter School Expulsion” [form available from the CSD website or office], including attachments as required on the form
- Documentation of the expulsion proceeding, including statement of specific facts supporting the expulsion and documentation that Charter School’s policies and procedures were followed
  - Copy of parental notice of expulsion hearing
  - Copy of expulsion notice provided to parent stating reason for expulsion, term of expulsion, rehabilitation plan, reinstatement notice with eligibility date and instructions for providing proof of student’s compliance for reinstatement, appeal process, and options for enrollment
  - If the student is eligible for Special Education, documentation related to expulsion in compliance with IDEA including the Expulsion Analysis page of the pre-expulsion IEP
  - If the student is eligible for Section 504 accommodations, documentation that Charter School conducted a Link Determination meeting to address two questions:
    - A. Was the misconduct caused by, or directly and substantially related to the student’s disability?
    - B. Was the misconduct a direct result of Charter School’s failure to implement Section 504 Plan?

Notwithstanding and apart from the documentation sent to the Charter Schools Division as indicated above, if the student is a resident of a school district other than LAUSD, Charter School must notify the superintendent of the student's district of residence within 30 days of the expulsion. Additionally, upon request of the receiving school district, Charter School shall forward student records no later than 10 school days from the date of the request as stated in Education Code section 49068 (a) and (b).

### **OUTCOME DATA**

Charter School shall gather and maintain all data related to placement, tracking, and monitoring of student suspensions, expulsions, involuntary removals, and reinstatements, and make such outcome data readily available to the District upon request.

### **REHABILITATION PLANS**

Pupils who are expelled from Charter School shall be given a rehabilitation plan upon expulsion as developed by Charter School's governing board at the time of the expulsion order, which may include, but is not limited to, periodic review as well as assessment at the time of review for readmission. Terms of expulsion should be reasonable and fair with the weight of the expelling offense taken into consideration when determining the length of expulsion. Therefore, the rehabilitation plan should include a date not later than one (1) year from the date of expulsion when the pupil may apply to Charter School for readmission. Charter School shall inform parents in writing of its processes for reinstatement and applying for expungement of the expulsion record.

### **READMISSION**

Charter School's governing board shall adopt rules establishing a procedure for the filing and processing of requests for readmission and the process for the required review of all expelled pupils for readmission. Upon completion of the readmission process, Charter School's governing board shall readmit the pupil, unless Charter School's governing board makes a finding that the pupil has not met the conditions of the rehabilitation plan or continues to pose a danger to campus safety. A description of the procedure shall be made available to the pupil and the pupil's parent or guardian at the time the expulsion order is entered and the decision of the governing board, including any related findings, must be provided to the pupil and the pupil's parent/guardian within a reasonable time.

### **REINSTATEMENT**

Charter School's governing board shall adopt rules establishing a procedure for processing reinstatements, including the review of documents regarding the rehabilitation plan. Charter School is responsible for reinstating the student upon the conclusion of the expulsion period in a timely manner.

### **GUN-FREE SCHOOLS ACT**

Charter School shall comply with the federal Gun-Free Schools Act.



## **Element 11 – Employee Retirement Systems**

*“The manner by which staff members of the charter schools will be covered by the State Teachers’ Retirement System, the Public Employees’ Retirement System, or federal social security.” (Ed. Code § 47605(c)(5)(K).)*

Charter School shall comply in a timely manner with all applicable federal and state laws and regulations, as they may change from time to time, including but not limited to Internal Revenue Code section 414(d) and related regulations, governing Charter School’s participation in, and/or coverage of its staff members by, the State Teachers’ Retirement System (CalSTRS), the Public Employees’ Retirement System (CalPERS), and/or federal social security.

If Charter School participates in, or otherwise covers its staff members by enrolling or continuing their enrollment in, a “government plan” governed by section 414(d) (e.g., CalPERS), upon dissolution or final liquidation of Charter School, and/or its nonprofit public benefit corporation, notwithstanding any provision in Element 15 to the contrary, Charter School shall distribute its net assets in accordance with section 414(d), related regulations, and the government plan’s requirements.

If Charter School participates in CalSTRS and/or CalPERS, Charter School shall continue such participation for the duration of Charter School’s existence under the same CDS code, if mandated by applicable legal and retirement plan requirements.

## **Element 12 – Public School Attendance Alternatives**

*“The public school attendance alternatives for pupils residing within the school district who choose not to attend charter schools.” (Ed. Code § 47605(c)(5)(L).)*

Pupils of Charter School do not have or gain any right to admission in a particular school of any school district, or program of any school district, as a consequence of applying to or enrolling in Charter School, except to the extent that such a right is extended by the school district.

A pupil who chooses not to attend Charter School may attend a public school within the pupil’s school district of residence in accordance with applicable law and that school district’s policies and procedures. The pupil alternatively may seek to enroll in another charter school in accordance with applicable law and the terms of the school’s charter. If LAUSD is the pupil’s school district of residence, an eligible pupil may pursue an inter-district transfer, if available, in accordance with the admission, enrollment, and transfer policies and procedures of the District, as they may change from time to time.

## **Element 13 – Rights of District Employees**

*“The rights of an employee of the school district upon leaving the employment of the school district to work in a charter school, and of any rights of return to the school district after employment at a charter school.” (Ed. Code § 47605(c)(5)(M).)*

Employees of the District who choose to leave the employment of the District to work at Charter School shall have no automatic rights of return to the District after employment at Charter School unless specifically granted by the District through a leave of absence or other agreement or policy of the District

as aligned with the collective bargaining agreements of the District. Leave and return rights for District union-represented employees and former employees who accept employment with Charter School will be administered in accordance with applicable collective bargaining agreements and any applicable judicial rulings.

