

**LAUSD
BOARD-APPROVED
PETITION RENEWAL**
DATE: 12/03/2024
(BR: 121-24/25)
TERM: 2025-2030



STELLA ELEMENTARY CHARTER ACADEMY

A B R I G H T S T A R S C H O O L

**PETITION FOR THE CHARTER RENEWAL OF
STELLA ELEMENTARY CHARTER ACADEMY**

2025-2030

RESPECTFULLY SUBMITTED TO THE
LOS ANGELES UNIFIED SCHOOL DISTRICT
WEDNESDAY, SEPTEMBER 4, 2024

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Assurances, Affirmations, and Declarations

Stella Elementary Charter Academy (also referred to herein as “[SECA]” and “Charter School”) shall:

- Be nonsectarian in its programs, admission policies, employment practices, and all other operations. (California Education Code (hereinafter “Ed. Code”) § 47605(e)(1).)
- Not charge tuition. (Ed. Code § 47605(e)(1).)
- Not discriminate against any pupil on the basis of disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in section 422.55 of the Penal Code, including immigration status. (Ed. Code § 47605(e)(1); Ed. Code § 220.)
- Except as provided in Education Code section 47605(e)(2), admission to a charter school shall not be determined according to the place of residence of the pupil, or of his or her parent or legal guardian, within this state, except that an existing public school converting partially or entirely to a charter school under this part shall adopt and maintain a policy giving admission preference to pupils who reside within the former attendance area of that school. (Ed. Code § 47605(e)(1).)
- Admit all pupils who wish to attend Charter School. (Ed. Code § 47605(e)(2)(A).)
- Except for existing pupils of Charter School, determine attendance by a public random drawing if the number of pupils who wish to attend Charter School exceeds Charter School's capacity. Preference shall be extended to pupils currently attending Charter School and pupils who reside in the Los Angeles Unified School District (also referred to herein as “LAUSD” and “District”). Preferences shall not result in limiting enrollment access for 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, and shall not require mandatory parental volunteer hours as a criterion for admission or continued enrollment. (Ed. Code § 47605(e)(2)(B).)
- 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 Education Code section 47605(e)(2)(B)(iii). (Ed. Code § 47605(e)(4).)
- If a pupil is expelled or leaves Charter School without graduating or completing the school year for any reason, 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 a transcript of grades or report card, and health information. (Ed. Code § 47605(e)(3))
- Meet all statewide standards and conduct the pupil assessments required pursuant to Education Code sections 60605 and 60851 and any other statewide standards authorized in statute or pupil assessments applicable to pupils in non-charter public schools. (Ed. Code § 47605(d)(1).)
- Consult, on a regular basis, with Charter School's parents, legal guardians, and teachers regarding the school's educational programs. (Ed. Code § 47605(d)(2).)

Charter School hereby declares that Charter School, operated as or by its nonprofit public benefit corporation, is and shall be the exclusive public school employer of Charter School's employees for the purposes of the Educational Employment Relations Act (EERA), Chapter 10.7 (commencing with Section 3540) of Division 4 of Title I of the Government Code. Charter School shall comply with all provisions of the EERA and shall act independently from LAUSD for collective bargaining purposes. In accordance with the EERA, employees may join and be represented by an organization of their choice for collective bargaining purposes.

NOTE: This Charter contains specific "Federal, State and District Required Language" (FSDRL), including the *Assurances, Affirmations, and Declarations* section above. The FSDRL should be highlighted in gray within each Charter element or section. The final section of the Charter provides a consolidated addendum of the FSDRL. This intentional redundancy facilitates efficient charter petition review while ensuring ready access to the FSDRL for any given section of the Charter. To the extent that any inconsistency may exist between any provision contained within the body of the Charter and the FSDRL contained in the addendum, the provisions of the FSDRL addendum shall control.

Element 1 – The Educational Program

“The educational program of the charter school, designed, among other things, to identify those whom the charter school is attempting to educate, what it means to be an “educated person” in the 21st century, and how learning best occurs. The goals identified in that program shall include the objective of enabling pupils to become self-motivated, competent, and lifelong learners.” (Ed. Code § 47605(c)(5)(A)(i).)

“The annual goals for the charter school for all pupils and for each subgroup of pupils identified pursuant to Section 52052, to be achieved in the state priorities, as described in subdivision (d) of Section 52060, that apply for the grade levels served, and specific annual actions to achieve those goals. A charter petition may identify additional school priorities, the goals for the school priorities, and the specific annual actions to achieve those goals.” (Ed. Code § 47605(c)(5)(A)(ii).)

“If the proposed charter school will serve high school pupils, a description of the manner in which the charter school will inform parents about the transferability of courses to other public high schools and the eligibility of courses to meet college entrance requirements. Courses offered by the charter school that are accredited by the Western Association of Schools and Colleges may be considered transferable and courses approved by the University of California or the California State University as creditable under the “A” to “G” admissions criteria may be considered to meet college entrance requirements.” (Ed. Code § 47605(c)(5)(A)(iii).)

LOCAL CONTROL FUNDING FORMULA (LCFF) AND LOCAL CONTROL AND ACCOUNTABILITY PLAN (LCAP)

Charter School acknowledges and agrees that it must comply with all applicable laws and regulations related to AB 97 (2013) (Local Control Funding Formula), as they may be amended from time to time, which include the requirement that Charter School shall annually submit a Local Control and Accountability Plan (LCAP)/annual update to the Los Angeles County Superintendent of Schools and the Charter Schools Division (CSD) on or before July 1. In accordance with Education Code sections 47604.33 and 47606.5, Charter School shall annually update its goals and annual actions to achieve those goals identified in the charter pursuant to Education Code section 47605(c)(5)(A)(ii), using the Local Control and Accountability Plan template adopted by the State Board of Education, as it may be changed from time to time. Charter School shall comply with all requirements of Education Code section 47606.5, including but not limited to the requirement that Charter School “shall consult with teachers, principals, administrators, other school personnel, parents, and pupils in developing the local control and accountability plan and annual update to the local control and accountability plan.” (Ed. Code § 47606.5(d).)

ACADEMIC CALENDAR AND SCHEDULES

Charter School shall offer, at a minimum, the number of minutes of instruction set forth in Education Code section 47612.5, and the number of school days required by California Code of Regulations, title 5, section 11960.

MATHEMATICS PLACEMENT

Charter School shall comply with all applicable requirements of the California Mathematics Placement Act of 2015.

TRANSITIONAL KINDERGARTEN

Charter School shall comply with all applicable requirements regarding transitional kindergarten. For purposes of admission to Charter School, transitional kindergarten shall be considered a part of kindergarten,

and therefore students enrolled in transitional kindergarten at Charter School shall be considered existing students of Charter School for purposes of Charter School's admissions, enrollment, and lottery.

WASC ACCREDITATION

If Charter School serves students in grades 9-12, before Charter School graduates its first class of students, Charter School shall obtain, and thereafter maintain, Western Association of Schools and Colleges (WASC) accreditation.

ENGLISH LEARNERS

Charter School shall identify potential English Learners in a timely manner in accordance with all applicable legal requirements. Charter School must provide all English Learners with an effective English language acquisition program that also affords meaningful and equitable access to Charter School's core academic curriculum. Instructional plans for English Learners must be (1) based on sound educational theory; (2) adequately supported with trained teachers and appropriate materials and resources; and (3) periodically evaluated to make sure the program is successful and modified when the program is not successful.

On an annual basis, upon request, Charter School shall submit a certification to the LAUSD Charter Schools Division (CSD) that certifies that Charter School has adopted and is implementing either the LAUSD Master Plan for English Learners and Standard English Learners or Charter School's own English Learner (EL) Master Plan. If Charter School chooses to implement its own EL Master Plan, the plan shall provide a detailed description of Charter School's EL program, and shall address the following:

- How Charter School's EL Master Plan provides all of its English Learners, including but not limited to Long Term English Learners (LTELs) with an effective English language acquisition program as well as meaningful and equitable access to Charter School's core academic curriculum
- How English Learners' specific needs will be identified
- What services will be offered
- How, where, and by whom the services will be provided
- How Charter School will evaluate its EL program each year, and how the results of this evaluation will be used to improve the program, including the provision of EL services

Each year, Charter School shall provide to the CSD a report on its annual evaluation of the effectiveness of its EL program. Upon request, Charter School shall provide a copy of its current EL Master Plan to the CSD. Charter School shall administer the CELDT/ELPAC annually in accordance with federal and state requirements.

Charter School shall reclassify English Learners in accordance with federal and state requirements.

Charter School shall provide parent outreach services and meaningfully inform parents with limited English proficiency of important information regarding Charter School matters to the same extent as other parents.

STUDENTS WITH DISABILITIES

Federal Law Compliance

Charter School shall adhere to all provisions of federal law related to students with disabilities including, but not limited to, section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, and the Individuals with Disabilities Education Improvement Act of 2004.

Special Education Program

Charter School shall ensure that no student otherwise eligible to enroll in Charter School shall be denied, directly or indirectly, admission due to a disability or to Charter School's inability to provide necessary services. Charter School acknowledges that policies and procedures are in place to ensure the recruitment, enrollment, service, and retention of students with disabilities at LAUSD-authorized charter schools, including Charter School.

Prior to LAUSD Board of Education approval of an initial Charter petition, and if a renewing Charter School intends to operate as a "school of the district" for special education services, Charter School shall execute a Memorandum of Understanding ("MOU") by and between LAUSD and Charter School regarding the provision and funding of special education services consistent with applicable state law and the LAUSD Special Education Local Plan Area ("SELPA") Local Plan for Special Education and shall be considered a "public school of the District" for purposes of Special Education pursuant to Education Code section 47641(b). However, Charter School reserves the right to make written verifiable assurances that it may become an independent local educational agency (LEA) and join a SELPA pursuant to Education Code section 47641(a) either on its own or with a grouping of charter school LEAs as a consortium following the requirements of Education Code section 56195.3(b). In this instance, Charter School will execute a MOU with LAUSD on provisions of special education as a member of a non-LAUSD SELPA.

SELPA Reorganization

The Los Angeles Unified School District is approved to operate as a single-District SELPA under the provisions of Education Code section 56195.1(a). As a single-District SELPA, the District has created two charter school sections (District-operated Programs and Charter-operated Programs) under the administration of one single Administrative Unit pursuant to a reorganization plan approved by the Board of Education on January 4, 2011 (149/10-11). Full implementation of the reorganized LAUSD SELPA commenced in the 2013-2014 school year requiring all District-authorized charter schools to elect one of the three options available under the LAUSD SELPA. Prior to an option election, all District-authorized charter schools were required to participate as a school of the District under the District-Operated Programs Unit. Prior to the beginning of the 2013-2014 school year, all District-authorized charter schools, other than those that had previously executed an Option 3 Memorandum of Understanding ("MOU"), were required to execute a new MOU setting forth the LAUSD SELPA option election for the remainder of the charter petition term. The Charter-operated Program schools do not have LEA status for the purposes of special education but will function in a similar role in that each charter school will be responsible for all special education requirements, including but not limited to services, placement, due process, related services, special education classes, and special education supports. Charter schools that have elected to participate in a District-operated programs option may apply for membership in the Charter-operated Program section of the SELPA. Charter schools accepted for participation in the Charter-operated Programs section receive support from a Special Education Director for the Charter-operated Programs.

Use of District's Special Education Policies and Procedures and Data Systems

All charter schools approved by the LAUSD Board of Education are bound by and must adhere to the terms, conditions and requirements of orders imposed upon the District pertaining to special education. All charter schools are required to use the District's Special Education Policies and Procedures Manual and Welligent, the District-wide web-based software system used for online Individualized Education Programs ("IEPs") and tracking of related services provided to students during the course of their education.

All charter schools are required to interface with My Integrated Student Information System (MiSiS) via a web based Application Programming Interface (API). MiSiS is a suite of applications which is designed to capture all student data.

1.1: General Information

<u>GENERAL INFORMATION</u>	
• The name and title of the contact person for Charter School is:	Gene Castro, Principal
• The contact address for the Charter School is:	2636 Mansfield Ave. Los Angeles, CA 90016-3512
• The contact phone number for Charter School is:	(213) 340-6700
• The current address of the Charter School is:	2636 Mansfield Ave. Los Angeles, CA 90016-3512 (Grades TK - 1); 4196 Marlon Ave, Los Angeles, CA 90008-3515 (Grades 2-4)
• This location is in the LAUSD Board District:	District 1
• This location is in the LAUSD Region:	West
• The grade configuration of Charter School is:	Transitional Kindergarten - 4th
• The number of students in the first year (should align with year 1 of the rollout plan, as well as the budget) will be:	295
• The grade level(s) of the students in the first year will be:	Transitional Kindergarten - 4th
• Charter School's scheduled first day of instruction in 2024- 2025 is:	August 13, 2024
• The enrollment capacity will be: (Enrollment capacity is defined as the total number of students who may be enrolled in Charter School regardless of student residency).	479
• The type of instructional calendar (e.g. traditional/year-round, single track/multi-track, extended day/year) will be:	Traditional
• The regular bell schedule (e.g., daily hours) for the Charter School will be:	8:00 am - 2:35 PM
• The term of this charter shall be from:	July 1, 2025-June 30, 2030

1.2: Community Need for Charter School

Stella Elementary Charter Academy (herein additionally referred to as “SECA” or “Charter School”) is a Bright Star school serving students from Transitional Kindergarten (TK) through 4th grade in the West Adams/Baldwin Village neighborhood of Los Angeles, CA. Bright Star Schools (also referred to as “Bright Star,” “BSS,” “network,” “organization,” or as implied when referred to as “org-wide”) operates on the cluster model, with SECA serving transitional kindergarten (TK) through fourth grade, Stella Middle Charter Academy (SMCA) serving 5th - 8th grade, and Stella High Charter Academy (SHCA) serving 9th - 12th grades. Thus, students will have the option of a full TK-12th grade experience of high-quality education in the West Adams/Baldwin Village neighborhood.

The Stella cluster of schools are located in a vibrant neighborhood, filled with community, culture, and history. West Adams is one of the oldest neighborhoods in Los Angeles, and with that brings a set of challenges and inequities. The Census data¹ on the next page indicate the median household income in West Adams is \$64,000, with 41% of households in their community making less than \$50,000. Around 18% live below the poverty line; 45% of residents here speak a language other than English at home, and 30% are foreign-born outside of the United States. A majority of 55% of living spaces in this neighborhood are multi-unit homes. Of these structures, another majority of 61% are rented versus owned. The average home sale price in the area is around \$900,000, which results in financial hardships for many of our families that seek to own a home. Gradual gentrification in the area has resulted in several of our families encountering challenges, while also having few businesses and organizations focused on their needs.

Income

\$38,032

Per capita income

about 80 percent of the amount in California: \$46,661

about 90 percent of the amount in United States: \$41,804

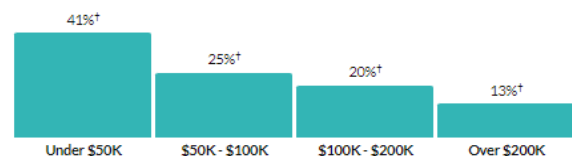
\$64,605

Median household income

about two-thirds of the amount in California: \$91,551

about 90 percent of the amount in United States: \$74,755

Household income



[Show data / Embed](#)

Poverty

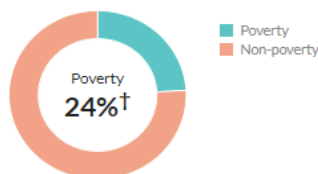
18.2%

Persons below poverty line

about 1.5 times the rate in California: 12.2%

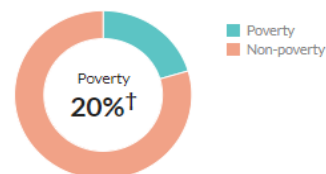
about 1.5 times the rate in United States: 12.6%

Children (Under 18)



[Show data / Embed](#)

Seniors (65 and over)



[Show data / Embed](#)

¹ <https://censusreporter.org/profiles/79500US0603747-los-angeles-county-central-la-city-centralwest-adams-baldwin-hills-puma-ca/>

Language

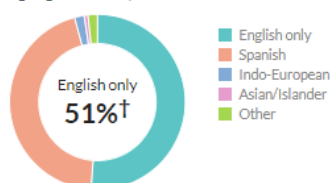
45.7%

Persons with language other than English spoken at home

* ACS 2022 5-year data

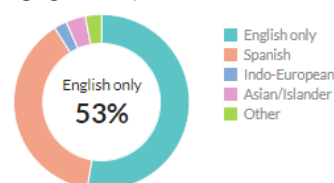
a little higher than the rate in California: 43.9%
more than double the rate in United States: 21.7%

Language at home, children 5-17



[Show data / Embed](#)

Language at home, adults 18+



[Show data / Embed](#)

Place of birth

29.7%

Foreign-born population

about 10 percent higher than the rate in California: 26.7%

more than double the rate in United States: 13.9%

Place of birth for foreign-born population



* ACS 2022 5-year data

[Show data / Embed](#)

Studies continually indicate that students living in households at or below the poverty line are at a greater risk of academic failure than their peers who live in households above the poverty line, as noted in Eric Jensen's *Teaching with Poverty in Mind*. Elementary school is a period of time critical to social, emotional and academic development necessary to prepare capable and confident students relentlessly pursuing higher education. In turn, Bright Star Schools is committed to increasing access to resources and opportunities for our students.

To achieve this, SECA will provide a rigorous educational program, tools for good decision-making and a culture of accountability, scaffolding, and creativity. The program is designed to address the following:

1. To create a small school community with a focus on college-skills preparation and character education to address the unique challenges in the local community.
2. To create a successful and continuous TK -12 programmatic option for students and families in this community
3. To fully educate the whole child, students and communities need not only high-quality instruction but also caring adults who can foster their socio-emotional well-being, enabling them to become pillars and positive contributors to society.

The educational program focuses on strong literacy and numeracy skills, as well as social-emotional preparation, development of identity, building confidence, empathy and leadership values. Bright Star Schools is one of the few districts that has a TK-12 pathway in each cluster (or regional area) served and additionally provides 6 years of support following high school graduation - therefore, we are able to see long term impacts with the lasting relationships we are able to build with our community based on trust, collaboration, and consistency.

In addition, SECA has implemented various initiatives that support not only our students but also their families, addressing the diverse needs of those who come to us from various neighborhoods across Los Angeles. We recognize that, regardless of their backgrounds, all families share common needs for affordable

housing, food, health care, and transportation. We believe that families and the communities in which they live play a crucial role in achieving our school's mission and vision. With the combined efforts of all educational partners, we will create transformative change and uplift our communities.

1.2a: Academic Performance and Other Performance Indicators

SECA's charter term began in 2017, during which the school has navigated various joys and challenges. Despite these fluctuations, our unwavering focus has been on ensuring that every student feels known, loved, and supported to thrive. In this section, we will detail both the successes and challenges of SECA's educational and academic programs, including how Social Emotional Learning (SEL) is a major contributor to academic performance. SEL is categorized under "other performance indicators," reflecting its critical role in shaping students' overall success. We will present supporting data to highlight how our commitment to SEL enhances academic achievement and addresses the holistic needs of our students.

