



**OAKLAND UNIFIED
SCHOOL DISTRICT**
Community Schools, Thriving Students

OFFICE OF CHARTER SCHOOLS Oversight Handbook

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Oakland Unified School District
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INTRODUCTION

Introduction: This handbook is prepared by the Oakland Unified School District (“District” or “OUSD”) Office of Charter Schools (“OCS”) to provide transparency around oversight priorities and processes for all OUSD-authorized charter schools. Charter school staff should review and follow the guidance and instructions provided in this handbook annually. The governing boards of charter schools have the ongoing primary responsibility for oversight and compliance with all local, state, and federal laws and regulations as well as to all requirements listed in each charter school petition. As such, this guide is not meant to be a comprehensive review of all oversight practices, but rather an overview of OCS priorities and general processes regarding OUSD’s oversight, which are guided by and centered around the shared goal of providing robust, equitable educational experiences for all students in Oakland. For additional information regarding new charter petitions, charter renewals, or material revisions, please visit [our website](#).

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OFFICE OF CHARTER SCHOOLS OVERSIGHT PHILOSOPHY

Charter school governing boards and leadership are expected to be the primary leaders in oversight for their school(s). They have the responsibility to provide high-quality, equitable academic programs to all enrolled students, provide fiscal oversight for their school(s), and ensure compliance with all federal, state, and local laws and regulations. However, District authorizers have the duty to act as an additional layer of oversight for charter schools within their purview in order to ensure all programs are high quality and accessible for all students. OUSD currently provides oversight for the following charter schools in Oakland:

Table 1: 2023-24 OUSD-Authorized Charter Schools

SCHOOL	GRADES	SCHOOL	GRADES
Achieve Academy	TK-5	East Bay Innovation Academy	6-12
AIMS College Prep Middle School	6-8	Francophone Charter School of Oakland	TK-8
AIMS College Prep Elementary School	K-8	KIPP Bridge Academy	TK-8
AIMS College Prep High School	9-12	Learning Without Limits Charter School	K-5
ARISE High School	9-12	Lighthouse Community Charter High School	9-12
ASCEND Charter School	TK-8	Lighthouse Community Charter School	K-8
Aspire Berkley Maynard Academy	TK-8	Lodestar	K-11
Aspire College Academy	TK-5	LPS Oakland R&D	9-12
Aspire Golden State College Prep Academy	6-12	North Oakland Community Charter School	K-5
Aspire Lionel Wilson College Prep Academy	6-12	Oakland Charter Academy	6-8
Aspire Monarch Academy	TK-5	Oakland Charter High School	9-12
Aspire Triumph Technology Academy	TK-5	Oakland Military Institute	6-12
Bay Area Technology School	6-12	Oakland School for the Arts	6-12
Downtown Charter Academy	6-8	Oakland Unity High School	9-12

According to California Education Code, OUSD is required to fulfill the following obligations regarding oversight of each of its authorized charter schools:

1. Identify at least one staff member as a contact person for the charter school. (Ed. Code, § 47604.32(a)(1).)

2. Visit each charter school at least annually. (Ed. Code, § 47604.32(a)(2).)
3. Ensure that each charter school under its authority complies with all reports required of charter schools by law, including the local control and accountability plan and annual update to the local control and accountability plan required pursuant to Education Code section 47606.5. (Ed. Code, § 47604.32(a)(3).)
4. Monitor the fiscal condition of each charter school under its authority. (Ed. Code, § 47604.32(a)(4).)
5. Provide timely notification to the California Department of Education if any of the following circumstances occur or will occur with regard to a charter school:
 - a. A renewal if the charter is granted or denied.
 - b. The charter is revoked.
 - c. The charter school will cease operation for any reason. (Ed. Code, §47604.32(a)(5)(A)-(C).)

