

Charter Petition Review Matrix

For Petitions Presented Pursuant to EC 47605, EC 47605.5 (County Program), 47607

(47605, 47605.5 Renewal or Appeal)

Proposed Charter School	Petitioner Contact Information	Petition Review Time Lines		
Name of Proposed Charter School:	Name:	<u>Petition Received:</u> Date:	Public Hearing 30 days from determination	Board Decision 60 days from determination, by agreement of both parties, may be extended by 30 days.
	Phone: Cell:			
Location of Proposed School:	Email:	*within 3 workdays of receipt, if possible	Date Due:	Date Due: 30 day extension to: _____ <i>(If applicable)</i>
	Address:			

Area of Review	Name/Position of Reviewer(s)	Date(s) of Review
General Petition Requirements		
Dispute Resolution		
Educational Program		
English Language Learner Program		
Fiscal Viability		
Governance		
Health and Safety		
Independent Study		
Personnel		
Students With Disabilities		
Student Discipline		
Other:		

Reviewer Directions:

1. The review matrix is color-coded according to the area of review. The items for which you are responsible have the number column shaded in the same color as your area of review in the chart above.
2. The gray shaded column in the matrix provides you with guidance in conducting your review.
3. Please make notes, either on the matrix or a separate sheet of paper to support your finding of whether or not a standard has been met.
4. If you find that a standard has not been met, you will use transfer that information to the Summary of Findings form, following the directions on that document.

Charter Petition Review Matrix

For a Petition Submitted Pursuant to California Education Code 47605, 47605.5, 47607

Requirement	Item	Ed Code Reference (Required Elements)	Evaluation Guidance <i>Provided for review guidance purposes only. Based, in part, on 5 CCR 11967.5.1 describing how the State Board will review a charter application. This is NOT a checklist of required items, but a reference for review of the standard.</i>	Located on Page(s)	Evaluation Circle One: Yes, No or Partial
PRIVATE SCHOOL RESTRICTIONS					
Private school conversion not allowed	1.	47602(b) No charter shall be granted under this part that authorizes the conversion of any private school to a charter school.	<i>The petition does not represent a conversion of a private school to a charter school.</i>	Page(s)	Standard Met Yes No Partial
Concurrent enrollment	2.	47602(b) No charter shall receive any public funds for a pupil if the pupil also attends a private school that charges the pupil's family for tuition.	<i>The petition does not allow concurrent enrollment in a private school.</i>	Page(s)	Standard Met Yes No Partial
SIGNATURE REQUIREMENTS					
Parent Signatures OR	3.	47605(a)(1)(A) The petition is signed by a number of parents or guardians of pupils that is equivalent to at least one-half of the number of pupils that the charter school estimates will enroll in the school for its first year of operation.	<i>Renewal does not require signatures.</i>	Page(s)	Standard Met Yes No Partial
Teacher Signatures	4.	47605(a)(1)(B) The petition is signed by a number of teachers that is equivalent to at least one-half of the number of teachers that the charter school estimates will be employed at the school during its first year of operation.	<input type="checkbox"/> Evidence that petition was attached to signature page <input type="checkbox"/> Signature requirement met <input type="checkbox"/> Statement on petition that signature indicates interest in school	Page(s)	Standard Met Yes No Partial
Conversion of existing public school	5.	47605(a)(2) A petition that proposes to convert an existing public school to a charter school that would not be eligible for a loan pursuant to subdivision (b) of Section 41365 may be circulated by one or more persons seeking to establish the charter school. The petition may be submitted to the governing board of the school district for review after the petition is signed by not less than 50 percent of the permanent status <u>teachers currently employed at the public school to be converted.</u>	<input type="checkbox"/> Evidence that petition was attached to signature page <input type="checkbox"/> Signature requirement met <input type="checkbox"/> Statement on petition that signature indicates interest in school <input type="checkbox"/> Statement that petition is for a conversion of a public school.	Page(s)	Standard Met Yes No Partial

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Signature indicates meaningful interest	6.	47605(a)(3) A petition shall include a prominent statement that a signature on the petition means that the parent or guardian is meaningfully interested in having his or her child, or ward, attend the charter school, or in the case of a teacher's signature, means that the teacher is meaningfully interested in teaching at the charter school. <u>The proposed charter shall be attached to the petition.</u>	<input type="checkbox"/> Evidence that petition was attached to signature page <input type="checkbox"/> Signature requirement met <input type="checkbox"/> Statement on petition that signature indicates interest in school	Page(s)	Standard Met Yes No Partial
GRADE LEVELS TO BE SERVED BY THE CHARTER SCHOOL					
Must serve all grade levels served by the district	7.	47605(a)(6) ...a petition to establish a charter school may not be approved to serve pupils in a grade level that is not served by the school district of the governing board considering the petition, unless the petition proposes to serve pupil in all of the grade levels served by that school district.		Page(s)	Standard Met Yes No Partial
47605(b) A governing board shall grant a charter for the operation of a school under this part if it is satisfied that granting the charter is consistent with sound educational practice. The board shall not deny a petition for the establishment of a charter school unless it makes written factual findings, specific to the particular petition, setting forth specific facts to support one or more of the following findings:(47605)(b)(1) or 47605(b)(2)					
Sound Educational Program	8.	47605(b)(1)The charter school presents an un sound educational program for the pupils to be enrolled in the charter school.	Reviewer: Consider the information in 47605(b)(5) when making this determination A charter petition presents a sound educational program if it is all of the following: <input type="checkbox"/> Involves activities that do not present the likelihood of physical, educational, or psychological harm to the affected pupils. <input type="checkbox"/> Is likely to be of educational benefit to pupils who attend. For renewal: <input type="checkbox"/> Has met standards for renewal in EC 47607(b) or; <input type="checkbox"/> Has met measurable pupil outcomes described in charter	Page(s)	Standard Met Yes No Partial
Required elements that indicate the School's likelihood of successful implementation	9.	47605(b)(2)the petitioners are demonstrably un likely to successfully implement the program	The following factors are to be considered: Petitioners: <input type="checkbox"/> Have past history of involvement in charter schools or other education agencies (public or private) that is regarded as successful. <input type="checkbox"/> Are familiar with content of the petition or the requirements of law that would apply to proposed charter school. <input type="checkbox"/> Have presented realistic financial and operational plans for the proposed school: In the area of Administrative services, charter or supporting documents adequately: <input type="checkbox"/> Describe structure for providing administrative services, including, at a minimum: <input type="checkbox"/> personnel transactions, <input type="checkbox"/> accounting and payroll that reflects an understanding of school business practices and;	Page(s)	Standard Met Yes No Partial