For instance, since SECA's first year of operation, we prioritized supporting families and students by employing full-time school counselors. This prioritization was rooted in the idea that the whole-child must be served in order to obtain academic success. As our campus grew with each additional grade level added, we increased the number of counselors to ensure that we have at least 1:135 counselor-to-student ratio, as well as the administrative leadership support. Our Assistant Principals provide guidance and support to our teachers and students during the school day, and specialize in the adoption of effective curriculum and socioemotional approach. Ultimately, the administrative leadership support ensures students and families feel safe, welcomed and heard, with the support of our counselors.

Of course, the COVID-19 pandemic had a profound impact on our school - from student achievements due to extended disruptions in education, remote learning challenges and inconsistent access to resources. These interruptions have led to significant learning loss and widened educational disparities, affecting students' academic progress and overall performance and are detailed below. Bright Star is proud of how we doubled down on our support for our students and families during the 2020-2021 school year as we all endured the global COVID-19 pandemic. From distributing over 500,000 grab-and-go meals to families and community members, providing a Chromebook and technology support to every student (3,500+), supporting students and families with over 1 million counseling minutes, and so much more, we did all we could to help our students, families, staff, and communities during an incredibly difficult time to ensure families felt supported by SECA. We are proud to have offered the following for our families and communities:

- 500,000+ meals distributed to our students and families (March 2020 - June 2021)
- 3,500+ Chromebooks (1:1 technology ratio) and ongoing IT support provided to every Bright Star student
- 94% attendance (daily average) in our robust distance learning program
- 1+ million minutes of counseling support for students and families

The last bullet point was a result of the pandemic's strain on mental health and well-being, as we saw many cases where mental health hindered students' ability to focus in their studies. Ensuring students feel safe, welcomed and heard is not an easy task, but at SECA, teaching the whole-child is a critical component of our school's program and we did not let the pandemic change that. This is done by conducting various social-emotional learning (SEL) assessments and surveys with families to identify the needs and areas of growth.

It is crucial for elementary-aged students to achieve understanding social-emotional selves because it equips them with essential skills for managing emotions, setting goals, and building positive relationships.

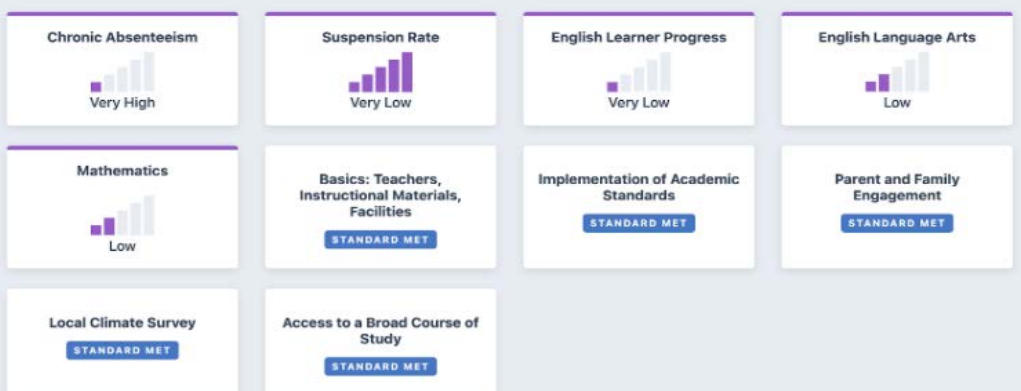
SEL helps students develop self-awareness and self-regulation, which are key for focusing on tasks and handling stress - whether post-Covid, as part of childhood, or managing reactions to environmental stressors. This holistic development not only supports academic achievement but also contributes to overall well-being and a love for learning. While much of our program is rooted in that belief, there is also a close monitoring of academic performance of individual students, across subgroups, and as a school. SECA and Bright Star leadership team continued to host regular formative assessments to gauge student understanding and identify areas needing additional support. Data analysis, trends, and forecasts are shared regularly with families, across the school, and with the Board of Directors. When monitoring shows performance dips, SECA carefully adjusts instructional strategies accordingly. These steps ensured that students received the support they needed to recover and thrive academically.

All Bright Star schools will also support the building of students' foundational skills with outreach and education to families so that the support of students extends to the home environment, no matter what that looks like for each student. All Bright Star schools will work to develop the socio-emotional and coping skills to overcome the many life challenges they may face on their path to accessing higher education.

California School Dashboard - 2022

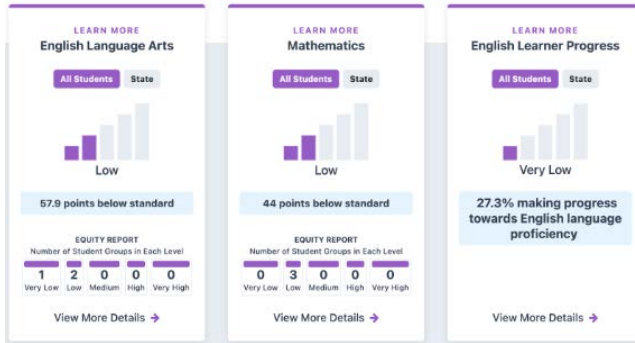
2022

Due to the COVID-19 pandemic, state law allows the 2022 Dashboard to only display the most current year of data (also known as Status). For this year only, performance levels will be reported using one of five Status levels (ranging from Very High, High, Medium, Low, and Very Low) for state measures. Please note that the Status levels associated with the Chronic Absenteeism and Suspension Rate Indicators are reversed (ranging from Very Low, Low, Medium, High, and Very High). Information regarding this year's Dashboard data is available within the [Dashboard Communications Toolkit](#).



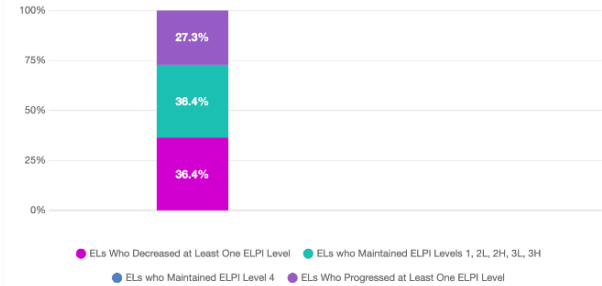
Academic Performance

View Student Assessment Results and other aspects of school performance.



Student English Language Acquisition Results

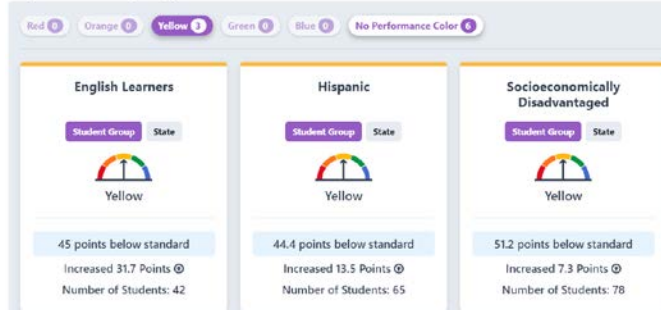
The percentage of current EL students who progressed at least one ELPI level, maintained ELPI level 4, maintained lower ELPI levels (i.e, levels 1, 2L, 2H, 3L, or 3H), or decreased at least one ELPI Level.



2023

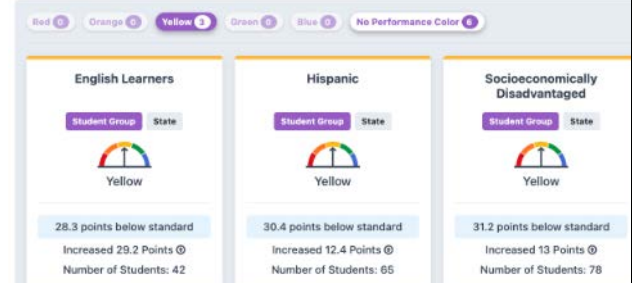
English Language Arts (ELA) Subgroups:

Explore Groups By Performance Level



MATH Subgroup:

Explore Groups By Performance Level



Student English Language Acquisition Results

Summative ELPAC

The percentage of current EL students who progressed at least one ELPI level, maintained ELPI level 4, maintained lower ELPI levels (i.e, levels 1, 2L, 2H, 3L, or 3H), or decreased at least one ELPI Level.



The images above show the high level Dashboard performance for SECA in school years 21-22 and 22-23. Elements 1.2b and 1.2c will dive into specific analysis and further distillation of data points.

1.2b: Success of the Key Features of the Educational Program

Bright Star Schools have several innovative features incorporated throughout our programming, but there are five distinct programs that differentiate our approach from other local schools and charter networks in order to reach the whole child and achieve excellence.

The following innovative features are incorporated at all Bright Star Schools (BSS) elementary schools, and already have demonstrated an impact on the educational program of Stella Elementary:

Please see below for outcomes and the data aligned to Stella Elementary's key programmatic features, as well as further described in **Element 1.12**:

1. Rigorous Curriculum
2. Differentiated Instruction
3. Data Driven Decision Making
4. Socio-Emotional Learning (SEL)
5. Professional Development

Key Feature #1 & Its Success: Rigorous Instruction Based on High Quality Curriculum

We are committed to engaging our students with a high-quality curriculum that ensures students are being challenged by the rigor of the California Common Core State Standards. Every year, our team monitors our progress through the lens of formative and summative data.

SECA's MATH

SECA increased Distance from Standard (DFS) for both English and Mathematics moving them into the Yellow category on the California Dashboard per results from 2021-2022 to 2022-2023. SECA attributes the outperformance of the State in Math particularly to the implementation of the Bridges curriculum which is designed to support a deep understanding of mathematical concepts, with direct instruction, structured investigation, and open exploration to engage students in meaningful math learning.

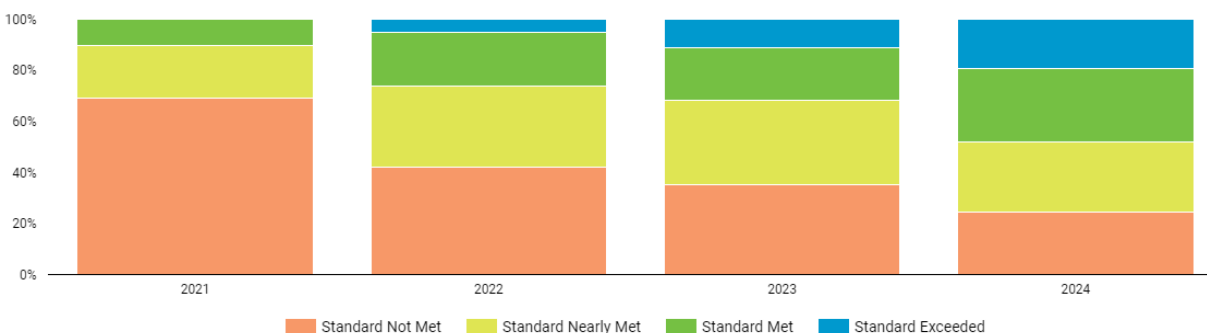
Several of the key features of the Bridges include:

1. **Conceptual Understanding:** Bridges emphasizes helping students develop a strong foundation in math by focusing on understanding the "why" behind mathematical concepts, not just the "how."
2. **Visual Models:** The curriculum uses a variety of visual models and manipulatives (like number lines, arrays, and base ten blocks) to help students see and understand the relationships between numbers and operations.
3. **Problem-Solving:** Bridges encourages students to develop critical thinking and problem-solving skills by exploring multiple strategies for solving problems and discussing their reasoning.
4. **Differentiation:** The curriculum offers materials and activities that can be adapted to meet the diverse needs of learners in the classroom, ensuring that all students can access the content.
5. **Engagement:** Bridges integrates games and hands-on activities to make math fun and engaging, helping to build a positive attitude toward math.
6. **Number Corner:** Component of Bridges math program designed for early learners that focuses on building strong foundational skills through engaging, daily routines and hands-on activities.

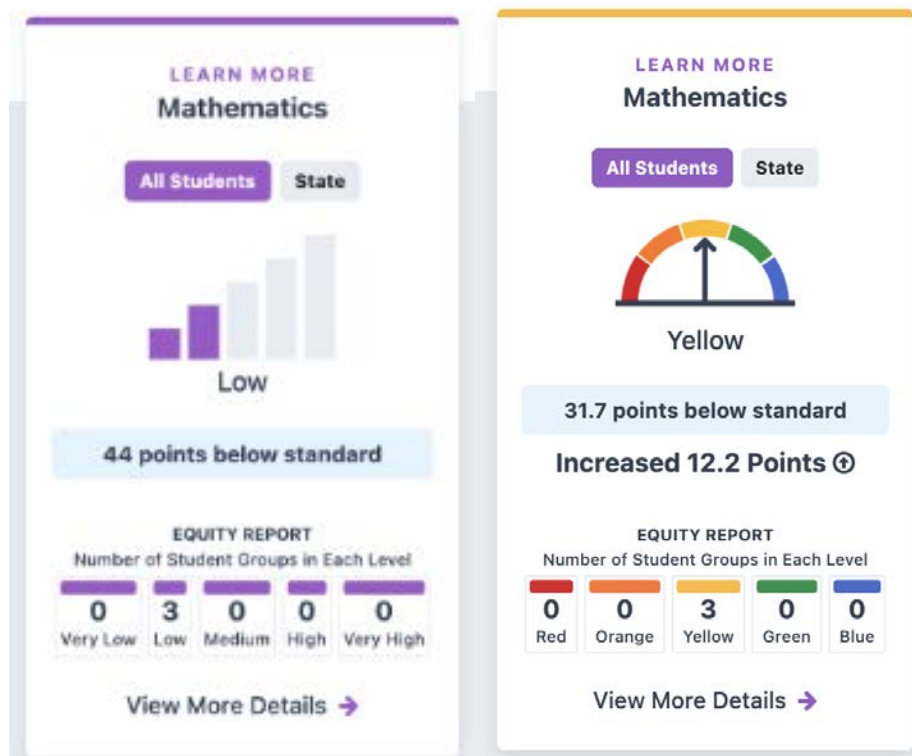
In each of these modalities, teachers and administrators are able to assess performance through assessment tools (unit and checkpoint), student work samples, digital assessment reports, progress monitoring with targeted support, data-informed grouping, **and collaborative review with fellow teachers.** By combining these various data sources, a teacher can gain a comprehensive view of student progress and make informed decisions about instruction and interventions.

Below are results for SECA'S math results over the last four years:

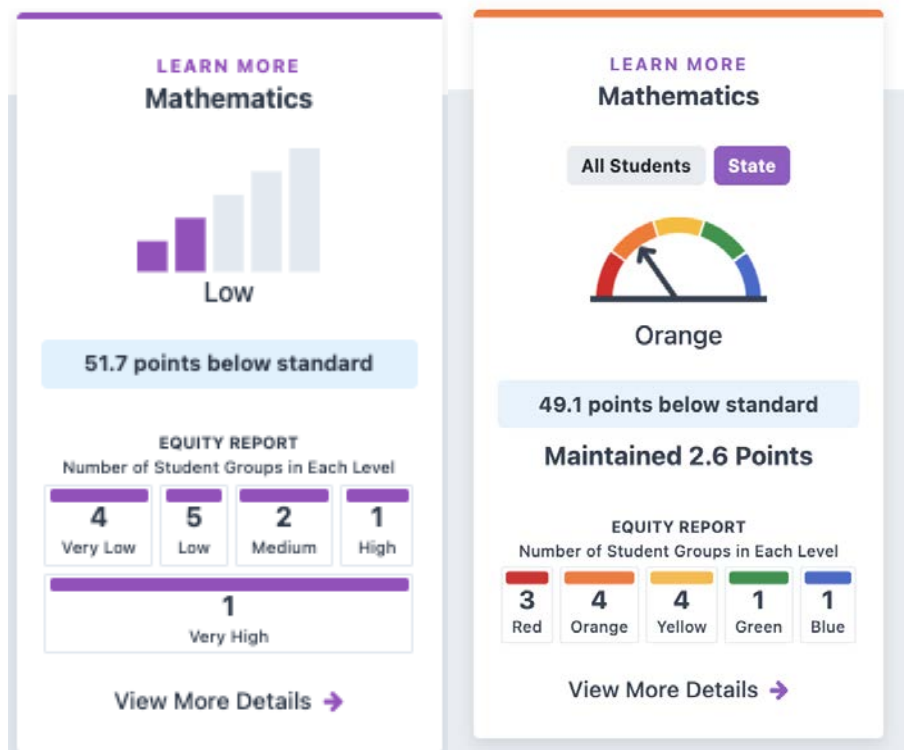
TIME-LAPSE MODEL FOR LONGITUDINAL MATH CAASPP RESULTS



Below are the results for Stella Elementary for 2021-2022 school year (left), and 2022-2023 (right) California Dashboard's Distance from Standard (DFS) in Math:



As a comparison from the State level, in 21-22 (left), SECA outperformed by 7.7 DFS, and in 22-23 (right) received a “Yellow” rating as opposed to “Orange.”



