

# Charter Oversight Submissions Aligned with CCAP Developed Epicenter Repository

Submissions flagged with \* indicate full or partial inclusion of locally-funded charter in submission.  
Education Code citations are pending verification as of 9/11/2025.

Is the Charter school’s education program a success?				A= Authorizer C= Certification U= Upload S= Site Visit	R = Required V = Verification F = Follow Up	
CURRICULAR AND INSTRUCTIONAL PLAN						
E1	CURRICULUM AND INSTRUCTION IMPLEMENTATION CERTIFICATION*	EVIDENCE COLLECTION	REVIEWER VERIFICATION	REVIEW METHOD	YR 1, 4, 6	YR 2, 3, 5, 7
		Certification	Website-SARC Review Charter Site Visits	C, A, S	R	V
		DUE DATE				
		April 15				
<b>The Charter school certifies the curricular and instructional plan:</b> <ul style="list-style-type: none"><li>Complies with the approved Charter and aligns with the needs of students identified as the target population in the approved Charter.</li><li>Uses standards-aligned instructional materials and instructional materials that cater to the specific needs of English Learners.</li></ul>						
E2	ACCREDITATION INFORMATION: HIGH SCHOOLS*	EVIDENCE COLLECTION	REVIEWER VERIFICATION	REVIEW METHOD	YR 1, 4, 6	YR 2, 3, 5, 7
		WASC Accreditation Letter Visiting Team Report Corrective Actions Update	WASC Directory Verification	U, A	R	V
		DUE DATE				
		October 1				
<ul style="list-style-type: none"><li>As applicable, the Charter school maintains WASC accreditation. EC 47605(c)</li></ul>						
E3		EVIDENCE COLLECTION	REVIEWER VERIFICATION	REVIEW METHOD	YR 1, 4, 6	YR 2, 3, 5, 7
		Annual PD Calendar	--	U	R	R

	<b>STUDENT-FOCUSED ACADEMIC &amp; SUPPORT PROFESSIONAL DEVELOPMENT*</b>	Sample Session Agendas with Training Materials Correlating Sign-In Sheets				
		<b>DUE DATE</b>				
		February 10				
<ul style="list-style-type: none"><li>The Charter school provides teachers with professional development opportunities that support students’ academic achievement and well-being.</li></ul>						
<b>EQUITY AND ACCESS</b>						
<b>E4</b>	<b>DISPROPORTIONATE SUSPENSION CERTIFICATION*</b>	<b>EVIDENCE COLLECTION</b>	<b>REVIEWER VERIFICATION</b>	<b>REVIEW METHOD</b>	<b>YR 1, 4, 6</b>	<b>YR 2, 3, 5, 7</b>
		Certification	SpEd Determination Letter CA Dashboard Data Quest Complaints	C, A, S	R	R
		<b>DUE DATE</b>				
		January 31				
<ul style="list-style-type: none"><li>There is no evidence of disproportionate suspensions/expulsions of students from certain racial, ethnic, or disabled backgrounds, and no other adverse findings in the Annual Special Education Determination Letter, formal complaints, and other public data sources.</li></ul>						
<b>E5</b>	<b>ENGLISH LEARNER POLICY/MASTER PLAN*</b>	<b>EVIDENCE COLLECTION</b>	<b>REVIEWER VERIFICATION</b>	<b>REVIEW METHOD</b>	<b>YR 1, 4, 6</b>	<b>YR 2, 3, 5, 7</b>
		EL Policy and/or Master Plan	--	U	R	R
		<b>DUE DATE</b>				
		March 30				
<b>The Charter board adopts and updates policies/ procedures that align with the Education Code for serving English learners, which include but are not limited to:</b> <ul style="list-style-type: none"><li>A process for identifying and reclassifying English Learners, with required notifications of language proficiency assessments (ELPAC), including if a child is a long-term English Learner or at risk of becoming one. (EC 310, 313)</li><li>Integrated English Language Development within regular classes across all content areas, aligned with state content and ELD standards, and designated English Language Development during a specific protected time during the school day, aligned with ELD standards. (EC 60811)</li></ul>						
<b>E6</b>	<b>STUDENTS WITH DISABILITIES &amp; 504 POLICIES AND PROCEDURES</b>	<b>EVIDENCE COLLECTION</b>	<b>REVIEWER VERIFICATION</b>	<b>REVIEW METHOD</b>	<b>YR 1, 4, 6</b>	<b>YR 2, 3, 5, 7</b>
		Special Education/SELPA Policies and Procedures 504 Policies and Procedures	Site Visit Document Review	U	R	V
		<b>DUE DATE</b>				
		March 30				
<b>The Charter board adopts and keeps students with disabilities and 504 policies and procedures compliant with the Charter, MOUs, and Education Code, which include but are not limited to:</b> <ul style="list-style-type: none"><li>The Charter board ensures appropriate placement for students enrolling with IEPs and compliance with IDEA special education timelines. (EC 56360, 56302.1)</li></ul>						

<ul style="list-style-type: none"><li>Referral and assessment of students suspected of requiring special education, related services, or accommodations under Section 504/IDEA. (EC 56300, 29 U.S.C. 794, 20 U.S.C. 1400)</li></ul>						
E7	STUDENTS WITH DISABILITIES & 504 PLAN COMPLIANCE*	EVIDENCE COLLECTION	REVIEWER VERIFICATION	REVIEW METHOD	YR 1, 4, 6	YR 2, 3, 5, 7
		Annual Determination Letter Formal Complaints	Site Visit Document Review	U	R	R
		DUE DATE				
		June 30				
Charter school practices ensure: <ul style="list-style-type: none"><li>IEPs meet procedural compliance, provide Free Appropriate Public Education (FAPE)/educational benefit, and, as relevant, include measurable secondary goals and transition services for individuals with exceptional needs when they begin high school or reach age 16, while students eligible for special education receive services as outlined in their IEPs and Section 504 plans. (EC 56043(h))</li></ul>						
E8	EQUAL ACCESS CERTIFICATION*	EVIDENCE COLLECTION	REVIEWER VERIFICATION	REVIEW METHOD	YR 1, 4, 6	YR 2, 3, 5, 7
		Certification	--	C	R	R
		DUE DATE				
		September 30				
<ul style="list-style-type: none"><li>As applicable, the Charter school certified that it grants priority access to foster children and homeless youth to its intersession program and allows parents to decide which school the pupils will attend if they move during an intersession period. EC 48850</li></ul>						
ASSESSMENT AND DATA						
E9	STATE & LOCAL ASSESSMENT ADMINISTRATION*	EVIDENCE COLLECTION	REVIEWER VERIFICATION	REVIEW METHOD	YR 1, 4, 6	YR 2, 3, 5, 7
		Certification of Compliance School Level Publisher Growth and Participation Reports Summaries	CA Dashboard	C, U, A	R	R
		DUE DATE				
		May 30				
<ul style="list-style-type: none"><li>The Charter school administers state-mandated testing according to testing rules and regulations as required for all K-12 schools in EC 60604.</li></ul>						
E10	RENEWAL TRACK: ACADEMIC INDICATOR*	EVIDENCE COLLECTION	REVIEWER VERIFICATION	REVIEW METHOD	YR 1, 4, 6	YR 2, 3, 5, 7
		Certification	CA Dashboard CDE Renewal Tier Report	C, A	R	R
		DUE DATE				

		March 15	Pre-Visit Report			
<ul style="list-style-type: none"><li>The CA Dashboard and any applicable verified data indicate that the Charter school is on target for meeting the renewal requirements. EC 47607/ 47607.2</li></ul>						
E11	REPORTING ACHIEVEMENT DATA TO FAMILIES & STAFF CERTIFICATION*	EVIDENCE COLLECTION	REVIEWER VERIFICATION	REVIEW METHOD	YR 1, 4, 6	YR 2, 3, 5, 7
		Certification	--	C	R	V
		DUE DATE				
		January 31				
<ul style="list-style-type: none"><li>The Charter school regularly collects student achievement data and reports it to parents and staff.</li></ul>						
E12	PRE-SITE VISIT REPORT*	EVIDENCE COLLECTION	REVIEWER VERIFICATION	REVIEW METHOD	YR 1, 4, 6	YR 2, 3, 5, 7
		Pre-Visit Report Supporting Data	--	U	R	R
		DUE DATE				
		February 28				
<ul style="list-style-type: none"><li>The Charter school provides local annual data updates with program reflections.</li></ul>						
E13	VERIFICATION OF CONTINUED ED PROGRAM COMPLIANCE*	EVIDENCE COLLECTION	REVIEWER VERIFICATION	REVIEW METHOD	YR 1, 4, 6	YR 2, 3, 5, 7
		Compliance Verification	--	C	--	R
		DUE DATE				
		August 30				
<ul style="list-style-type: none"><li>In years 2, 3, 5 and 7 of the Charter term, the school verifies the continued legal compliance of all requirements reviewed in years 1, 4 and 6.</li></ul>						
E14	AUTHORIZER REQUIRED ACTIONS: ED PROGRAM*	EVIDENCE COLLECTION	REVIEWER VERIFICATION	REVIEW METHOD	YR 1, 4, 6	YR 2, 3, 5, 7
		School Crafted Responses Aligned with Annual Report	Compare Against Annual Report	U	Varies	Varies
		DUE DATE				
		October 31				
<ul style="list-style-type: none"><li>In any year where there are documented <i>Annual Performance Progress Report</i>’ required Ed Program actions’ listed in the <i>Executive Summary</i>, craft responses to each Ed Program requirement and upload.</li></ul>						
Is the Charter school financially viable?				A= Authorizer C= Certification U= Upload S= Site Visit	R = Required V = Verification F = Follow Up	
F1	ADOPTED ANNUAL BUDGET	EVIDENCE COLLECTION	REVIEWER VERIFICATION	REVIEW METHOD	YR 1, 4, 6	YR 2, 3, 5, 7
		Adopted Budget Supporting Documents	Budget Review and Letter	U	R	R
		DUE DATE				
		July 1				