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<p>Required elements that indicate the School's likelihood of successful implementation</p> <p>(continued from previous page)</p>		<p>47605(b)(2) the petitioners are demonstrably unlikely to successfully implement the program (continued from previous page)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> expertise to carry out the necessary administrative services, or; <input type="checkbox"/> A reasonable plan and time line to develop and assemble such practices and expertise. <input type="checkbox"/> For contract services, describes criteria for selection of contractor(s). In the area of financial administration, include, at a minimum: <ul style="list-style-type: none"> <input type="checkbox"/> 1st year operational budget, start-up costs, and cash flow, and financial projections for the 1st 3 years. <input type="checkbox"/> Include reasonable estimates of all anticipated revenues and expenditures necessary to operate the school, including but not limited to, special education, based, when possible, on historical data from schools or school districts of similar type, size, and location. <input type="checkbox"/> Budget notes that clearly describe assumptions on revenue estimates, including, but not limited to, the basis for average daily attendance estimates and staffing levels. <input type="checkbox"/> Present a budget that in its totality appears viable and over a period of no less than 2 years of operations provides for the amassing of a reserve equivalent to that required by law for a school district of similar size to the proposed charter school. <input type="checkbox"/> Demonstrate an understanding of the timing of the receipt of various revenues and their relative relationship to timing of expenditures that are within reasonable parameters, based, when possible, on historical data from schools or school data from schools or school districts of similar type, size, and location. In the area of Insurance, the charter and supporting documents adequately provide for the acquisition of and budgeting for general liability, workers compensations, and other necessary insurance of the type and amounts required for an enterprise of similar purpose and circumstance. In the area of facilities, the charter and supporting documents adequately: <ul style="list-style-type: none"> <input type="checkbox"/> Describe the types and potential location of facilities needed to operate the size and scope of educational program proposed in the charter. <input type="checkbox"/> If a specific facility has not been secured, provide evidence of the type and projected cost of the facilities that may be available in the location of the proposed charter school. <input type="checkbox"/> Reflect reasonable costs for acquisition or leasing of facilities to house the school, taking into account the facilities the charter school may be allocated under the provisions of EC 47614. <input type="checkbox"/> The petitioners document they personally have the necessary background in the following areas critical to the charter school's success, and the petitioners have a plan to secure the services of individuals who have the necessary background in these areas: <ul style="list-style-type: none"> <input type="checkbox"/> Curriculum, instruction, and assessment 		

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			<input type="checkbox"/> Finance and business management		
STANDARD OF REVIEW					
<p>CCR Title 5: 11967.5.1(g) Definition of “Reasonable Comprehensive Description” A “reasonably comprehensive” description, within the meaning of subdivision (f) of this section and Education Code 47605(b)(5) shall include, but not be limited to, information that:</p> <ol style="list-style-type: none"> 1. Is substantive and is not, for example, a listing of topics with little elaboration. 2. For elements that have multiple aspects, addresses essentially all aspects of the elements, not just selected aspects. 3. Is specific to the charter petition being proposed, not to charter schools or charter petitions generally. 4. Describes, as applicable, among the different elements, how the charter school will: <ol style="list-style-type: none"> (A) Improve pupil learning (B) Increase learning opportunities for its pupils, particularly pupils who have been identified as academically low achieving. (C) Provide parents, guardians, and pupils with expanded educational opportunities. (D) Hold itself accountable for measurable performance-based pupil outcomes. (E) Provide vigorous competition with other public school options available to parents, guardians, and students. 					
47605(b)(5) REASONABLY COMPREHENSIVE DESCRIPTION of 47605(b)(5)(A-P)					
A. EDUCATIONAL PROGRAM:					
Description of Educational Program	10.	<p>47605(b)(5)(A)(i) A description of the educational program of the school, designed, among other things, to identify:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Those whom the school is attempting to educate, <input type="checkbox"/> What it means to be an “educated person” in the 21st century, <input type="checkbox"/> How learning best occurs 	<p>11967.5.1 (f)(1) The description of the educational program of the school as required by Education Code, at a minimum:</p> <ul style="list-style-type: none"> <input type="checkbox"/> A. Indicates the proposed charter school’s target student population, including, at a minimum, grade levels, approximate number of pupils, and specific educational interests, backgrounds, or challenges. <input type="checkbox"/> B. Specifies a clear, concise school mission statement with which all elements and programs for the school are in alignment and which conveys the petitioners’ definition of and “educated person” in the 21st century, belief how learning best occurs, and goals consistent with enabling pupils to become or remain self-motivated, competent, and lifelong learners. 	Page(s)	Standard Met Yes No Partial
Annual Goals and Annual Actions to Achieve Goals for Subgroups in EC 52052	11.	<p>47605(b)(5)(A)(ii) A description, for the charter school, of annual goals, 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, or the nature of the program operated, by the charter school, and specific annual actions to achieve those goals.</p>	<p>11967.5.1 (f)(1) The description of the educational program of the school as required by Education Code, at a minimum:</p> <ul style="list-style-type: none"> <input type="checkbox"/> C. Includes a framework for instructional design that is aligned with the needs of pupils that the charter school has identified as its target student population. <input type="checkbox"/> D. Indicates the basic learning environment of environments (e.g., site-based matriculation, independent study, community-based education, or technology-based education). <input type="checkbox"/> E. Indicates the instructional approach or approaches the charter school will utilize, including, but not limited to, the curriculum and teaching methods (or a process for developing the curriculum or teaching methods) that will enable the school’s pupils to master the content standards for the four core curriculum areas adopted by the SBE pursuant to EC 60605 and to achieve the objectives specified in the charter. <input type="checkbox"/> F. Indicates how the charter school will identify and respond to the needs of pupils who are not achieving at or above expected levels. <input type="checkbox"/> G. Indicates how the school will meet the needs of students with disabilities, English learners, students achieving substantially above or below grade level expectations, and other special student populations. <input type="checkbox"/> Addresses annual goals for all pupils and for each subgroup of pupils identified in 52052) to be achieved in the state 	Page(s)	Standard Met Yes No Partial