In addition to the above responsibilities, OCS carries out additional oversight duties to ensure all charter schools in Oakland are serving students equitably and effectively. We strive to develop oversight procedures and priorities which are transparent, meaningful, and proactive, with the health, safety, and academic achievements of students at the center. With such an important task, we recognize that we cannot do this work alone and, as such, view charter school leaders, District staff, students, families, and the community at-large as partners in ensuring that all OUSD-authorized charter schools are meeting required accountability standards.

In order to approach oversight in a systematic and comprehensive way, OCS has built its oversight procedures framework around four main categories:



Programmatic Quality and Academic Achievement

OCS reviews documents and artifacts regarding each school’s educational program, conducts school site visits, and evaluates data related to academic achievement.



Equitable Admissions and Enrollment

OCS evaluates admissions and enrollment data to ensure each school is equitably serving all students who wish to attend and is reflective of Oakland’s diverse population.



Operations and Governance

OCS collects documents and reviews procedures related to successful operations and governance at each school, including facility and board information.



Fiscal Management

OCS analyzes fiscal data and examines all required financial reports submitted by the school including unaudited actuals, interim reports, adopted budgets, and more.

The information collected in each of the above categories serves as confirmation that each charter school is implementing their charter petition with fidelity. It is additionally used to inform members of the OUSD Governing Board, to assist charter school leaders and board members in identifying areas of success and areas for improvement, and to guide OCS staff in understanding whether accountability steps are necessary to ensure the school is successfully implementing the goals and programming outlined in the charter petition.

TIERED ACCOUNTABILITY SYSTEM

As authorizers, OUSD has the responsibility to take steps when it becomes aware that a charter school has violated any federal, state, or local laws or regulations (including violations of a school's own charter petition) or when there is a significant concern regarding one of the four areas of oversight. OCS is typically made aware of these violations or concerns through its oversight procedures and processes, through complaints submitted by members of the community, or through direct communication from charter school leadership. The latter channel is preferred by OCS so that charter school leadership and OCS staff can identify concerns early and can work collaboratively on what additional assistance/oversight would be the most effective in remedying the situation. Beginning in the 2023-24 school year, OCS will respond to any potential issue by initiating the Tiered Accountability System. In this new approach, described below, OCS will continue to use Notices, formal notifications to charter schools by the authorizer, to respond to issues effectively and to prescribe appropriate remedies. However, the new tiered approach will allow OCS to differentiate between types and severities of violations so that charter leaders, District leaders, and members of the community have a clear understanding of the severity of any concern.

Due Diligence:

When first alerted to a potential issue, OCS will conduct due diligence as appropriate to review the concern in a comprehensive and unbiased manner. When appropriate, OCS may send a letter of inquiry to charter school leadership requesting additional documentation or information to better understand the concern. OCS may also consult with other sources such as legal counsel, District staff, or third-party providers assisting in the operations of a charter school. Once all relevant information is evaluated, OCS will determine which of the below tiers is appropriate based on the type and severity of the violation and will send the corresponding Notice of Concern.

Tiered Notice of Concern

<p>Notice of Concern <i>Tier: Minor</i></p>	<p>Notice of Concern <i>Tier: Moderate</i></p>	<p>Notice of Concern <i>Tier: Severe</i></p>	<p>Notice of Violation</p>
<ul style="list-style-type: none"> •Indicates a lower-level compliance violation; typically a first-time offense 	<ul style="list-style-type: none"> •Indicates a repeated compliance violation or an initial concern regarding one of the four oversight categories 	<ul style="list-style-type: none"> •Indicates a high-level compliance violation or significant concern regarding one of the four oversight categories 	<ul style="list-style-type: none"> •First step in the revocation process; may be initiated if school fails to remedy issues in Notice to Cure or if the violation is deemed egregious enough to require immediate action be taken.