<ul style="list-style-type: none"><li>• The Charter school submits its adopted budget and estimated current-year actuals to the authorizer on or before July 1, maintains a business accounting system compliant with state accounting and reporting requirements, and ensures financials are segregated by unrestricted, restricted, and combined categories. (EC 47604.33)</li><li>• The Charter school prepares reasonable enrollment, ADA, and UPP projections supported by adequate documentation (e.g., historical trends or growth criteria), maintains a budget that includes all financial obligations (short- and long-term liabilities documented with loan amortization tables and agreements) with LCAP representation reflecting its narrative, and regularly prepares cash flow and three-year financial projections (current plus two subsequent years) based on reasonable assumptions, including all long-term debt obligations. (EC 41020, 47605(h))</li><li>• The Charter school maintains appropriate reserves for economic uncertainties supported by available unrestricted fund balances, ensures reasonable variances with a fund balance supporting sustainability, reconciles bank statements to accurately report receipts and deposits, and separately identifies and traces inter-loan agreements between the CMO, Charter, or financial institutions, using the MOU as a guiding document. (EC 47605(h))</li></ul>						
F2	1 <sup>ST</sup> INTERIM FINANCIAL REPORT	EVIDENCE COLLECTION	REVIEWER VERIFICATION	REVIEW METHOD	YR 1, 4, 6	YR 2, 3, 5, 7
		1 <sup>st</sup> Interim Report Supporting Documents	-	U	R	R
		DUE DATE				
		December 15				
<ul style="list-style-type: none"><li>• The Charter school submits its interim financial report to the authorizer on or before December 15th, maintains a business accounting system compliant with state accounting and reporting requirements, and ensures financials are segregated by unrestricted, restricted, and combined categories. (EC 47604.33)</li><li>• The Charter school prepares reasonable enrollment, ADA, and UPP projections supported by adequate documentation (e.g., historical trends or growth criteria), maintains a budget that includes all financial obligations with short- and long-term liabilities documented through loan amortization tables and agreements, and ensures the LCAP is represented and reflects its narrative. (EC 41020)</li><li>• The Charter school regularly prepares cash flow and three-year financial projections (current plus two subsequent years) based on reasonable assumptions, including all long-term debt obligations, with inter-loan agreements between the CMO, Charter, or financial institutions separately identified and traceable. (EC 47605(h))</li><li>• The Charter school maintains appropriate reserves for economic uncertainties supported by available unrestricted fund balances, ensures reasonable variances with a fund balance supporting sustainability, and reconciles bank statements to accurately report receipts and deposits, using the MOU as a guiding document.</li></ul>						
F3	2 <sup>ND</sup> INTERIM REPORT	EVIDENCE COLLECTION	REVIEWER VERIFICATION	REVIEW METHOD	YR 1, 4, 6	YR 2, 3, 5, 7
		2 <sup>nd</sup> Interim Report Supporting Documents	--	U	R	R
		DUE DATE				
		March 15				
<ul style="list-style-type: none"><li>• The Charter school submits its second interim financial report to the authorizer on or before March 15th, maintains a business accounting system compliant with state accounting and reporting requirements, and ensures financials are segregated by unrestricted, restricted, and combined categories. (EC 47604.33)</li></ul>						

<ul style="list-style-type: none"><li>The Charter school prepares reasonable enrollment, ADA, and UPP projections supported by adequate documentation (e.g., historical trends or growth criteria), maintains a budget that includes all financial obligations with short- and long-term liabilities documented through loan amortization tables and agreements, and ensures the LCAP is represented and reflects its narrative. (EC 41020)</li><li>The Charter school regularly prepares cash flow and three-year financial projections (current plus two subsequent years) based on reasonable assumptions, including all long-term debt obligations, with inter-loan agreements between the CMO, Charter, or financial institutions separately identified and traceable. (EC 47605(h))</li><li>The Charter school maintains appropriate reserves for economic uncertainties supported by available unrestricted fund balances, ensures reasonable variances with a fund balance supporting sustainability, maintains records of all monies received (e.g., issues receipts), paid, and deposited, makes timely deposits, and reconciles bank statements to ensure receipts and deposits are accurately reported, using the MOU as a guiding document.</li></ul>						
F4	FINAL UNAUDITED ACTUALS	EVIDENCE COLLECTION	REVIEWER VERIFICATION	REVIEW METHOD	YR 1, 4, 6	YR 2, 3, 5, 7
		Unaudited Actuals Report Supporting Documents		U	R	R
		DUE DATES				
		September 15				
<ul style="list-style-type: none"><li>On or before September 15th, the Charter school submits the final, unaudited actual financial report to the authorizer, using a business accounting system that complies with state accounting and reporting requirements and segregates financials by unrestricted, restricted, and combined. EC 47604.33</li><li>Enrollment, ADA, and UPP projections are reasonable and supported by adequate documentation (historical trends or reasonable explanation for growth criteria). EC 41020</li><li>The Charter school prepares a budget that provides for all financial obligations, including short- and long-term liabilities and inter-loan agreements between the CMO, Charter, or financial institutions, all documented with loan amortization tables and agreements and separately identified and traceable; LCAP is represented and reflects narrative. It also regularly prepares cash flow projections and three-year financial projections (current plus two subsequent years) based on reasonable assumptions, including all long-term debt obligations. EC 47605(h)</li><li>The Charter school maintains an appropriate level of reserves for economic uncertainties, supported by available Unrestricted fund balances, with reasonable variances and a Fund Balance that supports sustainability. The MOU is a guide document.</li><li>The Charter school maintains records of all monies received (e.g., issues receipts), paid, and deposited, ensures timely deposits, and reconciles bank statements to report receipts and deposits accurately.</li></ul>						
F5	ANNUAL AUDIT REPORT WITH CORRECTIONS	EVIDENCE COLLECTION	REVIEWER VERIFICATION	REVIEW METHOD	YR 1, 4, 6	YR 2, 3, 5, 7
		Audit Report Corrective Action Plan	--	U	R	R
		DUE DATE				
		January 31				
<ul style="list-style-type: none"><li>The Charter submits the previous year's financial audit to the authorizer, CDE, SCO, and COE by December 15 (EC 47604.33;47605(m)), and the governing board approves the audit by January 31.</li><li>The Charter develops and implements corrective action plans for each audit finding and recommendation. EC 41020.3</li></ul>						
F6	P-1 ATTENDANCE REPORTS	EVIDENCE COLLECTION	REVIEWER VERIFICATION	REVIEW METHOD	YR 1, 4, 6	YR 2, 3, 5, 7

		Attendance Reports Backup Documentation		U	R	R
		<b>DUE DATE</b>	--			
		January 17				
<ul style="list-style-type: none"> <li>The Charter submits P-1 attendance report and backup documentation to the authorizer for the first attendance accounting period.</li> </ul>						
F7	P-2 ATTENDANCE REPORTS	EVIDENCE COLLECTION	REVIEWER VERIFICATION	REVIEW METHOD	YR 1, 4, 6	YR 2, 3, 5, 7
		Attendance Reports Backup Documentation		U	R	R
		<b>DUE DATE</b>	--			
		April 30				
<ul style="list-style-type: none"> <li>The Charter submits the P-2 attendance report along with backup documentation to the authorizer for the second attendance accounting period.</li> <li>The Charter acknowledges that it must contact the authorizer to arrange for the reopening of the P-2 submission to add a P-2 amendment.</li> </ul>						
F8	ANNUAL APPORTIONMENT REPORT	EVIDENCE COLLECTION	REVIEWER VERIFICATION	REVIEW METHOD	YR 1, 4, 6	YR 2, 3, 5, 7
		Attendance Reports Backup Documentation		U	R	R
		<b>DUE DATE</b>				
		July 15				
<ul style="list-style-type: none"> <li>The Charter submits the Annual Apportionment Attendance Report and any supporting documentation to the authorizer.</li> </ul>						
F9	AUTHORIZER REQUIRED ACTIONS: FISCAL	EVIDENCE COLLECTION	REVIEWER VERIFICATION	REVIEW METHOD	YR 1, 4, 6	YR 2, 3, 5, 7
		School Crafted Responses Aligned with Annual Report	Compare Against Annual Report	U	Varies	Varies
		<b>DUE DATE</b>				
		October 31				
<ul style="list-style-type: none"> <li>In any year where there are documented <i>Annual Performance Progress Report</i>' required Fiscal actions' listed in the <i>Executive Summary</i>, craft responses to each Fiscal requirement and upload.</li> </ul>						
Is the Charter school governed and operating effectively?				A= Authorizer C= Certification U= Upload S= Site Visit	R = Required V = Verification F = Follow Up	
STUDENT SERVICES						
GO1	STUDENT DISCIPLINE POLICIES AND PROCEDURES	EVIDENCE COLLECTION	REVIEWER VERIFICATION	REVIEW METHOD	YR 1, 4, 6	YR 2, 3, 5, 7
		Discipline Policies and Procedures,	--	U	R	V