## **Element 14 – Mandatory Dispute Resolution**

*“The procedures to be followed by the charter school and the entity granting the charter to resolve disputes relating to provisions of the charter.” (Ed. Code § 47605(c)(5)(N).)*

### **GENERAL PROVISIONS**

Any claim, controversy or dispute between the District and Charter School arising out of, or relating to, this Charter, except for any claim, controversy or dispute related to the authorization, non-renewal, revision, and/or revocation of this Charter, (“Dispute”) shall be resolved pursuant to the terms of this Element 14.

Notwithstanding any other provision of law, each party shall bear and be solely responsible for all of its own attorneys’ fees, costs and expenses associated with any Dispute, including, but not limited to, any written/oral communication, meeting, Issues Conference, mediation, arbitration, administrative and/or civil action (including all levels of appeal), and no party shall be ordered to pay, or be awarded, any other party’s attorneys’ fees, costs or expenses in connection therewith, regardless of who may be deemed the prevailing party. Any fees, costs and expenses charged by a mediator or arbitrator (including all associated administration fees, costs and expenses) shall be shared equally by the parties regardless of the outcome or award. To that effect, any order or award of attorneys’ fees, costs and/or expenses, or mediator’s or arbitrator’s fees, costs or expenses (including any associated administration fees, costs and expenses), issued by a mediator, arbitrator, judicial officer (including all levels of appeal) or jury in any Dispute shall be deemed invalid as a matter of law and unenforceable by one party against the other party.

### **PROPOSITION 39 DISPUTES**

Any Dispute related to or arising out of Education Code section 47614 and/or its implementing regulations set forth in California Code of Regulations, title 5, section 11969 et seq. (“Proposition 39”), shall be resolved in accordance with the procedures set forth below:

- 1) Any Dispute shall be communicated in writing (“Written Notification”). The Written Notification must identify the nature of the Dispute and all supporting facts. The Written Notification shall be tendered to the other party by personal delivery, by facsimile or e-mail, or by certified mail. The Written Notification shall be deemed received (a) if personally delivered, upon date of delivery to the address of the person to receive such notice if delivered by 5:00 p.m., or otherwise on the business day following personal delivery; (b) if by facsimile or e-mail, upon electronic confirmation of receipt; or (c) if by certified mail, two (2) business days after deposit in the U.S. Mail.

Unless directed otherwise, all Written Notifications to the District and Charter School shall be addressed respectively as follows:

Director

Charter Schools Division  
Los Angeles Unified School District  
333 South Beaudry Avenue, 20th Floor  
Los Angeles, California 90017

Ruth Kim  
Rise Kohyang Middle School  
600 S. La Fayette Park Place – Third Floor, Los Angeles, CA – 90057

- 2) A written response (“Written Response”) shall be tendered to the other party within fifteen (15) business days from the date of receipt of the Written Notification or other date as determined by mutual agreement of the parties. The Written Response shall be tendered to the other party by personal delivery, by facsimile or e-mail, or by certified mail. The Written Response shall be deemed received (a) if personally delivered, upon date of delivery to the address of the person to receive such communication if delivered by 5:00 p.m., or otherwise on the business day following personal delivery; (b) if by facsimile or e-mail, upon electronic confirmation of receipt; or (c) if by certified mail, two (2) business days after deposit in the U.S. Mail.
- 3) If the Dispute has not been resolved by mutual agreement from the Written Response, the parties agree to schedule a conference to discuss the Dispute identified in the Written Notice (“Issue Conference”). The Issue Conference shall take place within fifteen (15) business days from the date on which the Written Response is received by the other party or other date as determined by mutual agreement of the parties.
- 4) If the Dispute has not been resolved by mutual agreement at the Issue Conference, either party may then request that the Dispute be resolved by mediation. Within fifteen (15) business days of the date of the request for mediation or other date as determined by mutual agreement of the parties, the parties shall mutually agree upon the selection of a mediator. If the parties are unable to mutually agree upon the selection of a mediator, the mediator shall be selected from a list of mediators prepared and provided by the American Arbitration Association. Mediation proceedings shall commence within thirty (30) business days of the date of the request for mediation or other date as determined by mutual agreement of the parties, and conclude within forty (40) business days of the date of the request for mediation or other date as determined by mutual agreement of the parties. Unless the parties mutually agree otherwise, mediation proceedings shall be administered in accordance with the commercial mediation procedures of the American Arbitration Association.
- 5) If the mediation is not successful, either party may then initiate a civil action. Venue for any civil action between the parties shall be the Los Angeles County Superior Court.

### **NON-PROPOSITION 39 DISPUTES**

Any Dispute not related to or arising out of Proposition 39 shall be resolved in accordance with the procedures set forth below:

- 1) Any Dispute shall be communicated in writing (“Written Notification”). The Written Notification must identify the nature of the Dispute and any supporting facts. The Written Notification shall be tendered to the other party by personal delivery, by facsimile, or by certified mail. The Written

Notification shall be deemed received (a) if personally delivered, upon date of delivery to the address of the person to receive such notice if delivered by 5:00 p.m., or otherwise on the business day following personal delivery; (b) if by facsimile, upon electronic confirmation of receipt; or (c) if by mail, two (2) business days after deposit in the U.S. Mail.