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			<i>priorities, as described in 52060 (d). (Below)</i>		
*Section 52052 Referenced in item 11 Subgroups to be address in Educational Plan	12.	<p>*52052. (a) (2) A school or school district shall demonstrate comparable improvement in academic achievement as measured by the API by all numerically significant pupil subgroups at the school or school district, including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> (A) Ethnic subgroups. <input type="checkbox"/> (B) Socioeconomically disadvantaged pupils. <input type="checkbox"/> (C) English learners. <input type="checkbox"/> (D) Pupils with disabilities. <input type="checkbox"/> (E) Foster youth. <p>(3) (A) For purposes of this section, a numerically significant pupil subgroup is one that consists of at least 30 pupils, each of whom has a valid test score.</p> <p><input type="checkbox"/> (B) Notwithstanding subparagraph (A), for a subgroup of pupils who are foster youth, a numerically significant pupil subgroup is one that consists of at least 15 pupils.</p>		Page(s)	Standard Met Yes No Partial
Section 52060(d) Referenced in item 11 State Priorities	13.	<p>52060(d). All of the following are state priorities:</p> <ul style="list-style-type: none"> <input type="checkbox"/> (1) The degree to which the teachers of the school district are appropriately assigned in accordance with Section 44258.9, and fully credentialed in the subject areas, and, for the pupils they are teaching, every pupil in the school district has sufficient access to the standards-aligned instructional materials as determined pursuant to Section 60119, and school facilities are maintained in good repair as specified in subdivision (d) of Section 17002. <input type="checkbox"/> (2) Implementation of the academic content and performance standards adopted by the state board, including how the programs and services will enable English learners to access the common core academic content standards adopted pursuant to Section 60605.8 and the English language development standards adopted pursuant to Section 60811.3 for purposes of gaining academic content knowledge and English language proficiency. <input type="checkbox"/> (3) Parental involvement, including efforts the school district makes to seek parent input in making decisions for the school district and each individual schoolsite, and including how the school district will promote parental participation in programs for unduplicated pupils and individuals with exceptional needs. <p>(4) Pupil achievement, as measured by all of the following, as applicable:</p> <ul style="list-style-type: none"> <input type="checkbox"/> (A) Statewide assessments administered pursuant to Article 4 (commencing with Section 60640) of Chapter 5 of Part 33 or any subsequent assessment, as certified by the state board. <input type="checkbox"/> (B) The Academic Performance Index, as described in Section 52052. <input type="checkbox"/> (C) The percentage of pupils who have successfully completed courses that satisfy the requirements for entrance to the University of California and the California State University, or career technical education sequences or programs of study that align with state board-approved career technical educational standards and frameworks, including, but not limited to, those described in subdivision (a) of Section 52302, subdivision (a) of Section 52372.5, or paragraph (2) of subdivision (e) of Section 54692. <input type="checkbox"/> (D) The percentage of English learner pupils who make progress toward English proficiency as measured by the California English Language Development Test or any subsequent assessment of English proficiency, as certified by the state board. <input type="checkbox"/> (E) The English learner reclassification rate. <input type="checkbox"/> (F) The percentage of pupils who have passed an advanced placement examination with a score of 3 or higher. <input type="checkbox"/> (G) The percentage of pupils who participate in, and demonstrate college preparedness pursuant to, the Early Assessment Program, as described in Chapter 6 (commencing with Section 99300) of Part 65 of Division 14 of Title 3, or any subsequent assessment of college 		Page(s)	Standard Met Yes No Partial

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**Section 52060(d) Referenced in item 11 (continued)	13. <i>(cont.)</i>	<p>preparedness.</p> <p>(5) Pupil engagement, as measured by all of the following, as applicable:</p> <ul style="list-style-type: none"> <input type="checkbox"/> (A) School attendance rates. <input type="checkbox"/> (B) Chronic absenteeism rates. <input type="checkbox"/> (C) Middle school dropout rates, as described in paragraph (3) of subdivision (a) of Section 52052.1. <input type="checkbox"/> (D) High school dropout rates. <input type="checkbox"/> (E) High school graduation rates. <p>(6) School climate, as measured by all of the following, as applicable:</p> <ul style="list-style-type: none"> <input type="checkbox"/> (A) Pupil suspension rates. <input type="checkbox"/> (B) Pupil expulsion rates. <input type="checkbox"/> (C) Other local measures, including surveys of pupils, parents, and teachers on the sense of safety and school connectedness. <p><input type="checkbox"/> (7) The extent to which pupils have access to, and are enrolled in, a broad course of study that includes all of the subject areas described in Section 51210 and subdivisions (a) to (i), inclusive, of Section 51220, as applicable, including the programs and services developed and provided to unduplicated pupils and individuals with exceptional needs, and the program and services that are provided to benefit these pupils as a result of the funding received pursuant to Section 42238.02, as implemented by Section 42238.03.</p> <p><input type="checkbox"/> (8) Pupil outcomes, if available, in the subject areas described in Section 51210 and subdivisions (a) to (i), inclusive, of Section 51220, as applicable.</p>			
Transferability of High School Courses	14.	47605(b)(5)(A)(iii) If the proposed 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.	<i>If serving high school students, describes how district/charter school informs parents about:</i> <ol style="list-style-type: none"> 1. Transferability of courses to other public high schools; and 2. Eligibility of courses to meet college entrance requirements 3. Courses that are accredited by the Western Association of Schools and Colleges (WASC) may be considered transferable, and courses meeting the UC/CSU "a-g" admissions criteria may be considered to meet college entrance requirements) 	Page(s)	Standard Met Yes No Partial
B. MEASURABLE PUPIL OUTCOMES					
Measurable Pupil Outcomes	15.	47605(b)(5)(B) 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. ...shall include outcomes that address increases in pupil academic achievement both schoolwide and for all of the groups of pupils served by the charter school, as the term is defined in subparagraph (B) of subdivision (a) of §47607.	<p><i>At a minimum:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> A. Specify skills, knowledge, and attitudes that reflect the school's educational objectives and can be assessed, at a minimum, by objective means that are frequent and sufficiently detailed enough to determine whether pupils are making satisfactory progress. <input type="checkbox"/> It is intended that the frequency of objective means of measuring pupil outcomes vary according to such factors as grade level, subject matter, the outcome of previous objective measurements, and information that may be collected from anecdotal sources. To be sufficiently detailed, objective means of measuring pupil outcomes must be capable of being used readily to evaluate the effectiveness of and to modify instruction of individual students and for groups of students. <input type="checkbox"/> B. Include the school's API growth target, if applicable. 	Page(s)	Standard Met Yes No Partial

