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Office of Charter Schools



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

FEATURE

Newsletter

August 2017

The Charter Information Center

The Office of Charter Schools is excited to introduce the Charter Information Center (Info Center). The Info Center, previously referred to as Caspio, is the new online platform schools will be using to upload and report compliance related information and documentation, including general school and board information, teacher credentialing information, and Collective MPO annual updates.



Please be on the lookout for an email from Brett Noble (brett.noble@ousd.org) for more information regarding how to access the Info Center* and links to available resources.

* Please note, initially, only CMO and school leaders will have access to the Info Center. Once they log in, they can then add additional pertinent personnel.

DOJ Fingerprint Clearance & TB Risk Assessment



In accordance with Elements 5 and 6 of the [District Required Language](#), all charter school staff, including non-teaching staff (e.g. counselors, office managers, cafeteria/kitchen workers, custodians), and volunteers must undergo a Department of Justice criminal background check (fingerprint clearance) and a tuberculosis (TB) risk assessment and provide evidence of clearance. Charter school leadership is responsible for collecting and maintaining this documentation. In addition, charter school leadership must report this information on the Info Center.

Leadership Notification Changes– Correction

As authorizers, our office needs to be informed of any and all leadership changes. When sharing leadership updates, please provide us with the contact information (i.e. name, role, and email address) so we can update our contact log. In addition, please upload ~~evidence of the job posting and~~ the agenda, role call, and minutes pertaining to the contract approval of the change/new leadership role to the general school information section of the Info Center.



2017-18 Key Deadlines & Statistical Calendars

Please download the 2017-18 [Key Deadlines Calendar](#) and the [Attendance/Statistical Calendar](#) available on our website and abide by all attendance, fiscal reporting, and billing/payment deadlines listed.



All First Interim, Second Interim, MYP Budget, Audit and LCAP reports require Board approval. Please align your Board meeting schedules with these deadlines so the reports can be submitted on time to our office.



REMINDERS

Admissions Policy



Orientation meetings, volunteer hours, and contributions **must be clearly labeled as optional**. Schools cannot require or rescind a student's enrollment if the student/family does not attend an orientation meeting, complete volunteer hours, or provide a contribution. Charter schools/CMOs should review their Admissions Policy and ensure compliance.

Complaints Policy



Charter school/CMO leadership must adhere to and communicate their Complaints Policy to staff, students, and families. Please post the Complaints Policy on the school's website and include in the family/student and staff handbook to ensure the school community can review it and know what specific steps they need to take to submit a formal complaint. In addition to the Complaints Policy, the contact information for the Ombudsperson must also be listed. Please note the Ombudsperson must be an accessible and neutral resource for student, parents, and staff to approach with complaints/concerns including those regarding administration; therefore, an Ombudsperson can not also serve as a school administrator.

Student Exit Information



In accordance with Education Code § 47605(d)(3), school leadership must notify the District within 30 days of the exit of any student not completing a charter school's program. Please continue to provide the [Student Exit Information Spreadsheet](#) (via email or flash drive) at the same time the Monthly Attendance/ADA (gains/loss) Report is submitted.