Unless directed otherwise all Written Notifications to the District and Charter School shall be addressed respectively as follows:

Director  
Charter Schools Division  
Los Angeles Unified School District  
333 South Beaudry Avenue, 20th Floor  
Los Angeles, California 90017

Ruth Kim  
Rise Kohyang Middle School  
600 S. La Fayette Park Place – Third Floor, Los Angeles, CA – 90057

- 2) A written response (“Written Response”) shall be tendered to the other party within twenty (20) business days from the date of receipt of the Written Notification or other date as determined by mutual agreement of the parties. The Written Response shall be tendered to the other party by personal delivery, by facsimile or e-mail, or by certified mail. The Written Response shall be deemed received (a) if personally delivered, upon date of delivery to the address of the person to receive such communication if delivered by 5:00 p.m., or otherwise on the business day following personal delivery; (b) if by facsimile or e-mail, upon electronic confirmation of receipt; or (c) if by certified mail, two (2) business days after deposit in the U.S. Mail.
- 3) If the Dispute has not been otherwise resolved by mutual agreement, the parties agree to schedule a conference to discuss the Dispute identified in the Written Notice (“Issue Conference”). The Issue Conference shall take place within fifteen (15) business days from the date from the date on which the Written Response is received by the other party or other date as determined by mutual agreement of the parties.
- 4) If the Dispute has not been resolved by mutual agreement at the Issue Conference, either party may then request that the Dispute be resolved by mediation. Within fifteen (15) business days of the date of the request for mediation or other date as determined by mutual agreement of the parties, the parties shall mutually agree upon the selection of a mediator. If the parties are unable to mutually agree upon the selection of a mediator, the mediator shall be selected from a list of mediators prepared and provided by the American Arbitration Association. Mediation proceedings shall commence within thirty (30) business days of the date of the request for mediation or other date as determined by mutual agreement of the parties. Unless the parties mutually agree otherwise, mediation proceedings shall be administered in accordance with the commercial mediation procedures of the American Arbitration Association.
- 5) If the mediation is not successful, then the parties agree to resolve the Dispute by binding arbitration conducted by a single arbitrator. Unless the parties mutually agree otherwise, arbitration proceedings shall be administered in accordance with the commercial arbitration rules of the

American Arbitration Association. The arbitrator must be an active member of the State Bar of California or a retired judge of the state or federal judiciary of California.

## **Element 15 – Charter School Closure Procedures**

*“The procedures to be used if the charter school closes. The procedures shall ensure a final audit of the charter school to determine the disposition of all assets and liabilities of the charter school, including plans for disposing of any net assets and for the maintenance and transfer of pupil records.” (Ed. Code § 47605(c)(5)(O).)*

### **REVOCATION OF THE CHARTER**

The District may revoke the Charter pursuant to the provisions set forth in the Charter Schools Act of 1992, as they may be amended from time to time. The District may revoke the Charter of Charter School if the District finds, through a showing of substantial evidence, that Charter School did any of the following:

- Charter School committed a material violation of any of the conditions, standards, or procedures set forth in the Charter.
- Charter School failed to meet or pursue any of the pupil outcomes identified in the Charter.
- Charter School failed to meet generally accepted accounting principles, or engaged in fiscal mismanagement.
- Charter School violated any provision of law.

Prior to revocation, and in accordance with Education Code section 47607(g) and state regulations, the LAUSD Board of Education will notify Charter School in writing of the specific violation, and give Charter School a reasonable opportunity to cure the violation, unless the LAUSD Board of Education determines, in writing, that the violation constitutes a severe and imminent threat to the health or safety of the pupils. Revocation proceedings are not subject to the dispute resolution provisions set forth in this Charter.

Pursuant to Education Code section 47607.3, a charter school identified for needing assistance and provided advice and assistance from the California Collaborative for Educational Excellence based on failure to satisfy state evaluation rubrics may be subject to revocation.

### **CLOSURE ACTION**

The decision to close Charter School, by the governing board of Charter School must be documented in a “Closure Action”. A Closure Action shall be deemed to have been automatically taken when any of the following occur: the Charter is revoked (subject to the provisions of Education Code section 47607(f)) or non-renewed by the LAUSD Board of Education and Charter School has exhausted its revocation or non-renewal administrative appeal rights pursuant to Education Code sections 47605(k) and 47607(j), or its administrative appeal rights have lapsed, or the charter school voluntarily closes at any stage of the

administrative appeal process; the governing board of Charter School votes to close Charter School; or the Charter lapses.

### **CLOSURE PROCEDURES**

The procedures for charter school closure set forth below are guided by Education Code sections 47604.32, 47605, and 47607 as well as California Code of Regulations, title 5, sections 11962 and 11962.1, and are based on “Charter Schools Closure - Requirements and Recommendations” posted on the California Department of Education website. All references to “Charter School” apply to Charter School, including its nonprofit corporation and governing board.

### **Designation of Responsible Person(s) and Funding of Closure**

Prior to or at the time of the taking of a Closure Action by either the governing board of Charter School or the LAUSD Board of Education, the governing board of Charter School shall designate a person or persons responsible for conducting and overseeing all closure-related procedures and activities, and allocate sufficient funding for, or otherwise determine how Charter School will fund, these activities.

### **Notification of Closure Action**

Upon the taking of a Closure Action, Charter School shall send written notice of its closure to:

1. The LAUSD Charter Schools Division (CSD). Charter School shall provide the CSD with written notice of (1) the person(s) designated to be responsible for conducting and overseeing all closure activities, and (2) the source, location, and management of the funding for such activities. If the Closure Action is an act of Charter School, Charter School shall provide the CSD with a copy of the governing board resolution or minutes that documents its Closure Action.
2. Parents/guardians of all students, and all majority age and emancipated minor students, currently enrolled in Charter School within 72 hours of the Closure Action. Charter School shall simultaneously provide a copy of the written parent notification to the CSD.
3. Los Angeles County Office of Education (LACOE). Charter School shall send written notification of the Closure Action to LACOE by registered mail within 72 hours of the Closure Action. Charter School shall simultaneously provide a copy of this notification to the CSD.
4. The Special Education Local Plan Area (SELPA) in which Charter School participates. Charter School shall send written notification of the Closure Action to the SELPA in which Charter School participates by registered mail within 72 hours of the Closure Action. Charter School shall simultaneously provide a copy of this notification to the CSD.
5. The retirement systems in which Charter School’s employees participate. Within fourteen (14) calendar days of the Closure Action, Charter School shall notify, as applicable, the State Teachers Retirement System (STRS), Public Employees Retirement System (PERS), the Social Security Administration, and the Los Angeles County Office of Education of the Closure Action, and follow their respective procedures for dissolving contracts and reporting. Charter School shall provide a copy of these notifications and correspondence to the CSD.