		Including Students with Disabilities				
		DUE DATE				
		September 30				
The Charter board adopts and updates discipline policies and procedures consistent with the terms of the approved Charter and Education Code, which include but are not limited to:						
<ul style="list-style-type: none"><li>Student harassment and the prevention of acts of bullying, including cyberbullying. EC 234.4</li><li>For students suspended for two or more school days, the Charter provides homework assignments upon request by the parent/guardian and prohibits suspension or recommendations for expulsion of students in applicable grades for disrupting school activities or willful defiance.</li><li>Expanding notice and rights to not only the parent/guardian or educational rights holder but to the foster child's educational rights holder, attorney, county social worker, and, if applicable, the Indian child's tribal social worker. EC 47605(c); 47606.2, 48901.1</li><li>Complies with due process requirements and all requirements for disciplining students with disabilities. EC 47605(c)</li><li>Not restricting student recess time unless there is an immediate threat to safety EC 49056</li><li>Confirmation that students will not be suspended for using substances if they are disclosed when seeking assistance or services EC 48901.1</li></ul>						
GO2	SPECIAL POPULATIONS CERTIFICATION*	EVIDENCE COLLECTION	REVIEWER VERIFICATION	REVIEW METHOD	YR 1, 4, 6	YR 2, 3, 5, 7
		Certification	Website Review	C, S, A	R	R
		DUE DATE				
		September 30				
The Charter school certifies compliance with special population requirements in the Education Code, which include, but are not limited to:						
<ul style="list-style-type: none"><li>Identifying all homeless students and unaccompanied youth enrolled, ensuring the school liaison conducts outreach, coordinates with organizations, and provides referrals (EC 48850), and posting contact information for liaisons and educational rights and resources on the website (EC 48852.6).</li><li>Ensuring all required IEP team members attend IEP meetings (EC 56341) and that students with IEPs do not participate in independent study unless their IEPs provide for that placement (EC 51745, 51749.5).</li></ul>						
GO3	HOMELESS POLICIES AND PROCEDURES	EVIDENCE COLLECTION	REVIEWER VERIFICATION	REVIEW METHOD	YR 1, 4, 6	YR 2, 3, 5, 7
		Homeless Policies and Procedures	--	U	R	V
		DUE DATE				
		September 30				
<ul style="list-style-type: none"><li>The Charter board adopts and updates homeless education policies and procedures at least every three years using CDE resources</li></ul>						
GO4	ADMISSION AND DISENROLLMENT POLICIES AND PROCEDURES*	EVIDENCE COLLECTION	REVIEWER VERIFICATION	REVIEW METHOD	YR 1, 4, 6	YR 2, 3, 5, 7
		Charter Lottery/Admissions/	UPC/Charter Complaints	U, A	R	R



		Disenrollment Policies, Procedures, and Forms				
		DUE DATE				
		January 30				
<b>The Charter board adopts and updates admission and disenrollment policies and procedures consistent with the terms of the approved Charter and Education Code, which include but are not limited to:</b>						
<ul style="list-style-type: none"><li>Not discriminating against any pupil based on characteristics listed in EC 220 and complying with assurances in the approved Charter and Education Code (EC 47605(e)) that enrollment preferences do not limit access for pupils with disabilities, low-achieving pupils, English Learners, neglected or delinquent pupils, homeless pupils, economically disadvantaged pupils, or based on nationality, race, ethnicity, or sexual orientation.</li><li>Admitting all California students wishing to attend, subject to capacity determined by available space, staff, and policy, using the same admissions process for students with and without an IEP, not charging tuition, and using a public random drawing when demand exceeds capacity, with the lottery system determining enrollment according to the process described in the approved Charter; students not initially enrolled may enroll if capacity allows. EC 47605(e)</li><li>Maintaining enrollment forms in compliance with applicable laws, including EC 234.7, which prohibits collecting immigration status, Social Security numbers, unless legally required, and health care coverage options and assistance information.</li><li>Maintaining clear procedures for disenrolling students and providing notification to the student’s district of residence. EC 47605(e)</li></ul>						
GO5	SUFFICIENT STAFFING CERTIFICATION*	EVIDENCE COLLECTION	REVIEWER VERIFICATION	REVIEW METHOD	YR 1, 4, 6	YR 2, 3, 5, 7
		Certification	Personnel records Site Visits	C, S, A	R	R
		DUE DATE				
		September 30				
<b>The Charter school staffing is sufficient to:</b>						
<ul style="list-style-type: none"><li>Carry out the educational program and comply with the terms of the approved Charter.</li></ul>						
GO6	PARENT/STUDENT HANDBOOK & NOTIFICATIONS*	EVIDENCE COLLECTION	REVIEWER VERIFICATION	REVIEW METHOD	YR 1, 4, 6	YR 2, 3, 5, 7
		Parent/Student Handbook/ Notifications Other Annual Doc Distribution	--	U	R	R
		DUE DATE				
		October 1				

**The Charter school annually distributes a board-adopted handbook/ required notifications to parents, guardians, and students for all grade levels, including but not limited to:**

**ALL GRADE LEVELS**

- At the start of the first semester/quarter, informs parents/guardians about California's child access prevention laws and safe firearm storage laws based on the latest model language from the CDE. EC 48986(c)/49392
- At least twice a year, parents/guardians are notified regarding how to initiate access to available student mental health services on campus or in the community. EC 49428
- Provides the CDE Type 1 Diabetes informational materials to parents/ guardians either when a student is first enrolled in elementary school or with other required notices at the start of the first semester. EC 49452.6

**GRADES 9-12**

- Informs parents/guardians about course transferability to other public high schools and eligibility for college entrance. EC 47605(c)(5)(A)
- Notifies students in foster care, homeless students, former juvenile court students, and students from military or migrant families of their exemption rights from local graduation requirements, as well as the option for a fifth high school year, after consulting with an education rights holder. EC51225.1/51225.2

**GRADE 11**

- By January 1st, informs parents/guardians that the student will be a Cal Grant applicant unless they opt out, per EC 69415(d)(1). The notice details when GPAs will first be sent to the Student Aid Commission and the October 1 submission deadline. EC 69405

GO7	STUDENT RECORDS CERTIFICATION*	EVIDENCE COLLECTION	REVIEWER VERIFICATION	REVIEW METHOD	YR 1, 4, 6	YR 2, 3, 5, 7
		Certification	Site Visit Doc Review	C, S	R	V
		DUE DATE				
		November 30				
<ul style="list-style-type: none"><li>• Maintains comprehensive records regarding its students. All student records are kept in confidential and secure locations. EC 56515</li><li>• When requested by a former student, updates the student's legal name or gender in the record when government-issued documentation demonstrates the change, and reissues specified documents conferred upon or issued to the student with the updated legal name or gender. EC 49062.5</li></ul>						
GO8	STUDENT RECORDS POLICY AND PROCEDURES	EVIDENCE COLLECTION	REVIEWER VERIFICATION	REVIEW METHOD	YR 1, 4, 6	YR 2, 3, 5, 7
		Student Records Policy	--	U	R	V
		DUE DATE				
		September 30				

**The Charter board adopts and updates student records policies/procedures that include, but are not limited to, the following legal requirements:**

- Maintains a log for parents to review student files.
- Manages the release of student information in compliance with EC 49075 and includes Family Educational Rights and Privacy Act language (20 U.S.C. 1232; 34 C.F.R. Part 99).
- Teachers have reasonable access to special education records.

