



**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
**CHARTER SCHOOLS DIVISION**

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**AFFILIATED CHARTER SCHOOL ANNUAL PERFORMANCE-BASED**  
**OVERSIGHT VISIT PREPARATION GUIDE**  
**2023-2024**

Below is an outline and preparation guide for the Charter Schools Division's upcoming annual oversight review of your affiliated charter school to gather evidence of school performance in the areas of *School Governance*; *Student Achievement and Educational Performance*; and *Organizational Management, Programs and Operations*.<sup>1</sup>

**General Notes about the Visit**

The onsite visit will include classroom observations, document review as indicated below, and a meeting consisting of a dialogue between the Charter Schools Division (CSD) administrator and the school principal regarding the school's self-reflection document, data set of the school's performance, and school documents. This dialogue may include participation of other members of the school leadership team at the principal's discretion. While the CSD does not require the participation of your Community of Schools Administrator in the dialogue, the CSD will invite the Community of Schools Administrator to join in the meeting, as we work collaboratively to support your school and to obtain any additional/relevant information, as necessary. In addition to the meeting, the oversight visit will include observation of classrooms that are representative of the school's grade levels, programs, and key features of the educational program as described in the charter. The CSD team member(s) would like to observe any program and/or classroom the school considers a "promising practice" as well as any aspects of the school that might be challenging or areas of growth. Although the CSD does not automatically plan to conduct stakeholder interviews, the CSD reserves the right to do so and/or to conduct an additional visit to the affiliated charter school based on the unique context or identified needs of each school.

The school's self-reflection will support our conversation in the three areas of the annual review (*School Governance*; *Student Achievement and Educational Performance*; and *Organizational Management, Programs, and Operations*), and your responses provided on the attached *Affiliated Charter School's Self-Reflection* will be included as part of the *Annual Performance-Based Oversight Visit Report for Affiliated Charter Schools*.

Please follow the steps below to submit the required oversight documentation to the school's assigned CSD Google Drive folder **at least ten (10) business days** prior to the visit:

- At least three weeks prior to the scheduled visit, provide the names and email addresses of the affiliated charter school staff that will need access to Google Drive

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<sup>1</sup> Affiliated charters must follow all fiscal policies and procedures of the Los Angeles Unified School District. All financial operations are handled centrally by the LAUSD. All of the affiliated charters are included in the District audit. Therefore, the CSD does not provide ratings on Fiscal Operations for affiliated charter schools.

via the Google Form emailed by the CSD, and they will receive an email invitation to upload documents for the oversight visit

- In your school's assigned CSD Google Drive folder, create a folder titled, "[school name] Oversight 2023-2024"
- Within the oversight Google Drive folder, create four subfolders to organize submission of the required documentation. Label these four folders as follows:
  - 1) Self-Reflection
  - 2) School Governance
  - 3) Student Achievement and Educational Performance
  - 4) Organizational Management, Programs, and Operations
- Place a completed *Affiliated Charter School's Self-Reflection* (in an unlocked version of MS Word) in the oversight Google Drive folder
- When uploading files to the Google Drive folders, limit file names to less than 40 characters in length
- If large documents are provided as evidence, **highlight** in yellow the specific sections of the document(s) that constitute the requested evidence
- Notify your school's assigned CSD administrator once all documentation has been uploaded to Google Drive at least ten (10) business days prior to the visit

***The following sections of this guide provide descriptions of the specific documentation to be uploaded in each digital folder via Google Drive.***

### **Folder 1: Self-Reflection**

Please complete and upload the attached *2023-2024 Affiliated Charter School's Self-Reflection* template and any related documents to this folder.

### **Folder 2: School Governance**

This section provides an overview of the charter school's compliance with all applicable California open meeting laws, the school's organizational structure (i.e., composition, structure, roles, and responsibilities of the Local School Leadership Council) in accordance with applicable District policies and Collective Bargaining Agreements, and responsive and accountable governance at the school.

Please provide the following:

- The Local School Leadership Council's meeting agendas, minutes, and sign-ins for the last 12 months.
- Documentation of the school's agenda posting procedures
- Documentation of open meeting laws (e.g., Brown Act and/or Greene Act) training, as applicable

### **Folder 3: Student Achievement and Educational Performance**

The California School Dashboard will resume reporting of color-coded performance levels in 2023, with the exception of the CCI indicator, which will resume with "Status Only" reporting on the 2023 Dashboard.