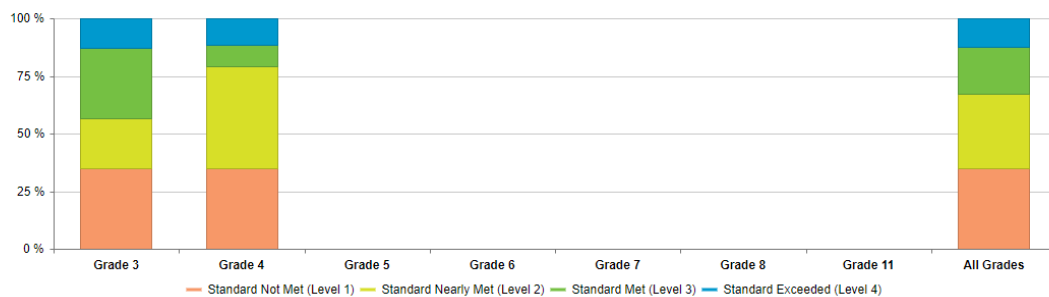
Below are our results in Math for the past school year based on internal Bright Star SECA data:

2022–23 Detailed Test Results
Results for All Students

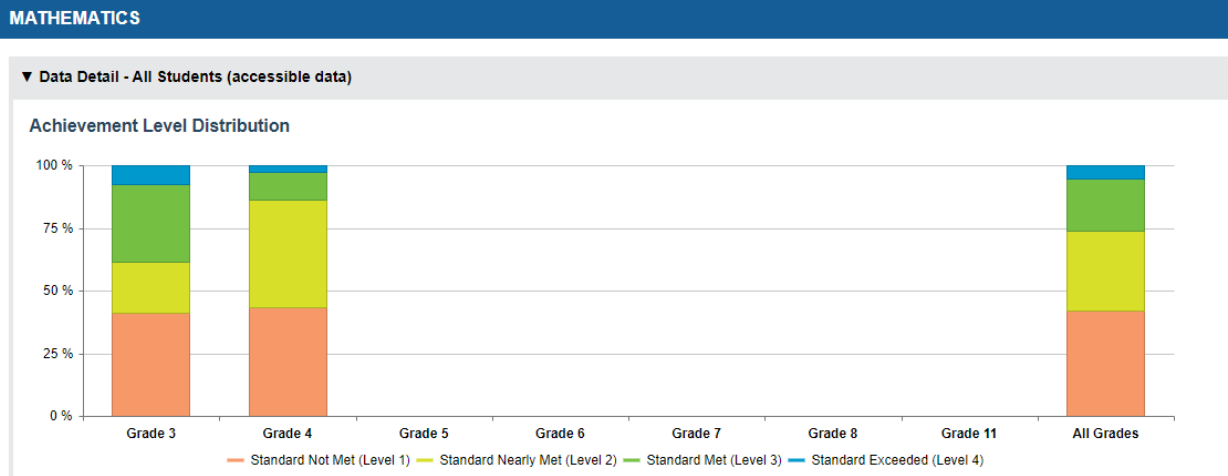
MATHEMATICS

▼ Data Detail - All Students (accessible data)

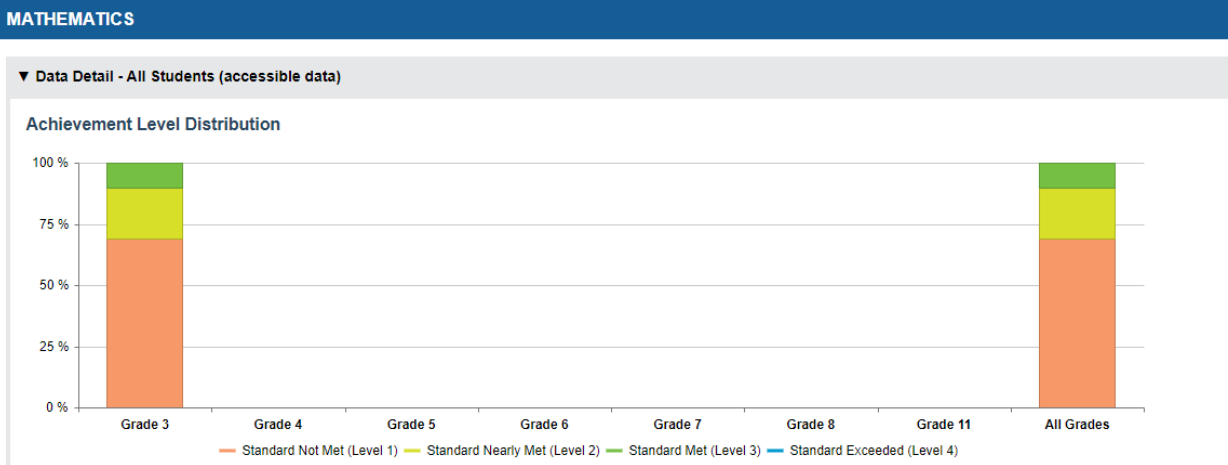
Achievement Level Distribution



2021–22 Detailed Test Results
Results for All Students



2020–21 Detailed Test Results
Results for All Students



To summarize, the data from both the California Dashboard and from internal assessments, our students are academically improving and our results are getting stronger as a school. This is noted by:

- SECA's DFS continues to decrease, and competes against state data.
- Longitudinal data reveals substantial growth in Math performance at SECA.
 - In 2021, 68.97% of students did not meet standards, compared to 24.47% in 2024, according to CA Educational Testing Services. This represents a reduction of approximately 2.82 times in the percentage of students not meeting standard
 - Overall, there has been a notable reduction in the number of students who nearly met the standard. Per the CA Educational Testing Services website, the percentage of SECA students meeting standards increased from 10.34% in 2021 to 28.72% in 2024, more than doubling the proportion of students meeting standards. Additionally, the percentage of students exceeding standards rose from 0% to 19.15%. Overall noting the substantial gains in every category, showcasing students performing on grade level standards.

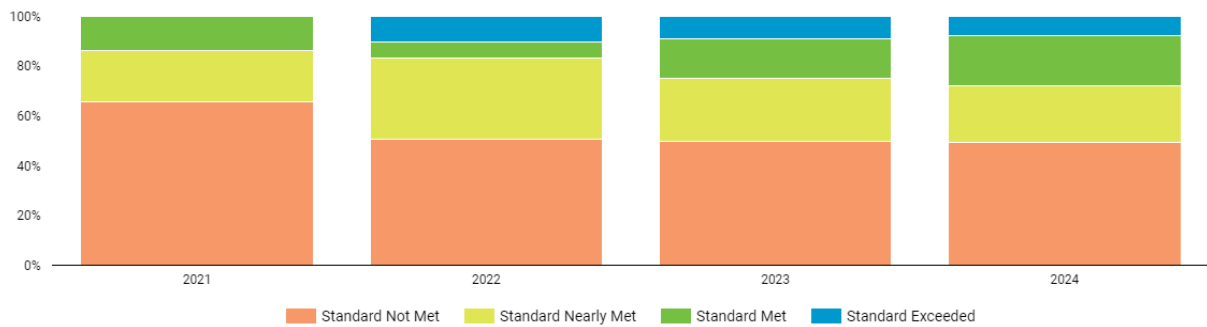
SECA’s ELA

As mentioned, SECA improved Distance from Standard for both English and Mathematics moving them into the Yellow category on the California Dashboard per results from 2021-2022 to 2022-2023. SECA attributes the performance improvement to the implementation of both DIBELS and EL Education curriculum. Both curriculum share a commonality of providing high-quality rigorous instruction, with a focus on data-driven instruction, ongoing assessments, and a focus on foundational skills.

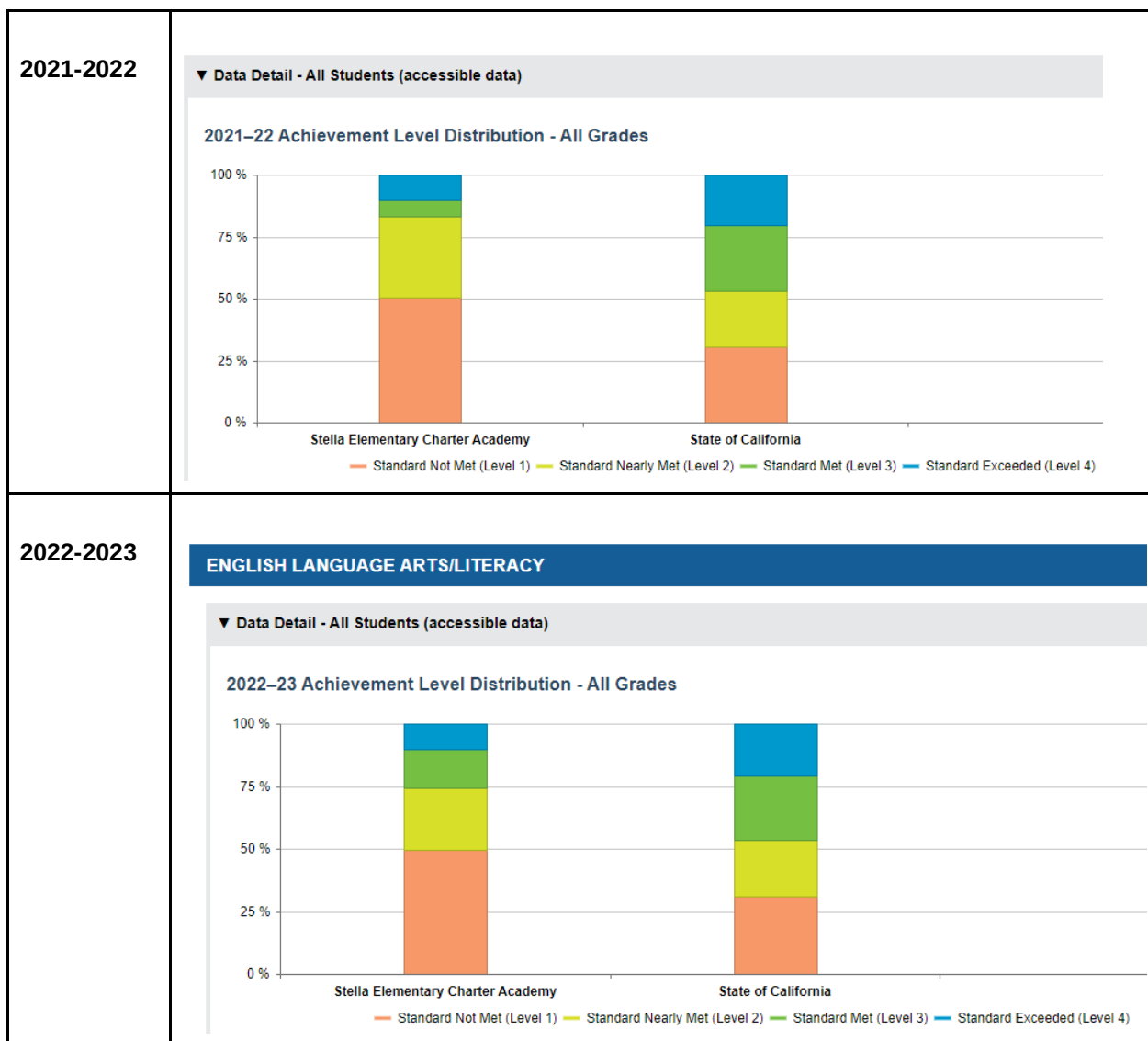
SECA uses both DIBELS and EL Education because they complement each other in providing a well-rounded approach to student learning and development, particularly in providing comprehensive literacy development, targeted interventions, personalized learning, and preserving a whole child focus. More information can be found in “Element 1.13: Curriculum.”

To further propel our growth for ELA we have adopted a new phonics curriculum, Benchmark Advance, based on insights from a teacher focus group and in response to student reading and literacy data. This strategic decision was made to address the need for a curriculum that supports our needs for both whole group instruction and differentiated instruction. While DIBELS provides instructors with detailed information on individual students, Benchmark Advance offers a robust curriculum specifically designed to enhance differentiated instruction. This approach allows teachers to meet with all students throughout the week in small groups of no more than eight students, providing targeted and effective differentiated instruction to support students in similar areas of need. Teachers were trained this summer and are implementing for the year 2024-2025.

TIMELAPSE MODEL FOR LONGITUDINAL ELA CAASPP RESULTS



ENGLISH LANGUAGE ARTS/LITERACY COMPARED TO THE STATE



As California Dashboard data is not official yet, preliminary data reveals Stella Elementary continues to make significant gains in the right direction continuing to close the achievement gaps in both English Language Arts and Math. This improvement reflects our commitment to a rigorous, standards-aligned, high-quality curriculum and standards-based teaching practices. By consistently using assessment data to inform instruction, we ensure that our teaching is closely aligned with state standards. Our educators are attuned to where students stand academically, and by being responsive to both formative and summative data—collected three times a year and on a day-to-day basis—they can identify areas of need, adapt their teaching strategies, and provide targeted interventions.

Key Feature #2 and Its Success: Differentiated Learning

Growth is a core value at Bright Star Schools (see “Element 1.5” for our mission, vision, and core values), we are thrilled when students grow in their academic performance, and recognize it as both a marker of what we want to see at the local, as well as larger, level for student performance,

especially for our high-need populations.

As mentioned in “Key Feature #1 and Its Success: Rigorous Instruction and High Quality Curriculum,” Bridges, EL Education, and DIBELS have all been a critical component of the success of our students. An important aspect of each curriculum is the ability to provide **differentiated instruction**.

Differentiated instruction is the process of tailoring lessons to meet each student's individual interests, needs, and strengths. Teaching this way gives students choice and flexibility in how they learn, and helps teachers personalize learning. This method also requires instructional clarity and clearly defined goals for learning, better enabling students to meet those goals².

Steps SECA has taken to ensure students' academic improvement in the areas of ELA:

- **Implementation of formative assessments that yield differentiated information**
SECA has implemented softwares that identify basic early literacy gaps across all grade levels, and provides various reports on the assessment results and differentiated information (including a composite score and a detailed breakdown of each literacy skill). Teachers utilize these reports to offer differentiated instruction; they are able to create groupings, conduct data chats, and track and celebrate individual student growth throughout the year.
- **Strategic Improvements to our Designated English Language Development (ELD) program:** These improvements ensure all English learners receive high-quality small group instruction 4-5 times per week, for 30-45 minutes per day that ensures students receive personalized support.
- **i-Ready diagnostic testing:** This incorporates personalized learning instruction that provides differentiated instruction lessons via computer, tailored to student assessment results. Teachers monitor this differentiated instruction on a weekly basis to ensure that the required minutes are met and that lesson pass rates are optimal.
- **Prioritization of Literacy in School-wide Goals:** All student-facing staff members are trained on best practices for literacy instruction, Student IEP Passports, Universal Design for Learning, and MLL scaffolding slides to better offer differentiated support during whole group instruction.
- **Coaching Program Improvements:** These better meet the needs of our teachers by increasing the frequency of “pulse checks” and observation debriefs, especially for newer or struggling teachers.

We are confident that the recent shifts listed above will result in continued improvement of student outcomes in ELA and Literacy. The strategic shifts we have made will also ensure that our MLLs improve their academic outcomes as measured by CAASPP scores and Summative ELPAC results.

Personalized Learning Platform

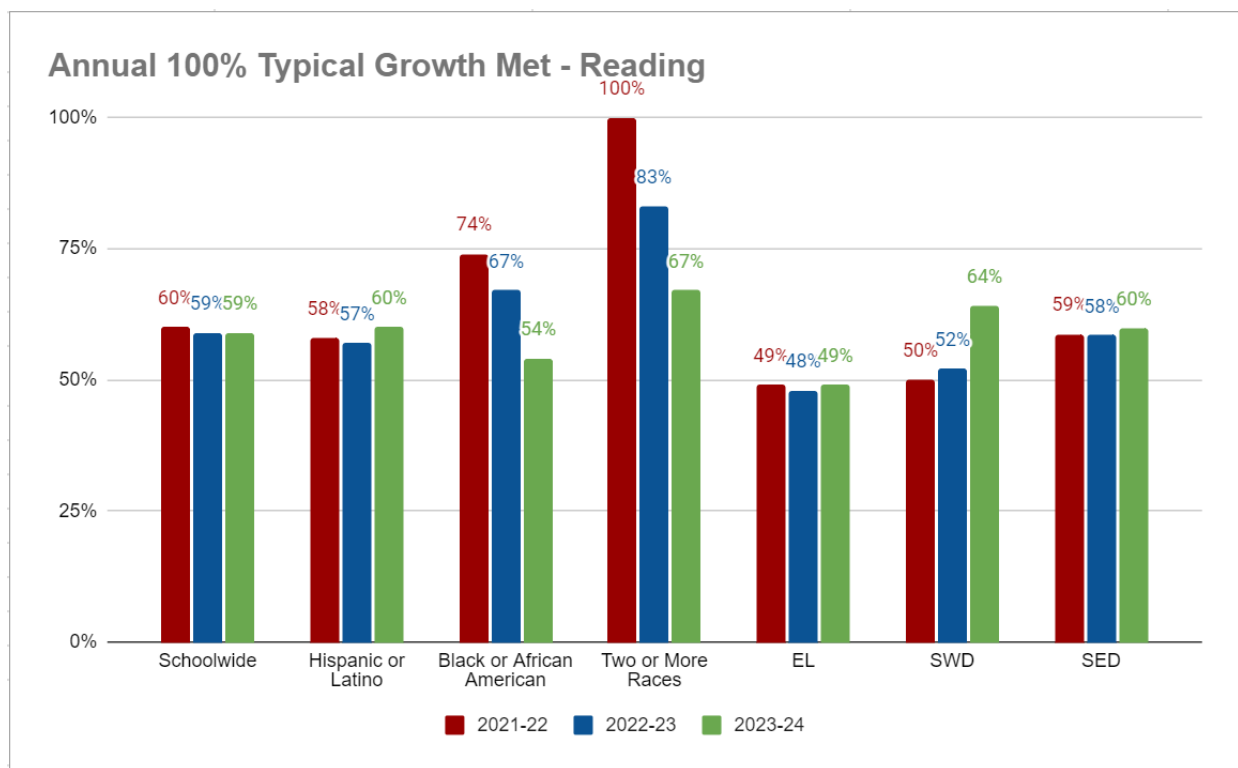
All SECA students engage with a personalized learning platform, iReady for both ELA and MATH for an average of 45 min a week per subject with a score expectation of 70% and higher. iReady offers a robust platform that tailors learning experiences to meet the unique needs of each student in both reading and math.

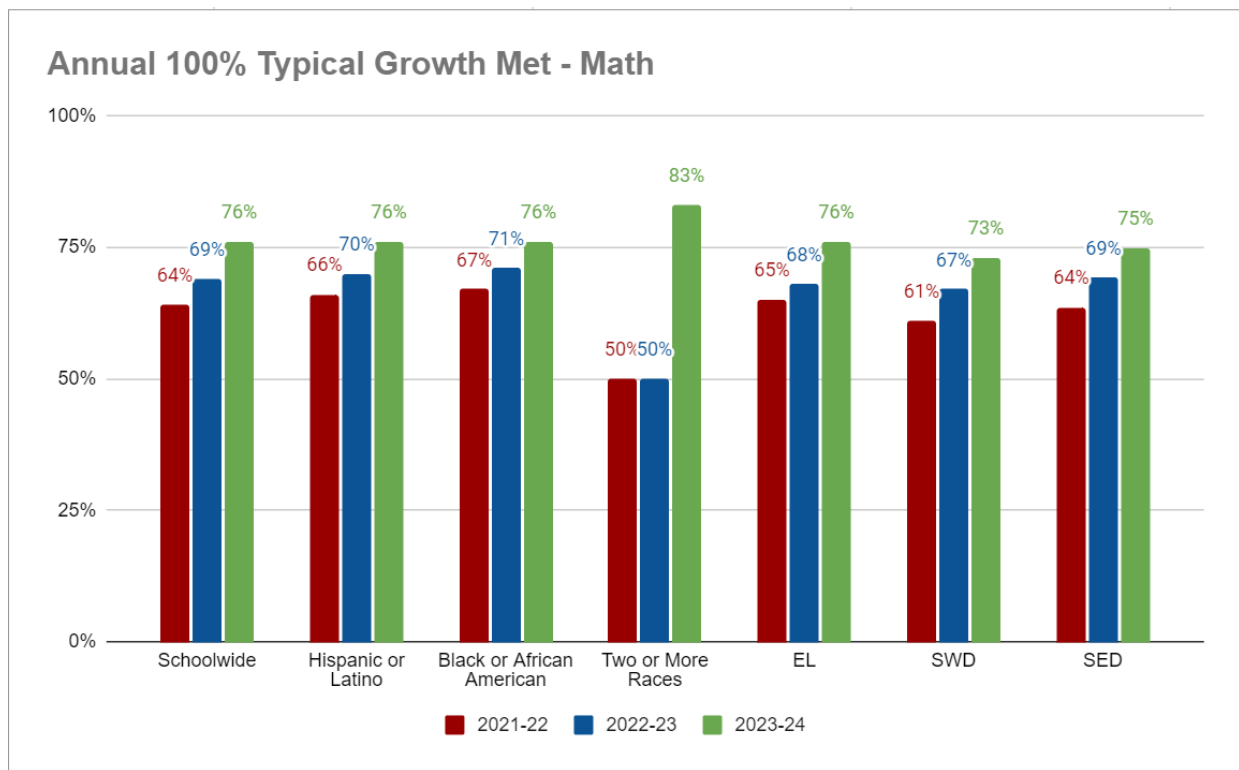
² learninga-z.com

Through its adaptive diagnostic assessments, iReady identifies each student's strengths and areas for growth, creating personalized learning paths that ensure targeted instruction. The program provides teachers with real-time data, enabling them to monitor progress and adjust instruction as needed. iReady also differentiates between typical growth, what students are expected to achieve in a school year, and stretch growth, which challenges students to exceed standard expectations and close achievement gaps more rapidly. Additionally, iReady's engaging lessons are designed to keep students motivated while addressing their specific learning gaps, making it an essential tool for achieving individualized success in both reading and math.