Remedies and Escalation: Regardless of tier, each of the above Notice types will include required remedies for the charter school to take to cure the concern. These remedies will vary depending on the violation and on the tier of the Notice but will typically include (1) acknowledgement of the issue, (2) an immediate correction to the violation, (3) written assurances that the concern will be corrected in a systematic way, and/or (4) enhanced oversight procedures. If the charter school does not implement the remedies listed in the Notice, OCS may send an escalated Notice according to the Tiered Accountability System. As allowed through Education Code 47604(c)¹, if a charter school has multiple “Moderate” Notices or a single “Severe” Notice in any given year, OCS may choose to appoint a District Representative to the Charter School Governing Board.

Reporting: OCS may report to the OUSD Charter Matters Committee a summary of all Notices issued in the given school year. These reports will be publicly available on [OUSD Legistar](#). Notice summaries for each individual school may also be included in Annual Reports and Renewal Staff Reports. When releasing information regarding Notices to the public, OCS will provide a summary of the concern or violation, steps the charter school has taken to cure the issue, and an indication of whether the issue or violation was self-reported to OCS.

PROGRAMMATIC QUALITY AND ACADEMIC ACHIEVEMENT

Providing oversight in the areas of programmatic quality and academic achievement is essential for OCS to ensure that all OUSD-authorized charter schools are providing all enrolled students with a high-quality educational program. To do this, OCS conducts a variety of oversight procedures including, but not limited to:



Annual Site Visits: As required by Education Code §47604.32(a)(2)², OCS conducts site visits at each school at least once annually to better understand schoolwide priorities and academic achievement as outlined in the charter school petition. During these visits, OCS staff conducts interviews with key members of charter school site leadership, including principals, vice principals, special education directors, and others, in order to assess areas such as instructional priorities, professional development, assessment data, and more. OCS staff also observes classrooms to assess the alignment of instructional priorities with classroom instruction and to identify areas of success and growth for the school. OCS may also request and review various documents at site visits to review to ensure compliance and to further evaluate programmatic quality and academic achievement at the school. Although the Annual Site Visit is typically scheduled in advance with the school leadership, OCS reserves the right to perform unannounced site visits at any time throughout the year.



CalSAAS Teacher Assignment Monitoring: As required by Education Code §44258.9³, all OUSD-authorized charter schools must annually participate in the State’s teacher credentialing audit, operated through the CalSAAS system. Through this process, OCS acts as the “Monitoring Authority” and works in collaboration with charter school staff to evaluate all teacher assignment data to ensure that every teacher at every charter school is appropriately credentialed and appropriately assigned. If a school is identified to have a misassignment or an uncredentialed teacher, OCS will alert the charter school of the 30-day deadline to resolve the issue pursuant to Education Code §44258.9(e)(9)⁴ and will provide support as appropriate. Data from these audits is published annually by the State and may also be reported out by OCS.



Academic Achievement Analyses: Each year, OCS conducts a School Performance Analysis to determine how charter schools are performing on a variety of indicators based on State Dashboard and CORE Academic Growth data. Examples of indicators include, but are not limited to, student assessment scores in English and Math, graduation rates, and college and career readiness. OCS analyzes this data on a school-wide level and for various student groups to ensure quality and equity in performance for all students. These analyses may be reported out by OCS.



Special Education Evaluations: Although OCS evaluates programmatic quality and academic achievement information for all students, special education programs are given an additional layer of oversight due to the extensive compliance requirements of these programs and the unique vulnerability of this student group. In doing so, OCS may take a variety of actions annually including, but not limited to, the following: annual IEP audits, special education data analyses, evaluation of services offered, and/or interviews with SPED directors, SPED instructors, or general education teachers instructing students with disabilities. OCS works closely with charter schools and SELPA directors to ensure that all OUSD-authorized charter schools are creating welcoming and supportive environments for students with disabilities to succeed. Information from these evaluations may be reported out by OCS.



Protected Student Groups: OCS takes seriously the responsibility of schools to provide a safe environment and to deliver appropriate instruction to all students, particularly those who belong to protected classes. OCS monitors compliance with all laws and regulations related to the protection of these student groups including, but not limited to, the McKinney-Vento Homeless Assistance Act, Title IX, Title VI, ESSA, and all laws related to English Learners.



