



LOS ANGELES UNIFIED SCHOOL DISTRICT CHARTER SCHOOLS DIVISION

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September 11, 2017

Dear Charter School Governing Board President and Charter School Leaders:

The Charter Schools Division (CSD) welcomes you to a new school year and hopes your schools will have a strong and positive opening for students and their families. The CSD has reflected on analysis and feedback about oversight practices from last year, new laws, and the evolution of the California Department of Education's rollout of the State Accountability System and California School Dashboard. All of these factors informed the division's update and finalization of the 2017-2018 oversight tools and documents.

Please carefully review the following information regarding key oversight matters, significant developments, important reminders, and areas of focus for oversight in the coming year as well as the attached oversight visit reporting tool and other documents:

***Overview of Revisions to the 2017-18 Tool in Consideration of the California School Dashboard:** As is customary, the Charter Schools Division will establish a few telephone conference call sessions with charter operators to highlight revisions to the oversight tool for the 2017-2018 school year. The CSD particularly wants charter schools to be aware that the indicators in the Student Achievement and Educational Performance section of the tool reflect standard indicators such as CAASPP performance and reclassification but also contains new indicators based on the California School Dashboard. For the 2017-18 year, the Student Achievement and Educational Performance's numerical rating **will not formally** incorporate the school's ratings on the Dashboard indicators as the state continues to expand its implementation of the accountability system. However School Dashboard ratings will be utilized in the narrative notes section of the report in an informational sense to identify areas of strength and areas for growth according to the dashboard metrics represented by blue, green, yellow, orange, and red. As the California Department of Education expands its guidance and advances its rollout of the state accountability system into the future, the CSD will continue to update its usage of the California School Dashboard for oversight and renewal purposes in 2018-2019.

***New Laws:** An important aspect of charter school governance and operations is to ensure compliance with applicable laws and regulations. We therefore encourage all LAUSD-authorized charter schools, in consultation with their legal counsel, to conduct an annual review of relevant new federal and state laws and make any and all necessary and appropriate changes to their policies and practices. In addition to the new legal requirements addressed elsewhere in this letter, laws enacted in the past year include but are not limited to: AB 2097 (2016), which prohibits collection or solicitation of student social security

numbers, including the last four digits alone, unless otherwise required by law (Ed. Code § 49076.7); AB 1567 (2016), which provides first priority enrollment and relief from fees to homeless and foster youth in After School Education and Safety Programs (Ed. Code §§ 8482.6, 8483, 8483.1, 8483.95); and SB 1375, which requires charter schools to post, in a prominent and conspicuous location on their Internet Web sites, specified information relating to Title IX (Ed. Code § 221.61).

***AB2246- Pupil Suicide Prevention Policies:** In recognition of the important role that schools have in protecting the health and safety of all students, Assembly Bill (AB) 2246 helps to ensure that school districts and charter schools have policies and procedures in place to prevent, assess the risk of, intervene in, and respond to youth suicidal behavior. Because it is impossible to predict when a crisis will occur, being prepared is essential.

AB 2246 mandates the Governing Board of any Local Educational Agency (LEA), including charter schools, who serve students in grades 7-12 inclusive, to adopt a Suicide Prevention Policy before the beginning of the 2017-18 school year. Per AB 2246, the policy shall be developed in consultation with school and community stakeholders, school-employed mental health professionals, and suicide prevention experts; shall, at a minimum, address procedures relating to suicide prevention, intervention, and postvention; and shall specifically address high-risk student groups. Although AB 2246's requirements are specific to schools serving students in grades 7-12, all schools are encouraged to adopt and implement a Suicide Prevention Policy.