With the action of AB1505, Bright Star Schools adopted Curriculum Associates' iReady program in 2020-21. After the first year of implementation, SECA and all Bright Star Schools (BSS) embarked on Small Group Instruction programming based on iReady benchmark data. Via AB1505 and LAUSD's guidance, SECA focused on 55% or more students reaching 100% Typical Growth for both Annual Oversight and internal benchmarks. See below for longitudinal data for the amount of students who met 100% Typical Growth, per all students and significant subgroups.

Computer Adaptive Time-Lapse Model





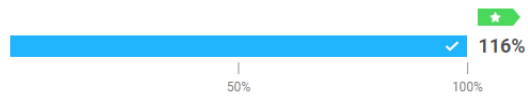
Summative iReady data verifies the increase in DFS. As each year marked progress, the consistency of both State and school summative and formative assessments is valid. Based on this annual growth, Bright Star commits to increase growth with our Hard-To-Serve youth by adopting the charge of not only raising the benchmark for Typical Growth, but also Stretch Growth for all students. We hope this new goal will accelerate the achievement that we have seen in SECA's and all of the Bright Star Schools' history.

High -Needs Population Growth

Last year, the median SECA student reached 116% Typical Growth. Twenty-six percent met 100% of their Stretch Growth goal. This achievement is significant because it means a quarter of SECA's students met their Stretch Growth Goals, which by Curriculum Associate's measure is not only difficult to attain, but it takes several years of dedicated work to achieve. As iReady is specific to each student's needs, the individual instruction each received per the platform ensured gaps were being met.

Students Assessed/Total: 228/230

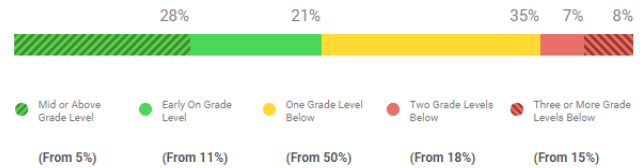
Progress to Annual Typical Growth (Median)



The median percent progress towards Typical Growth for this school is 116%. Typical Growth is the average annual growth for a student at their grade and baseline placement level.

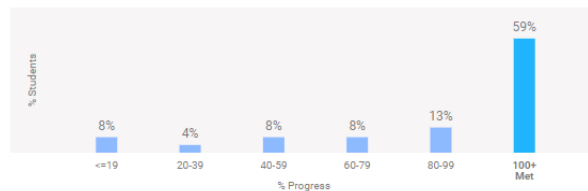
[Learn More About Growth](#)

Current Placement Distribution

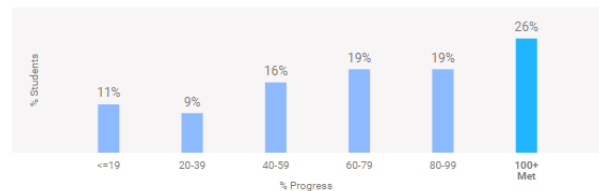


[The Mapping Between 5-Level and 3-Level Placements](#)

Distribution of Progress to Annual Typical Growth



Distribution of Progress to Annual Stretch Growth®



SECA's Small Group Instruction (SGI)

At SECA, the Small Group Instruction (SGI) program is designed to respond effectively to data from the i-Ready diagnostic assessments. In the previous year, the focus was on intervention in reading and math. Students were identified using the i-Ready diagnostic and i-Ready's instructional groupings. SECA Instructional Aides utilized i-Ready tools to target specific skills identified by the program.

In the 2023-24 school year, the i-Ready diagnostic revealed an urgent need for literacy intervention. SECA teachers and administrators identified students who were three or more grade levels below standard according to the diagnostic. In response, SECA partnered with Study Smart Tutors, providing four tutors who supported approximately 120 students with 40-minute sessions, five times a week. Class sizes were kept to a maximum of eight students. Study Smart Tutors shifted from i-Ready tools for instruction to materials from the i-Ready Teacher Toolbox for a more robust curriculum with a stronger cadence and scope and sequence, while tutors for TK-1st grade implemented the "Teach Your Child to Read in 100 Easy Lessons" curriculum targeting phonemic awareness and phonics for TK-1st grade.

If we review 23-24 data below for students who were placed in SGI based on their performance, one can see that the students who have made the most progress are students who were 3 or more grade levels below. The median student in this band made 139% progress towards 60% of Typical Growth met. SECA believes that individualized attention students received in a very small group setting of eight students supported this growth.

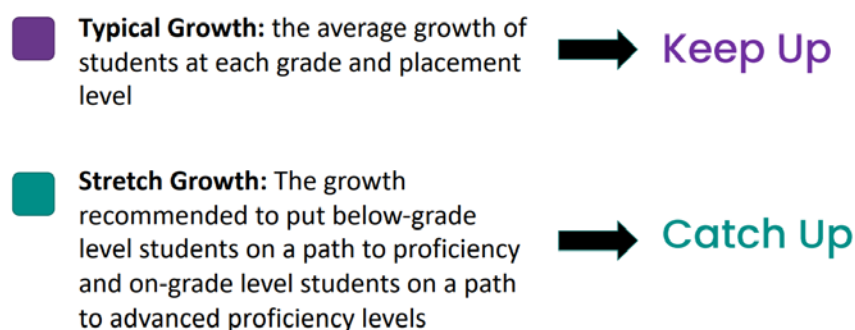
Choose to Show Results By Baseline Placement	+ Add secondary demographic to show results by				Showing 5 of 5	
Baseline Placement	Annual Typical Growth ⓘ		Annual Stretch Growth ⓘ		% Students with Improved Placement	Students Assessed/Total
	Progress (Median)	% Met	Progress (Median)	% Met		
Mid or Above Grade Level	 97%	50%	 79%	33%	67%	12/12
Early On Grade Level	 102%	56%	 77%	24%	84%	25/26
One Grade Level Below	 110%	58%	 81%	30%	62%	114/114
Two Grade Levels Below	 127%	67%	 68%	14%	69%	42/42
Three or More Grade Levels Below	 139%	60%	 63%	29%	60%	35/36

At Bright Star we are committed to ensuring that students are provided with opportunities to engage in content and programming that suits their individual needs. Next are some highlights around Data Driven Decision Making that are centered around Math for students with IEPs and our English Learner Progress (ELPI).

Key Feature #3 and Its Success: Data Driven Decision Making

Based on the internal formative iReady data that highlighted several successes, our network will work with SECA to continue to track student progress towards meeting their expected annual growth. However, we will elevate our standards by setting both school-wide and student-specific stretch goals as aforementioned in section Differentiated Learning.

While typical growth maintains students' current placement, it does not close the achievement gap. By focusing on stretch growth, we aim for substantial progress that begins to address and close this gap. Educating our teachers on progress monitoring will be key to achieving these more equitable outcomes.



Stretch Growth was created to support educators in setting an ambitious, attainable, and accelerated path to grade level for each student. According to recent research from **Curriculum Associates**, students who achieve Stretch Growth targets for two consecutive years, including those initially multiple years below grade level, are more likely to reach grade level compared to those who achieve Typical Growth. In fact, even achieving Stretch Growth in just one year accelerates more students to grade level than two years of Typical Growth.

With Curriculum Associates' data highlighting these impacts, departments and schools will now focus on programming to meet this new goal. Professional development will be dedicated to developing structures

and incentives to help students achieve Stretch Growth, with support from the organization's Student Support Team (SST).

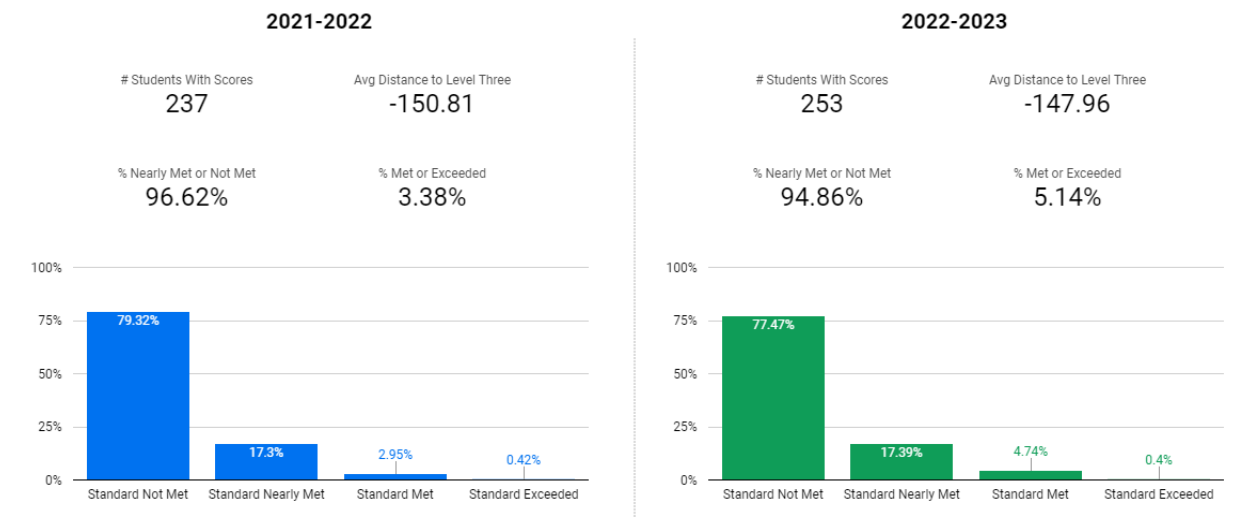
To demonstrate the success of our data-driven decision-making, it is essential to highlight key areas where our approach has made a tangible impact. Based on data from iReady and previous CAASPP scores, SECA's Inclusive Education (IE, or Special Education) department has strategically focused on enhancing mathematical methods to support student growth in this area. This includes advancements in our Inclusive Education program, progress achieved by English Learners, and significant reductions in chronic absenteeism. By examining these areas, we can clearly illustrate how our commitment to leveraging detailed data has informed our strategies and driven meaningful improvements. The following sections will delve into how our targeted use of data has fostered growth and success across these critical aspects, showcasing the effectiveness of our approach in enhancing student outcomes and addressing challenges.

Inclusive Education

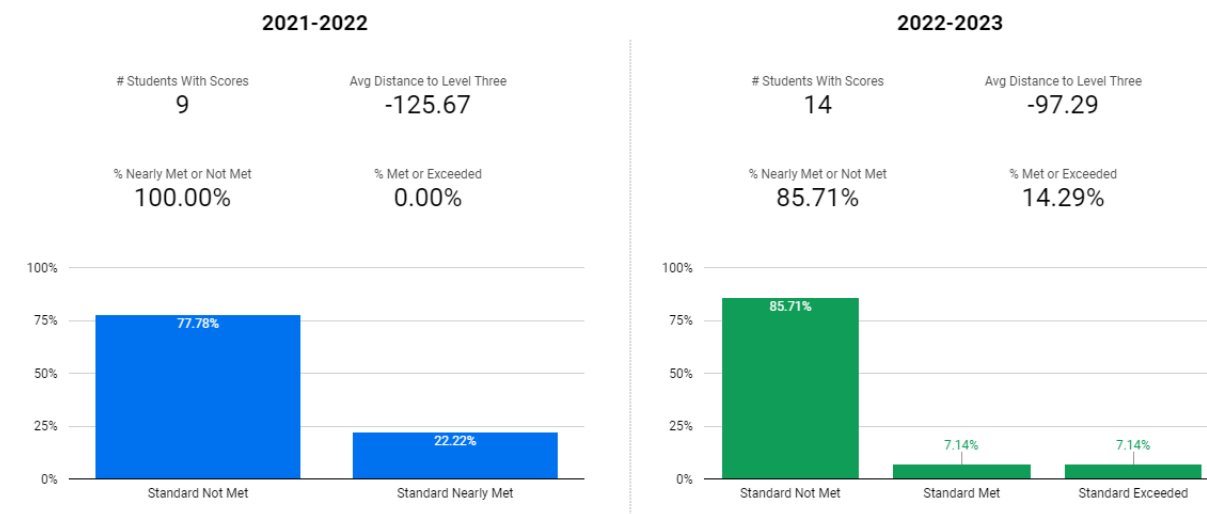
SECA uses the term "Inclusive Education" (IE) to emphasize the integration of all students, regardless of ability, into a supportive and accessible learning environment, promoting equity and reducing stigmatization. This term reflects a broader commitment to diversity and inclusion within the entire school community. Inclusive Education is prioritized to ensure that each student derives meaningful benefit from their educational experience, especially our diverse learner populations. By centering inclusion, we emphasize increasing access for all students without decreasing rigorous expectations. We believe that a strong Tier 1 instructional model is crucial to the progress of all students and embed universal support within our curricula to foster access and agency. To ensure that this vision lives out in practice and that teachers feel successful in their ability to foster inclusive learning environments, SECA provides support to staff through individualized and whole-school development opportunities. In the 23-24 school year SECA's inclusive education department facilitated five professional developments in regard to neurodiversity, Individualized Education Plans (IEP's), Present Level Of academic and functional Performance (PLoP's), Dually Identified Students Domain Exemption Advocacy and Student Passports. In addition to developing staff's capacity to support a range of learning needs within their classroom, our Inclusive Education Staff is highly trained in their ability to target the individualized needs of our students with disabilities. We meet these varied needs through our inclusive instructional programming models which include Co-teaching between general education and inclusive (special) education providers, full inclusion with push-in only academic services from inclusive (special) education providers, and a combination of push-in and pull-out services from our inclusive (special) education providers. Through these differentiated and inclusive models, we have observed our students with disabilities make meaningful progress within the general education curriculum and toward their IEP goals.

Similarly, SECA's ELD Teacher and additional programming narrowed in on the subgroup of our multilingual students. This support structure based on data that SECA had for their students in IE, supported additional gains for our English Learners as well.

- Inclusive Education Growth in Math 2021-2022



- **SpEd Growth in ELA 2021-22**



Source: Bright Star CAASPP Dashboard using the state's CAASPP Student Data File

English Learner Progress Indicator (ELPI)

SECA Multi-Lingual Learners (MLLs) demonstrated an impressive growth in students earning a Level 4 on the 2024 Summative ELPAC (16% of MLLs scored at Level 4 in 2023). In the 2023-24 school year, 25% of MLLs scored at Level 4, according to California Educational Testing Services reports. We were impressed with our students' performance and attribute it to the following key factors:

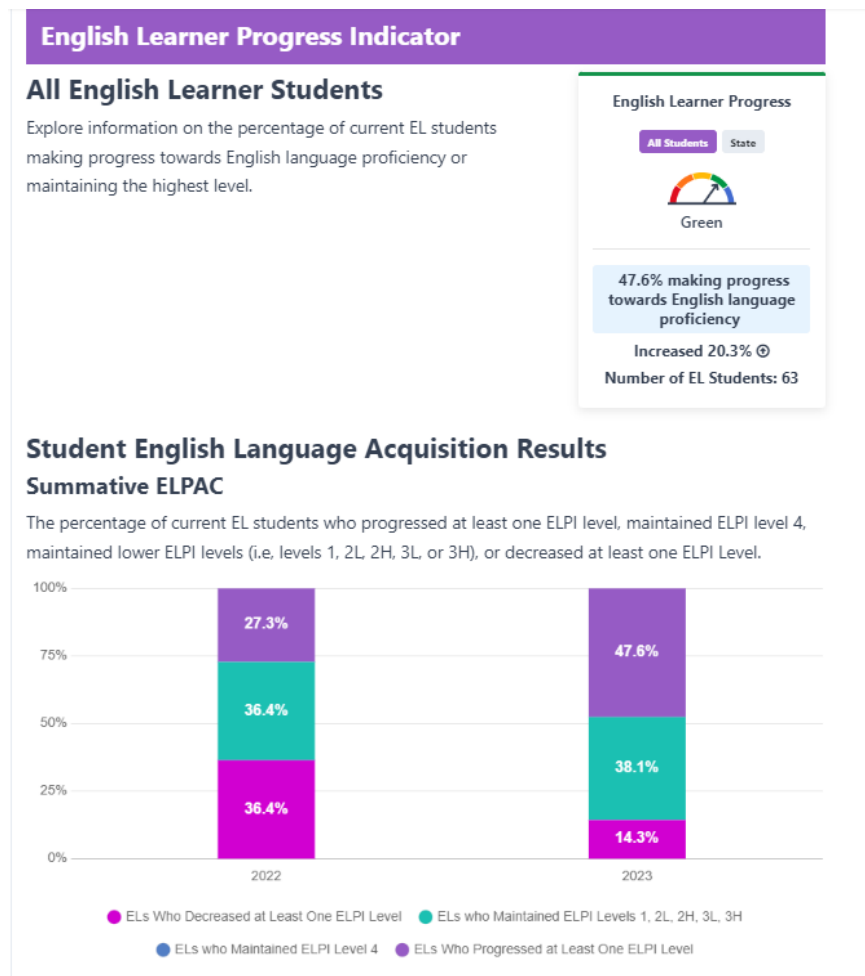
- Designated ELD (English Language Development) is provided to students 4-5 times a week for 30-45 minutes based on their individual language acquisition levels, as determined by the ELPAC results.
- All 3rd and 4th grade MLL students completed the Interim ELPAC sections in Listening

and Writing. This afforded the teachers more data about their students and also allowed students more exposure to the structure of the test.

- All MLLs participated in strategic prep sessions leading up to the ELPAC. Each student had the opportunity to dig deep into practice sessions before taking the domain test.
- Intensive support for MLLs included after school tutoring and intervention blocks using DIBELS instructional materials.

SECA's growth continues to inspire Bright Star as we await official 2023-24 data. Preliminary data is strong, indicating that about 60% of students made progress towards English language proficiency, and it is an attribute to the strong programs and systems evident at the school.

See Stella Elementary's ELPI data (indicator Green) from the 2023 California Dashboard below:



SECA will work towards these continuous gains. Outside of academics, another area that demonstrates Data Driven Decision Making is in Chronic Absenteeism.

Chronic Absenteeism

As a network, Bright Star has also given significant attention to decreasing Stella Elementary's chronic absenteeism rate, as this is a critical data point. Research from the National Center for Children in Poverty (2008) shows that chronic absenteeism negatively impacts academic achievement and long-term student success, with students who are frequently absent falling behind in their studies and having lower graduation rates. By addressing absenteeism, we aim to improve student engagement and academic outcomes, ultimately fostering a more equitable learning environment.