6. The California Department of Education (CDE). Charter School shall send written notification of the Closure Action to the CDE by registered mail within 72 hours of the Closure Action. Charter School shall provide a copy of this notification to the CSD.
7. Any school district that may be responsible for providing education services to the former students of Charter School. Charter School shall send written notification of the Closure Action within 72 hours of the Closure Action. This notice must include a list of potentially returning students and their home schools based on student residence. Charter School shall provide a copy of these notifications, if any, to the CSD.
8. All Charter School employees and vendors within 72 hours of the Closure Action. Charter School shall simultaneously provide a copy of the written employee and vendor notification, with any attachments, to the CSD.

Notification of all the parties above, with the exception of employees and vendors, must include but is not limited to the following information:

1. The effective date of the closure of Charter School
2. The name(s) and contact information for the person(s) handling inquiries regarding the closure
3. The students' school districts of residence
4. How parents/guardians of all students, and all majority age and emancipated minor students, may obtain copies of student records and transcripts, including specific information on completed courses and credits that meet graduation requirements

In addition to the four required items above, notification of the CDE shall also include:

1. A description of the circumstances of the closure
2. The location of student and personnel records

In addition to the four required items above, notification of parents/guardians of all students, and all majority age and emancipated minor students, shall also include:

1. Information on how to enroll or transfer the student to an appropriate school
2. A certified packet of student information that includes closure notice, a copy of the student's cumulative record and other records, including but not limited to grade reports, discipline records, immunization records, completed coursework, credits that meet graduation requirements, a transcript, and state testing results
3. Information on student completion of college entrance requirements, for all high school students affected by the closure

Notification of employees and vendors shall include:

1. The effective date of the closure of Charter School
2. The name(s) and contact information for the person(s) handling inquiries regarding the closure
3. The date and manner, which shall be no later than 30 days from the effective date of the closure of Charter School, by which Charter School shall provide employees with written verification of employment

Within 30 calendar days of the effective date of closure, Charter School shall provide all employees with written verification of employment. Charter School shall send copies of all such employee verification letters to the CSD.

### **Records Retention and Transfer**

Charter School shall comply with all applicable laws as well as District policies and procedures, as they may change from time to time, regarding the transfer and maintenance of Charter School records, including student records. These requirements include:

1. Charter School shall provide the District with all original student cumulative files and behavior records, pursuant to District policy and applicable District handbook(s) regarding cumulative records for secondary and elementary schools, for all students, both active and inactive, of Charter School. Transfer of the complete and organized original student records to the District, in accordance with District procedures applicable at the time of closure, shall occur within seven (7) calendar days of the effective date of closure.
2. Charter School's process for transferring copies of student records to receiving schools shall be in accordance with applicable law and LAUSD procedures for students moving from one school to another.
3. Charter School shall prepare and provide an electronic master list of all students to the Charter Schools Division in accordance with the District procedures applicable at the time of closure. This list shall include the student's identification number, Statewide Student Identifier (SSID), birthdate, grade, full name, address, home school/school district, enrollment date, exit code, exit date, parent/guardian name(s), and phone number(s). If the Charter School closure occurs before the end of the school year, the list also shall indicate the name of the school to which each student is transferring, if known. This electronic master list shall be delivered to the CSD in the form of a CD or otherwise in accordance with District procedures.
4. Charter School must organize the original cumulative files for delivery to the District in two categories: active students and inactive students. Charter School will coordinate with the CSD for the delivery and/or pickup of student records.
5. Charter School must update all student records in the California Longitudinal Pupil Achievement Data System (CALPADS) prior to closing.
6. Charter School must provide to the CSD a copy of student attendance records, teacher gradebooks, and Title I records (if applicable).



7. Charter School must provide to the CSD the name, title, and contact information of the person designated to maintain all Charter School personnel records after the closure. Personnel records to be transferred to and maintained by the designee must include any and all employee records, including but not limited to, records related to performance and grievance. Charter School must provide to the CSD and the designee a list of all active and inactive employees and their periods of service. Both Charter School and the designee, individually and separately, shall inform the CSD immediately upon the transfer of Charter School's employee records to the designee.
8. Charter School shall ensure that all records are boxed and clearly labeled by classification of documents and the required duration of storage in accordance with District procedures.
9. Charter School shall provide to the responsible person(s) designated by the governing board of Charter School to conduct all closure-related activities a list of students in each grade level and, for each student, a list of classes completed and the student's district of residence.

### **Financial Close-Out**

After receiving notification of closure, the California Department of Education (CDE) will notify Charter School and the authorizing entity of any liabilities Charter School owes the state, which may include overpayment of apportionments, unpaid revolving fund loans or grants, and/or similar liabilities. The CDE may ask the county office of education to conduct an audit of the charter school if it has reason to believe that the school received state funding for which it was not eligible.

Charter School shall ensure completion of an independent final audit within six months after the closure of Charter School that includes:

1. An accounting of all financial assets. These may include cash and accounts receivable and an inventory of property, equipment, and other items of material value.
2. An accounting of all liabilities. These may include accounts payable or reduction in apportionments due to loans, unpaid staff compensation, audit findings, or other investigations.
3. An assessment of the disposition of any restricted funds received by or due to Charter School.

This audit may serve as Charter School's annual audit if it meets all of the requirements of the annual audit.