The Charter Schools Division's 2017-2018 oversight will include a review of the school's implementation of AB 2246. As part of this effort, CSD administrators will engage school leaders in a discussion about the school's Suicide Prevention Policy. In this dialogue, we invite you to share about the school's risk assessment protocols; staff members designated to serve as leads during a mental health crisis; professional development on suicide awareness and prevention; and how parents will be involved in suicide prevention efforts. In addition, the CSD's Oversight Visit Preparation Guide binder checklist has been revised to include documentation of the school's offerings in this area. To ensure that a Suicide Prevention Policy has been adopted by your Governing Board, in accordance with AB 2246, we are asking charter schools with any students in grades 7-12 to email their policy, with a copy of the board agenda and minutes in which the board reviewed and approved the policy, to charterschools@lausd.net no later than October 31, 2017. Charter schools which are co-located on district sites adhere to the District's Health, Safety and Emergency Plan which incorporates the District's Suicide Prevention Policy. Therefore governing boards of co-located charter schools would adopt the District's policy in their resolution for any site co-located on district property. Further guidance for leaders of co-located charter schools will be provided. The subject on the e-mail must identify the name of the school and Suicide Prevention Policy.

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As you may be aware, the California Department of Education (CDE) has developed a Model Youth Suicide Prevention Policy to serve as a guide, available at [CDE Webpage](#) Publications such as a Comprehensive Suicide Prevention Toolkit for Schools, Fact Sheets on Suicide: Adolescents and Young Adults, and Youth Suicide Prevention School-Based Guide are additional resources available on the CDE's Youth Suicide Prevention page. LAUSD's policy bulletin [Suicide Prevention, Intervention and Postvention \(BUL-2637.2\)](#), is another valuable resource that can offer guidance on appropriate responses to suicidal and self-injurious students, and in the aftermath of a student death by suicide.

***Senate Bill 1375-Title IX:** Senate Bill 1375 strengthens and expands the Title IX and state sex equity in education requirements. Specifically, on or before July 1, 2017, public schools, private schools, school districts, county offices of education, and charter schools are required to *post information on their Internet Web site* relative to the designated Title IX Coordinator, the rights of students and the responsibilities of schools, and a description of how to file a complaint. All charter schools contain language about Title IX in Element 4 of the petition. Please note, however, the additional requirements for your school based on this new law. Review of the school's website for implementation of SB1375 is incorporated into the oversight tool. See the Attachment G for further information from the CDE regarding expanded expectations for implementation of this bill.

***Uniform Complaint Procedures:** The CSD will continue its standard practice of reviewing each charter school's UCP documents as part of its review of governance documentation. Charter schools' UCP procedures are expected to be fully compliant with federal and state guidelines and requirements. All schools are being requested to compare their UCP policy, procedures, and documents to the State's guidance at <http://www.cde.ca.gov/re/cp/uc/>. The UCP policy, procedures, and documents have also been added to the *COMPLIANCE MONITORING AND CERTIFICATION OF BOARD COMPLIANCE REVIEW* document for the governing board's annual review and certification. As part of oversight, the CSD will review each charter school's UCP policy, procedures and forms. See the description of UCP in the Binder 1 requirements of the Annual Performance-Based Oversight Visit 2017-2018 Preparation Guide.

***School's Transition to Implementing the California Next Generation Science Standards:** During 2017-2018 oversight visits, the CSD will engage in dialogue with school leaders about the school's progress in helping teachers and the school's instructional program transition to the incorporation and implementation of the California Next Generation Science Standards. See the Binder Preparation Guide within the Binder 3 section for additional information.

***Tiered Submission Timeline of the 2017-18 ESSA Clearance Grid and Charter School Compliance Monitoring Form:** This year, the CSD will implement a two-tier submission approach for the ESSA Clearance Grid and the Charter School Compliance Monitoring Form,

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As part of the CSD's ongoing focus on ensuring the well-being of students, schools will receive a request to submit the school's completed ESSA Clearance Grid and complete an administrator certification section newly added to the Charter School Compliance Monitoring Form by the end of the school's seventh week of school (designed to be aligned with the six week deadline for Child Abuse Mandated Reporter training). The seventh week submission will assist the CSD in ensuring that important safety measures and systems are in place at the beginning of the school year. The deadline for the governing board's certification of the Charter School Compliance Monitoring Form will remain March 2018 consistent with past practice. During the 2018-2019 school year, the deadline for the governing board's certification will move to December 2018. The ESSA Clearance Grid will still be reviewed during the school's specific oversight visit. See Attachments B and E.