GO9	STUDENT SERVICES CERTIFICATION*	EVIDENCE COLLECTION	REVIEWER VERIFICATION	REVIEW METHOD	YR 1, 4, 6	YR 2, 3, 5, 7
		Certification	--	C	R	V
		DUE DATE				
		September 30				
As applicable to the program and the grade levels served, the Charter school certifies compliance with the following: <ul style="list-style-type: none"><li>Schedules recess for a minimum of 30 minutes on full-day days and 15 minutes on early-release days. EC 49056</li><li>Ensures all 12th-grade students either (1) complete and submit the FAFSA, or (2) if exempt from paying nonresident tuition, complete and submit the Student Aid Commission form for the California Dream Act, unless the student opts out per EC 51225.7(c) or is deemed exempt by the Charter school per EC 51225.7(d), and follows specific opt-out procedures, posting online the number of opt-outs and FAFSA completions. EC 51225.7</li><li>Notifies the school district of residence of the pupil's last known address within 30 days if a pupil is expelled or leaves the Charter school without graduating or completing the school year for any reason. EC 47605</li><li>Remains nonsectarian in all operations. EC 47605(e)(1)</li><li>If receiving ELOP funding, offers/provides access to all unduplicated pupils. EC 46120</li><li>As applicable, offers transitional kindergarten ('TK') and ensures compliance with TK implementation dates and enrollment and ratio requirements. EC 48000</li><li>If planning to hold a career or college fair, provides notice to each apprenticeship program in the same county as the charter school of the planned date/time and location of the fair. Labor Code 3074.2</li></ul>						
GO10	EQUIPMENT INVENTORY CERTIFICATION	EVIDENCE COLLECTION	REVIEWER VERIFICATION	REVIEW METHOD	YR 1, 4, 6	YR 2, 3, 5, 7
		Certification	--	C	R	V
		DUE DATE				
		September 30				
The Charter school certifies it implements a board-adopted and updated equipment inventory policy and/or procedures that include, but are not limited to: <ul style="list-style-type: none"><li>Addresses the purchase and maintenance of equipment, maintains a physical equipment inventory at each site, and properly identifies equipment purchased with federal funds.</li></ul>						
GO11	ALL INDEPENDENT STUDY CERTIFICATION*	EVIDENCE COLLECTION	REVIEWER VERIFICATION	REVIEW METHOD	YR 1, 4, 6	YR 2, 3, 5, 7
		Certification	--	C	R	R
		DUE DATE				
		September 30				

The Charter school certifies that independent study meets the following requirements:

- Ensures each student’s independent study program is overseen by a certified employee and meets the ratio of ADA to FTE-certified employees (e.g., 25:1, or the ratio of the largest unified school district). EC 51747.5(a), 51749.5(a)(3), 51745.6(d), 51749.5(a)(13)
- Does not provide any funds or other items of value to students who attend independent study programs (or their parents/guardians), nor to students who attend classroom-based programs (or their parents/guardians). EC 51747.3(a)
- Claims ADA only for students who are residents of the county in which the apportionment claim is reported or residents of a county immediately adjacent to the county in which the apportionment claim is reported. EC 51747.3(c), 51749.5(a)(6)
- Maintains a process to track the number of pupils participating in independent study for 15 or more school days. EC 51747

GO12	CLASSROOM-BASED IS FOR MEDICAL NECESSITY CERTIFICATION*	EVIDENCE COLLECTION	REVIEWER VERIFICATION	REVIEW METHOD	YR 1, 4, 6	YR 2, 3, 5, 7
		Certification	--	C	R	R
		DUE DATE				
		September 30				

- If the Charter school is a comprehensive school for **classroom-based** instruction, and a student participates in independent study due to necessary medical treatments or inpatient treatment for mental health care or substance abuse, the Charter retains evidence from appropriately licensed professionals of the need for students participating in independent study. EC 51747(f)/51749.5(b)

GO13	TRADITIONAL INDEPENDENT STUDY*	EVIDENCE COLLECTION	REVIEWER VERIFICATION	REVIEW METHOD	YR 1, 4, 6	YR 2, 3, 5, 7
		Certification IS Policy	--	C, U	R	R
		DUE DATE				
		September 30				

**POLICY**

As applicable to the program, the Charter board adopts and updates the traditional independent study policy to meet legal requirements, including but not limited to:

- Establishes the maximum length of time between independent study assignment and completion, sets the level of satisfactory educational performance and the number of missed assignments allowed before evaluation, and provides content aligned to grade-level standards.
- Implements procedures for tiered reengagement strategies, provides a plan for synchronous instruction and live interaction for applicable grade-level spans, and maintains a plan for transition to in-person instruction.
- Maintains a requirement for a current written agreement to be on file. EC 51747

**MASTER AGREEMENT**

The Master Agreement contains all legal requirements, including but not limited to:

- Establishes the manner, time, frequency, and place for submitting assignments, reporting academic progress, and communicating with the parent/guardian regarding student progress, including the objectives, methods of study, and evaluation methods for student work.
- Provides specific resources, including access to connectivity and devices for participation and completion of work, specifies the maximum time between assignment and completion, level of satisfactory progress, and number of missed assignments allowed before evaluation, and includes a statement of academic and other support for students not performing at grade level.
- Maintains a Master Agreement, signed before the commencement of independent study by required individuals, including certificated employees responsible for special education programming if applicable, specifying the duration of the agreement with beginning and ending dates and the number of course credits or measures of academic accomplishment to be earned. EC 51747(g)
- Includes a statement that independent study is optional and no student is required to participate.

GO14	COURSE-BASED INDEPENDENT STUDY*	EVIDENCE COLLECTION	REVIEWER VERIFICATION	REVIEW METHOD	YR 1, 4, 6	YR 2, 3, 5, 7
		Certification IS Policy	--	C, U	R	R
		DUE DATE				
		January 30				

**CERTIFICATIONS**

The Board annually certifies that independent study courses have the same rigor and educational quality as classroom-based courses, including but not limited to:

- Provides instructional minutes and opportunities for live and synchronous instruction. EC 51749.5(a)(4)
- Certifies that students enrolled in course-based independent study courses meet applicable age requirements (EC 47612) and that the Charter school does not offer courses required for high school graduation or UC or Cal State admission exclusively through independent study (EC 51749.5(a)(15)).
- Certifies that for each school day, the Charter school adds the combined equivalent daily instructional minutes from course-based independent study courses, as certified in the annual course certification, and from courses authorized by other laws and regulations in which the student is enrolled and meets attendance requirements (e.g., in-person classes or other programs), and calculates the sum of these minutes.

**ADA COLLECTION**

- If the resultant sum meets applicable minimum school day requirements, credit each school day the student demonstrates satisfactory educational progress (up to one unit of ADA per day).
- If more than 10% of the total ADA of the Charter school is claimed pursuant to this section, then the amount of ADA for all pupils in courses authorized pursuant to this section that is in excess of 10 percent of the total ADA for the Charter school shall be reduced by either (A) the statewide average rate of absence for elementary school districts for kindergarten and grades 1 to 8, inclusive, or (B) the statewide average rate of absence for high school districts for grades 9 to 12, inclusive, as applicable, as calculated by the department for the prior fiscal year, with the resultant figures and ranges rounded to the nearest 10th. EC 51749.5

## **POLICY**

**As applicable, the Charter board adopts and updates the course-based independent study policy to meet legal requirements, including but not limited to:**

- Maintains a signed independent study agreement on file and ensures courses are taught under the supervision of a certificated employee.
- Annually certifies courses to provide required daily live and synchronous instructional opportunities for applicable grade-level spans and ensures compliance with legally required instructional minute minimums.
- Ensures students meet age, residency, and enrollment requirements, allows students with IEPs to participate only pursuant to their IEP, prohibits temporarily disabled pupils from receiving individual instruction through independent study, and does not exclude students for lack of materials, equipment, or internet access. EC 51749.5
- Maintains a process to determine satisfactory educational progress and implements procedures for tiered reengagement strategies.
- Maintains a plan to transition to in-person instruction if requested by the family.
- Requires a proctor to administer exams and maintains a process to report, credit, and disaggregate statewide testing results.
- Includes a statement that independent study is optional.
- Includes a statement on the permissible ratio of ADA to FTE-certificated employees and prohibits offering required courses exclusively through independent study.
- Prohibits student fees.

## **MASTER AGREEMENT**

**The Master Agreement includes all legal requirements, including but not limited to:**

- Includes a summary of Board Policy, specifies the duration of enrolled course(s) and the independent study agreement (maximum 1 year), and states the number of course credits or measures of academic accomplishment for each enrolled course.
- Specifies learning objectives, expectations, and methods of study for each course, including methods to evaluate student work, the maximum time between assignment and completion, the level of satisfactory educational progress, and the number of missed assignments allowed before evaluation.
- Establishes the manner, time, frequency, and place for submitting assignments, reporting academic progress, and communicating with the parent/guardian regarding student progress.
- Provides specific resources, including access to connectivity and devices for participation and completion of work, and offers academic and other support to address student needs if not performing at grade level or requiring support in other areas.
- Includes a statement that independent study is optional and no student is required to participate.
- Ensures the Master Agreement is signed by required persons, within 10 school days of enrollment commencement for independent study lasting less than 15 school days, or before commencement for independent study lasting 15 school days or more. EC 51749.6