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C. METHOD OF MEASURING PUPIL OUTCOMES					
Assessment Tools	16.	47605(b)(5)(C) The method by which pupil progress in meeting those pupil outcomes is to be measured. To the extent practicable ...consistent with the way information is reported on a school accountability report card.	<p><i>At a minimum:</i></p> <input type="checkbox"/> A. Utilizes a variety of assessment tools appropriate to the skills, knowledge, or attitudes being assessed, including, at a minimum, tools that employ objective means of assessment consistent with paragraph A (in Section B above). <input type="checkbox"/> B. Include the annual assessment results from the STAR program. <input type="checkbox"/> C. Outlines a plan for collecting, analyzing, and reporting data continuously to monitor and improve the charter school's educational program.	Page(s)	Standard Met Yes No Partial
D. GOVERNANCE STRUCTURE OF THE SCHOOL					
School Governance Including Parental Involvement	17.	47605(b)(5)(D) The governance structure of the school, including but, not limited to, the process to be followed by the school to ensure parental involvement.	<p><i>At a minimum:</i></p> <input type="checkbox"/> A. Includes evidence of the charter school's incorporation as a non-profit public benefit corporation, if applicable. <input type="checkbox"/> B. Includes evidence that the organizational and technical designs of the governance structure reflect a seriousness of purpose necessary to ensure that: <input type="checkbox"/> 1. The charter school will become and remain a viable enterprise. <input type="checkbox"/> 2. There will be active and effective representation of interested parties, including, but not limited to parents (guardians). <input type="checkbox"/> 3. The educational program will be successful	Page(s)	Standard Met Yes No Partial
E. EMPLOYEE QUALIFICATIONS					
Employees	18.	47605(b)(5)(E) The qualifications to be met by individuals to be employed by the school.	<p><i>At a minimum:</i></p> <input type="checkbox"/> A. Identify general qualifications for the various categories of employees the school anticipates: <i>For example:</i> <input type="checkbox"/> Administrative <input type="checkbox"/> Instructional <input type="checkbox"/> Instructional support <input type="checkbox"/> Non-instructional support <input type="checkbox"/> B. Identify those positions that the charter school regards as key in each category and specify the additional qualifications expected of individual assigned to those positions. <input type="checkbox"/> C. Specify that the requirements for employment set forth in applicable provisions of law will be met, including, but not limited to credentials as necessary.	Page(s)	Standard Met Yes No Partial

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F. HEALTH AND SAFETY PROCEDURES					
Student/Staff Health and Safety	19.	47605(b)(5)(F) The procedures that the school will follow to ensure the health and safety of pupils and staff. These include the requirement that each employee of the school furnish the school with a criminal record summary as described in §44237.	<p><i>At a minimum:</i></p> <input type="checkbox"/> A. Require that each employee of the school furnish the school with a criminal record summary as described in EC 44237. <input type="checkbox"/> B. Include the examination of faculty and staff for tuberculosis <input type="checkbox"/> C. Require immunization of pupils as a condition of school attendance to the same extent as would apply if the pupils attended a non-charter public school. <input type="checkbox"/> D. Provide for the screening of pupils' vision and hearing and the screening pupils for scoliosis to the same extent as would be required if the pupils attended a non-charter public school.	Page(s)	Standard Met Yes No Partial
G. MEANS TO ACHIEVE RACIAL AND ETHNIC BALANCE					
Racial and ethnic balance reflective of district	20.	47605(b)(5)(G) The means by which the school will achieve a racial and ethnic balance among its pupils that is reflective of the general population residing within the territorial jurisdiction of the school district to which the charter petition is submitted.	<i>To the extent admission requirements are included in keeping with EC 47605(b)(5)(H), the requirements shall be in compliance with the requirements of EC 47605(d) and any other applicable provision of law.</i>	Page(s)	Standard Met Yes No Partial
H. ADMISSION REQUIREMENTS					
Admissions	21.	47605(b)(5)(H) Admission requirements, if applicable.	<i>Petition describes the policies and procedures the school will implement for the admission and enrollment of students. The requirements shall be in compliance with the requirements of EC 47605(d) and any other applicable provision of law. (See 47605(d)(2)(A)).</i>	Page(s)	Standard Met Yes No Partial
I. MANNER OF CONDUCTING ANNUAL AUDIT AND RESOLVING AUDIT EXCEPTIONS					
Audits	22.	47605(b)(5)(I) 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.	<p><i>At a minimum:</i></p> <input type="checkbox"/> A. Specify who is responsible for contracting and overseeing the independent audit. <input type="checkbox"/> B. Specify that the auditor will have experience in education finance. <input type="checkbox"/> C. Outline the process of providing audit reports to the SBE, CDE, or other agency as the SBE may direct, and specifying the time line in which audit exceptions will typically be addressed. <input type="checkbox"/> D. Indicate the process that the school will follow to address any audit findings and/or resolve any audit exceptions.	Page(s)	Standard Met Yes No Partial
J. STUDENT DISCIPLINE PROCEDURES					
Discipline procedures	23.	47605(b)(5)(J) The procedures by which pupils can be suspended or expelled.	<p><i>At a minimum:</i></p> <input type="checkbox"/> A. Identify a preliminary list, subject to later revision pursuant to subparagraph (E), of the offenses for which students in the school must (where non-discretionary) and may (where discretionary) be suspended and; <input type="checkbox"/> A ² . Separately, the offenses for which students in the school must (where non-discretionary) and may (where discretionary) be expelled. <input type="checkbox"/> B. Identify the procedures by which pupils can be suspended or expelled. <input type="checkbox"/> C. Identify the procedures by which parents/guardians, and pupils will be informed about reasons for suspension or expulsion and of their due process rights in regard to suspension or expulsion.	Page(s)	Standard Met Yes No Partial