Charter School shall pay for the financial closeout audit of Charter School. This audit will be conducted by a neutral, independent licensed CPA who will employ generally accepted accounting principles. Any liability or debt incurred by Charter School will be the responsibility of Charter School and not LAUSD. Charter School understands and acknowledges that Charter School will cover the outstanding debts or liabilities of Charter School. Any unused monies at the time of the audit will be returned to the appropriate funding source. Charter School understands and acknowledges that only unrestricted funds will be used to pay creditors. Any unused AB 602 funds will be returned to the District SELPA or the SELPA in which Charter School participates, and other categorical funds will be returned to the source of funds.

Charter School shall ensure the completion and filing of any annual reports required. These reports include but are not necessarily limited to:

1. Preliminary budgets
2. Interim financial reports
3. Second interim financial reports
4. Final unaudited reports

These reports must be submitted to the CDE and the authorizing entity in the form required. These reports should be submitted as soon as possible after the Closure Action, but no later than the required deadline for reporting for the fiscal year.

For apportionment of categorical programs, the CDE will count the prior year average daily attendance (ADA) or enrollment data of the closed Charter School with the data of the authorizing entity. This practice will occur in the first year after the closure and will continue until CDE data collection processes reflect ADA or enrollment adjustments for all affected LEAs due to the charter closure.

### **Disposition of Liabilities and Assets**

The closeout audit must identify the disposition of all liabilities of Charter School. Charter School closure procedures must also ensure appropriate disposal, in accordance with the District Required Language provisions in Element 11 of this Charter, Charter School's governing board bylaws, fiscal procedures, and any other applicable laws and regulations, of any net assets remaining after all liabilities of Charter School have been paid or otherwise addressed. Such disposal includes, but is not limited to:

1. Charter School, at its cost and expense, shall return to the District any and all property, furniture, equipment, supplies, and other assets provided to Charter School by or on behalf of the District. The District discloses that the California Education Code sets forth the requirements for the disposition of the District's personal property and Charter School shall bear responsibility and liability for any disposition in violation of statutory requirements.
2. The return of any donated materials and property in accordance with any terms and conditions set when the donations were accepted.
3. The return of any grant and restricted categorical funds to their sources according to the terms of the grant or state and federal law.
4. The submission of final expenditure reports for any entitlement grants and the filing of Final Expenditure Reports and Final Performance Reports, as appropriate.

If Charter School is operated as or by a nonprofit corporation, and if the corporation does not have any functions other than operation of Charter School, the corporation shall be dissolved according to its bylaws.

Charter School shall retain sufficient staff, as deemed appropriate by the Charter School governing board to complete all necessary tasks and procedures required to close the school and transfer records in accordance with these closure procedures.

Charter School's governing board shall adopt a plan for wind-up of Charter School and, if necessary, the corporation, in accordance with the requirements of the Corporations Code.

Charter School shall provide LAUSD within fourteen (14) calendar days of the Closure Action with written notice of any outstanding payments due to staff and the time frame and method by which Charter School will make the payments.

Prior to final close-out, Charter School shall complete all actions required by applicable law, including but not limited to the following:

- a. File all final federal, state, and local employer payroll tax returns and issue final W-2s and Form 1099s by the statutory deadlines.
- b. Make final federal tax payments (employee taxes, etc.)
- c. Complete and submit all required federal and state filings and notices to the State of California, the Internal Revenue Service, and the Department of the Treasury, including but not limited to final tax returns and forms (e.g., Form 990 and related Schedules).

This Element 15 shall survive the revocation, expiration, termination, cancellation of this Charter, or any other act or event that would end Charter School's authorization to operate as a charter school or cause Charter School to cease operation. Charter School agrees that, due to the nature of the property and activities that are the subject of this Charter, the District and public shall suffer irreparable harm should Charter School breach any obligation under this Element 15. The District therefore reserves the right to seek equitable relief to enforce any right arising under this Element 15 or any provision of this Element 15 or to prevent or cure any breach of any obligation undertaken, without in any way prejudicing any other legal remedy available to the District. Such legal relief shall include, without limitation, the seeking of a temporary or permanent injunction, restraining order, or order for specific performance, and may be sought in any appropriate court.

## **Additional Provisions**

### **FACILITIES**

Charter School shall comply with all geographic and site limitations and related requirements set forth in Education Code sections 47605.1, 47602(a), and 47605(a).

### **District-Owned Facilities**

If Charter School is using District facilities as of the date of the submission of this charter petition or takes occupancy of District facilities prior to the approval of this charter petition, Charter School shall execute an agreement provided by the District for the use of the District facilities as a condition of the approval of the charter petition. If at any time after the approval of this charter petition Charter School

will occupy and use any District facilities, Charter School shall execute an agreement provided by the District for the use of the District facilities prior to occupancy and commencing use. Charter School shall implement and otherwise comply with the terms of any and all applicable facilities use agreements between Charter School and the District.

The circumstances of Charter School's occupancy of District facilities may change over time such as, but not limited to, enrollment, programs, and the conditions of facilities, and the District has a vested interest in having an agreement that is appropriate for the situation.

For a Sole Occupant Agreement or any other use agreement that is not a Proposition 39 Single Year Co-location Use Agreement or a lease issued through the Notice of Intent and bid process, the term may be co-terminous with the approved Charter, as permitted by law. Charter School and the District shall negotiate any modifications of the agreement with the goal of such amendment or new agreement being considered by the LAUSD Board of Education with the renewal of the charter petition. If Charter School and the District cannot execute an agreement in time for such to be considered by the Board of Education with the renewal of the charter petition, the approval of the renewal of the charter petition shall be conditioned upon Charter School and the District executing an amendment to the existing use agreement or a new agreement no later than May 1st or within nine (9) months of the date of the Board of Education's approval of the renewal of the charter petition. During such time period Charter School shall be permitted to remain in occupancy of the District facilities under the terms and conditions of the immediately preceding, executed use agreement; provided, that if Charter School and the District cannot agree upon and execute an amendment or new use agreement by said deadline, Charter School shall vacate the District facilities on or before June 30th of said school year.