GO15	SCHOOL CALENDAR: INSTRUCTIONAL MINUTES*	EVIDENCE COLLECTION	REVIEWER VERIFICATION	REVIEW METHOD	YR 1, 4, 6	YR 2, 3, 5, 7
		School Calendar Daily Schedule by Grade Span	--	U	R	R
		DUE DATE				
		October 1				
<ul style="list-style-type: none"><li>The calendar includes a minimum of 175 instructional days. EC 47612</li><li>Meets minute requirements as follows:<ul style="list-style-type: none"><li>Seat-based programs, such as the class/bell schedule, ensure minimum instructional minutes by grade span. EC 47612.5</li><li>Non-classroom-based Charters meet minimum annual-minute requirements.</li><li>As applicable, provides a daily schedule by grade span that ensures middle school begins no earlier than 8:00 a.m. and high school begins no earlier than 8:30 a.m. EC 46148</li></ul></li></ul>						
GO16	UNIFORM COMPLAINT PROCESS CERTIFICATION*	EVIDENCE COLLECTION	REVIEWER VERIFICATION	REVIEW METHOD	YR 1, 4, 6	YR 2, 3, 5, 7
		Certification	Website Review Site Visit/ Doc Review	C, S	R	V
		DUE DATE				
		November 30				
<b>The Charter school:</b> <ul style="list-style-type: none"><li>Posts Uniform Complaint Procedures (UCP) in every classroom, as applicable, and on the website, makes complaint policies and procedures, including the procedure for appealing to the Charter school’s Board, available in the main office or on the website for non-classroom-based programs, and handles complaints consistently with the Charter school’s policies and procedures without bias or conflicts of interest.</li></ul>						
GO17	TITLE I PROGRAM & SCHOOL SITE COUNCIL*	EVIDENCE COLLECTION	REVIEWER VERIFICATION	REVIEW METHOD	YR 1, 4, 6	YR 2, 3, 5, 7
		Schoolwide Plan Certification	--	C, U	R	R
		DUE DATE				
		September 30				
<ul style="list-style-type: none"><li>If the Charter school receives Title I funding as an eligible schoolwide program, it has completed a School Plan for Student Achievement (SPSA) that meets federal planning and stakeholder requirements. EC 64001, or if a targeted assistance program (TAS) meets all requirements outlined on the CDE webpage.</li><li>The Charter school complies with the programmatic requirements for the development and implementation of a school site council (including composition, meetings, etc.) if it receives federal funding under Title I EC 65000.</li></ul>						
PERSONNEL						
GO18	SALARY SCHEDULES	EVIDENCE COLLECTION	REVIEWER VERIFICATION	REVIEW METHOD	YR 1, 4, 6	YR 2, 3, 5, 7
		Salary Schedules	--	U	R	V

		DUE DATE				
		August 31				
<ul style="list-style-type: none"><li>The Charter school has a salary schedule or other salary structure.</li></ul>						
GO19	EMPLOYEE POLICIES, HANDBOOKS, PROCEDURES	EVIDENCE COLLECTION	REVIEWER VERIFICATION	REVIEW METHOD	YR 1, 4, 6	YR 2, 3, 5, 7
		Employee Handbook, Policies, Procedures	--	U	R	V
		DUE DATE				
		September 30				
<p><b>The board adopted the employee handbook and employment policies and procedures, including but not limited to the following requirements:</b></p> <ul style="list-style-type: none"><li>Maintains documents consistent with the approved Charter and MOU(s) and adopts/updates Board policies related to employee harassment.</li><li>Guarantees fair hiring practices through documentation and, for certificated position applicants, inquires with each LEA for whom the applicant has worked regarding disciplinary issues or complaints reported to the commission, responding to such inquiries with all relevant information reported to the commission. EC 44939.5</li><li>Provides, through documentation, up to 12 weeks of job-protected, unpaid parental leave for employers with 20 or more employees (CFRA; 2 CCR 11087), protected leave and sick leave for child and relative care for employers with 25 or more employees, and up to 5 days of leave for reproductive loss within three months of the loss (EC 12945.6).</li></ul>						
GO20	EMPLOYMENT CONTRACTS CERTIFICATION	EVIDENCE COLLECTION	REVIEWER VERIFICATION	REVIEW METHOD	YR 1, 4, 6	YR 2, 3, 5, 7
		Certification	Site Visit Doc Review	C, S	R	V
		DUE DATE				
		October 30				
<ul style="list-style-type: none"><li>The Charter school certifies that it holds employment contracts with all employees.</li></ul>						
GO21	EMPLOYEE SCREENING	EVIDENCE COLLECTION	REVIEWER VERIFICATION	REVIEW METHOD	YR 1, 4, 6	YR 2, 3, 5, 7
		HR Template Spreadsheet	--	U	R	R
		DUE DATE				
		September 30				
<p><b>The Charter school meets the following hiring requirements:</b></p> <ul style="list-style-type: none"><li>All employees have been fingerprinted, including Department of Justice background checks (EC 44237, 45125), and have current TB test clearance (EC 49406).</li></ul>						
GO22	REQUIRED ANNUAL STAFF TRAINING	EVIDENCE COLLECTION	REVIEWER VERIFICATION	REVIEW METHOD	YR 1, 4, 6	YR 2, 3, 5, 7
		HR Template Spreadsheet	--	U	R	V
		DUE DATE				



		September 30				
<b>Staff have been trained in the required health, safety, and emergency procedures, including but not limited to the following:</b>						
<ul style="list-style-type: none"><li>All employees complete AB 1432 Child Abuse and Neglect training and report completion within the first six (6) weeks of school or employment (EC 44691).</li><li>Staff serving youth experiencing homelessness receive annual professional development (EC 48852.5), and the Charter school's homeless liaison provides required annual training to certificated and classified staff, along with notification of available services (EC 48851.3, 48852.3).</li><li>All supervisors complete anti-harassment training, including content on sexual orientation and gender identity/expression, if the Charter school employs 50 or more individuals (Gov Code 12950).</li><li>The Charter school ensures position-specific training is provided as required by the Education Code, including:</li><li>Food service and security officer training</li><li>Presence of at least one adult with valid CPR certification at any Charter school-sponsored or hosted event involving a swimming pool, outside of interscholastic athletics (EC 35179.6)</li><li>If school security officers or guards are employed, required training courses are conducted during regular work hours (EC 38001.5).</li></ul>						
GO23	PERSONNEL CERTIFICATION	EVIDENCE COLLECTION	REVIEWER VERIFICATION	REVIEW METHOD	YR 1, 4, 6	YR 2, 3, 5, 7
		Certification	On-Site Visit	C	R	R
		DUE DATE				
		October 30				
<b>The Charter school certifies compliance with the following:</b>						
<ul style="list-style-type: none"><li>The Board of Directors must approve all personnel actions.</li><li>Charter schools are prohibited from inquiring about a potential employee's prior cannabis use (EC 12954).</li><li>The DFEH poster on transgender rights must be displayed in a prominent and accessible location (2 CCR 11023).</li></ul>						
GO24	STAFF CREDENTIALS & AUTHORIZATIONS	EVIDENCE COLLECTION	REVIEWER VERIFICATION	REVIEW METHOD	YR 1, 4, 6	YR 2, 3, 5, 7
		HR Template Spreadsheet CALSAAS Determination	--	U	R	R
		DUE DATE				
		October 1				
<b>Instructional staff meet the following credential/qualification requirements:</b>						
<ul style="list-style-type: none"><li>Teachers of record employed by the charter school, who provide instruction to students, hold the necessary credentials, certifications, coursework, and degrees to meet state and federal requirements, as well as the terms of the approved Charter and any Memoranda of Understanding (MOUs). EC 47605(l)</li><li>Teachers possess the legally required CLAD or B-CLAD certification to instruct their students. EC 47605(l)</li><li>Teachers providing special education services must possess specific credentials, certifications, and qualifying degrees or coursework. EC 47605(l)</li><li>Classified employees providing instructional support in core subjects, special education, and English language learning meet state and federal requirements, Charter terms, and MOUs.</li></ul>						

GO25	TEACHER EVALUATION CERTIFICATION	EVIDENCE COLLECTION	REVIEWER VERIFICATION	REVIEW METHOD	YR 1, 4, 6	YR 2, 3, 5, 7
		Certification	On-Site Doc Review	C, S, R	R	V
		DUE DATE				
		October 30				
<ul style="list-style-type: none"><li>Charter school leadership conducts regular and timely evaluations of teachers.</li></ul>						
TRANSPARENCY						
GO26	SCHOOL ACCOUNTABILITY REPORT CARD (SARC) CERTIFICATION*	EVIDENCE COLLECTION	REVIEWER VERIFICATION	REVIEW METHOD	YR 1, 4, 6	YR 2, 3, 5, 7
		Certification	Website Review	S, A	R	R
		DUE DATE				
		February 1				
<ul style="list-style-type: none"><li>The Charter school posts the SARC, including all required elements, by Feb 1 annually. EC 35256 and 47605I(5)(C)</li></ul>						
GO27	THE LOCAL CONTROL AND ACCOUNTABILITY PLAN (LCAP), ANNUAL UPDATE, AND LOCAL INDICATORS*	EVIDENCE COLLECTION	REVIEWER VERIFICATION	REVIEW METHOD	YR 1, 4, 6	YR 2, 3, 5, 7
		Complete LCAP	LCAP Instructions Review Website Review	U, A	R	R
		DUE DATE				
		July 1				
<b>The Local Control and Accountability Plan (LCAP) and Annual Update meet the following requirements:</b> <ul style="list-style-type: none"><li>The Charter school ensures that the annual LCAP update aligns with the LCFF Calculator, is presented to and approved by the Board, and includes a public hearing for parent/guardian input.</li><li>During the approval meeting, local indicators are presented as required (EC 47606.5).</li><li>The finalized LCAP is submitted to the authorizer, adheres to the LCAP Instructions, and is prominently posted on the Charter school’s website homepage, including any approved updates or revisions (EC 47606.5).</li></ul>						
GO28	MID-YEAR LCAP UPDATE*	EVIDENCE COLLECTION	REVIEWER VERIFICATION	REVIEW METHOD	YR 1, 4, 6	YR 2, 3, 5, 7
		Mid-Year LCAP Update	--	U	R	R
		DUE DATE				
		February 28				
<ul style="list-style-type: none"><li>The Charter presents a report on the annual update to the LCAP and LCFF Budget Overview for Parents on or before February 28 of each year at a regularly scheduled Board meeting. The report must comply with EC 47606.5.</li></ul>						
GO29	TRANSPARENCY CERTIFICATION*	EVIDENCE COLLECTION	REVIEWER VERIFICATION	REVIEW METHOD	YR 1, 4, 6	YR 2, 3, 5, 7
		Certification	Website Review	C, A	R	V

