**Material Revision**

**Change of School Location/New School Facility Application**

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| **Name of School** |  |
| **Grades Served** |  |
| **Current Address** |  |
| **New Address** |  |
| **Proposed Occupancy Date** |  |

**Please note, schools in Year 1 of operation do not need to submit a Material Revision but will need to meet/submit the requirements as listed.**

**Material Revision Summary**

In 2-pages or less, please describe the following:

* reason/rationale for changing the school location
* school/neighborhood community engagement regarding the new school location
* financial costs of the project and the resources available to fulfill these

**District Required Language**

**Please include the following language within the material revision of the “Facilities Plan” portion of the charter petition. Please submit a redlined version AND final version of the material revision pertinent to the “Facilities Plan” only.**

***“[INSERT SCHOOL NAME]*** *shall occupy facilities that comply with the Asbestos requirement as cited in the Asbestos Hazard Emergency Response Act (AHERA), 40CFR part 763. AHERA requires that any building leased or acquired that is to be used as a school or administrative building shall maintain an asbestos management plan.”*

*“If* ***[INSERT SCHOOL NAME]*** *fails to submit a certificate of occupancy or other valid documentation to the District verifying that the intended facility in which the school will operate complies with Education Code Section 47610, not less than 30 days before the school is scheduled to begin operation pursuant to the first year of this renewal term, it may not commence operations unless an exception is made by the Office of Charter Schools and/or the local planning department or equivalent agency.  If* ***[INSERT SCHOOL NAME]*** *moves or expands to another facility during the term of this charter,* ***[INSERT SCHOOL NAME]*** *shall provide a certificate of occupancy or other valid documentation to the District verifying that the intended facility in which the school will operate complies with Education Code Section 47610, to the District for each facility at least 30 days before school is scheduled to begin operations in the facility or facilities.****[INSERT SCHOOL NAME]*** *shall not begin operation in any location for which it has failed to timely provide a certificate of occupancy to the District, unless an exception is made by the Office of Charter Schools and/or the local planning department or equivalent agency. Not withstanding any language to the contrary in this charter, the interpretation, application, and enforcement of this provision are not subject to the Dispute Resolution Process.”*

***[INSERT SCHOOL NAME]***will provide the following evidence that the facility complies with the following legal requirements prior to occupying the property\*:

- Zoning: The location of the school meets local zoning requirements.

- Building Code: Each building on the site meets applicable building code requirements.

- The charter school has considered and met all requirements of the California Environmental Quality

Act (i.e. proof of Environmental Review).

- The proposed site has adequate classroom space, non-classroom space and specialized teaching space

for the enrollment levels to be housed at the site.

- Compliance with California Department of Education regulations regarding safety factors for school

site, including proximity to airports, high-voltage power lines, hazardous air emissions, railroads, high-

pressure natural gas lines, gasoline lines, pressurized sewer lines and other high-pressure water

pipelines, propane tanks, noise, major roadways, geological studies and soils analysis, traffic safety,

and safe routes to the school.

***[INSERT SCHOOL NAME]***will schedule a walk-through of the new facility with the Office of Charter Schools to take place at last two weeks in advance of the proposed date of student occupancy. The following check-list items will be fulfilled (see next page).

\*Please note, all schools should refer to and comply with all of the regulations listed on the [CDE website.](http://www.cde.ca.gov/ls/fa/sf/schoolsiteguide.asp) To download the CDE's School Site Selection Checklist, click [here](http://www.ousdcharters.net/uploads/4/1/6/1/41611/cde_school_site_selection_checklist_.pdf).

**Pre‐Opening Site Walkthrough Checklist**

This tool is intended to be used by the Office of Charter Schools and charter schools who are moving into a facility for the first time, to ensure that the facility is appropriate for the educational program of the school and the health and safety of the students.

It is the expectation of the Office of Charter Schools to conduct a pre‐opening site walk‐through within two weeks prior to the first day of school.



Any issues or concerns which surface during the course of the walkthrough that require official notice to the school, will receive a separate letter from the Office of Charter Schools to that affect.



Otherwise, information noted in this document is intended to provide guidance and support to schools prior to opening.



School Name: Contact:

Location:

Date of Walkthrough: Participants:

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| ***General Considerations*** |  | ***Comments*** |
| Facilities are sufficient to accommodate  estimated student enrollment and to carry out the curricular and instruction program envisioned in the charter. | Yes No |  |
| Site has adequate space for the support  services the school intends to provide to its students (i.e. nurse, counselors, tutors, after‐school programs, etc.). | Yes No |  |
| Facilities include cafeteria or other suitable  space for students to eat meals. | Yes No |  |
| Building placement is compatible (i.e. music  room is not next to library). | Yes No |  |
| Facilities are generally conducive to a  learning environment. | Yes No |  |