Student Discipline Procedures: OUSD-authorized charter schools are required to protect the rights of students by implementing compliant, consistent, and transparent disciplinary policies. In order to support charter schools in doing so, OCS provides a [Disciplinary and Expulsion Policy](#) which outlines requirements for disciplinary proceedings and best practices at OUSD-authorized charter schools. This policy ensures that OCS staff are made aware of all major student disciplinary decisions as they are happening, have the opportunity to attend expulsion hearings or manifestation hearings, and can collaborate with District staff to ensure a smooth transition if any charter school students who may subsequently be expelled wish to enroll in OUSD. In addition to ensuring compliance to this policy, OCS also evaluates student discipline data to understand any concerning trends. Information related to Student Discipline may be reported out by OCS.

EQUITABLE ADMISSIONS AND ENROLLMENT

According to Education Code §46705(b)(4)(c)⁵, charter schools are prohibited from discouraging a pupil from enrolling or seeking to enroll in the charter school for any reason including academic achievement, required resources such as specific special education services, or if the pupil exhibits any characteristics such as students with disabilities, English learners, neglected or delinquent, homeless/unsheltered, socially economically disadvantaged, foster youth, or based on nationality, race, ethnicity, or sexual orientation. The practice of encouraging or persuading students to leave a school program, either through explicit or implicit conversations and behaviors, is considered “pushout” and OCS closely monitors enrollment trends at charter schools to ensure this practice is not occurring. With the recent changes in charter school law from AB1505, OCS also provides oversight in ensuring that all schools are implementing with fidelity, and updating, if necessary, the means by which they plan to achieve a balance of racial and ethnic pupils, special education pupils, and English learner pupils that are reflective of the general population of the neighborhood where the school is located. As one method in achieving this goal, OCS encourages charter schools to update their enrollment priorities to recruit a more diverse student population. OCS also conducts a variety of oversight procedures related to equitable admissions and enrollment, including, but not limited to, the following:

Annual Enrollment Data Analysis: Each October, OCS requires charter schools to submit [the OCS Census Day Enrollment Spreadsheets](#) in order for OCS to gather information regarding the students enrolled at each OUSD-authorized school. OCS uses this data, as well as the CDE certified enrollment data available in the Spring through [DataQuest](#), to evaluate enrollment trends at charter schools to understand the demographics of charter school enrollment and to evaluate progress based on each school’s goals to achieve a balance of racial and ethnic pupils,



special education pupils, and English learner pupils, as defined by Education Code 47605.6(b)(5)(H). Data from these analyses may be reported out by OCS.



Student Exit Data: As required by Education Code 47605.6(d)(3)⁶, charter schools are required to submit student exit data to OCS monthly, including student information and reason for departure if known. OCS evaluates this data on a monthly basis to evaluate continuous enrollment trends and to monitor for potential pushouts. OCS may also conduct randomized audits on this information throughout the year as another layer of oversight to ensure student exit data is accurate and that the charter school is compliant with disenrollment procedures pursuant to Education Code §46705(b)(5)(J)⁷ if applicable. Information from these analyses may be reported out by OCS.



Complaint Intake: OCS has systems to receive and evaluate complaints that come to the office from students, families, community members, or OUSD employees who suspect a charter school is violating any law or regulation, including enrollment or admissions policies. OCS also requires, per Education Code 47605(d)(4)(D-E)⁸, that each charter school post the Charter School Complaint Notice Form ([CDE example here](#)) on their website and provide copies of this notice at each of the following instances: when a parent, guardian, or pupil inquires about enrollment, before conducting an enrollment lottery, and before disenrollment of a pupil. All complaints received are handled according to the [OCS Complaint Procedure](#).