***Facilities:** As you are aware, charter schools are required to be in compliance with the program accessibility requirements of Title II of the Americans with Disabilities Act and the Modified Consent Decree. As the District continues to address these matters on District sites, including co-located sites, the District is also requesting that charter schools on private sites ensure compliance with these requirements. Accordingly, the District is requesting that charter schools submit a Certified Accessibility Plan which outlines the transition at the school site to eliminate barriers to program accessibility. The transition plan would be completed prior to the start of the 2018-2019 school year. See Attachment I for additional information.

Charter Amendment Process for Site Changes and Additional Locations: Each charter school shall adhere to all District policies and procedures regarding charter material revisions. A charter school must request a material amendment to their charter from the District's Board of Education for any additional sites prior to occupancy. The Board will then consider the charter school's request at a public meeting pursuant to applicable law. Furthermore, charter schools may seek an administrative non-material amendment from the Charter Schools Division for site relocation that do not create additional locations for the charter school. A charter school may not operate in any such facilities until after the District has granted approval to do so as described above. Contact your assigned CSD Administrator prior to implementing changes with the school's facilities so the CSD can appropriately vet the request.

*** Master Plan for English Learners: Appropriate Instruction and Services for English Learners (EL) – Designated and Integrated English Language Development (ELD):** The expectation of all charter schools is that they fulfill the dual obligation of providing a program for each EL that is designed and implemented to overcome language barriers and provide access to the core curriculum. (See *Castañeda v. Pickard* 648 F.2d 989, [5th Cir. 1981]). As part of a comprehensive and compliant ELD instructional program, charter schools are expected to implement an integrated and designated ELD instructional program for all ELs. The California Department of Education (CDE) has provided numerous communications

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and resources to support all public schools in this endeavor, including but not limited to: 1) [Dear Colleague Letter](#); 2) [ELA/ELD Framework](#); 3) [Designated and Integrated ELD](#); and, 4) [Reminder of Legal Obligations to ELs](#).

As shared by CDE in the [Reminder of Legal Obligations to English Learners](#) from Dr. Veronica Aguila, Assistant Superintendent/Division Director on August 30, 2016, "The CDE is informing administrators that charter schools are required to provide English Learner instructional services that meet this dual obligation, and other services determined necessary by the charter school, immediately." We ask that each charter school reflect on the academic achievement, and record of performance of their EL subgroup as well as their Long-Term English Learners (LTELs).

The following questions, though not exhaustive, should be used to evaluate whether the school's integrated and designated ELD instructional programs are appropriately addressing the needs of ELs, LTELs, and Reclassified Fluent English Proficient (RFEP) students:

1. How does your school provide both a comprehensive designated and integrated ELD instructional program for every EL student to meet the linguistic and academic goals at their grade level and language learning needs?
2. How often does integrated ELD and designated ELD take place, and for what lengths of time?
3. What are the program(s)/resources used in both the core curriculum and ELD? Please be specific to grade-levels and subject areas. Why were these program(s)/resources selected and how do they meet the needs of ELs?
4. Who delivers designated and integrated ELD to ELs, and where does it take place?
5. As you've evaluated the effectiveness of your EL program, what does the performance data of current ELs, LTELs, RFEPs, and never EL students demonstrate about the outcomes of your designated and integrated ELD instructional program?
6. How do you monitor EL students that are incurring academic deficits while learning English? How do you ensure that they receive the appropriate in class and out of class instructional supports?

Please review the school's current English Learner Master Plan and revise it as necessary to address these important components. Ensure that the school's Master Plan updates any obsolete information; for example, some plans still refer to the CAHSEE or CST as one of the measures for reclassification criteria. When the CSD makes its annual English Learner Master Plan submission request in October, please be ready to submit the school's updated plan.