		<b>DUE DATE</b>				
		August 30				
<b>The Charter school certifies it meets the following requirements for transparency and reporting:</b>						
<ul style="list-style-type: none"><li>The Charter school informs all parents/guardians of their rights under the Family Educational Rights and Privacy Act (FERPA) (EC 49063; 20 U.S.C. 1232(g)).</li><li>If 15% or more of enrolled students speak a primary language other than English, all communications—such as notices, reports, statements, and records—must be provided in both English and the primary language, with responses accepted in either language (EC 48985).</li><li>If the Charter enters into a Memorandum of Understanding (MOU) with a nonprofit provider for vision exams, it must notify parents/guardians and include a CDE-model opt-out form.</li></ul>						
<b>GO30</b>	<b>CDE ANNUAL CHARTER SCHOOL INFORMATION CERTIFICATION*</b>	<b>EVIDENCE COLLECTION</b>	<b>REVIEWER VERIFICATION</b>	<b>REVIEW METHOD</b>	<b>YR 1, 4, 6</b>	<b>YR 2, 3, 5, 7</b>
		Certification	--	C	R	R
		<b>DUE DATE</b>				
		May 15				
<ul style="list-style-type: none"><li>Certify that the CDE Charter Survey was completed by the deadline in the current year.</li></ul>						
<b>HEALTH, SAFETY &amp; FACILITIES</b>						
<b>GO31</b>	<b>SAFETY PLAN CERTIFICATION*</b>	<b>EVIDENCE COLLECTION</b>	<b>REVIEWER VERIFICATION</b>	<b>REVIEW METHOD</b>	<b>YR 1, 4, 6</b>	<b>YR 2, 3, 5, 7</b>
		Certification	Site Visit/ Doc Review	C, S	R	R
		<b>DUE DATE</b>				
		April 1				
<b>As applicable, the Charter school certifies that it meets all Safety Plan requirements, including but not limited to:</b>						
<ul style="list-style-type: none"><li>The Board adopts and annually reviews the school safety plan to ensure appropriate adaptations for pupils with disabilities (EC 32282). The plan includes:<ul style="list-style-type: none"><li>An Instructional Continuity Plan for transitioning to independent study during school closures due to applicable state or local public health or safety orders (EC 46393).</li><li>Procedures for assessing and responding to reports of dangerous, violent, or unlawful activity at school or on a school bus (EC 32001, 32282).</li><li>Specific procedures related to active shooter drills, if applicable (EC 32282).</li><li>A written emergency action plan and at least one automated external defibrillator for schools participating in interscholastic programs (EC 35179.4).</li><li>Procedures for addressing heat illness during athletic program activities (EC 35179.4).</li></ul></li></ul>						
<b>GO32</b>	<b>HEALTH, SAFETY &amp; FACILITIES CERTIFICATION*</b>	<b>EVIDENCE COLLECTION</b>	<b>REVIEWER VERIFICATION</b>	<b>REVIEW METHOD</b>	<b>YR 1, 4, 6</b>	<b>YR 2, 3, 5, 7</b>
		Certification	--	C, S	R	R
		<b>DUE DATE</b>				

**As applicable, the Charter school certifies that it meets health, safety, and facilities requirements, including but not limited to:**

**Health and Safety Screenings and Supplies:**

- Provide vision, hearing, and scoliosis screenings.
- Maintain at least six trauma kits and first aid supplies in all owned or operated buildings (Health & Safety Code 19310).

**Student Privacy and Safety:**

- Prohibit policies requiring employees to disclose a student's sexual orientation, gender identity, or gender expression without consent (EC 220.3).
- Report cyberattacks impacting over 500 students or personnel to the California Cybersecurity Integration Center (EC 35266).

**Mental and Physical Health Education and Resources:**

- For grades 6-12, inform parents about human trafficking prevention resources and display an age-appropriate, culturally relevant poster meeting Education Code requirements, including student mental health resources (EC 49381, EC 51925).
- Include mental health instruction (EC 51925), menstrual health instruction (EC 51931), and, for grades 7-12, comprehensive sexual health and HIV prevention education at least once in middle and high school in health education courses (EC 51930, 51931).
- Provide lactation accommodations (not a restroom) and a secure place to store milk for lactating pupils (EC 222).
- Enter agreements, coordinated by county offices of education, with other school districts and charter schools to deploy qualified mental health professionals and key personnel during natural disasters or traumatic events (EC 49429.5).

**Nutritional Health Programs:**

- Provide free breakfast and lunch to all students at high-poverty schools participating in the federal NSLP or School Breakfast Program, eligible under the Community Eligibility Provision (EC 49564.3(d), 49492).
- For non-classroom-based charters, offer two free meals daily to any student requesting a meal, regardless of FRPL eligibility, with a maximum of one free meal per meal service period, and at least one free meal per day to FRPL-eligible students scheduled for educational activities lasting two or more hours at school sites, resource centers, meeting spaces, or other satellite facilities, with meals available upon request for all students, including independent study students, on days with educational activities, regardless of FRPL eligibility (EC 49501.5(a), 49501.5(f)).

**Reporting and Compliance:**

- Post the CDE standardized incident form on the Charter's website and submit completed forms to CDE upon request, tracking racial discrimination, harassment, or hazing at high school events (EC 33353).
- If funded by the American Rescue Plan Elementary and Secondary School Emergency Relief, annually administer the CDE housing questionnaire to all parents/guardians and unaccompanied youths and report results to CDE (EC 48851).

**Facilities**

- Including water bottle filling stations as required in new construction or modernization projects submitted to the DSA (EC 38040).
- Ensuring all facilities comply with Americans with Disabilities Act requirements (42 U.S.C. 1210).
- Designating all single-user restrooms as all-gender restrooms (Health & Safety Code 118600).

<ul style="list-style-type: none"><li>For Charter schools serving grades 3-12, stocking restrooms with an adequate supply of free menstrual products, available and accessible at all times, free of cost, in all women's restrooms, all-gender restrooms, and at least one men's restroom, and posting designated notices (EC 35292.6).</li><li>Developing an asbestos management plan in accordance with the Asbestos Hazard Emergency Response Act (15 U.S.C. 2641-2656).</li></ul>						
GO33	HEALTH & SAFETY POLICY	EVIDENCE COLLECTION	REVIEWER VERIFICATION	REVIEW METHOD	YR 1, 4, 6	YR 2, 3, 5, 7
		Health and Safety Policies and Procedures	--	U	R	V
		DUE DATE				
		September 30				
<p><b>The Board adopts health and safety policies, including:</b></p> <ul style="list-style-type: none"><li>Appropriate adaptations for pupils with disabilities.</li><li>Visitor access to campus.</li><li>For grades 7-12, a Suicide Prevention Policy identifies high-risk groups and was updated in the last 5 years, incorporating CDE best practices. EC 215</li><li>For K-6 students, a similar policy addresses the needs of high-risk groups sensitively and coordinates with the county mental health plan for Medi-Cal beneficiaries, also following CDE best practices. EC 215</li><li>Immunization and medication policies include provisions for students with seizures or epilepsy.</li><li>Upon request from parent/guardian of a student diagnosed with seizures, a seizure disorder, or epilepsy with emergency anti-seizure medication prescription, the charter school may designate one or more volunteers to receive initial and annual refresher training regarding emergency use of anti-seizure medication, and charter school shall distribute a notice at least once but no more than 2 times per year to all staff with information under EC 49468.2 and EC 49468.</li><li>For grades 6-12, if a charter school official observes a threat suggesting a potential homicidal act, as defined in EC 49390(e), report it and any evidence to law enforcement (EC 49390(e), 49393).</li><li>Students, teachers, and staff are allowed to bring and carry water bottles, except in areas deemed dangerous. Students, parents, and staff are informed of their rights in the student/employee handbooks and on school websites. A policy can be established regarding the type of water bottle allowed.</li></ul>						
GO34	PROMINENT WEBSITE POSTINGS CERTIFICATION*	EVIDENCE COLLECTION	REVIEWER VERIFICATION	REVIEW METHOD	YR 1, 4, 6	YR 2, 3, 5, 7
		Certification	Website Review	C, A	R	V
		DUE DATE				
		September 30				
<p><b>The Charter school prominently posts policies and procedures on its website that meet legal requirements, including but not limited to:</b></p> <ul style="list-style-type: none"><li>Title IX information with the Title IX Coordinator contact information.</li><li>Suicide prevention, sexual harassment, anti-discrimination, harassment, intimidation, bullying, and cyberbullying (including social media bullying).</li></ul>						
GO35	FACILITIES LIST*	EVIDENCE COLLECTION	REVIEWER VERIFICATION	REVIEW METHOD	YR 1, 4, 6	YR 2, 3, 5, 7
		Epicenter School Center	Site Visit/ Observation	U, S	R	R