Annual Site Visits: As detailed above, OCS conducts leadership interviews at Annual Site Visits to discuss a variety of oversight priorities, including enrollment and admissions. OCS uses this time to discuss meaningful action being taken by the school to achieve “a balance of racial and ethnic pupils, special education pupils, and English learner pupils that are reflective of the general population of the neighborhood where the school is located” (as required by Education Code 47605.6(b)(5)(H)⁹) in order to monitor progress throughout the charter term and make updates to this plan as necessary.

OPERATIONS AND GOVERNANCE

OCS provides oversight in the areas of Operation and Governance to ensure that all OUSD-authorized charter schools are operating in accordance with relevant laws and regulations and are creating safe and accessible environments for students, staff, and families. OCS also evaluates Board Health and Effectiveness to ensure that each charter school governing board is an effective decision-making body that abides by appropriate processes in its oversight. OCS conducts a variety of oversight procedures in this area including, but not limited to, the following:

Board Audits and Brown Act Compliance: Throughout the year, OCS closely monitors the composition, effectiveness, and compliance of charter school boards through audits, document collection, and board observations. All charter school boards are expected to adhere to Brown Act requirements and OCS continually monitors compliance in this area to ensure charter board



meetings are open and accessible to any members of the community who wish to attend. This information may be reported out by OCS.



Document Review: Each year, OCS collects and reviews a variety of documentation related to the successful operations of a charter school including Student/Family Handbooks, Comprehensive School Safety Plans, facility leases and relevant safety inspection documentation, and more. The majority of this documentation is collected via [Epicenter](#); however, OCS reserves the right to collect any documentation required to perform effective oversight at any point during the year, as outlined in Education Code §47604.3¹⁰.



Uniform Complaint Oversight: A [Uniform Complaint Procedures](#) (UCP) complaint is a written and signed statement, submitted directly to a charter school, alleging the school has committed a violation of federal or state laws or regulations, which may include an allegation of unlawful discrimination, harassment, intimidation, or bullying. Each charter school is expected to post their UCP form and policies on their school website. When UCP complaints are shared with OCS by the complainant, OCS assists in monitoring the charter school's compliance with relevant UCP procedures and timelines.



Website Audits: OCS conducts annual website audits to ensure that all documentation legally required to be posted on a charter school's website is accessible and up to date. For a sample list

FISCAL MANAGEMENT

As required by Education Code §47604.32(a)(4)¹¹, OCS is responsible for monitoring the fiscal condition of each charter school under its authority. OCS conducts a variety of oversight procedures in this area including, but not limited to, the following:



Document Review and Fiscal Analysis: OCS requests and reviews a variety of documents related to the fiscal management of the school including, but not limited to, the following: unaudited actuals, multi-year budget projections, interim reports, annual audit reports, and more. Using the documentation above, OCS performs a fiscal analysis based on assumptions, budget versus actual expenditures, reserve maintenance, fund balance, and more. OCS provides a summary of findings and notes when submitting these reports to the Alameda County Office of Education and the CDE. Charter schools are notified of any concerns in this area and may be subject to enhanced oversight procedures to ensure students are minimally impacted.



Fee Collection: Each year, OCS calculates and collects a 1% oversight fee from all OUSD-authorized charter schools based on the total Local Control Funding Formula revenues certified by the State on the Second Apportionment in June. OCS also collects fees from any Oakland charter school receiving OUSD services (SELPA, custodial, etc.) or which has an approved Facility Use Agreement for an OUSD facility.



Enrollment and Attendance Review: Because a school's revenue is largely dependent on Average Daily Attendance, OCS requests and reviews attendance reports for each OUSD-authorized charter school monthly. OCS additionally analyzes enrollment data on Census Day, P1, and P2 to monitor whether a school's enrollment is within the authorized maximum and minimum and may

request the school submit a material revision to update these limits to evaluate whether the school can successfully operate, financially and otherwise, within the new limit.