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			<input type="checkbox"/> D. Provide evidence that in preparing the lists of offenses specified in subparagraph (A) and the procedures apply to students attending non-charter public schools, and provide adequate safety for students, staff, and visitors to the school and serve the best interests of the school's pupils and their parents/guardians. <input type="checkbox"/> E. If not otherwise covered under (A), (B), (C), and (D): <input type="checkbox"/> 1. Provide for due process for all pupils and demonstrate an understanding of the rights of pupils with disabilities in regard to suspension and expulsion. <input type="checkbox"/> Outline how detailed policies and procedures regarding suspension and expulsion will be developed and periodically reviewed, including, but not limited to, periodic review and (as necessary) modification of the lists of offenses for which students are subject to suspension and expulsion.		
K. RETIREMENT PROGRAMS					
Retirement systems	24.	47605(b)(5)(K) The manner by which staff members of the charter school will be covered by the State Teachers' Retirement System, the Public Employees' retirement System, or federal social security.	At a minimum, specifies the positions to be covered under each system and the staff who will be responsible for ensuring that appropriate arrangements for that coverage have been made.	Page(s)	Standard Met Yes No Partial
L. PUBLIC SCHOOL ALTERNATIVES					
Students not choosing charter school	25.	47605(b)(5)(L) The public school attendance alternatives for pupils residing with the school district who choose not to attend charter schools.	At a minimum, specify that the parent or guardian of each pupil enrolled in the charter school shall be informed that the pupils have no right to admission in a particular school of any local educational agency (or program of any LEA) as consequence of enrollment in the charter school.	Page(s)	Standard Met Yes No Partial
M. EMPLOYEE RETURN RIGHTS					
Status of employee right of return to district	26.	47605(b)(5)(M) A description of the rights of any 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.	At a minimum, specifies that an employee shall have the following rights: <input type="checkbox"/> Any rights upon leaving the employment of an LEA to work in the charter school that the LEA may specify <input type="checkbox"/> Any right of return to employment in an LEA after employment in the charter school as the LEA may specify. <input type="checkbox"/> Any other rights upon leaving employment to work in the charter school and any rights to return to a previous employer after working in the charter that the SBE determines to be reasonable and not in conflict with any provisions of law that apply to charter school or to the employer from which the employee comes to the charter or to which the employee returns from the charter school.	Page(s)	Standard Met Yes No Partial

Charter Petition Review Matrix

For a Petition Submitted Pursuant to California Education Code 47605, 47605.5, 47607

Requirement	Item	Ed Code Reference (Required Elements)	Evaluation Guidance <i>Provided for review guidance purposes only. Based, in part, on 5 CCR 11967.5.1 describing how the State Board will review a charter application. This is NOT a checklist of required items, but a reference for review of the standard.</i>	Located on Page(s)	Evaluation Circle One: Yes, No or Partial
N. DISPUTE RESOLUTION					
Dispute Resolution procedures	27.	47605(b)(5)(N) the procedures to be followed by the charter school and the entity granting the charter to resolve disputes relating to provisions of the charter.	<p>At a minimum:</p> <input type="checkbox"/> Describe how the costs of the dispute resolution process, if needed, would be funded. <input type="checkbox"/> Recognize that if the substance of a dispute is a matter that could result in the taking of appropriate action, including, but no limited to, revocation of the charter (47604.5), the matter will be addressed at the board's discretion in accordance with that provision of law and any regulations pertaining thereto.	Page(s)	Standard Met Yes No Partial
O. DECLARATION OF EXCLUSIVE EMPLOYER					
Employer for charter school	28.	47605(b)(5)(O) A declaration of whether or not the charter school shall be deemed the exclusive public school employer of the employees of the charter school for purposes of Chapter 7 (commencing with §3540) of Division 4 of Title 1 of the Government Code.	<input type="checkbox"/> Statement describing how charter school will comply with code.	Page(s)	Standard Met Yes No Partial
P. SCHOOL CLOSURE PROCEDURE					
Description of charter school closure	29.	47605(b)(5)(P) A description of the procedures to be used if the charter school closes. The procedures shall <input type="checkbox"/> Ensure a final audit of the school to determine the disposition of all assets and liabilities of the charter school, <input type="checkbox"/> Including plans for disposing of any net assets and <input type="checkbox"/> For the maintenance and transfer of pupil records.	<input type="checkbox"/> Statement describing how charter school will comply with code.	Page(s)	Standard Met Yes No Partial
Student Assessment	30.	47605(c)(1) Charter Schools shall meet all statewide standards and conduct the pupil assessments required pursuant to Sections 60605 and 60851 and any other statewide standards authorized in statute or pupil assessments applicable to pupils in non-charter public schools.	<i>Petition describes how the school will meet all statewide standards and ensure that the requirements of education of education code are addressed in the state testing and other statewide standards authorized in statute or pupil assessments applicable to students in public schools.</i>	Page(s)	Standard Met Yes No Partial
Consultation with stakeholders	31.	47605(c)(2) Charter schools shall, on a regular basis, consult with parents, guardians and teacher regarding the schools educational programs.	<i>Petition provides a description of how the school will consult with parents and teachers, on a regular basis, regarding the school's educational programs.</i>	Page(s)	Standard Met Yes No Partial

Charter Petition Review Matrix

For a Petition Submitted Pursuant to California Education Code 47605, 47605.5, 47607