Charter School acknowledges and agrees that occupancy and use of District facilities shall be in compliance with applicable laws and District policies for the operation and maintenance of District facilities and furnishings and equipment. Charter School shall comply with all District health, safety, and emergency procedures and requirements and shall be subject to inspection by the District's Facilities Services Division, OEHS, and other District offices in the same manner as other LAUSD campuses. All District facilities (i.e., schools) will remain subject to those laws applicable to public schools.

In the event of an emergency, all District facilities (i.e., schools) are available for use by the American Red Cross and public agencies as emergency locations, which may disrupt or prevent Charter School from conducting its educational programs. If Charter School will share the use of District facilities with other District user groups, Charter School agrees that it will participate in and observe all District safety policies (e.g., emergency chain of information and participation in safety drills).

The use agreements provided by the District for District facilities shall contain terms and conditions addressing issues such as, but not limited to, the following:

- Use: Charter School will be restricted to using the District facilities for the operation of a public school providing educational instruction to public school students consistent with the terms of the Charter and incidental related uses. Separate and apart from its right as authorizer to observe and inspect any part of the charter school at any time pursuant to Education Code 47607(a)(1), the District shall have and reserves the right to inspect District facilities upon reasonable notice to Charter School.

- Furnishings and Equipment: The District shall retain ownership of any furnishings and equipment, including technology, (“F&E”) that it provides to Charter School for use. Charter School, at its sole cost and expense, shall provide maintenance and other services for the good and safe operation of the F&E.
- Leasing; Licensing: Use of the District facilities by any person or entity other than Charter School shall be administered by the District. The parties may agree to an alternative arrangement in the use agreement.
- Programs, Services, and Activities Outside Instructional Program; Third Party Vendors:
  - (i) Any program, service, or activity provided outside the instructional program shall be subject to the terms and provisions of the use agreement, and, additionally, may require a license, permit, or additional agreement issued by the District. The term “instructional program” is defined, per Education Code section 47612 and 5 CCR section 11960, as those required educational activities that generate funding based on “average daily attendance” and includes those extracurricular programs, services, and/or activities that students are required to participate in and do not require the payment of any consideration or fee.
  - (ii) Any program, service, or activity requiring the payment of any consideration or fee or provided by a third party vendor (defined as any person or entity other than Charter School), whether paid or volunteer and regardless of whether such may be within the instructional program, shall be subject to the terms and provisions of the use agreement and such third party vendor shall be required to obtain a license, permit, or additional agreement from the District.
- Minimum Payments or Charges to be Paid to District Arising from the Facilities:
  - (i) Pro Rata Share: The District shall collect, and Charter School shall pay a Pro Rata Share for facilities costs as provided in the Charter Schools Act of 1992 and its regulations. The parties may agree to an alternative arrangement regarding facilities costs in the use agreement; and
  - (ii) Taxes; Assessments: Generally, Charter School shall pay any assessment or fee imposed upon or levied on the LAUSD facilities that it is occupying or Charter School’s legal or equitable interest created by the use agreement.
- Maintenance & Operations Services: In the event the District agrees to allow Charter School to perform any of the operation and maintenance services, the District shall have the right to inspect the District facilities, and the costs incurred in such inspection shall be paid by Charter School.
  - (i) Co-Location: If Charter School is co-locating or sharing the District facilities with another user, the District shall provide the operations and maintenance services for the District facilities and Charter School shall pay the Pro Rata Share. The parties may agree to an

alternative arrangement regarding performance of the operations and maintenance services and payment for such in the use agreement.

- (ii) Sole Occupant: If Charter School is a sole occupant of District facilities, the District shall allow Charter School, at its sole cost and expense, to provide some operations and maintenance services for the District facilities in accordance with applicable laws and LAUSD's policies on operations and maintenance services for facilities and F&E. NOTWITHSTANDING THE FOREGOING, the District shall provide all services for regulatory inspections which as the owner of the real property it is required to submit, and deferred maintenance, and Charter School shall pay LAUSD for the cost and expense of providing those services. The parties may agree to an alternative arrangement regarding performance of the operations and maintenance services and payment for such services in the use agreement.
- Real Property Insurance: Prior to occupancy, Charter School shall satisfy requirements to participate in LAUSD's property insurance or, if Charter School is the sole occupant of LAUSD facilities, obtain and maintain separate property insurance for the LAUSD facilities. Charter School shall **not** have the option of obtaining and maintaining separate property insurance for the LAUSD facility IF Charter School is co-locating or sharing the LAUSD facility with another user.

### **Non-District-Owned Facilities**

Occupancy and Use of the Site: Prior to occupancy or use of any school site or facility, Charter School shall provide the CSD with a current Certificate of Occupancy or equivalent document issued by the applicable permitting agency that allows Charter School to use and occupy the site as a charter school. Charter School shall not exceed the operating capacity of the site and shall operate within any limitations or requirements provided by the Certificate of Occupancy and any applicable permit. Charter School may not open or operate without providing a copy of an appropriate Certificate of Occupancy to the CSD. If Charter School intends to move or expand to another facility during the term of this Charter, Charter School shall adhere to any and all District policies and procedures regarding charter material revision and non-material amendment. Prior to occupancy or use of any such additional or changed school site, Charter School shall provide an appropriate Certificate of Occupancy to the CSD for such facility. Notwithstanding any language to the contrary in this Charter, the interpretation, application, and enforcement of this provision are not subject to the Dispute Resolution Process outlined in Element 14.