		Lease Agreements				
		DUE DATE				
		August 30				
<ul style="list-style-type: none"><li>The Charter school annually updates its list of physical facilities for student use related to the educational program, regardless of ownership or leasing status. This does not include the facilities of vendors that contract with the Charter school. EC 47605(h)</li><li>Facilities are adequate for the number of students and the approved programs.</li></ul>						
GO36	FACILITY/FACILITIES INSPECTION*	EVIDENCE COLLECTION	REVIEWER VERIFICATION	REVIEW METHOD	YR 1, 4, 6	YR 2, 3, 5, 7
		Inspection Forms	Site Visit/ Observation	U, A	R	V
		DUE DATE				
		December 15				
<ul style="list-style-type: none"><li>The Charter school routinely inspects the grounds to keep them in good condition and free from mold and hazards.</li><li>The local fire department conducts a safety inspection. The inspection is signed.</li><li>The Charter school outlines measures and a timeline to address issues identified in the inspection form and fire review.</li></ul>						
GO37	BUILDING OCCUPANCY APPROVAL	EVIDENCE COLLECTION	REVIEWER VERIFICATION	REVIEW METHOD	YR 1, 4, 6	YR 2, 3, 5, 7
		Local Government Agency Documentation	--	U	R	V
		DUE DATE				
		October 30				
The Charter is approved to operate in its current location, supported by at least one of the following:						
<ul style="list-style-type: none"><li>A certificate of occupancy, conditional use permit, etc.</li></ul>						
GO38	CERTIFICATE OF INSURANCE	EVIDENCE COLLECTION	REVIEWER VERIFICATION	REVIEW METHOD	YR 1, 4, 6	YR 2, 3, 5, 7
		Certificate of Insurance	--	U	R	R
		DUE DATE				
		September 30				
<ul style="list-style-type: none"><li>The Charter school has current and sufficient insurance that meets the terms of the MOU and names the authorizing agency as additional insured.</li></ul>						
GO39	CONTRACTING ENTITIES CRIMINAL RECORDS CERTIFICATION	EVIDENCE COLLECTION	REVIEWER VERIFICATION	REVIEW METHOD	YR 1, 4, 6	YR 2, 3, 5, 7
		Certification	--	C	R	R
		DUE DATE				
		October 30				
<ul style="list-style-type: none"><li>Contracting entities obtain and submit criminal records summaries to the Charter school for employees who interact with students outside of direct supervision by a parent/ guardian or Charter school employee. EC 45125.1</li></ul>						

GOVERNANCE & LEADERSHIP						
GO40	BOARD POLICIES AND PROCEDURES: FISCAL, CONFLICT OF INTEREST, AND COMPLAINTS	EVIDENCE COLLECTION	REVIEWER VERIFICATION	REVIEW METHOD	YR 1, 4, 6	YR 2, 3, 5, 7
		Policies/Procedures	--	U	R	R
		DUE DATE				
		September 30				
<b>The Charter school’s Board adopts and updates the following policies:</b> <ul style="list-style-type: none"><li>Establishing budgeting, accounting, and financial reporting policies, including cash receipts and disbursements, which involve receiving original vendor invoices, saving receiving documents, approving purchases appropriately with Board ratification for amounts exceeding the Charter school policy's maximum dollar amount, and requiring checks to be signed by authorized employees (EC 47604.32(a)(4)).</li><li>Implementing fiscal and internal control policies, including bank signature authorizations, allowable purchases, purchasing authority, and a written policy for identifying, addressing, and monitoring fraud risks (EC 47604.32(a)(4)).</li><li>Maintaining policies related to conflicts of interest aligned with EC 47604.1 and Gov Code 1090.</li><li>Developing policies and procedures for student, parent, and staff complaints, investigations, and appeals (EC 47605(h); 5 CCR 4610).</li></ul>						
GO41	BOARD MEETING PACKETS	EVIDENCE COLLECTION	REVIEWER VERIFICATION	REVIEW METHOD	YR 1, 4, 6	YR 2, 3, 5, 7
		Certification Final Board Agendas, Minutes and Packets	Site Visits/Meeting Observation	U, S	R	R
		DUE DATE				
		Varies				
<b>Board meetings provide evidence of the following:</b> <ul style="list-style-type: none"><li>Establishing a clear process for reviewing and revising the budget, approving the Charter school’s budget, and approving all required financial reports (EC 47604.33).</li><li>Noticing and conducting Board meetings in accordance with the Brown Act, including sufficiently detailed business items in agendas with necessary actions, limiting discussions to noticed items, using closed sessions as per the Brown Act, and conducting teleconference meetings per the Brown Act and/or AB 2449 for “just cause” or “emergency situations” (Gov Code 54950, 54953, 54954.2, 54954.5).</li><li>Adopting a clear public comment policy, allowing twice the time limit for translation (Gov Code 54954.3).</li><li>Approving meeting minutes and making them available to the public.</li><li>Holding Board meetings at locations meeting EC 47604.1(c) requirements, providing a two-way teleconference location at each school site and/or resource center, and, if managing multiple Charter schools in different counties, recording and posting all meetings on each school’s website (EC 47604.1(c)).</li><li>Prohibiting advertisement of food or beverages (EC 49431.9) and accurately documenting any anticipated or pending litigation in meeting agendas.</li></ul>						
GO42	ROSTER OF LEADERSHIP CERTIFICATION*	EVIDENCE COLLECTION	REVIEWER VERIFICATION	REVIEW METHOD	YR 1, 4, 6	YR 2, 3, 5, 7
		Epicenter School Center	--	U	R	R

		Job Descriptions Back Office Provider Contracts/MOUs				
		DUE DATE				
		September 30				
The Charter school maintains job descriptions and contracts, including those for back-office providers that demonstrate a clear separation of duties and responsibilities. It provides contact information for at least the following positions:						
<ul style="list-style-type: none"><li>The designated position(s) responsible for all day-to-day operations of the school.</li><li>The designated position(s) responsible for administering attendance.</li><li>The designated fiscal position(s) responsible for purchasing, receiving, and accounts payable.</li><li>The designated certificated position(s) responsible for overseeing each student's independent study program. EC 51747.5(a), 51749.5(a)(3)</li><li>The designated position(s) responsible for overseeing operations and facilities management.</li></ul>						
GO43	BYLAWS	EVIDENCE COLLECTION	REVIEWER VERIFICATION	REVIEW METHOD	YR 1, 4, 6	YR 2, 3, 5, 7
		Bylaws	---	U	R	V
		DUE DATE				
		September 30				
<ul style="list-style-type: none"><li>The Bylaws are comprehensive, encompassing provisions for Board composition, term limits, powers, meetings, committees, officers, and other relevant matters. Corp Code 5151; Gov Code 54950</li></ul>						
GO44	SCHOOL LEADER EVALUATION PROCESS	EVIDENCE COLLECTION	REVIEWER VERIFICATION	REVIEW METHOD	YR 1, 4, 6	YR 2, 3, 5, 7
		Summary of Process with Timeline Confirmation of Completion Sample Template	Site Visit/ Interviews	U, S	R	V
		DUE DATE				
		May 30				
The Board has a robust, outcomes-based process for evaluating the Charter school leader and can provide:						
<ul style="list-style-type: none"><li>A summary of the process with a timeline, a date of last evaluation, and a sample template.</li></ul>						
GO45	BOARD MEMBER PROFILES WITH QUALIFICATIONS	EVIDENCE COLLECTION	REVIEWER VERIFICATION	REVIEW METHOD	YR 1, 4, 6	YR 2, 3, 5, 7
		Epicenter Board Center Updates	Website Review	U, A	R	R
		DUE DATE				
		October 30				
<ul style="list-style-type: none"><li>The Charter school maintains a publicly accessible roster of Board members.</li><li>The composition of the Board aligns with the approved Charter and reflects the diversity of the school's community.</li><li>Board members have relevant knowledge and experience in education, finance, legal, real estate, and fundraising.</li></ul>						