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47605(b)(4) REQUIRED AFFIRMATIONS "The petition does not contain an affirmation of each of the conditions described in subdivision (d)" constitutes reason for denial of charter petition.					
Affirmations	32.	<p>47605(d)(1) Charter school:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Shall be nonsectarian in its programs, admission policies, employment practices, and all other operations <input type="checkbox"/> Shall not charge tuition <input type="checkbox"/> Shall not discriminate against any pupil on the basis of ethnicity, national origin, gender, or disability. <input type="checkbox"/> Admission shall not be determined according to the place of residence of the pupil, or of his/her parent except in case of conversion charter school. 	<ul style="list-style-type: none"> <input type="checkbox"/> Includes a clear, unequivocal affirmation of each condition, not a general statement of intention to comply. <input type="checkbox"/> Neither the charter nor any of the supporting documents shall include any evidence that the charter will fail to comply with the conditions described in §47605 (d). 	Page(s)	Standard Met Yes No Partial
47605(d)(2) ADMISSIONS					
Admissions	33.	47605(d)(2)(A) A charter school shall admit all students who wish to attend.	Statement describing how charter school will comply with code.	Page(s)	Standard Met Yes No Partial
Public random drawing	34.	47605(d)(2)(B) If the number of pupils who wish to attend the charter school exceeds the school's capacity, attendance, except for existing pupils of the charter school, shall be determined by a public random drawing. Preference shall be extended to pupils currently attending the charter school and pupils who reside in the district except as provided for in Section 47614.5. Other preferences may be permitted by the chartering authority on an individual school basis and only if consistent with the law.	Petition includes a statement that if the number of pupils who wish to attend the charter school exceeds the school's capacity, attendance, except for existing pupils of the charter school, shall be determined by a public random drawing as described in (B).	Page(s)	Standard Met Yes No Partial
47605(d)(3) NOTIFICATION TO DISTRICT FOR STUDENT LEAVING CHARTER SCHOOL					
Notice to school district: Student status	35.	47605(d)(3) If a pupil is expelled or leaves the charter school without graduating or completing the school year for any reason, the 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. This paragraph applies only to pupils subject to compulsory full-time education pursuant to 48200.	<p>Statements that if a pupil is expelled or leaves the charter school without graduating or completing the school year for any reason, the charter school shall</p> <ul style="list-style-type: none"> <input type="checkbox"/> Notify the superintendent of the school district of the pupil's last known address within 30 days, and shall, <input type="checkbox"/> 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. 	Page(s)	Standard Met Yes No Partial

Charter Petition Review Matrix

For a Petition Submitted Pursuant to California Education Code 47605, 47605.5, 47607

Requirement	Item	Ed Code Reference (Required Elements)	Evaluation Guidance <i>Provided for review guidance purposes only. Based, in part, on 5 CCR 11967.5.1 describing how the State Board will review a charter application. This is NOT a checklist of required items, but a reference for review of the standard.</i>	Located on Page(s)	Evaluation Circle One: Yes, No or Partial
47605(g) INFORMATION REGARDING PROPOSED OPERATION					
Proposed operation and potential effect of the school	36.	<p>47605(g) The LEA governing board shall require that the petitioner(s) provide information regarding the proposed operation and potential effects of the school, including, but not limited to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The facilities to be used by the school <input type="checkbox"/> The manner in which administrative services of the school are to be provided <input type="checkbox"/> Potential civil liability effects, if any, upon the school and upon the district <input type="checkbox"/> Description of facilities to be used by the charter <input type="checkbox"/> Specify where the school intends to locate <p>The petitioner(s) shall also be required to provide financial statements that include a proposed 1st year operational budget, including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Start-up costs <input type="checkbox"/> Cash-flow and financial projections for the first 3 years of operation. 		Page(s)	<p>Standard Met</p> <p>Yes No Partial</p>
Preference to be given to petitions that focus on academically low achieving students	37.	<p>47605(h) In reviewing petitions for the establishment of charter schools within the school district, the school district governing board shall give preference to petitions that demonstrate the capability to provide comprehensive learning experiences to pupils identified by the petitioner or petitioners as academically low achieving pursuant to the standards established by the (charter schools) department under Section 54032.</p>	<p><i>Petition provides a detailed description of how the charter school will identify and respond to the needs of pupils who are not achieving at or above expected levels.</i></p>	Page(s)	<p>Standard Met</p> <p>Yes No Partial</p>
Certification of charter school teachers; core and noncore courses	38.	<p>47605(i) Teachers in charter schools shall hold a Commission on Teacher Credentialing certificate, permit, or other document equivalent to that which a teacher in other public schools would be required to hold. These documents shall be maintained on file at the charter school and are subject to periodic inspection by the chartering authority. It is the intent of the Legislature that a charter schools be given flexibility with regard to noncore, non-college preparatory courses.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Copies of valid credentials held by teachers assigned to core and college prep classes. <input type="checkbox"/> Description of qualifications for teachers of non-core, non-college prep classes who are not credentialed. 	Page(s)	<p>Standard Met</p> <p>Yes No Partial</p>

Charter Petition Review Matrix

For a Petition Submitted Pursuant to California Education Code 47605, 47605.5, 47607