Below you will find some data indicating that our Tier 3 interventions focused on chronic absenteeism have been successful thus far:

Chronic Absenteeism	SY 21-22	SY 22-23
SECA	36.5 %	31.2% %

Source: California School Dashboard

A few promising practices implemented at the school level this year have included, but are not limited to:

- **Improved and creative Tier 1 Attendance practices** for improving attendance on rainy days and on days when attendance has been trending low. These include things like pajama day, hot cocoa mornings, and rainy day activities.
- **Increased Tier 2 and 3 interventions** that engage families so that they understand the long term impact of poor attendance in the elementary years. We make frequent personal contact with parents whose students are struggling with attendance and provide resources such as transportation, uniforms, breakfast and after school care; and we create attendance improvement plans with individual students and families, do home visits and invite families of students with more than 8 unexcused absences to meet with a panel of Central Office Personnel to discuss any other potential barriers to attendance and address those needs.

These strategic steps and decisions have driven SECA's once high absenteeism down by 15% (at 20.5% in the 2023-24 school year) as measured by Bright Star's internal data dashboard. As SECA continues to expand and grow, it strives to lower these metrics to under 10%. We look forward to a great year of collective learning and growth. The following section reveals further about our non-academic programs.

Key Feature #4 and Its Success: SEL Programming

As mentioned at the beginning of Element 1.2, SECA maintains a strong focus on the whole-child and places strong emphasis on developing social-emotional learning skills. To do this, all classrooms implement various modalities such as the RULER approach (based on Yale Center for Emotional Studies). Teachers use “mood meters” daily to check in on students’ emotional states, and each class co-constructs a charter to establish shared norms. Our counselors provide weekly SEL lessons or small group interventions, driven by SEL web survey results or observed classroom trends. For example, in the original charter term, counselors launched anti-bullying activities and offered parent workshops on the theme. When new students joined Kindergarten, the counselor facilitated a “new student play group” to help them

integrate smoothly into the SECA community. Another effective intervention was the “Attendance Group,” where Tier 2 and 3 students checked in weekly with a counselor or administrator. These regular interactions allowed families to receive support, such as assistance with transportation or lice removal, to help ensure consistent attendance.

SECA also employs proactive measures and restorative practices in addressing conflicts. In cases of Tier 2 or 3 conflicts, the administration conducts an inquiry process involving interviews with all students and parties involved, followed by restorative practices to reach a resolution.

Traditionally, academic pedagogies believed the most important way to have a positive impact on students was simply to have a good teacher in front of students in a classroom². However, that belief has evolved to incorporate three additional considerations that most directly influence a student's success³. Those considerations are:

- Socio-economic status
- Strong curriculum
- Teacher quality

As most of our families are at a socio-economic disadvantage, this shift in thinking is especially impactful at Bright Star Schools, and a large part of our program is dedicated to providing as many academic, social-emotional, and/or equity supports & resources for our students and our families to mitigate the effects of the disadvantage.

As mentioned throughout this petition, Bright Star understands the importance and value of working alongside our families in order to maximize student success to its fullest and sees families as partners in their students' progress. In the following section, you will read how this partnership and understanding has led to a strong school culture, both with students and with staff. Our hope is that our efforts will ultimately lead to stronger impacts on academic success.

SEL Web Survey Successes

The Student Climate Survey is a district wide tool used to assess and improve the school's climate by measuring three key dimensions: sense of safety, sense of belonging, and instructional support. This 6-item survey is administered twice a year, providing valuable data to guide school-wide initiatives.

For instance, after analyzing the data from last year, the administration and counselors identified “Kids Care About Me,” an item under the Sense of Belonging dimension, as one of the lowest-rated areas. In response, the counselors developed and implemented SEL (Social-Emotional Learning) lessons focused on teaching students how to demonstrate care and empathy towards their peers. Additionally, the school reinforced these lessons through Festive Fridays—weekly school-wide announcements that highlight positive behavior and address key trends.

The survey has been administered consistently since the 2021-2022 school year, allowing for year-over-year comparisons. Notably, from Spring 2022 to Spring 2024, the school observed a 6% increase in the

² Bertolini, K., A. Stremmel, and J. Thorngren. “Student Achievement Factors.” College of Education and Human Sciences, South Dakota State University, 2012. pp. 1–2. <https://files.eric.ed.gov/fulltext/ED568687.pdf>

³ “Teachers Matter: Understanding Teachers’ Impact on Student Achievement.” RAND Corporation, 2012. https://www.rand.org/pubs/corporate_pubs/CP693z1-2012-09.html

"I Feel Safe" item under the Sense of Safety dimension, reflecting an improved perception of safety among students. Additionally, the "Kids Care About Me" item saw a 4% increase, indicating progress in fostering a sense of belonging. However, there was a 2% decrease in the "Teachers Encourage Me" item under Instructional Support, which the district is addressing through a focus on the Warm Demander approach—an instructional strategy that combines high expectations with demonstrated care for students.

SECA saw improvements in all three categories of the SEL Web Survey from the 2023 to 2024 school year. The Sense of Safety category, with statements like "I feel safe" and "Rules are fair," increased from 70% to 77%. In the Sense of Belonging category, responses such as "Teachers care about me" and "Kids care about me" rose from 69% to 73%. Finally, the Instructional Support category, indicated by "Teachers help me learn" and "Teachers encourage me," improved from 80% to 86%.

School Culture Successes

Additionally, SECA places a great emphasis on building a school culture based on community, relationships, and creating a level of consistency that helps to minimize severe discipline concerns, while also valuing the involvement of all stakeholders. We have done this through the implementation of several programs and initiatives, including:

- **Restorative Practices and Relationship-Based Culture:** We believe our students are successful when there is a strong connection between all stakeholders. Through a continuum of restorative practices that begin with community building activities such as daily morning meetings, gratitude circles and councils, we teach our students a process of more formalized restorative practices such as restorative conferences. This ensures our teachers and students are able to connect and build a strong foundation of trust as they tackle their academic challenges.
- **Family Engagement:** Our families have multiple opportunities every month to engage in structured conversation and workshops with our administrators, counselors, and teachers. The topics range from social-emotional development to navigating standardized tests and analyzing reports.
- **Counselors:** Our full time counselors are dedicated to supporting 100% of our students through monthly lessons focused on our values, checking in with students one-on-one, and pulling small groups for targeted social skills.
- **Partnerships for Uplifting Communities (P.U.C.) Marriage and Family Trainees:** We partner with P.U.C. to offer free marriage and family counseling services to families and students experiencing hardships in the home. This is in line with our whole-child approach and our pursuit to embrace a community schools model.
- **Focus on Bullying Prevention:** We offer an annual specific workshop on identifying potential bullying, and acting appropriately in order to ensure the safety, health, and happiness of our students and stakeholders.
- **Culture Walks:** Administrators continually monitor the health of the school culture to ensure expectations are being met by teachers and students. This practice allows for the school leadership team to observe and support students and teachers effectively.
- **Culturally Relevant Student Activities:** We engage students in informative and joyful events that also support strong decision making. Some of these events include: student recognition programs, whole school assemblies, field days, and celebrations of important events (Women's History Month, Hispanic Heritage Month, and our "Be Kind" campaign).

Student and Family Services

This Program is our most comprehensive program created to meet the academic, social and emotional needs of our mainly low- income and minority students and their families. The program consists of three strategic initiatives:

- Student Services
- Family Services
- Alumni Support

At SECA, this means we educate families at a young age on the importance of our four Bright Star core values (*Integridad*⁴, *Ubuntu*⁵, *Kohyang*⁶, and *Growth*). Each class weaves the BSS values, as well as the SECA values (*Share and Care, Responsibility, Communicate Clearly, Seek to Understand, and Persevere*) in monthly lessons. These lessons focus on how students can exemplify our values in and outside the classroom.

Families are invited multiple times throughout the year to engage in conversations for short term and long term planning. We begin with family nights centered around literacy at school and at home where students and parents sit together to learn about what strategies they can use at home. We also lead family workshops around understanding and analyzing student report cards, standardized assessments, and begin planning for college. The focus of these workshops is to make a clear connection between family engagement and student success in elementary school, middle school, high school, college, and in life.

In addition, Student and Family Services provides every BSS student with individual guidance counseling, academic support, and social service referrals from their personal advocate: a fully PPS (Pupil Personnel Services) credentialed Counselor. The upcoming section 1.2c Success of the Educational Program details the impact both the counselors and the family services have on our student population.

Life Experience Lessons (LEL)

Life Experience Lessons (LELs) have been a hallmark of Bright Star's program since the original founding in 2002. We believe students must be offered opportunities to enhance their education with real-life experiences if they are going to succeed in life outside the classroom. Each year, a majority of SECA students participate in day trips, or elementary LELs. These trips are mostly paid for by Bright Star Schools. Parents are asked for a small donation as a way to ensure commitment, but it is important to note that no eligible child is ever turned away for not contributing to the donation.

⁴ Integridad: A Spanish word meaning integrity. For BSS this also means we need to be the best version of ourselves, to speak our own truth, and to advocate for those whose voices are not heard.

⁵ Ubuntu: An African philosophy that emphasizes the importance of community. For BSS this also means that our humanity is shared, that we value kindness, and that we support one another to become the people we strive to be.

⁶ Kohyang: A Korean word meaning hometown. This encourages BSS to build meaningful connections and strong community ties, because our hometowns are integral to our identities.

We believe that the implementation of the above features of our programming helped lead to a 0% suspension and expulsion rate for the 2023-24 school year, and has always been lower than the 3.5% state average.

SUSPENSION RATES ON CAMPUS PER YEAR
Source: Dataquest (2019-2023) and CALPADS (2023-24)

2019-20	2020-21	2021-22	2022-23	2023-24
1.5%	0%	0%	1.4%	0%

EXPULSION RATES ON CAMPUS PER YEAR

2019-20	2020-21	2021-22	2022-23	2023-24
0%	0%	0%	0%	0%

Key Feature #5 and Its Success: Ongoing Professional Development

Our annual goal is to strategically invest in our teachers' development, ensuring they are equipped to impact student learning according to their grade level standards; and feel both competent and valued while fostering a strong sense of connection within our school community. We believe teammate satisfaction and low teacher turnover are crucial culture indicators for SECA, as a strong culture is critical to retaining experienced, high-quality teachers dedicated to our students' success.

Below are some of the promising results of the recent work we have done to support our teachers. Specifically between school years 2023-24 and 2024-25, SECA is happy to report that 100% of our teachers have returned to serve our school community. Much of the feedback is around the commitment to the mission and vision of the organization, but also attributed to the professional development offered to our teachers.

Teacher Retention Data			
2020-21	2021-2022	2022-2023	2023-2024
80%	73.63%	76.29%	100.00%

Below you will find details regarding the focus areas for 2023-2024 professional development as well as the major priorities for this next school year's learning.

2023-2024 Professional Development	
TOPIC	DETAILS
Inclusive Education	SSPT Process. Every staff member will be able to fully internalize SECA SSPT referral and cycle process, what it is, how to use it, and develop appropriate interventions. Staff will also go into Child Find and over identification.
Instruction: EL Education	Every teacher will understand how to utilize EL Education Benchmark Assessments to form small groups, respond to data and micro phases, and effectively plan lessons for small groups.
Inclusive Education PLOPs	Teachers will learn how to use PLOPs to create present levels that encompass a broad range of standards-based strengths and needs, allowing for the development of appropriate goals. They will also know how to revise a PLP form to ensure its relevance to their content area.
Instruction: Illuminate DNA	Teachers were onboarded on how to use Illuminate PD to review various DNA reports and respond to data effectively.
Instruction: DIBELS PD	"Teachers were onboarded to DIBELS, learning how to administer the assessment measures, review reports, and utilize the student interface.
ELD PD #1: Data Works	Teachers were introduced to EL leveled groupings, learned how to utilize EL scaffolds, and used that information to select appropriate Data Works lessons and develop a suitable scope and sequence.
Inclusive Education	Teachers were able to understand all aspects of IEP Evaluation processes, IEP Eligibility and further understand SECA's MTSS process.
Instruction: Science of Reading PD	Teachers were able to get a thorough understanding of the science of reading, and how SECA offers students a high quality curriculum. In this PD teachers looked and practiced different routines and instructional practices that align with the science of reading.
Inclusive Education: Student Passports	Staff will understand what the inclusive education team offers to general education teachers. Teachers will go over passports, green folders, PLP Templates, Staff, and CUMe files.
Instruction: Interactive Modeling	Staff will gain a clear understanding of the support and resources provided by the Inclusive Education team to general education teachers. Teachers will review

	passports, green folders, PLP templates, staff documentation, and CUME files."
Culture: Logical Consequences	Teachers refined and enhanced their ability to respond to Tier 1 and Tier 2 student behaviors.
ELD: Understanding English Language Learner Classification and Processes.	Teachers were able to understand how Multilingual Learners are classified, reclassified, and how they support in ensuring MLL's are growing every year.
ELD: Best Practices, Ammodations and Domain Exemptions	Teachers completed their annual Moodle training, gained a thorough understanding of best practices and nuances in calibration rubrics, and learned about domain exemptions—how to advocate for them during IEP meetings and identify which students have them
Culture: De Escalation- Love and Logic	Teachers learned how to identify students who are escalating and how to avoid power struggles and traps.
ELD PD: Oral Language and Vocabulary Development	Teachers were provided with information on SECA EL goals and focused on MLL's emphasis on Oral Language Development. They developed strategies to effectively support students at L1, L2, and L3 levels
Instruction: MOY Data Dive	Teachers looked at i-Ready, DIBELS, EL Benchmark Data in order to respond to data and adjust small groups and create action plans
Instruction: Cognitive Lift Part I.- Identifying Task	Teachers were trained to be critical consumers of curriculum-provided lesson plans by identifying key components and opportunities for cognitive engagement.
Instruction: Cognitive Lift Part II.-DOK	Teachers were trained to be critical consumers of lesson plans by determining which higher-level, lesson-embedded questions to focus on during instruction. They also learned to identify DOK Level 1 knowledge and procedures that should be taught using engagement techniques and classroom resources.
Inclusive Education: Neurodiversity	Teachers gained an understanding of neurodiversity and insights into supporting students with autism, ensuring that classroom environments are inclusive and instructional strategies are appropriate for neurodivergent students.
Content Cadres	Teachers were trained to effectively deliver and facilitate learning, ensuring that students actively engage with curriculum/tasks, while the content remains rigorous and grade-level standards-aligned.

In addition to this school site training, teachers were also provided with differentiated coaching and support for their classrooms.

All fourteen credentialed teachers received mentoring or coaching support from either an administrator or an experienced member of the School Support Team. This process included an initial baseline observation, setting coaching goals, and ongoing support or guidance to achieve those goals. Coaching or mentoring sessions were held consistently, either weekly or bi-weekly, depending on the teacher's needs.

We are thrilled about the student progress and the teammates' feedback and plan to continue our efforts around teammate development. At SECA we plan to focus our professional development and collective learning on the following areas:

2024-2025 Professional Development	
TOPIC	DETAILS
DIBELS	The DIBELS assessment is administered three times throughout the school year (BOY, MOY, EOY), allowing teachers to monitor progress, adjust instruction, and provide targeted interventions to ensure students' reading success. Teachers will undergo comprehensive ongoing professional development sessions that focus on the curriculum and instructional strategies. Additionally, teachers will receive training on data-informed instruction, allowing them to effectively use assessment data to differentiate learning and meet the needs of all students.
Benchmark Advance	Teachers will utilize the Benchmark Advance Phonics program in grade K-5 to deliver systematic and explicit instructions in phonics, helping students develop a strong understanding of the relationships between letters and sounds. Based on the latest Science of Reading research, Benchmark Advance supports differentiated instruction and aligns with the tenets of Structured Literacy beneficial for all students. Teachers will be trained through a comprehensive Benchmark Phonics Initial Implementation session, designed to familiarize them with the structure and design of the foundational skills and word study mini-lessons based on Science of Reading research and aligned with Structured Literacy principles. Ongoing professional development will emphasize the importance of using the Benchmark Advanced assessments to monitor student progress and meet the needs of all learners through hands-on multimodal strategies.
iReady	Teachers participate in a beginning of the year professional development session focused on attaining quality data, an essential first step for successfully implementing iReady and fostering a data-informed classroom culture. In addition to this focus, teachers will also gain a comprehensive understanding of the personalized learning pathway. Ongoing professional development sessions will include the following:

	Learning Walks: Instructional leaders and school site teams will engage in learning walks to gather data, identify instructional trends, and determine actionable steps to enhance iReady implementation across classrooms. Intervention and Enrichment: To deliver targeted instruction and support, teachers will analyze assessment results, focusing on priority domains, instructional groupings, and targeted supports for small group (SGI) and individualized instruction. They will also explore iReady data and resources to plan and monitor interventions and enrichment activities, ensuring that every student's needs are met.
1:1 Coaching	Professional development through coaching based on the Danielson Rubric, with a focus on 11 Critical Attributes, will lead to significant academic success for students by enhancing instructional practices and classroom environments. Coaches will provide targeted support to help teachers refine these attributes, such as setting clear learning objectives, using formative assessments, and creating a positive classroom atmosphere. This personalized and ongoing feedback will foster teacher reflection and growth, which in turn will improve teaching effectiveness. As a result, students will experience increased engagement and motivation, benefit from clearer explanations and meaningful activities, and develop essential skills like critical thinking and problem-solving. Ultimately, this targeted professional development will ensure that teachers are well-equipped to support student learning and achievement, creating a thriving educational environment for the 2024-2025 school year.
Content Cadres	Teachers will collaborate closely with content directors and/or leads to enhance their curriculum understanding, refine lesson planning, advance content knowledge and development, and foster overall growth in their pedagogical skills. A major focus this year within cadres will be on attending to the rigor of the CCSS.
Independent Planning	Teachers will be provided with dedicated, protected time to collaboratively lesson plan, a practice supported by research on collective efficacy. According to John Hattie, collective efficacy—where educators work together to enhance their instructional practices—has a significant impact on student achievement. By engaging in structured, collaborative planning, teachers can share insights, develop cohesive strategies, and support one another in implementing effective teaching methods. This collaborative approach not only helps in aligning instructional goals but also fosters a supportive professional community. Enhanced by Hattie's findings, this practice is aimed at improving teaching quality and student outcomes through a unified effort, ultimately contributing to a more effective and inclusive educational environment.
Communities of Practice	In addition to supporting our teachers, our school leaders will participate in monthly Communities of Practice to advance their skills as instructional leaders. This year, they will intensify their focus on the instructional core, delve deeply into the Danielson rubric (with a focus on 11 Critical Attributes), and build proficiency in unpacking standards as well as data

	informed practices. They will also focus on growing their capacity to lead and coach teachers and other staff around Tier 1 culture and responding to incidents.
Inclusive Education	This year, our Inclusive Education professional development program will focus on specialized learning opportunities for Instructional Support Teachers (ISTs) centered around Universal Design for Learning (UDL). Participants will deepen their understanding of UDL and the continuum of supports it offers, while also exploring the connections between universal design and the accommodations and modifications outlined in Individualized Education Programs (IEPs). By enhancing their expertise in UDL, our ISTs will improve the student experience and position themselves as partners in future school-wide initiatives. Teachers will also continue to receive individualized development dependent on their needs and the instructional needs of their students. Development opportunities include co-teaching coaching to ensure intentional co-planning for students with differentiated learning needs, development for progress monitoring and responsive planning, coaching for increasing access while maintaining rigorous expectations through universal supports within the tier 1 curriculum, high-leverage student engagement strategies, and meaningful collaboration among educational stakeholders. Teachers and leaders will continue to receive professional development that enhances their knowledge of Inclusive (special) education compliance and their capacity to lead strong Inclusive Education teams. These trainings will center on shifting from compliance to authentic compliance, intended to maximize the meaningful educational benefit that students yield from the implementation of their individualized education programs.

