

Office of Charter Schools

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www.ousdcharters.net

every student. every classroom. every day.

Documents for Schools to Have Available During Renewal Site Inspection

2010-2011 OUSD Charter Renewal Handbook

Prior to the site visit, the school should have the following documents available in the room where the visiting team will be working. Except as indicated, two sets of all materials is sufficient. In some instances however a review team member may request an additional copy of an item during the inspection.

OFFICE OF CHARTER SCHOOLS WILL PROVIDE:

1.	The school's current charter with the district.
2.	Most recent Annual Report (SARC).
3.	Financial statements from previous two years, and current operating budget
4.	Copy of Certificate of Occupancy/Conditional Use Permit or Confirmation of compliance

OFFICE OF CHARTER SCHOOLS WILL PROVIDE (SOURCE: FALL 2010 INFORMATION UPDATE)

5.	Copy of Suspension/Expulsion Procedures
6.	Copy of Parent/Community Complaint Procedures
7.	Parent, teacher, and/or student handbooks.
8.	Admissions policy/how students are admitted into the school.
9.	A list of names of board members and roles.

TO BE PROVIDED BY SCHOOL ON DAY OF VISIT (ONE COPY PER REVIEWER)

10.	A list of all school personnel.
11.	The daily schedule and a list of teachers, credentials and subjects taught, # years teaching, # years at school,
12.	Map of classrooms w/ teacher names/ grade levels.
13.	A list of school committees and membership.

TO BE PROVIDED BY SCHOOL ON DAY OF VISIT (ONE COPY IN BINDER)

14.	Employee Handbook
15.	Bylaws of the governing board.
16.	Minutes of 09-10 governing board meetings.
17.	Minutes of most recent faculty meetings.
18.	Attendance policy.
19.	Behavior contract/discipline policy.

Rev 9/29/08

	20. Most recent Fire/Safety Inspection
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	21. Strategic Plan/Long-term Plan.
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	22. School Improvement Plan from previous year and for current year.
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	23. All previously contracted third party review reports
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	24. Parent satisfaction surveys (if they exist).
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	25. Results of any other surveys (of teachers and/or students).
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TO BE PROVIDED BY SCHOOL ON DAY OF VISIT (REPRESENTATIVE SAMPLES)

	26. Sample student report forms.
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	27. Student work samples consistent w/ any applicable charter-related outcomes
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	28. School year books and any appropriate representative projects by students.
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	29. Any other pamphlets or brochures the school has produced about itself.
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IF AVAILABLE AT TIME OF VISIT (ONE COPY)

	30. The school's charter renewal application.
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