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47605(b)(1) "The charter presents an unsound educational program for the pupils enrolled in the school"					
<p>5 CCR 11967.5.1 (f)(1) The description of the educational program of the school as required by Education Code, at a minimum:</p> <p>(H) Specifies the charter school's special education plan, including, but not limited to, the means by which the charter school will comply with the provisions of EC47641, the process to be used to identify students who qualify for special education programs and services, how the school will provide or access special education programs and services, the school's understanding of its responsibilities under law for special ed. pupils, and how the school intends to meet those responsibilities.</p>					
SERVICES TO STUDENTS WITH DISABILITIES					
Special Education students to be provided with services as in all public schools.	39.	<p>56145. Individuals with exceptional needs attending charter schools pursuant to Part 26.8 (commencing with Section 47600) shall be served in the same manner as individuals with exceptional needs are served in other public schools.</p>	<p>Petition provides that:</p> <ul style="list-style-type: none"> <input type="checkbox"/> All eligible students enrolled in the charter school will receive appropriate special education services in accordance with applicable state and federal law and the SELPA Local Plan for Special Education. <input type="checkbox"/> No student "otherwise eligible to enroll in the charter school" will be denied enrollment due to a disability or to the charter school's inability to provide necessary services. <input type="checkbox"/> Staff members providing special education services are appropriately credentialed <input type="checkbox"/> Any facility used by the school does not present physical barriers that would limit an eligible student's full participation in the educational and extracurricular programs. <input type="checkbox"/> The charter school will assume full responsibility for appropriate accommodation to address the needs of any student. <input type="checkbox"/> The responsibility of the school to provide special education, instruction and related serves to the students enrolled in the school regardless of students' district of residence 	Page(s)	Standard Met Yes No Partial
<p>Implementation of Section 504 of the Rehabilitation Act</p> <p><i>Reference: U.S. Department of Education Publication: APPLYING FEDERAL CIVIL RIGHTS LAWS TO PUBLIC CHARTER SCHOOLS</i></p>	40.	<p>"Under Section 504 and Title II, students with disabilities enrolled in public schools, including your charter school, are entitled to a free appropriate public education (FAPE). The Section 504 regulation includes several substantive and procedural requirements regarding the provision of FAPE. Among these requirements is that a student with a disability must receive appropriate regular or special education and related aids and services. The requirement is designed so that the individual educational needs of the disabled student are met as adequately as the needs of nondisabled students."</p>	<p>Petition provides:</p> <ul style="list-style-type: none"> <input type="checkbox"/> All eligible students enrolled in the charter school will receive appropriate accommodations and modifications consistent with Section 504 of the Rehabilitation Act <input type="checkbox"/> No student "otherwise eligible to enroll in the charter school" will be denied enrollment due to a disability or to the charter school's inability to provide necessary services. <input type="checkbox"/> Staff members providing services to the student are familiar with the identified needs of the student <input type="checkbox"/> Any facility used by the school does not present physical barriers that would limit an eligible student's full participation in the educational and extracurricular programs. <input type="checkbox"/> The charter school will assume full responsibility for appropriate accommodation to address the needs of any student. <input type="checkbox"/> The responsibility of the school to provide accommodations, modifications and services to the student regardless of the student's district of residence 	Page(s)	Standard Met Yes No Partial

Charter Petition Review Matrix

For a Petition Submitted Pursuant to California Education Code 47605, 47605.5, 47607

Requirement	Item	Ed Code Reference (Required Elements)	Evaluation Guidance <i>Provided for review guidance purposes only. Based, in part, on 5 CCR 11967.5.1 describing how the State Board will review a charter application. This is NOT a checklist of required items, but a reference for review of the standard.</i>	Located on Page(s)	Evaluation Circle One: Yes, No or Partial
SERVICES TO STUDENTS WHO ARE LIMITED ENGLISH-PROFICIENT					
Reference: U.S. Department of Education Publication: APPLYING FEDERAL CIVIL RIGHTS LAWS TO PUBLIC CHARTER SCHOOLS	41.	Federal civil rights law requires that public schools provide LEP children appropriate services designed to teach English and the general curriculum.	<p><i>Petition provides:</i></p> <input type="checkbox"/> All eligible students enrolled in the charter school will receive appropriate English Learner services in accordance with applicable state and federal law. <input type="checkbox"/> Staff members providing English Learner Services are appropriately credentialed. <input type="checkbox"/> A description of the manner in which students are identified as requiring English Learner Services <input type="checkbox"/> A description of the process for reclassification of English Learners <input type="checkbox"/> An acknowledgment of the responsibility of the charter school to provide access to grade-level core curriculum for English Learners. (Check for reference to the use of California English-language Development Standards.) <input type="checkbox"/> References to curriculum and materials that will be utilized in the instruction of English Learners. <input type="checkbox"/> Petition tells how English Learners will be reclassified English Learners will be monitored	Page(s)	Standard Met Yes No Partial
INDEPENDENT STUDY					
Annual Audit	42.	47612.5(b). (b) Notwithstanding any other provision of law and except to the extent inconsistent with this section and Section 47634.2, a charter school that provides independent study shall comply with Article 5.5 (commencing with Section 51745) of Chapter 5 of Part 28 and implementing regulations adopted thereunder.	The petition verifies that the K-12 public school guidelines of independent study will be evident in the annual audit.	Page(s)	Standard Met Yes No Partial
Ratio of ADA to FTE	43.	<p>51745.6. (a) The ratio of average daily attendance for independent study pupils 18 years of age or less to school district full-time equivalent certificated employees responsible for independent study, calculated as specified by the State Department of Education, shall not exceed the equivalent ratio of pupils to full-time certificated employees for all other educational programs operated by the school district.</p> <p>The pupils-to-certificated-employee ratio described in subdivision (a) may, in a charter school, be calculated by using a fixed pupils-to-certificated-employee ratio of 25 to one, or by being a ratio of less than 25 pupils per certificated employee. All charter school pupils, regardless of age, shall be included in pupil-to-certificated-employee ratio calculations.</p> <p>The computation of those ratios shall be performed annually by the reporting agency at the time of, and in connection with, the second principal apportionment report to the Superintendent of Public Instruction.</p>	The petition states that it will meet the requirement related to the ratio of ADA to FTE as described in EC 51745.6.	Page(s)	Standard Met Yes No Partial