Collectively, as a network and as a school site we are committed to continuing to develop systems and structures intended to continuously analyze student data in a manner that can support equity in action. To close, here are a few meeting structures that will be put in place to support Data Informed Practices:

2024-2025 Meeting Structures	
Instructional Team Meeting	Focus #1: Coaching check in • How are teachers doing in general? How do you know? • Are there any teachers struggling? • What coaching moves would support the teacher's development? • How can we support any barriers to teacher development? • Are there any particular departments or teachers you'd like to focus on for next week's learning walk? Focus #2: Academic Data Review • What does the overall performance trend look like? Are there any changes needing to be addressed?

	• How does individual student growth look? Are there any students needing additional support? • What gaps are emerging? • Are there any specific types of standards or questions causing issues? • Are there any particular teachers or students you'd like to focus on for next week's learning walk?
Culture Meeting	Culture meetings that focus on enhancing the overall school environment by monitoring and improving various aspects of student and teacher interactions. These meetings involve tracking the implementation of Tier 1 PBIS (Positive Behavioral Interventions and Supports) to ensure foundational behavior expectations are being met. Additionally, they include discussions on Tier 2 and Tier 3 discipline trends and interventions, aiming to address and support students with more specific behavioral needs. Attendance is closely monitored and tracked to identify and address any issues related to student engagement and presence. The meetings also involve analyzing teacher data to determine areas where coaching support is needed, with the goal of fostering a positive classroom culture and a strong sense of belonging for all students.
Pulse Checks	Conducted once a week and typically last 7 to 10 minutes, led by the Principal, Assistant Principal, or a coach. These brief but focused observations are designed to provide a holistic understanding of the everyday culture and climate within the classroom. By gathering data and identifying trends across the school, Pulse Checks aim to capture an accurate snapshot of the teaching and learning environment. The ultimate goal is to foster a deeper integration into the classroom community, enhancing the overall educational experience and promoting a supportive learning atmosphere.
Learning Walks	Conducted twice a month and lasting approximately 30 minutes each, are led by either the Principal, Assistant Principal, or a coach. These sessions are designed to calibrate observation practices and align instructional methods across the school. During the walks, participants identify best practices and gaps in teaching, spot trends across different grade levels or subjects, and gain a snapshot of classroom environments. This process helps ensure consistency in instructional quality and fosters continuous improvement within the school.
Instructional Rounds	Held once a year and typically last around three hours, involving the school team and SST (School Support Team) members. These sessions are aimed at aligning the entire Bright Star Schools network on the standards of a high-quality instructional program. During the rounds, participants examine a specific, organization-wide problem of practice or a programmatic initiative, focusing on its implementation across the school. The data gathered during these rounds supports strategic planning efforts, helping to refine and enhance instructional practices and overall program effectiveness. (Administrators are also invited to join one other Instructional Round at another site to support their continued learning and be able to bring back promising practices to their own sites)

With these foci we are confident that our leaders' skills will grow and that in turn this will support quality teaching and learning. On the whole, our goal is to ensure we continuously lead with HIGH EXPECTATIONS and HIGH SUPPORTS!

1.2c: Areas of Challenge

While we are enormously proud of the successes of our program, we cannot be discouraged nor dismiss areas of challenge that impact student success and well-being. The three main areas of focus for us are in chronic absenteeism, subgroup performance data in English Language Arts (ELA), and improving targeted, Elementary-specific professional development. Our team monitors and evaluates this data regularly to ensure that every student has the support they need to succeed. Addressing these challenges is crucial for fostering an environment where every student can thrive.

Area of Challenge #1: Chronic Absenteeism

Chronic absenteeism has historically been high for Stella Elementary since 2018. This has been a point of concern for our school personnel because we understand that better academic and social outcomes are associated with consistent school attendance.

The pandemic exacerbated several existing issues and the SECA & Bright Star leadership teams have taken fully both into understanding more of the root cause of why a student may not come to school, as well as ways to provide solutions for improvement.

We identified that the high rates of chronic absenteeism were due to a variety of factors such as illness and inconsistent communication between school and home with regards to attendance. In order to address these challenges, SECA has:

- **Improved our Attendance Messaging to Families:** At the start of the school year during Back to School Night and during beginning-of-year parent conferences, we have been more intentional about messaging to families the importance of consistent attendance and consistent home-to-school communication. Throughout the year, families also receive regular reminders from the home office about upcoming breaks and the importance of returning to school on time.
- **Created and Implemented a Structured Attendance Intervention Protocol:** Starting in the year 2022-23, Stella Elementary staff became more structured in the way we addressed unexcused absences. Depending on whether there were one, two, four, six, eight, or more unexcused absences, families would hear directly from either the teacher, office manager, school counselor, assistant principal, or principal. For example, any student exhibiting higher rates of absenteeism would receive a phone call home from a school counselor to ascertain the barriers to attendance. Sometimes, these calls would result in there being an identified need for transportation, which the school then provided.
- **Increased Tier 1 development for classroom culture and instruction:** Students will naturally want to come to school if it is a joyful and welcoming place. With this in mind, we have recently shifted professional development topics to be centered around balancing academic rigor with “joy factor”. We continue to build our students’ sense of belonging through morning meetings and other community building activities. Additionally, we have incentivized school-wide attendance through the use of celebrations and excellent attendance recognition.

Through our efforts listed above, we have seen a consistent improvement in chronic absenteeism over the last three years, per the California Dashboard and internal data collection through our SIS (Aeries) for the most recent school year. Based on internal data collection, SECA anticipates a chronic absenteeism rate of 20.50% for 23-24. The calculation is found on our internal Attendance Interventions data dashboard which uses our internally reviewed attendance data in Aeries as reported in our certified CALPADS EOY 3 report for 2023-24. We applied the calculation used on the CDEs DataQuest reporting for chronic absenteeism.

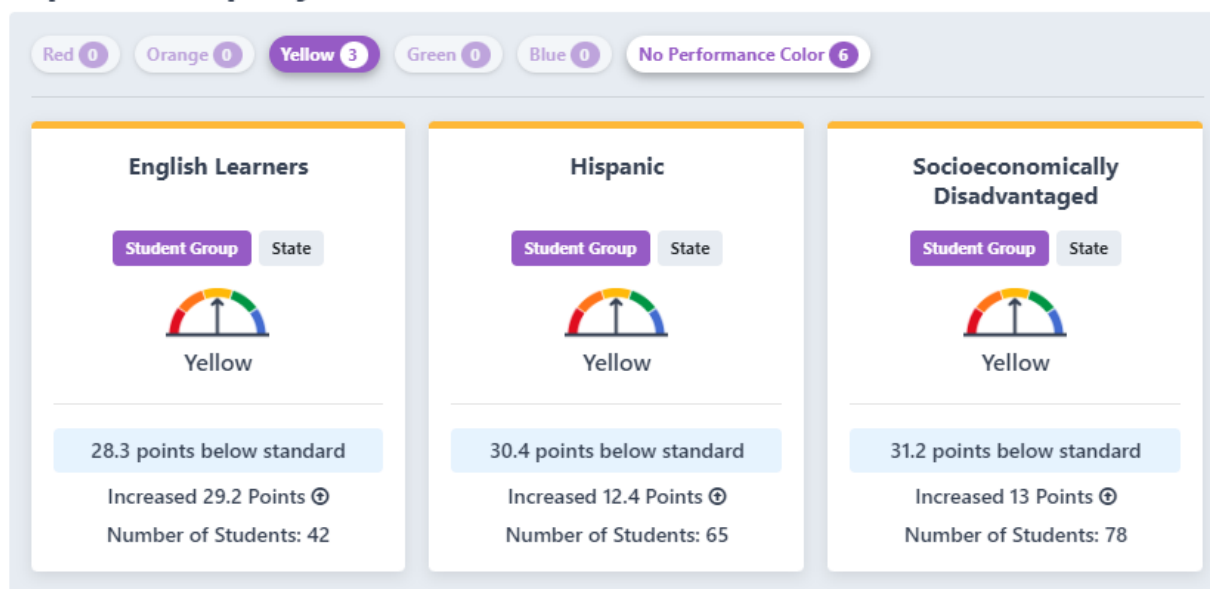
Chronic Absenteeism	2021 (Official State Data)	2022 (Official State Data)	2023 (Official State Data)
SECA	30.2%	36.5%	31.2%

SOURCE: Official California State Dashboard Data

Area of Challenge #2: Academic Outcomes for Specific Subgroups

Spring 2023 Math CAASPP Results - Numerically Significant Subgroups

Explore Groups By Performance Level



Source: California School Dashboard (2022-23)

According to the latest California Dashboard, in both ELA and Math, every significant subgroup has shown improvement in their Distance from Standard, elevating to the Yellow category. We take immense pride in this achievement, which is the result of strategic, data-driven efforts over the past few years. While we are pleased with this progress, our team remains committed to ongoing analysis of various data points. Below, we will discuss additional data metrics that offer our team crucial insights

and guidance for continued improvement and responsive action.

Black or African American

At SECA, where we proudly serve 21.3% of Black or African American students—an area where we recognize historical opportunities for growth. While we celebrate the progress shown in the CA Dashboard and CAASPP, our team continues to be proactive and thorough in analyzing various data points. This ongoing effort ensures that we are not only building on our successes but also strategically addressing and supporting the needs of all of our students.

Specifically, we celebrate a strength in the growth demonstrated by our Black or African American student population in Mathematics. This is demonstrated on the CA Dashboard—reducing DFS, the CAASPP growth, and iReady gains. This data set brings our team immense pride and joy!

MATH	2021-2022 (Official State Data)	2022-2023 (Official State Data)	2023-2024 (Official State Data)
CAASPP Proficiency Rates Source: https://caaspp-elpac.ets.org	10%	23.52%	42.10%
iReady Typical Growth Goal Achievement	67%	71%	76%

In ELA, we have observed some growth, but it's important to acknowledge the need for more strategic support and interventions for this particular subgroup, as indicated by the same data set. Reading is a critical pillar for long-term academic success because it forms the foundation for all other learning. Proficient reading skills are essential for understanding and engaging with complex texts across subjects, which directly impacts overall academic achievement and future opportunities. As seen in the table below, the inconsistent reading outcomes highlight the urgent need for staff to be developed with stronger curricular and instructional skills. The 21-22 and 22-23 school years were ones with impactful leadership transitions. In the 22-23 school year, two new administrators were new to their roles and faced the challenge of managing a split campus, which impacted the quality of professional development and responding to and addressing teachers' needs with more capacity which in turn did not sufficiently address the literacy need. In the following year, there was significant staff retention, the administration team strengthened and grew to add an assistant principal to provide consistent support and focus on a specific campus. The administration team then delivered substantial professional development and differentiated

support to staff, equipping them with the content knowledge and competencies necessary to provide targeted interventions. This ensured that all students developed strong literacy skills, setting them up for sustained success both in school and beyond.

ELA	2021-2022 (Official State Data)	2022-2023 (Official State Data)	2023-2024 (Official State Data)
CAASPP Proficiency Rates Source: https://caaspp-elpac.ets.org	20%	11.76%	22.23%
iReady Typical Growth Goal Achievement	74%	67%	54%

As mentioned above, this is also another data point which led us to the revamp of our foundational skills reading approach evident within the adoption of our new phonics curriculum. We increased the number of books in our classroom and school libraries to ensure a diverse selection that reflects the interests of our subgroups and create that love for literacy. Lastly, our heightened approach to analysis of data to amplify specific subgroups and our response to the data.

English Learners

At SECA, 27.2% of our students qualify as English Learners. When students join our program, SECA will develop a detailed profile for each Multi Language Learner (MLL) and communicate their needs to all relevant staff. This approach ensures that we effectively address and amplify the needs of this student population. While we take pride in the progress we've made for these students, we remain committed to serving our diverse community and continually striving for further growth. For more information, see Element 1.29: Meeting the Needs of All Students.

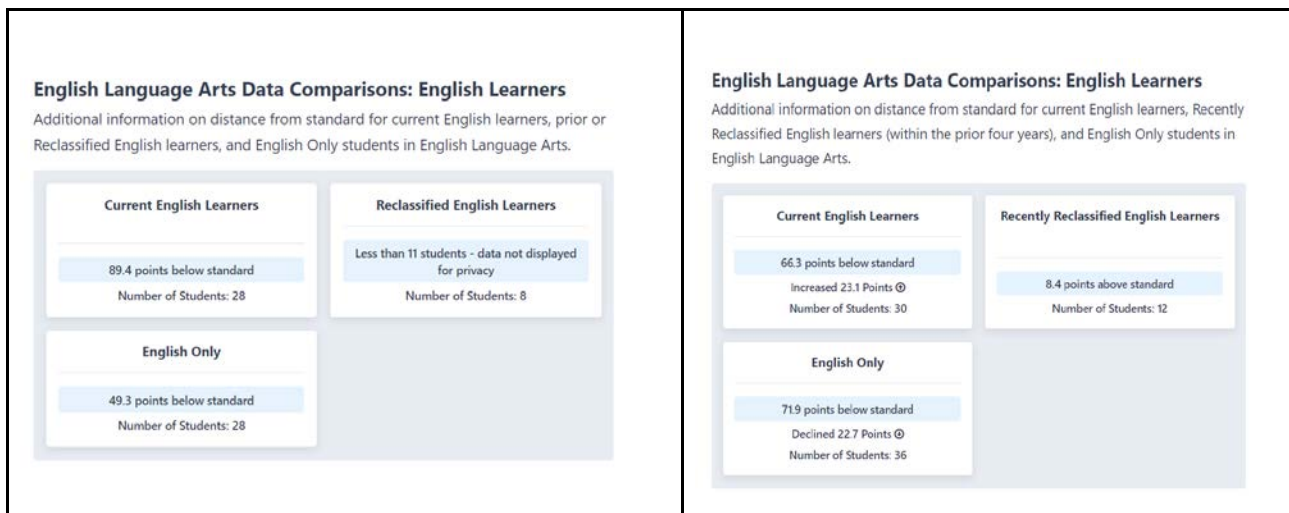
To begin, we would like to share some high-level reflections and our responses to recent data. We have observed that math is a particular strength at our school, with student outcomes significantly surpassing those in reading. This observation compelled us to critically reassess and thoroughly evaluate our ELA and ELD programs. One substantial finding was the need to enhance our phonics program, which directly impacts the support of our English Learners. Consequently, we are adjusting our extended literacy block to include more focused phonics instruction.

Moving forward, our students will be continuously monitored through DIBELS. We will also be adopting the Benchmark Advance curriculum in the 2024-25 school year to strengthen our literacy program. This initiative will be supported by both SECA's administration and the BSS network. Our ongoing focus will be on ensuring that key staff understand how to analyze data such as ELPI, effectively implement the new curriculum, and support our English Learners both within their designated language instruction and through integrated language support. We believe these efforts will not only support ELs but also benefit our dually identified students.

California Dashboard Data, Distance From Standard		
ELA	2021-2022	2022-2023
All Students	57.9 points below standard	51.6 Points below standard + 6.3 points
English Learners	76.6 points below standard	45 points below standard + 31.7 points
Math	2021-2022	2022-2023
All Students	44 points below standard	31.7 Points below standard + 12.2 points
English Learners	57.5 points below standard	28.3 points below standard + 29.2 points

Despite a 29.2-point increase in math and a 31.7 –point growth in ELA as reported by the 2023 California Dashboard, ensuring consistent progress in literacy for our MLLs remains an important priority. Although the Bridges math program has effectively supported student achievement, our core reading program, EL, lacks critical components like effective phonics and writing instruction, which is particularly problematic for MLLs who need a comprehensive literacy program. To address this, we implemented Heggerty Phonics and DIBELS Assessment in the 2023-24 school year.

California Dashboard Data - English Language Arts, Significant Subgroup	
2021-2022	2022-2023



A further challenge has been ensuring that our MLLs achieve at high levels in both math and ELA every year. Although the English Learner Progress Indicator (ELPI) has significantly increased over the last two years according to Summative ELPAC results, we must continue to address the achievement gap in core content areas. To date, Stella Elementary has:

- Increased collaboration with the School Support Team's Instructional Leaders: The collaboration between the school and our home office while keeping MLLs top of mind has helped us to focus more intentionally on addressing the needs of our diverse MLL population. Through our partnership, the school shifted towards differentiating Designated ELD instruction according to Summative ELPAC results from the year prior. Now we must continue to apply that same differentiation to the way we are providing Integrated ELD support when teaching math and ELA core content.
- Improved Designated ELD systems and teaching: We increased the time that our English learners receive Designated ELD each week in order to ensure that they receive at least 30-45 minutes of daily instruction, three to four times a week. To further improve our program, we will conduct more "pulse checks" or classroom observations, including during times where Designated ELD is being provided.
- Data Analysis Protocol: Our teachers and assistant principals meet weekly for Professional Learning Communities (PLC) to analyze students' formative data. To better our understanding of the needs of our MLL student population, we will improve the way we disaggregate the data and create action plans to address it.

Through our listed efforts above, we are confident that we are poised to better address the academic needs of our MLL students.

Despite observing growth for this particular subgroup, we acknowledge that they have historically faced challenges in mastering grade-level standards, as indicated by both internal and external data. To address these challenges, particularly for our Multilingual Learners (MLLs), we have introduced a dedicated ELD block named "Walk to Read." This initiative allows students to transition to specialized teachers based on their ELPAC levels (e.g., Level 1, Level 2), with each group focusing on targeted skills to enhance language development. This school-wide approach involves consistent instruction from both teachers and

Instructional Assistants (IAs) 4-5 times a week, utilizing the DataWorks curriculum and iReady toolkit for academic language development.

To support this targeted effort, SECA will offer four professional development sessions throughout the year, concentrating on effective ELD strategies. IAs will also receive additional prep time to better support their roles. This year's training builds on last year's professional development, which included an introduction to the DataWorks curriculum, ELD scaffolding techniques, reclassification best practices, and strategies for oral language and vocabulary development. We will also set explicit goals for teachers, focus on ELPI and DFS objectives, and use tools like restating sentence starters to provide clear support and continue refining our instructional practices.