OTHER OVERSIGHT INFORMATION

Outside of the four main oversight categories detailed above, the following areas also fall within OCS' annual oversight workstreams and should be noted by all charter school staff:



Reasonable Inquiries: Throughout the year, OCS may request additional information or documentation not included in the typical submission requirements if it is made aware of any concerns or issues that requires additional investigation and oversight. OCS will work with the charter school in order to ensure the requests are clear and the submission deadlines are reasonable. Failure to respond to these requests in a timely manner may result in a Notice of Concern pursuant to Education Code §47604.3¹⁰.



Reporting Deadlines: As illustrated throughout this Handbook, OCS requires the timely submission of data and documentation at various points throughout the year. OCS makes all reporting deadlines available in advance both on the [Deadlines page](#) of the OCS website and through monthly newsletters. Failure to meet these deadlines may result in a Notice.



Revocation: Pursuant to Education Code 47607(f), OUSD may choose to initiate the charter revocation process if there is substantial evidence that the charter school did any of the following:

1. Committed a material violation of any of the conditions, standards, or procedures set forth in the charter.
2. Failed to meet or pursue any of the pupil outcomes identified in the charter.
3. Failed to meet generally accepted accounting principles or engaged in fiscal mismanagement.
4. Violated any law.

If any of the above are true, OUSD will notify the charter school of the violation and will give leadership a reasonable opportunity to remedy the concern. However, if OUSD determines, in writing, that the violation is an imminent threat to the health or safety of pupils, OUSD may bypass this process and choose to immediately initiate revocation. In the event of revocation, OUSD will send a written notice of intent to revoke and will hold a public hearing no more than 30 days following this notice. No later than 30 days after the public hearing, the OUSD Board will issue a final decision regarding the revocation.

ADDITIONAL RESOURCES

For more information regarding the Oakland Unified Office of Charter Schools work, please visit [our website](#) or email charteroffice@ousd.org with any questions or inquiries. Charter school staff as well as families and community members may also find the following resources helpful:

- [Charter Matters Committee Schedule](#): The Charter Matters Committee, made up of three OUSD Board Members, meets monthly during the academic year to discuss various topics regarding OUSD-authorized charter schools. Examples of topics that may be discussed are notice/complaint summaries, enrollment presentations, information on legislation impacting authorizers, and more.
- [Alameda County of Education Charter Office](#): Although OUSD authorizes the majority of charter schools in Oakland, the Alameda County Board of Education (“ACBOE”) authorizes a smaller number of charter schools that are located in Oakland. ACOE is also responsible for overseeing Williams Act monitoring for OUSD-authorized charter schools. OCS works closely with the staff at ACOE and aligns policies and procedures when possible.
- [OCS Engagements](#): The OCS Engagements page contains information including charter school board schedules, Charter Matters Committee meetings information, and applications for the Charter School Board Appointee positions.

APPENDIX I: REFERENCED EDUCATION CODE

1. **Education Code 47604(c)**: A chartering authority that grants a charter to a charter school to be operated as or by a nonprofit public benefit corporation shall be entitled to a single representative on the board of directors of the nonprofit public benefit corporation.
2. **Education Code §47604.32(a)(2)**: Each chartering authority, in addition to any other duties imposed by this part, shall do all of the following with respect to each charter school under its authority... Visit each charter school at least annually.
3. **Education Code §44258.9**: The Legislature finds and declares that continued monitoring of teacher assignments by county superintendents of schools will help ensure that local educational agencies meet the reporting requirements of the federal Every Student Succeeds Act...
4. **Education Code §44258.9(e)(9)**: For a charter school, the monitoring authority shall notify the charter school administrator responsible for the assignment of a certificated person to a position for which the person has no legal authorization of the misassignment and shall advise the charter school administrator to correct the assignment within 30 calendar days.