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Written Policies to receive apportionments	44.	<p>51747. ... shall not be eligible to receive apportionments for independent study by pupils, regardless of age, unless it has adopted written policies, and has implemented those policies, pursuant to rules and regulations adopted by the Superintendent of Public Instruction, that include, but are not limited to, all of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> (a) The maximum length of time, by grade level and type of program, that may elapse between the time an independent study assignment is made and the date by which the pupil must complete the assigned work. <input type="checkbox"/> (b) The number of missed assignments that will be allowed before an evaluation is conducted to determine whether it is in the best interests of the pupil to remain in independent study, or whether he or she should return to the regular school program. - <i>A written record of the findings of any evaluation made pursuant to this subdivision shall be treated as a mandatory interim pupil record. The record shall be maintained for a period of three years from the date of the evaluation and, if the pupil transfers to another California public school, the record shall be forwarded to that school.</i> <input type="checkbox"/> (c) A requirement that a current written agreement for each independent study pupil shall be maintained on file including, but not limited to, all of the following: <ul style="list-style-type: none"> <input type="checkbox"/> (1) The manner, time, frequency, and place for submitting a pupil's assignments and for reporting his or her progress. <input type="checkbox"/> (2) The objectives and methods of study for the pupil's work, and the methods utilized to evaluate that work. <input type="checkbox"/> (3) The specific resources, including materials and personnel, that will be made available to the pupil <input type="checkbox"/> (4) A statement of the policies adopted pursuant to subdivisions (a) and (b) regarding the maximum length of time allowed between assignment and the completion of a pupil's assigned work, and the number of missed assignments allowed prior to an evaluation of whether or not the pupil should be allowed to continue in independent study. <input type="checkbox"/> (5) Duration of independent study agreement, including beginning and ending dates for the pupil's participation in independent study under the agreement. No independent study shall be valid for any period longer than one semester. <input type="checkbox"/> (6) A statement of the number of course credits or, for elementary grades, other measures of academic accomplishment appropriate to the agreement, to be earned by the pupil upon completion. <input type="checkbox"/> (7) Inclusion of a statement that Independent study is an optional educational alternative in which no pupil may be required to participate. <input type="checkbox"/> (8) Each agreement shall be signed, prior to commencement of independent study, by pupil, pupil's parent/guardian/or caregiver, certificated employee who has been designated as having responsibility for the general supervision of independent study, and all persons who have direct responsibility for providing assistance to the pupil. 	The petition includes written policies required for eligibility to receive apportionments for independent study that include all of the elements delineated in 57147.	Page(s)	Standard Met Yes No Partial

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Supervised by credentialed teacher	45.	<p>5174. (a) The independent study by each pupil or student shall be coordinated, evaluated, and, notwithstanding subdivision (a) of Section 46300, shall be under the general supervision of an employee of the school district or county office of education who possesses a valid certification document pursuant to Section 44865 or an emergency credential pursuant to Section 44300, registered as required by law.</p> <p>(b) School districts and county offices of education may claim apportionment credit for independent study only to the extent of the time value of pupil or student work products, as personally judged in each instance by a certificated teacher.</p>	Petition ensures all independent study shall be supervised by a credentialed teacher.	Page(s)	Standard Met Yes No Partial
LOCAL CONTROL ACCOUNTABILITY PLAN (LCAP)					
	46.	<p>47606.5. (a) On or before July 1, 2015, and each year thereafter, a charter school shall update the goals and annual actions to achieve those goals identified in the charter pursuant to subparagraph (A) of paragraph (5) of subdivision (b) of Section 47605 or subparagraph (A) of paragraph (5) of subdivision (b) of Section 47605.6. <i>(Description of the Educational Program)</i></p> <p>The annual update shall be developed using the template adopted pursuant to Section 52064 and shall include all of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> (1) A review of the progress toward the goals included in the charter, an assessment of the effectiveness of the specific actions described in the charter toward achieving the goals, and a description of changes to the specific actions the charter school will make as a result of the review and assessment. <input type="checkbox"/> (2) 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). <input type="checkbox"/> (b) The expenditures identified in subdivision (a) shall be classified using the California School Accounting Manual pursuant to Section 41010. <input type="checkbox"/> (c) For purposes of the review required by subdivision (a), a governing body of a charter school may consider qualitative information, including, but not limited to, findings that result from school quality reviews conducted pursuant to subparagraph (J) or paragraph (4) of subdivision (a) of Section 52052* or any other reviews. <i>*52025(a)(4)(J) To complement the API, the Superintendent, with the approval of the state board, may develop and implement a program of school quality review that features locally convened panels to visit schools, observe teachers, interview pupils, and examine pupil work, if an appropriation for this purpose is made in the annual Budget Act.</i> <input type="checkbox"/> (d) To the extent practicable, data reported pursuant to this section shall be reported in a manner consistent with how information is reported on a school accountability report card. <input type="checkbox"/> (e) The charter school shall consult with teachers, principals, administrators, other school personnel, parents, and pupils in developing the annual update. 		Page(s)	Standard Met Yes No Partial

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Renewals and Material Revisions	47.	47607(a)(2) Renewals and material revisions of charters are governed by the standards and criteria in Section 47605, and shall include, but not be limited to: <input type="checkbox"/> Reasonably comprehensive description of any new requirement of charter schools enacted into law after the charter was originally granted or last renewed.			Standard Met Yes No Partial
Student Achievement Most Important Factor	48.	47607(a)(3)(A) The authority that granted the charter shall consider increases in pupil academic achievement for all groups of pupils served by the charter school as the most important factor in determining whether to grant a charter renewal			
Renewal Minimum Standards	49.	47607(b) ...after a charter school has been in operation for 4 years ..shall met at least one of the following: <input type="checkbox"/> (1) Attained its Academic Performance Index (API) growth target in the prior year or in two of the last three years both school wide and for all groups of pupils served by the school. <input type="checkbox"/> (2) Ranked in deciles 4 to 10, inclusive on the API in the prior year or in two of the last three years. <input type="checkbox"/> (3) Ranked in deciles 4 to 10, inclusive, on the API for a demographically comparable school in the prior year <input type="checkbox"/> 4(A) Academic performance of school is at least equal to the academic performance of the public schools that the charter school pupils would otherwise have been required to attend, as well as the academic performance of the schools in the school district in which the charter school is located, taking into account the composition of the pupil population served by the School.			
Criteria evaluating minimum standards	50.	47607(b)(4)(B) The determination made...shall be based upon all of the following: <input type="checkbox"/> (i) Documented and clear and convincing data. <input type="checkbox"/> (ii) Pupil achievement data <input type="checkbox"/> (iii) Information submitted by charter school			
30 days requirement	51.	47607(b)(4)(D) A charter renewal may not be granted to charter prior to 30 days after the charter school submits materials pursuant to this paragraph.			