Important Reminders

Campus Safety: As always, campus and student safety remains the District's top priority. Please ensure that the school is and remains in full compliance with all facilities

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requirements applicable to the site, including but not limited to maintenance of an appropriate Certificate of Occupancy, any necessary underlying permits, fire/life/safety requirements, and compliance with facilities access requirements. ***As a reminder, to ensure safety, schools are expected to obtain DOJ clearance for all new employees prior to their participation, in any capacity. Child Abuse training must occur within the first six weeks of each school year or within the first six weeks of a person's employment. (AB1432)***

Charter Public School Transparency: As you may recall, on January 12, 2016, the LAUSD Board of Education adopted the "Keeping Parents Informed: Charter Transparency" resolution, which is intended to clarify that similar to District public schools, the "Los Angeles Unified School District expects every District-authorized charter school to be transparent with its stakeholders regarding all aspects of its operation, including the possible revocation of its charter." This resolution specifically requires charter schools to adhere to the following key requirements:

- Every charter school must make available to its stakeholders specific information and documentation related to safety and facilities, curriculum and instructional focus, staff, governance, financial management, food services, admissions, and student demographics. This information must be provided manually and electronically in English and any single primary language other than English per the provisions of Education Code section 45400 et seq.
- In the event that the LAUSD Board of Education issues a Notice of Violation, Notice of Intent to Revoke, Final Decision to Revoke, Notice of Non-Renewal, or equivalent notice, to a charter school, the school must provide written notice within 72 hours to all of its parents, guardians, and teachers. The notice must include the District's rationale for the action. Simultaneously, the school must submit proof of such notice to the Charter Schools Division.
- Any LAUSD-authorized charter school that occupies a building on the AB300 list (seismic safety survey) must post a notice of such status in its main office.

Last year, 2016-2017, CSD staff engaged in dialogue with charter school leaders regarding implementation of this resolution. This year, 2017-18 implementation of this resolution is newly included in the oversight tool, Organizational Management, Programs, and Operations section as part of the CSD's review of the school's documents that are available both manually and electronically. The school's adherence to the Charter Public School Transparency Resolution also remains on the *Charter School Compliance Monitoring and Certification of Board Compliance Review document*. Please see the attached Board Resolution 017-15/16.

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Contact Information Form: If your school has not already submitted this electronic form, please see the email reminders from the Charter Schools Division to electronically submit an accurate *Charter School Contact Information Form*. Completion of this important document ensures, among other things, that the school leader will receive important correspondences throughout the year. You may also access the form at the following link, [CLICK HERE](#)

Notification of the District: As indicated in your charter, please notify the CSD:

- within one week of any litigation and investigations
- within 24 hours of any dire emergency or serious threat to the health and safety of students or staff
- within 30 days of any revision of the bylaws

Please see Element 4 of the charter for further information regarding notification of the District.

We thank all of our charter schools for your dedication and commitment to providing a quality public school education to your students and families. Continue to check the Charter Schools Division website regularly to monitor new information and access current petition documents. We look forward to continuing to work together as the year progresses. Please contact your assigned CSD administrator if you have any questions.

Sincerely,



José Cole-Gutiérrez
Director, Charter Schools Division

- Attachment A: Annual Performance-Based Oversight Visit Preparation Guide 2017-2018
Attachment B: Guide to the Completion of Certification of Clearances, Credentialing, and Mandated Reporter Training Form 2017-2018
Attachment C: Criminal Background Clearance Certification
Attachment D: Vendor Certification of Criminal Background Clearance, Tuberculosis (TB) Clearance, and Credential Verification
Attachment E: Charter School Compliance Monitoring and Certification of Board Compliance Review 2017-2018
Attachment F: Annual Performance-Based Oversight Visit Report 2017-2018 School Year
Attachment G: SB 1375 Guidance from CDE
Attachment H: Charter School Transparency Resolution 017-15/16
Attachment I: Facilities Information

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