Facility Compliance: Prior to occupancy or use of any non-District-owned school site and/or facility, Charter School shall ensure that the site and/or facility complies with all applicable building codes, standards and regulations adopted by the city and/or county agencies responsible for building and safety standards for the city in which Charter School is to be located, federal and state accessibility requirements (including the Americans with Disabilities Act (ADA) and Section 504), and all other applicable fire, health, and structural safety and access requirements. This requirement shall also apply to the construction, reconstruction, alteration of or addition to the facility. Charter School shall resolve in a timely manner any and all corrective actions, orders to comply, and notices issued by any authorized building and safety agency. Charter School cannot exempt itself from applicable building and zoning codes, ordinances, and ADA/Section 504 requirements. Charter School shall maintain on file readily

accessible records that document facilities compliance and shall promptly provide such documentation to the CSD upon request.

Pest Management: Charter School shall comply with the Healthy Schools Act, Education Code section 17608, which details pest management requirements for schools.

Asbestos Management: Charter School shall comply with the asbestos requirement as cited in the Asbestos Hazard Emergency Response Act (AHERA), 40 C.F.R. part 763. AHERA requires that any building leased or acquired that is to be used as a school or administrative building shall maintain an asbestos management plan.

## **INSURANCE**

### **Insurance Requirements**

No coverage shall be provided to Charter School by the District under any of the District's self-insured programs or commercial insurance policies. Charter School shall secure and maintain, at a minimum, insurance as set forth below with insurance companies acceptable to the District [A.M. Best A-, VII or better] or the equivalent provided through a California Joint Powers Authority self-insurance program to protect Charter School from claims which may arise from its operations. Each Charter School location shall meet the below insurance requirements individually.

It shall be Charter School's responsibility, not the District's, to monitor its vendors, contractors, partners, and/or sponsors for compliance with the insurance requirements.

The following insurance policies are required:

1. Commercial General Liability, including Fire Legal Liability, coverage of \$5,000,000 per Occurrence and in the Aggregate. The policy shall be endorsed to name the Los Angeles Unified School District and its Board of Education as named additional insureds and shall provide specifically that any insurance carried by the District which may be applicable to any claims or loss shall be deemed excess and Charter School's insurance shall be primary despite any conflicting provisions in Charter School's policy. Coverage shall be maintained with no Self-Insured Retention above \$15,000 without the prior written approval of the Division of Risk Management and Insurance Services for the LAUSD.
2. Workers' Compensation Insurance in accordance with provisions of the California Labor Code adequate to protect Charter School from claims that may arise from its operations pursuant to the Workers' Compensation Act (Statutory Coverage). The Workers' Compensation Insurance coverage must also include Employers Liability coverage with limits of \$1,000,000/\$1,000,000/\$1,000,000.
3. Commercial Auto Liability, including Owned, Leased, Hired, and Non-owned, coverage with limits of \$1,000,000 Combined Single Limit per Occurrence if Charter School does not operate a student transportation service. If Charter School provides student transportation services, the required coverage limit is \$5,000,000 Combined Single Limit per Occurrence.

4. Crime Insurance or Fidelity Bond coverage shall be maintained by Charter School to cover all Charter School employees who handle, process or otherwise have responsibility for Charter School funds, supplies, equipment, or other assets. Minimum amount of coverage shall be \$1,000,000 per occurrence/\$1,000,000 aggregate, with deductible that is acceptable to the Los Angeles Unified School District.
5. Cyber Liability insurance coverage with minimum limits of \$500,000 per occurrence and \$500,000 general aggregate.
6. Professional Educators Errors and Omissions liability coverage with minimum limits of \$5,000,000 per occurrence and \$5,000,000 general aggregate.
7. Sexual Molestation and Abuse coverage with minimum limits of \$5,000,000 per occurrence and \$5,000,000 general aggregate. Coverage may be held as a separate policy or included by endorsement in the Commercial General Liability or the Errors and Omissions Policy. Whether this coverage is separately issued or included by endorsement to another policy, such coverage shall be endorsed to name the Los Angeles Unified School District and Its Board of Education as named additional insureds and shall provide specifically that any insurance carried by the District which may be applicable to any claims or loss shall be deemed excess and Charter School's insurance shall be primary despite any conflicting provisions in Charter School's policy.
8. Employment Practices Legal Liability coverage with limits of \$5,000,000 per occurrence and \$5,000,000 general aggregate.
9. Excess/Umbrella Liability insurance with limits of not less than \$10,000,000 is required of all high schools and any other school that participates in competitive interscholastic or intramural sports programs.

Coverages and limits of insurance may be accomplished through individual primary policies or through a combination of primary and excess policies and alternative methods of coverage as approved by the District. Where specifically required above, and with respect to any other coverage for which such endorsements and/or provisions are available, each policy shall be endorsed to name the Los Angeles Unified School District and Its Board of Education as named additional insureds and shall provide specifically that any insurance carried by the District which may be applicable to any claims or loss shall be deemed excess and Charter School's insurance shall be primary despite any conflicting provisions in Charter School's policy.

### **Evidence of Insurance**

Charter School shall furnish to the District's Division of Risk Management and Insurance Services located at 333 S. Beaudry Ave, 28th Floor, Los Angeles CA 90017 at the outset of the Charter agreement and within 30 calendar days of the inception or effective date of any new policies, renewals, or changes, certificates of insurance evidencing such coverage and signed by authorized representatives of the insurance carrier. Certificates shall be endorsed as follows:



“Charter school shall be required to provide LAUSD with 30 days prior written notice by certified mail, return receipt requested, if the insurance afforded by this policy shall be suspended, cancelled, reduced in coverage limits or non-renewed.”

With respect to the coverages for which additional insured status is required as set forth above, the certificate(s) of insurance shall reflect Los Angeles Unified School District’s and Its Board of Education’s status as named additional insureds thereunder, and shall attach a copy of the endorsement(s) extending such coverage.