Prior to the oversight visit, please analyze the Office of Data and Accountability's Data Set for the school (provided by the CSD) and be prepared to discuss the school's results and any other relevant sources of quantitative performance data that demonstrate the extent to

which the school's significant student groups, grade levels, and schoolwide student population as a whole have experienced increases in academic achievement.

Please provide the following:

- Publisher's growth report(s) of applicable verified data and/or internal assessment data for the 2022-2023 school year, covering the beginning-of-year to end-of-year period.
- If applicable, for schools that are state-identified as either Comprehensive Support and Improvement (CSI) or Additional Targeted Support and Improvement (ATSI) under the Every Student Succeeds Act (ESSA), or qualify for Differentiated Assistance, please provide any and all plans and information provided to the state
- Any additional relevant student achievement data

NOTE: The information provided on internal assessments is to determine the charter school's verified data implementation, as applicable. As part of renewal for charter schools that are identified by the California Department of Education (CDE) as Middle or Low Performing, the LAUSD Board shall consider schoolwide performance and performance of all student groups on the California School Dashboard and shall also consider clear and convincing evidence, demonstrated by verified data, showing either a) the school achieved measurable increases in academic achievement, as defined by at least one year's progress for each year in school or b) strong postsecondary outcomes equal to similar peers.

#### **Folder 4: Organizational Management, Programs, and Operations**

This section provides a review of the school's implementation of the key features of the educational program described in the charter petition, stakeholder communication and involvement, transparency for stakeholders, and lottery and enrollment practices.

Please provide the following:

- Key Features of Educational Program:
  - Brief summary of how the key features are **currently implemented** with applicable references to the charter
  - One or two samples of evidence of the implementation of the key features (e.g., master schedule, assignment/project descriptions, community events, etc.)
- Professional Development:
  - Year-long professional development plan/calendar
  - Two to three samples of professional development training materials specific to supporting desired student outcomes and key features outlined in the school's charter
- Stakeholder Engagement and Involvement:
  - 12-months of agendas and sign-in sheets for meetings of the school's School Site Council (SSC) and English Learner Advisory Committee (ELAC), as applicable
  - Current roster(s) of the members of SSC, ELAC, and any other committees/councils, as applicable, indicating the stakeholder role of each member (e.g., teacher, parent, etc.)
- Stakeholder Transparency:

- Evidence demonstrating how the school provides informational transparency to parents per the LAUSD Ratliff Transparency Resolution and applicable state law. For **each** of the following items, provide one to two pieces of documentation/evidence of how the school provides this information to stakeholders:
  - Appropriate, accessible, and relevant information about individual student, student group, and schoolwide academic progress and performance
  - Student demographics
  - Notification requirements to pupils and parents or guardians of pupils on how to initiate access to available pupil mental health services on campus, in the community, or both, no less than twice during the school year, in accordance with Ed. Code, § 49428
  - Informing parents and guardians of pupils in grades 6-12 of human trafficking prevention resources, in accordance with Ed. Code § 49381 (grades 6-12 only)
  - Informing parents/guardians about transferability of courses/course credit and eligibility to meet A-G requirements (high schools only)
- School-specific Parent-Student Handbook or equivalent, if any
- School-specific Complaint Resolution process and forms, if any
- Enrollment information provided to parents (e.g., lottery instructions, Unified Enrollment information, etc.)
- Documentation of the school’s lottery for this current year and the school’s current waitlist (if applicable)

**School’s Website:**

- Ensure that the following items are posted on the charter school’s website:
  - LCAP (“prominently post[ed] on the [school] home page”)
  - Title IX information in accordance with Ed. Code, § 221.61
  - Local School Leadership Council meeting calendar and agendas (and minutes recommended)
  - Website posting required per Ed. Code § 234.6:
    - Policy on Pupil Suicide Prevention
    - Title IX information, including a link to CDE’s Title IX website (see also Ed. Code, § 221.61)
    - Policies on anti-discrimination, anti-harassment, anti-intimidation, anti-bullying, and sexual harassment policies, including:
      - Anti-cyberbullying procedures
      - Social media anti-bullying procedures
      - Link to statewide resources including community-based organizations compiled by CDE

**Attachments:**

- *2023-2024 Affiliated Charter School’s Self-Reflection* template
- *2023-2024 Annual Performance-Based Oversight Visit Report for Affiliated Charter Schools* template
- Data set prepared by LAUSD’s Office of Data and Accountability