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| ***General Considerations*** |  | ***Comments*** |
| Site is away from freeways, railways, flight  patterns, excessive noise, obnoxious odors, toxic conditions, electromagnetic fields, earthquake faults, flood zones. | Yes No |  |
| Site has good access and dispersal roads. | Yes No |  |
| Site has separate bus loading, parking  areas, and parent drop off areas. | Yes No |  |
| Facilities operation permits and certificates,  including evidence of inspection by a structural engineer, fire marshal and occupancy certificates, zoning variances, building permits, etc. have been secured. | Yes No |  |
| Facilities are sufficient to accommodate the  administrative and business functions, including the storage of student and other records, reports, and documents. | Yes No |  |
| Facilities meet requirements of the  Americans with Disabilities Act, including (1) accessible routes from outside the school to the entry and from the school entry to all other buildings, and (2) stairs, ramps, toilets and signage that meet accessibility standards. \* | Yes No | *\* Likely to be met as a result of CO issuance* |
| Site and facilities are situated to minimize  student contact with adults who do not have appropriate clearances as required by *Education Code* Section 44237. | Yes No |  |
| Relocatable facilities are single story and  meet local seismic safety requirements. | Yes No |  |
| Site has appropriate security (i.e. fencing,  adequate lighting, alarms, etc.). | Yes No |  |
| Facilities are clean, sanitary, and free from  conditions that would create a fire, or other hazard. | Yes No |  |

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| ***Building Exterior*** |  | ***Comments*** |
| Facilities are generally free of chipped  paint, cracked floors, uneven surfaces, mold and evidence of leaks. | Yes No |  |
| Sidewalks, driveways, and outdoor play  areas are relatively free of cracks and uneven surfaces, and are good repair. | Yes No |  |
| Perimeter fences are installed as necessary  and are in good repair. | Yes No |  |
| Graffiti or other signs of vandalism to the  building are absent. | Yes No |  |
| School exterior needs minimal cosmetic  repairs, painting, or additional lighting. | Yes No |  |
| Windows and doors are intact and in good  repair. | Yes No |  |
| Exterior stairs or handrails are in good  repair. | Yes No |  |
| Exits to buildings are free of obstructions. | Yes No |  |
| Signage is adequate for traffic flow and for  directions to school offices. | Yes No |  |
| Trees and vegetation provide a clear view  of the school; places to hide or to gain authorized access to the building are minimized. | Yes No |  |
| School site is substantially free of litter and  clutter. | Yes No |  |

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| ***Interior Entrances, Corridors, and***  ***Stairs*** |  | ***Comments*** |
| Heating and ventilation systems are  adequate for the size of the building and numbers of students. **\*** | Yes No | *\* Likely to be met as a result of CO issuance* |
| Electrical system has no major code  violations. **\*** | Yes No | *\* Likely to be met as a result of CO issuance* |
| Fire alarm system meets applicable local  life safety codes; appropriate fire extinguishers exist in the building(s) and inspections are up to date. **\*** | Yes No | *\* Likely to be met as a result of CO issuance* |
| ***Interior Entrances, Corridors, and***  ***Stairs*** |  | ***Comments*** |
| Restrooms are conveniently located and  accessible to students; toilets are clean and operable. | Yes No |  |
| Bracing of overhead light fixtures, heating  and air conditioning vents, etc. comply with local ordinances. **\*** | Yes No | *\* Likely to be met as a result of CO issuance* |
| Lighting, including night time lighting, is  sufficient for the educational activities being conducted at the site. | Yes No |  |
| Floors, walls, and ceilings are clean; ceiling  tiles are all intact. | Yes No |  |
| Halls and stairs are adequately lighted. | Yes No |  |
| Exit doors, including emergency exits, are  free of clutter and readily accessible; doors are secure to prevent intruders into the building. | Yes No |  |
| Interior is free of other hazards that could  endanger student safety. | Yes No |  |

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| ***Classrooms*** |  | ***Comments*** |
| Classroom size and layout are related to  functions that will be performed in them (i.e. science and computer laboratories, special education, locker rooms, gyms, etc.). | Yes No |  |
| Desks, tables, and chairs are in good repair. | Yes No |  |
| Space is provided to secure computers and  other expensive electronic devices. | Yes No |  |
| Bookcases, racks, fixtures, etc. are  adequately anchored to adjacent structures. | Yes No |  |
| Gas, electrical, and water outlets and  appliances are in good repair. | Yes No |  |
| Classrooms have adequate lighting. | Yes No |  |
| Classrooms are visible to teachers at all  times; classroom layout is conducive to quick evacuation. | Yes No |  |

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| ***Additional Comments***  ***Comments*** |
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**Facilities Plan Material Revision**

**Submission Process**

The charter school shall submit **three (3) hard copies** and **one (1) electronic copy** of the following documents at a regularly scheduled board meeting:

* completed application
* material revision summary (2 pages or less)
* redlined **AND** final version of the “Facilities Plan” portion of the petition **ONLY**; to include the “Required Text and Assurances” listed in the application, as well as taking into consideration the elements of evaluation (see evaluation tool below).

Within 30 days of the material revision being submitted, a public hearing will be scheduled where a school representative will make a brief presentation to the OUSD Board of Education (BOE). Within 60 days of the material revision being submitted, a decision will be made by the OUSD BOE at a regularly scheduled board meeting.

**Facilities Plan Evaluation Tool**

**Non-district facility**

A description of the plan for using a non-district facility excels if it has the following characteristics:

* Informed assessment of school’s facility needs;
* Estimated costs for facility based on research and evidence;
* Adequate budget for facility costs including renovation, rent, maintenance and utilities;
* Identified funding sources for facility; and
* An assurance of legal compliance (CA Environmental Quality Act, health and safety, ADA, and applicable building codes);

**If the school site location has yet to be determined, please include the following additional information:**

* A description of potential sites including location, size and resources;
* Informed analysis of the viability of potential sites; and
* A schedule for securing a facility including the person responsible for implementation

**Facility Plan:**

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| **Inadequate** | **Approaches** | **Meets** | **Excels** |
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