Facsimile or reproduced signatures may be acceptable upon review by the Division of Risk Management and Insurance Services. However, the District reserves the right to require certified copies of any required insurance policies.

Should Charter School deem it prudent and/or desirable to have insurance coverage for damage or theft to Charter School, employee or student property, for student accident, or any other type of insurance coverage not listed above, such insurance shall not be provided by the District and its purchase shall be the responsibility of Charter School.

### **Hold Harmless/Indemnification Provision**

To the fullest extent permitted by law, Charter School does hereby agree, at its own expense, to indemnify, defend and hold harmless the LAUSD and the Board of Education and their members, officers, directors, agents, representatives, employees and volunteers from and against any and all claims, damages, losses and expenses including but not limited to attorneys’ fees, brought by any person or entity whatsoever, arising out of, or relating to, this Charter agreement. Charter School further agrees to the fullest extent permitted by law, at its own expense, to indemnify, defend, and hold harmless the LAUSD and the Board of Education and their members, officers, directors, agents, representatives, employees and volunteers from and against any and all claims, damages, losses and expenses including but not limited to attorneys’ fees, brought by any person or entity whatsoever for claims, damages, losses and expenses arising from or relating to acts or omission of acts committed by Charter School and/or its officers, directors, employees or volunteers. Moreover, Charter School agrees to indemnify, defend and hold harmless the LAUSD and the Board of Education and their members, officers, directors, agents, representatives, employees and volunteers, for any contractual liability resulting from third party contracts with Charter School’s vendors, contractors, partners or sponsors.

### **FISCAL MATTERS**

#### **District Oversight Costs**

The District may charge for the actual costs of oversight of Charter School not to exceed 1% of Charter School’s revenue, or the District may charge for the actual costs of oversight of Charter School not to exceed 3% if Charter School is able to obtain substantially rent free facilities from the District. Notwithstanding the foregoing, the District may charge the maximum oversight fee allowed under the law as it may change from time to time. The oversight fee provided herein is separate and distinct from the charges arising under charter school facilities use agreements.

### **Cash Reserves**

Charter School acknowledges that the recommended cash reserve is 5% of expenditures, as provided in section 15450, title 5 of the California Code of Regulations.

### **Third Party Contracts**

Charter School shall ensure that all third party contracts, whether oral or written, for supplies, equipment, goods and/or services, for the direct or indirect benefit of, or otherwise related to the operation of, Charter School, require compliance with and otherwise conform to all applicable local, state, and federal policies, regulations, laws, and guidelines, including but not limited to licensing and permit requirements as well as requirements related to protection of health and safety.

### **Special Education Revenue Adjustment/Payment for Services**

In the event that Charter School owes funds to the District for the provision of agreed upon or fee for service or special education services or as a result of the State's adjustment to allocation of special education revenues from Charter School, Charter School authorizes the District to deduct any and all of the in lieu property taxes that Charter School otherwise would be eligible to receive under section 47635 of the Education Code to cover such owed amounts. Charter School further understands and agrees that the District shall make appropriate deductions from the in lieu property tax amounts otherwise owed to Charter School. Should this revenue stream be insufficient in any fiscal year to cover any such costs, Charter School agrees that it will reimburse the District for the additional costs within forty-five (45) business days of being notified of the amounts owed.

### **Student Body Funds**

Charter School shall supervise and manage any and all student body funds in a manner consistent with the provisions of Education Code sections 48930-48938. Charter School shall include and address student body funds in its financial reports, and ensure that such funds are included and addressed in Charter School's annual audit as a stand-alone item.

### **Audit and Inspection of Records**

Charter School agrees to observe and abide by the following terms and conditions as a requirement for receiving and maintaining its charter authorization:

- Charter School is subject to District oversight.
- The District's statutory oversight responsibility continues throughout the life of the Charter and requires that the District, among other things, monitors the fiscal condition of Charter School.
- The District is authorized to revoke this Charter for, among other reasons, the failure of Charter School to meet generally accepted accounting principles or if Charter School engages in fiscal mismanagement.

Accordingly, the District hereby reserves the right, pursuant to its oversight responsibility, to audit

Charter School books, records, data, processes and procedures through the District Office of the Inspector General or other means. The audit may include, but is not limited to, the following areas:

- Compliance with terms and conditions prescribed in the Charter agreement,
- Internal controls, both financial and operational in nature,
- The accuracy, recording and/or reporting of Charter School’s financial information,
- Charter School’s debt structure,
- Governance policies, procedures and history,
- The recording and reporting of attendance data,
- Charter School’s enrollment process,
- Compliance with safety plans and procedures, and
- Compliance with applicable grant requirements.

Charter School shall cooperate fully with such audits and shall make available any and all records necessary for the performance of the audit upon 30 days’ notice to Charter School. When 30 days’ notice may defeat the purpose of the audit, the District may conduct the audit upon 24-hours’ notice.

### **Fiscal Policies and Procedures**

Charter School shall establish, maintain, and implement sound fiscal policies and procedures, including but not limited to internal controls governing all financial and business-related activities.

### **Apportionment Eligibility for Students Over 19 Years of Age**

Charter School acknowledges that, in order for a pupil over nineteen (19) years of age to remain eligible for generating charter school apportionment, the pupil shall be continuously enrolled in public school and make satisfactory progress toward award of a high school diploma. (Ed. Code § 47612(b).)

### **Local Control and Accountability Plan**

In accordance with California Education Code sections 47604.33 and 47606.5, Charter School shall include in its annual update a “listing and description of the expenditures for the fiscal year implementing the specific actions included in the charter as a result of the reviews and assessment required by paragraph (1)” of section 47606.5(a). (Ed. Code § 47606.5(b).)