<ul style="list-style-type: none"><li>The Epicenter Board Center Member Roster is updated with contact and term information.</li></ul>						
GO46	CONFLICT OF INTEREST FORMS	EVIDENCE COLLECTION	REVIEWER VERIFICATION	REVIEW METHOD	YR 1, 4, 6	YR 2, 3, 5, 7
		Form 700 Form 990 Site Visit/ Interviews	--	U, S	R	R
		DUE DATE				
		April 2				
<ul style="list-style-type: none"><li>The Board and Charter leadership are free from real and perceived conflicts of interest, as documented in Form 700 and Form 990. Gov Code 1090, 87100 – 87500.1</li></ul>						
GO47	ANNUAL BOARD MEETING CALENDAR	EVIDENCE COLLECTION	REVIEWER VERIFICATION	REVIEW METHOD	YR 1, 4, 6	YR 2, 3, 5, 7
		Meeting Calendar Charter Bylaws	--	U	R	R
		DUE DATE				
		June 30				
<ul style="list-style-type: none"><li>The Charter school’s Board meets as needed and aligns with the timelines outlined in the Charter and bylaws to address essential business.</li><li>The Charter school provides an annual Board meeting calendar with<ul style="list-style-type: none"><li>Dates, times, and locations for all regular meetings of the board for the fiscal year; including all standing committees</li><li>Identifies the annual organizational meeting for board member/officer election, the Safety Plan, LCAP, and budgets are approved, etc.</li></ul></li></ul>						
GO48	BOARD TRAINING	EVIDENCE COLLECTION	REVIEWER VERIFICATION	REVIEW METHOD	YR 1, 4, 6	YR 2, 3, 5, 7
		Training Agendas and Materials Sign In Sheets	--	U	R	R
		DUE DATE				
		March 1				
<ul style="list-style-type: none"><li>Board members receive annual training, including but not limited to the Brown Act, finance, and ethics training every two years. Gov Code 53235</li><li>The Charter school submits relevant agendas, training materials, and sign-in sheets or training certifications.</li></ul>						
GO49	LEADERSHIP & GOVERNANCE CERTIFICATION	EVIDENCE COLLECTION	REVIEWER VERIFICATION	REVIEW METHOD	YR 1, 4, 6	YR 2, 3, 5, 7
		Certification	--	C	R	R
		DUE DATE				
		September 30				

**The Charter school certifies that its governance is compliant, including but not limited to the following:**

- Noticing and conducting Board meetings in accordance with the Brown Act (Gov Code 54950, 54953), while the Board and leadership respond promptly to authorizer inquiries, collaborate with the authorizer before proposing material changes to the program or operations, and handle complaints consistent with the Charter school's policies and procedures, ensuring no bias or conflicts of interest (EC 47604.3).
- Disclosing and informing the Board fully of anticipated or pending litigation by the Charter school leadership.

## **FISCAL BUSINESS**

GO50	INDEPENDENT AUDITOR SELECTION AND TIMELINE	EVIDENCE COLLECTION	REVIEWER VERIFICATION	REVIEW METHOD	YR 1, 4, 6	YR 2, 3, 5, 7
		Auditor Certification and Contract Schedule/Timeline COE Submission Date	--	C, U	R	R
		DUE DATE				
		April 30				
<ul style="list-style-type: none"><li>○ The Charter school has selected a state-approved auditing firm and annually submits an independent auditor selection certification and contract to the authorizer and the county office of education by March 31<sup>st</sup>. The date the audit was submitted to the COE is included.</li><li>○ The Charter school provides an audit schedule/timeline. EC 41020</li></ul>						
GO51	FISCAL CERTIFICATION	EVIDENCE COLLECTION	REVIEWER VERIFICATION	REVIEW METHOD	YR 1, 4, 6	YR 2, 3, 5, 7
		Certification	--	C, S	R	R
		DUE DATE				
		October 30				
<b>The Charter school certifies it is fiscally compliant, including but not limited to the following:</b> <ul style="list-style-type: none"><li>• Adopting a system to maintain vendor payment information for preparing 1099s and maintaining systems for employee earning records and preparing W-2s, while completing timely payroll tax deposits and recording earnings properly for retirement reporting to Social Security, PERS, and STRS.</li><li>• Ensuring the Charter school does not use special education funds to serve students identified for Section 504 accommodations.</li><li>• Claiming apportionment credit for independent study, as applicable, based on either the time value of student work products as judged by a certificated teacher or the combined time value of student work products and participation in synchronous instruction (EC 51747.5).</li><li>• Approving interfund transfers via a Board resolution or formal due to/due from process, detailing material facts related to such transfers.</li><li>• Adhering to provisions of any leased staff (non-instructional only) agreement or MOU.</li><li>• Confirming the Charter school is not involved in current or pending litigation/disputes that would impact its financial position and is unaware of actions or allegations of fraud affecting cash, expenditures, or investments.</li></ul>						
GO52	NON-CLASSROOM-BASED FUNDING DETERMINATION*	EVIDENCE COLLECTION	REVIEWER VERIFICATION	REVIEW METHOD	YR 1, 4, 6	YR 2, 3, 5, 7
		Funding Determination Local Monitoring Procedure	--	U	R	V
		DUE DATE				

		December 1				
<ul style="list-style-type: none"><li>Ensure full funding by annually reviewing costs and submitting a timely funding determination form (EC 47634.2).</li><li>Submit a funding determination with a description of local monitoring procedures.</li></ul>						
GO53	ATTENDANCE POLICIES AND PROCEDURES*	EVIDENCE COLLECTION	REVIEWER VERIFICATION	REVIEW METHOD	YR 1, 4, 6	YR 2, 3, 5, 7
		Attendance Policies/Procedures Student Information and Accounting Systems	--	U	R	R
		DUE DATE				
		September 30				
<ul style="list-style-type: none"><li>Monitor student attendance with an approved accounting system and adopt clear attendance policies/procedures, including preventing dual enrollment, prohibiting multiple track enrollments for apportionment, excluding absences from apportionment days, and allowing approved absences for students to spend time with family members deployed on military service, including any deployment (EC 48205).</li><li>Establish procedures for claiming and reporting ADA, claiming ADA only for appropriately credentialed or certified teachers, and ensuring enrollment/ADA changes from year to year are reasonable and do not exceed Operations MOU thresholds requiring material Charter revision.</li></ul>						
GO54	VERIFICATION OF CONTINUED GOVERNANCE/OPERATIONS COMPLIANCE*	EVIDENCE COLLECTION	REVIEWER VERIFICATION	REVIEW METHOD	YR 1, 4, 6	YR 2, 3, 5, 7
		Compliance Verification	--	C	--	R
		DUE DATE				
		August 30				
<ul style="list-style-type: none"><li>In years 2, 3, 5, and 7 of the Charter term, the school verifies the continued legal compliance of all requirements reviewed in years 1, 4, and 6.</li></ul>						
G55	AUTHORIZER REQUIRED ACTIONS: GOVERNANCE & OPERATIONS	EVIDENCE COLLECTION	REVIEWER VERIFICATION	REVIEW METHOD	YR 1, 4, 6	YR 2, 3, 5, 7
		School Crafted Responses Aligned with Annual Report	Compare Against Annual Report	U	Varies	Varies
		DUE DATE				
		October 31				
<ul style="list-style-type: none"><li>In any year where there are documented <i>Annual Performance Progress Report</i> required Governance &amp; Operations actions' listed in the <i>Executive Summary</i>, craft responses to each Governance &amp; Operations requirement and upload.</li></ul>						
Is the Charter school serving public policy purposes?				A= Authorizer C= Certification U= Upload S= Site Visit	R = Required V = Verification F = Follow Up	
P1	DEMOGRAPHIC COMPARISON*	EVIDENCE COLLECTION	REVIEWER VERIFICATION	REVIEW METHOD	YR 1, 4, 6	YR 2, 3, 5, 7
		Recruitment Materials	Charter	C, A	R	V

		<b>DUE DATE</b>	DataQuest/CA Dashboard			
		January 31	Complaint Forms			
<ul style="list-style-type: none"><li>Ensure student demographic data reflects the district’s racial and ethnic backgrounds, students with disabilities, English learners, and those qualifying for Free or Reduced-Price Lunch (FRPL), while not enrolling a disproportionately small number of students with disabilities (EC 47605(c)(5)(G), 34 CFR 300.647).</li></ul>						
P2	FULFILLMENT OF CHARTER AND MOU TERMS*	EVIDENCE COLLECTION	REVIEWER VERIFICATION	REVIEW METHOD	YR 1, 4, 6	YR 2, 3, 5, 7
		Certification	Internal Records Site Visit	C, U, A	R	R
		DUE DATE				
		October 31				
<ul style="list-style-type: none"><li>Ensure the Board and administration review and comply with all MOUs between the District, Charter school, SELPA, and others, while operating the education program according to the material terms defined in the petition/MOU.</li></ul>						
P3	VERIFICATION OF CONTINUED PUBLIC POLICY COMPLIANCE*	EVIDENCE COLLECTION	REVIEWER VERIFICATION	REVIEW METHOD	YR 1, 4, 6	YR 2, 3, 5, 7
		Compliance Verification	--	C	--	R
		DUE DATE				
		August 30				
<ul style="list-style-type: none"><li>In years 2, 3, 5 and 7 of the Charter term, the school verifies the continued legal compliance of all requirements reviewed in years 1, 4 and 6.</li></ul>						
P4	AUTHORIZER REQUIRED ACTIONS: PUBLIC POLICY	EVIDENCE COLLECTION	REVIEWER VERIFICATION	REVIEW METHOD	YR 1, 4, 6	YR 2, 3, 5, 7
		School Crafted Responses Aligned with Annual Report	Compare Against Annual Report	U	Varies	Varies
		DUE DATE				
		October 31				
<ul style="list-style-type: none"><li>In any year where there are documented <i>Annual Performance Progress Report</i>’ required Public Policy actions’ listed in the <i>Executive Summary</i>, craft responses to each Public Policy requirement and upload.</li></ul>						