- 5. Education Code §46705(b)(4)(c):** A charter school shall not encourage a pupil currently attending the charter school to disenroll from the charter school or transfer to another school for any reason, including, but not limited to, academic performance of the pupil or because the pupil exhibits any of the characteristics described in clause (iii) of subparagraph (B) of paragraph (2). This subparagraph shall not apply to actions taken by a charter school pursuant to the procedures described in subparagraph (J) of paragraph (5) of subdivision (b).
- *Characteristics described in clause iii of subparagraph B of paragraph 2 include: pupils with disabilities, academically low-achieving pupils, English learners, neglected or delinquent pupils, homeless pupils, or pupils who are economically disadvantaged, as determined by eligibility for any free or reduced-price meal program, foster youth, or pupils based on nationality, race, ethnicity, or sexual orientation.*
- 6. Education Code 47605.6(e)(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 report cards or a transcript of grades, and health information. If the pupil is subsequently expelled or leaves the school district without graduating or completing the school year for any reason, the school district shall provide this information to the charter school within 30 days if the charter school demonstrates that the pupil had been enrolled in the charter school. This paragraph applies only to pupils subject to compulsory full-time education pursuant to Section 48200.
- 7. Education Code §46705(b)(5)(J):** The procedures by which pupils can be suspended or expelled from the charter school for disciplinary reasons or otherwise involuntarily removed from the charter school for any reason. These procedures, at a minimum, shall include an explanation of how the charter school will comply with federal and state constitutional procedural and substantive due process requirements that is consistent with all of the following:
- (i) For suspensions of fewer than 10 days, provide oral or written notice of the charges against the pupil and, if the pupil denies the charges, an explanation of the evidence that supports the charges and an opportunity for the pupil to present the pupil's side of the story.
 - (ii) For suspensions of 10 days or more and all other expulsions for disciplinary reasons, both of the following:
 - (I) Provide timely, written notice of the charges against the pupil and an explanation of the pupil's basic rights.
 - (II) Provide a hearing adjudicated by a neutral officer within a reasonable number of days at which the pupil has a fair opportunity to present testimony, evidence, and witnesses and confront and cross-examine adverse witnesses, and at which the pupil has the right to bring legal counsel or an advocate.
- 8. Education Code 47605(d)(4)(D-E):** (D) The department shall develop a notice of the requirements of this paragraph. This notice shall be posted on a charter school's internet website. A charter school shall provide a parent or guardian, or a pupil if the pupil is 18 years of age or older, a copy of this notice at all of the following times:

(i) When a parent, guardian, or pupil inquires about enrollment.

(ii) Before conducting an enrollment lottery.

(iii) Before disenrollment of a pupil.

(E) (i) A person who suspects that a charter school has violated this paragraph may file a complaint with the chartering authority.

(ii) The department shall develop a template to be used for filing complaints pursuant to clause (i).

9. Education Code 47605(c)(5)(G): The means by which the charter school will achieve a balance of racial and ethnic pupils, special education pupils, and English learner pupils, including redesignated fluent English proficient pupils, as defined by the evaluation rubrics in Section 52064.5, that is reflective of the general population residing within the territorial jurisdiction of the school district to which the charter petition is submitted. Upon renewal, for a charter school not deemed to be a local educational agency for purposes of special education pursuant to Section 47641, the chartering authority may consider the effect of school placements made by the chartering authority in providing a free and appropriate public education as required by the federal Individuals with Disabilities Education Act (Public Law 101-476), on the balance of pupils with disabilities at the charter school.

10. Education Code §47604.3: A charter school shall promptly respond to all reasonable inquiries, including, but not limited to, inquiries regarding its financial records, from its chartering authority, the county office of education that has jurisdiction over the school's chartering authority, or from the Superintendent of Public Instruction and shall consult with the chartering authority, the county office of education, or the Superintendent of Public Instruction regarding any inquiries.

11. Education Code § 47604.32(a)(4): Each chartering authority, in addition to any other duties imposed by this part, shall do all of the following with respect to each charter school under its authority... Monitor the fiscal condition of each charter school under its authority