Timeline of Action Steps:

Year	Referenced Data	Goal Identified	Action Steps to Achieve Goal
2021-2022	Start of AB1505 Start of iReady Identification of Reclass Rate	Increase Reclass to 7%	Track baseline to produce 2022-23 goals
2022-2023	iReady testing CAASPP State Testing / Dashboard Results	i-Ready Goals: 80% of EL will meet 100% of their annual typical growth 70% minimum passage rate Reclassification Rate: 10%	45 minutes per student in math and reading • Advocacy for dually identified students: brought topics to IST and IEP meetings. • Consideration of Domain Exemptions on Summative ELPAC for students who might benefit. • Professional development on ELD Programming and staff expectations. • Support for ELs integrated ELD goals (Speaking, Listening with Gestures). • Testing support: lowering affective filter. • Integrated quick-writes and on-demand writing.
2023-2024	iReady testing	ELL DFS Goals: By June	• Senior Director ELD

	CAASPP State Testing / Dashboard Results	2024, 15% of SECA English Learners will achieve “Met or Exceeded Standard” on the ELA and Math CAASPP. ELL ELPI Goals: Increase to ELPI Score of Medium 45% or higher. Reclassification Goal: 20% of ELLs. i-Ready Goals: Reading: 69% of English Learners will meet typical growth, 40% will meet stretch growth. Math: 61% of English Learners will meet typical growth, 40% will meet stretch growth.	Walkthroughs twice a year to ensure program efficiency. • Training staff on student advocacy for dually identified students. • ELD Huddle and Walkthroughs for trend identification and vertical alignment across schools. • Integration of sentence starters and accountability for speaking and writing in complete sentences. • Continued use of New Comer Curriculum with Side by Side curriculum. • Updated Reclassification criteria using end-of-course grades only. • Increased focus on data for identifying speaking and writing needs. • 4 ELD PDs
2024 - 2025	iReady testing CAASPP State Testing / Dashboard Results	Reclassification Goal: 25% of students. Summative ELPAC Goal: At least 63% of English Learners demonstrate progress as determined by the ELPI on the California Dashboard i-Ready Goal: At least 58% of English learners meet their TGG in Reading. DFS Goals: By June 2024, 15% of SECA English Learners will achieve “Met or Exceeded Standard” on the ELA and Math CAASPP. Reclassification Goal: 23% of ELLs.	• Senior Director ELD Walkthroughs twice a year to ensure program efficiency. • Training staff on student advocacy for dually identified students. • ELD Huddle and Walkthroughs for trend identification and vertical alignment across schools • Updated Reclassification criteria using end-of-course grades only. • Increased focus on data for identifying reading and writing needs. • 4 ELD PDs • Implementation of Walk to Read - Designated ELD Block with teachers specializing in ELD level groups, focusing on

			specific needs rather than meeting and planning for all MLLs.

Overall, we remain committed to serving all our students, including our Multilingual Learners, who embody the rich and diverse cultural and linguistic backgrounds of our school community. By continuously refining our programs and strategies, we aim to ensure that every student receives the support they need to thrive academically and personally. We are excited about the next 2-5 years, during which we will partner with our network leads, including the Chief Instructional Officer (CIO) and other aligned School Support Team members, to further enhance our programming. Our dedication to inclusivity and excellence will drive us to make meaningful improvements and celebrate the unique contributions of every learner.

Hispanic or Latino

Having a high Latino population at our school is a wonderful asset, as it brings a rich tapestry of cultural diversity and unique perspectives that enhance our community. Our Latino families come from a wide range of backgrounds, each with their own traditions, languages, and experiences, reflecting the vibrancy and complexity of the broader Latino diaspora. This diversity is a source of strength, but it also presents challenges in ensuring that we meet the varied needs of all our students. While we celebrate the uniqueness of each family, this diversity requires us to be especially thoughtful and adaptive in our approach to providing equitable and effective support for every student.

Understanding this is crucial for developing targeted interventions and support systems to help improve academic achievement for all students at the Academy. Below, we discuss Latino student performance and some of the steps taken to respond to the data.

To begin, let's look at some of the same data sets from above with a critical lens on our Hispanic student population:

The analysis of data for our Latino student group reveals a promising trend in ELA performance, when it comes to CAASPP proficiency and iReady Typical Growth trends. However, despite the steady growth, our Latino students continue to slightly underperform their Latino counterparts statewide by about 4 points (Distance From Standard), according to the California School Dashboard. This discrepancy signals the need for deeper inquiry, reflection, and targeted action to better understand and address the underlying factors influencing these outcomes.

MATH	2021-2022 (official data)	2022-2023 (official data)	2023-2024 (official data)
CAASPP Proficiency Rates Source: https://caaspp-elpac.ets.org	29.69%	35.30%	49.29%
iReady Typical Growth	66%	70%	76%

Goal Achievement			

In Mathematics, our analysis reveals encouraging trends for the Hispanic student group. The CAASPP data shows consistent annual growth, indicating strong performance in this area. Similarly, iReady assessments demonstrate stable results, though there remains a noticeable gap between the two data sets. This discrepancy highlights the need for ongoing monitoring and deeper examination of micro data to refine our instructional strategies and ensure data-informed support. By addressing this gap, we aim to further strengthen our math program and better support our students' continued success.

To address the findings in the analysis above, SECA regularly performs data monitoring and follows this cadence:

- Weekly - Teachers: During weekly PLC meetings for teachers, data analysis of iReady data, tweaking to include more data points such as iReady, formative assessment.
- Weekly - Leadership: Aps meet on a weekly basis for trends and patterns.
- In weekly SLT meetings, we look at academic data points.
- Biannual - All Staff: We do a state of the school twice a year and include subgroup performance data (DIBELS and iReady) - led by our principal.
- Regularly - Teachers: Professional development after every testing window - diagnostics, minutes met, Dibels, XL web.

Additionally, SECA places a large focus on building relationships with families, as further described in Key Feature #4: SEL Programming; Student and Family Services. It is our duty and pride to work alongside families to maximize the likelihood of having students succeed academically and in their personal development. We are thrilled that:

- Over 80% of families attended events at school like Back to School Night, Coffee with the Principal, Conferences and Parent education seminars.
- Additionally, our families maintain a two- way communication channel with teachers and school administrators through the platform Parent Square. This communication channel has over a 98% family reach at SECA.

At SECA, the commitment to bilingualism is deeply integrated into the school's operations and community engagement. The diverse staff population reflects the school's dedication to supporting multiple languages, and this is evident in the wide range of translated materials and events. Parent Square and key documents are translated to ensure all families can access important information, while school-wide events are promoted in multiple languages to foster inclusivity. The school also hosts bilingual parent workshops to further engage families and encourage their active participation. Additionally, new student orientations are designed to make families feel welcome and supported, and the school actively invites parent volunteers from all linguistic backgrounds to contribute to the community.

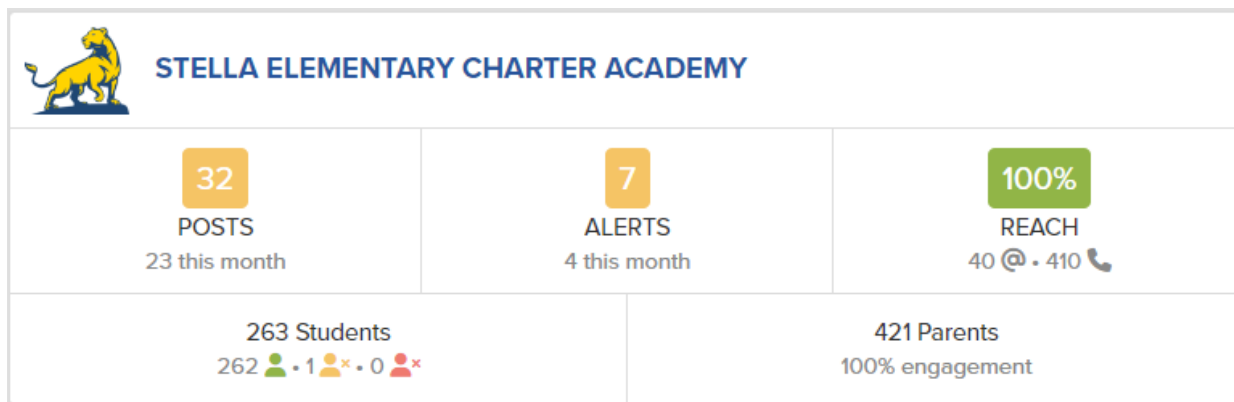
TABLE: FAMILY ENGAGEMENT PERCENTAGES AT SECA FROM 2018-2024.

	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24

X% of parents who attend a school event	87%	90%	100%	80%	98%	98%
X% Parent Attendance at One Parent Education Seminar	27%	29%	20%	17%	35%	28%

Source: Internal Tracking System

The table above shows that an overwhelming majority of Stella Elementary families participate in multiple events at school. While we saw a small dip in 2021-22 when our community was still reeling from the pandemic effects, we doubled the percentage of families attending a parent educational seminar in the following school year. We are very proud that families feel welcomed at our school and are active participants of our school community.



This graphic from our Parent Square communication platform shows a sample of our dashboard. 100% are reachable and we have engagement from 100% of families. This means that families are reading messages, appreciating posts, and communicating with staff members in their preferred language. Families can type messages and comments in their preferred language and the system will translate to English for the staff. When staff sends out messages in English, the platform will translate the messages to the family's preferred language. Consistent two-way communication is key for our Stella Elementary families to feel connected, informed and supported by our schools. On the whole, we remain committed to partnering closely with our families, recognizing their vital role in our students' success. We are dedicated to developing and maintaining robust systems and structures that ensure consistent monitoring and support for this student population. By working together and refining our approaches, we aim to drive continuous improvement and achieve the best outcomes for all our students.

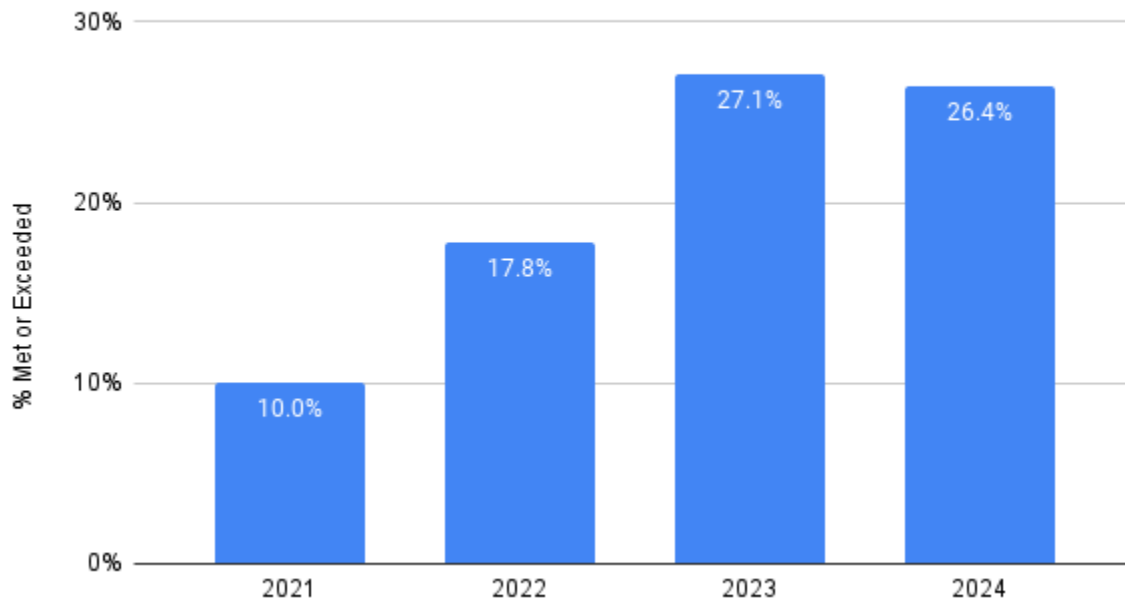
Socioeconomically Disadvantaged (SED) Students

Our school community actively works towards creating a more equitable and supportive educational environment for all students. Many of our students come from economically disadvantaged backgrounds, as

evidenced by the high percentage qualifying for Free or Reduced Lunch (FRL) and/or a significant number of these students primarily speak another language at home. While these experiences are assets in many ways, they can also present challenges to learning.

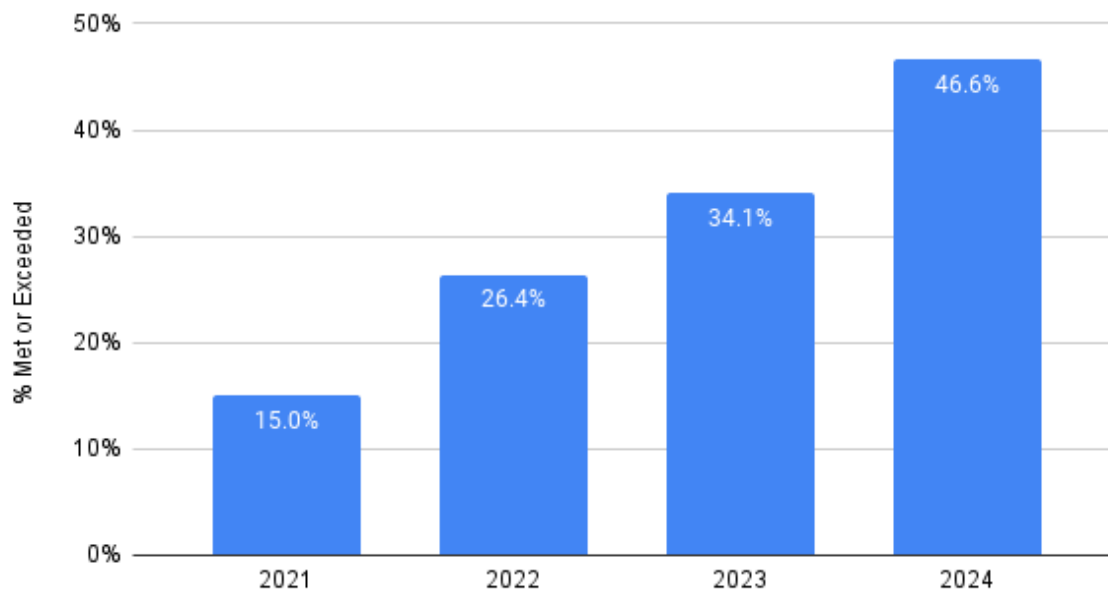
One of the primary challenges is the intersection of economic disadvantage and educational access. Families in wealthier neighborhoods and with disposable income often have more resources at their disposal, such as access to private tutoring, enrichment programs, and stable housing. SECA was founded with the idea that all students can succeed, and to create a program that can identify and fulfill the needs of various backgrounds.

SECA Socio-Economically Disadvantaged - CAASPP ELA



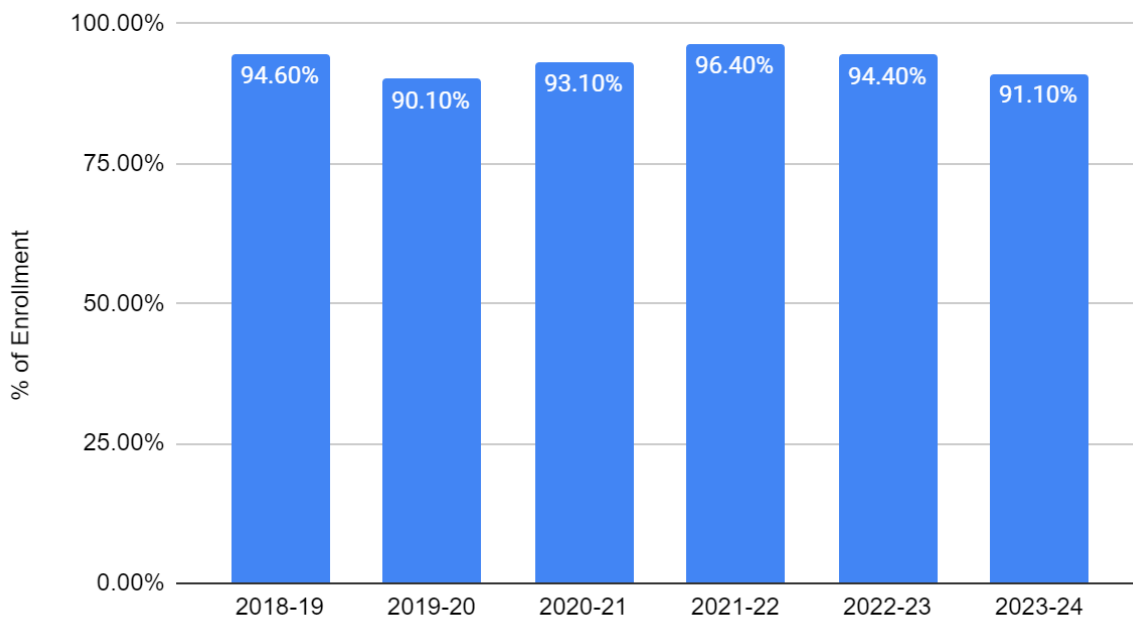
Source: CA Educational Testing Service

SECA Socio-Economically Disadvantaged - CAASPP Math



Source: CA Educational Testing Service

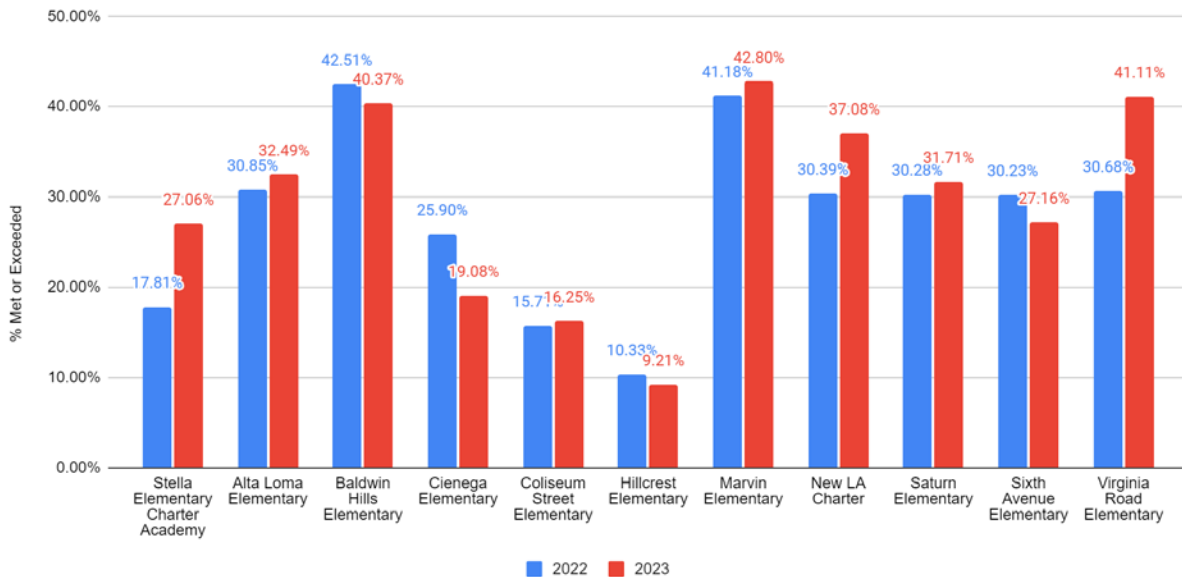
SECA Socio-Economically Disadvantaged Enrollment



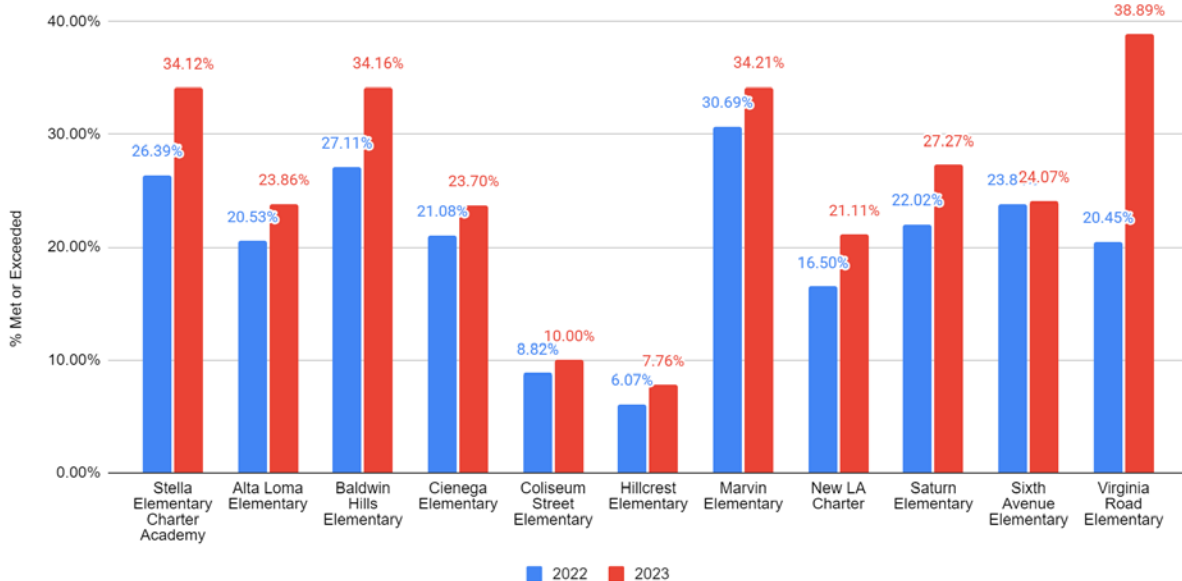
Source: CA Educational Testing Service

As detailed in the section above, SECA performs subgroup monitoring, including for students with a socio-economic disadvantage. While we always want to strive for the highest rates of achievement for our students, it is important to note, SECA performance is comparable to LAUSD neighboring school performance.

Socio-Economically Disadvantaged CAASPP ELA

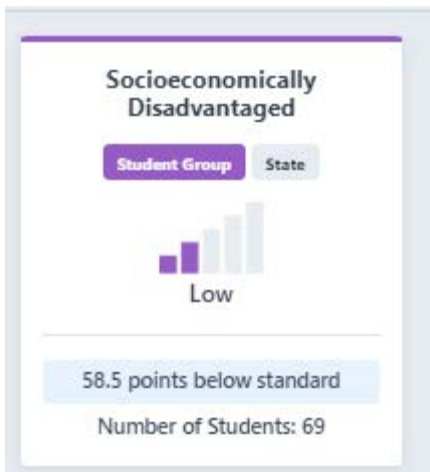
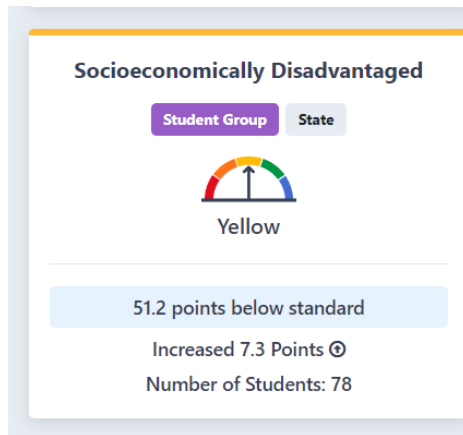


Socio-Economically Disadvantaged CAASPP Math



Furthermore, BSS is dedicated to addressing the diverse needs of its students through a variety of essential services. The school ensures that every student receives two nutritious meals each day, which

supports their overall well-being and academic performance. Access to school counselors is readily available, providing students with emotional and psychological support as needed. To keep families informed and engaged, BSS actively promotes its programs and events on social media, making information accessible to the broader community. Additionally, BSS identifies and addresses barriers that might prevent families from attending school, such as those related to Free and Reduced Lunch (FRL) qualifications. When attendance issues are identified, the school works to find creative solutions to overcome these challenges and ensure that all students have the opportunity to succeed.

California Dashboard Data - English Language Arts, Significant Subgroup	
2021-2022	2022-2023
 Socioeconomically Disadvantaged Student Group State Low 58.5 points below standard Number of Students: 69	 Socioeconomically Disadvantaged Student Group State Yellow 51.2 points below standard Increased 7.3 Points ⬆ Number of Students: 78

Per the above table, SECA' s current strategies are working to improve academic outcomes for SED students in English Language Arts. However, we want to ensure that we continue refining our data analysis protocols, curriculum implementation, and pedagogical practices to bridge the equity gap even more effectively.

Areas of Challenge #3: Elementary School-Specific Professional Development

When Bright Star Schools expanded to include Stella Elementary Charter Academy in 2017, it marked a significant milestone, providing a seamless educational pathway from West Adams and Baldwin Village through Stella Middle and Stella High Charter Academies. However, as Bright Star Schools originally focused on middle and high schools, the professional development programs in place were not fully aligned with the unique needs of elementary educators. This misalignment initially led to challenges in supporting Stella Elementary's teachers effectively, impacting their ability to address the developmental and academic needs of younger students.

Acknowledging this gap, Bright Star Schools have since taken substantial steps to better support our elementary educators. We have strengthened our leadership team by hiring a Director of Elementary

Education and a Director of Literacy, who bring specialized expertise to our K-4 programming. Additionally, we have enhanced our support systems by integrating Instructional Assistants (IAs) directly into classrooms, ensuring they are present during critical instructional times.

We have also prioritized improving our solicitation of teacher feedback through various channels. We regularly conduct staff surveys and maintain an open forum through Professional Learning Communities (PLCs), where qualitative feedback is tracked and analyzed. Teachers' requests for differentiation have been addressed by organizing specialized meetings every two weeks for departmentalized subjects, such as math. These meetings provide dedicated time and space for collaborative planning and professional growth.

To further address feedback, we have refined our approach to professional development, particularly in math, which was previously identified as a critical need. We have improved our elementary-specific PD offerings and aligned them more closely with district support, resulting in noticeable enhancements in instructional quality. Last year's Teacher Advisory Council, which is a voluntary stipended focus group who only meets 4x times/year with teammates across the network played a crucial role in this process by providing input on professional development and curriculum needs. This led to the adoption of the Benchmark Advance program, a comprehensive solution developed from feedback and the efforts of our curriculum adoption committee.

In addition to the work we have already done, we are excited about what's next. For instance, our Director of Elementary Education is dedicated to further enhancing our TK-4 programming over the next 2-5 years. Working closely with the Chief Instructional Officer, this role will focus on implementing key pillars of a robust elementary education program. This includes leveraging data-driven insights to refine early learning strategies, with an emphasis on early literacy, numeracy development, social and emotional learning, and individualized support. Our approach will integrate play-based learning, create literacy-rich environments, and provide targeted interventions to meet diverse student needs.

We will also emphasize family engagement through workshops and regular communication to ensure families can support their child's learning at home. Professional development for educators will remain a priority, with a focus on equipping teachers with the latest tools and strategies. Enhanced classroom settings and thoughtful integration of technology will support student growth, creating a nurturing and dynamic educational experience that lays a strong foundation for future success.

These comprehensive initiatives have already led to significant improvements, including a remarkable increase in credentialed teaching staff retention from 0% in our founding year when all three credentialed teachers transitioned out, to 100% of credentialed staff members returning for the 2024-2025 school year. As we move forward, we are confident that our continued efforts will drive even greater success. By embedding a culture of continuous improvement, leveraging targeted interventions, and fostering strong partnerships with families, we are committed to providing an exceptional education for all our students. This proactive approach will ensure that Stella Elementary Charter Academy not only meets but exceeds the evolving needs of our community, setting a standard of excellence that prepares our students for future achievement.

1.3: Charter School's Target Student Population

As mentioned in Element 1.2, SECA predominantly serves the West Adams/Baldwin Village community in Los Angeles, California. SECA sits within the boundaries of LAUSD's Board District 1 and is located in a vibrant neighborhood, filled with community, culture, and history. SECA serves Transitional Kindergarten through 4th grade students.

At an early age, our students have shown a strong interest in expressing themselves through dance, school spirit weeks, enrichment activities like art and dance. At SECA, we are committed to nurturing, fostering, and supporting these passions. The school has incorporated these interests by including enrichment activities for students to apply their learning, such as having Spring and Winter dance performances, representing their culture during School Spirit Week, and playing intramural sports with other elementary schools within the Bright Star Schools organization.

SECA has created strong partnerships with families in order to understand their needs. Qualitative and quantitative data show that many of our families face a combination of struggles at home. Over 94% of our families qualify for free or reduced lunch. In partnership with our Community School Manager and focus groups, families have also expressed needs for gainful employment, transportation, basic household needs, health concerns, and family dynamic hardships.

SECA student population is also wonderfully diverse. About 40% of SECA's population has been identified as Multi Language Learners, which closely mirrors the community of Baldwin Hills and West Adams, per census data. Additionally, around 15% of SECA students qualify for special education services. Bright Star Schools' educational program was built to serve all students, including students who require special education services, English language learners, and students who are socio-economically disadvantaged.

In order to support our students and their diverse interests, SECA offers a variety of and engaging events to support a strong school culture. Events such as School Spirit Weeks, Back to School Night, Multicultural Day, Career Day, Trunk or Treat, Math Night, Literacy Night, Dance Showcases all offer a variety of different programming to engage all families.

To support our student population, the majority of which is socioeconomically disadvantaged, SECA offers all students free breakfast and lunch daily. In pursuit of embracing a community schools model, SECA also established a "community closet" to address the need for basic necessities such as food, personal hygiene items, and household tools. SECA has also hosted Colgate Bus visits to provide students with free dental exams. Additionally, the school partnered with Vision to Learn which conducted free eye exams and provided free eyeglasses wherever needed. Finally, SECA recently brought in St. John's Mobile Clinic which provides free health exams and vaccinations to students and families⁷. Our after school program which runs daily until the early evening is often a lifeline for working families who work late and need high quality childcare.

SECA also offers access to resources and information. Resources are distributed in both Spanish and English. Office staff and many staff members are able to step in and translate if needed. The school also has certified Spanish oral language interpreters for IEP meetings whenever necessary. Our goal is always that families know that they are always welcome and that every event is language accessible.

All Bright Star schools will work to develop the socio-emotional skills to overcome the challenges they may face in their lives, on their path to accessing higher education and ultimately success in life. All Bright Star staff must embody the core values of our organization, and more information regarding the recruitment and professional developments received are highlighted in section 1.27 and 1.28 of this document.

Our staff is connected to our student body and increasingly representative of our student body, which research shows has positive impacts on student outcomes. In 20-21, 61% of the SECA teaching staff

⁷ References to programs beyond the TK-4 are outside the scope of the petition and provided to illustrate the services that the Charter School provides.

identified as people of color, in 21-22 67% of the SECA teaching staff identified as people of color and in 22-23 78% of the SECA teaching staff identified as people of color. The biggest percentage of our SECA teaching staff identifies as Latino/Hispanic, which also represents the largest student subgroup population.

The chart below shows the demographic breakdown of our students, which also reflects what we anticipate future classes to look like.

Source: CALPADS 2023-24

Demographics	All Schools in the Bright Star Schools Network	SECA
EL	22%	24%
SPED	15%	13%
Hispanic/ Latino	83%	74%
Black or African American	7%	21%
Multiple Races	1%	3%

1.4: Enrollment Rollout

5 Year Rollout Plan

Grade	2025-26	2026-27	2027-28	2028-29	2029-30
TK	30	30	30	30	30
K	60	60	66	75	90
1	55	60	66	75	90
2	50	50	66	75	90
3	50	50	66	75	90
4	50	50	50	75	89
Total	295	300	344	405	479

1.5: School Vision and Mission Statements

The following mission and vision statements are true for all Bright Star Schools.

Bright Star Schools' mission is to provide holistic, inclusive support for all students to achieve academic excellence and grow their unique talents so that they find joy and fulfillment in higher education, career, and life.

Bright Star Schools' vision is Bright Star students will become leaders who act with integrity and champion equity to enrich our communities and the world.

Additionally, Bright Star Schools strive to provide students with a well-rounded education, including a rigorous academic program that prepares students for college, and life experiences that exposes students to a broad world beyond their current environments. **All of our programs are rooted in four core values:**



Integridad	Ubuntu	고향 Kohyang	Growth
means we need to be the best versions of ourselves, to speak our own truth, and to advocate for those whose voices are not heard.	means that our humanity is shared, that we value kindness, and that we support one another to become the people we strive to be.	means hometown and encourages us to build meaningful connections and strong community ties, because our hometowns are integral to our identities.	means having a mindset that allows us to achieve excellence and gain fulfillment through our pursuit of learning and development.

1.6: Define and describe briefly the characteristics of an “educated person” in the 21st Century.

At Bright Star Schools, we believe an educated person is someone self-motivated, competent, and a lifelong learner who possesses the academic, technological, intellectual, emotional and character skills so they will be successful in college, career, and ultimately in the world beyond. Much of these beliefs are influenced by experience serving students, as well as David Conley’s “The Learners Guide to 21st Century Education.” Academically and technologically, these skills include:

- A mastery of the English language along with a mastery of at least one other language.
- As outlined in the Common Core ELA shifts, an individual should also have the ability to:
 - Read complex text and be able to write and speak grounded in evidence from the text (both literary and informational);
 - When engaging with a text, also demonstrate proficiency aligned to academic vocabulary and contextual implications impacting skillful comprehension.
- A fundamental understanding and fluency in comprehension of mathematics, science, history, and the arts.
- The ability to think both critically and creatively through basic knowledge about the world, deep knowledge about subjects of interest, and skills for effectively using technology and gathering information.
- Deep knowledge and experience engaging with current tools (email, web based platforms such as Google Suite, Chat GPT, etc.) as well as various learning programs such as Khan Academy, iReady, etc.), as well as the ability to creatively problem solve and ability to innovate will prepare students for the rapidly evolving world of technology.
- The ability to work cooperatively and to understand and respect cultural and socio-economical differences between all people.
- An understanding of global interdependence and ability to clearly see the need for greater social justice and connection in the world.

An educated individual in the 21st century must possess the ability to maintain both emotional and physical wellness. Quality education cultivates habits essential for emotional awareness, social resources, critical thinking, earning from experiences, asking for support when needed to the appropriate people and adhering to social norms. Self-awareness entails recognizing strengths and limitations, defining life goals, and reflecting on interactions and initiating and sustaining reciprocal relationships.

Such a person actively engages in society and themselves, understanding the importance of constructive participation for societal and personal benefit. They have a broad knowledge base, economic skills, and

can collaborate effectively to address complex challenges, acknowledging that solutions may not always be perfect.

Character is valued by an educated person who grasps the interconnectedness of all beings and actions on our planet. They consider their beliefs and values before making significant decisions affecting themselves and others. Moreover, bases decisions for the betterment of the whole versus the self.

Effective communication, both verbally and in writing, is crucial. Educated individuals base their thoughts and arguments on evidence, participating in intellectual discourse by integrating, challenging and ultimately synthesizing ideas. Proficiency in technology allows them to utilize available tools for learning, forming opinions, engaging with the world, and presenting themselves as responsible citizens.

An educated 21st century person understands the world, their role and potential impact on it, and is an active contributor to the fast evolving society for the advancement of all people.

1.7: How Learning Best Occurs

Our instructional practices and program design are largely informed by the following pieces of research and publications:

- *Elmore, R. (2004). Instructional Core.*
- *Common Core State Standards Initiative. (n.d.). Common Core Companion.*
- *TNTP. (2018). The Opportunity Myth.*
- *Dweck, C. (2006). Mindset: The New Psychology of Success.*
- *Marzano, R. J. (2003). What Works in Schools: Translating Research into Action.*
- *Conley, D. T. (n.d.). Guidelines for 21st Century Learners. In Pearson (Ed.), Career Readiness and Employability.*
- *Hammond, Z. (2015). Culturally Responsive Teaching and the Brain.*
- *DuFour et. al. (2004). Whatever It Takes: How Professional Learning Communities Respond When Kids Don't Learn.*

Learning is most effective when it engages students in meaningful ways that align with current learning theories and meet the diverse needs of our student population. Drawing from contemporary educational frameworks and research, we believe in a comprehensive approach to the instructional core, as outlined in resources such as the "Common Core Companion," "The Opportunity Myth," and Carol Dweck's "Mindset: The New Psychology of Success."

The instructional core, which focuses on the interaction between teachers, students, and content, emphasizes the importance of rigorous standards and differentiated learning experiences. The components of the Instructional Core helps educators identify and address inequities in educational resources and support, aiming to provide all students, especially those from high-needs backgrounds, with equitable learning opportunities.

The principles advocated by Robert J. Marzano in "What Works in Schools and What Works in Classroom Instruction" underscore the significance of evidence-based practices that cater to individual learning styles and promote deeper understanding. Applying Marzano's tenets of data-driven instruction, strong school leadership, purposeful professional development, and collaborative culture help SECA to hold a high bar of expectations for administrators, teachers, and students alike.

David Conley's guidelines for "21st Century Learners" highlight the essential skills and competencies necessary for career readiness and employability, which are integrated into our instructional approach. We prioritize equipping students with critical thinking, collaboration, and problem-solving abilities to

thrive in a rapidly evolving global landscape.

Moreover, Zaretta Hammond's "Culturally Responsive Teaching and the Brain" informs our commitment to inclusivity and culturally relevant pedagogy. By acknowledging and valuing the diverse backgrounds and experiences of our students, we create a supportive learning environment that fosters academic success and personal growth.

Recognizing the integral role of parents as partners in education, we emphasize collaborative efforts to support student learning both in and outside the classroom. Through ongoing communication and engagement, we strive to build strong home-school partnerships that enhance educational outcomes and student well-being ⁸(Henderson & Mapp, 2007).

In conclusion, our instructional approach is grounded in research-backed methodologies and theories that prioritize student-centered learning, cultural responsiveness, and collaboration with parents. By aligning these principles with the specific needs of our student population, we aim to cultivate a learning environment where every student can thrive academically and personally.

Below is a summary of critical benchmarks and measures of student success:

- The **short-term goal** is to provide a meaningful educational experience that supports students' engagement with rigorous, culturally relevant, and meaningful tasks. These tasks are designed to enhance their mastery of critical academic benchmarks, thereby aligning their progress with long-term student achievement.
- Our **intermediate goal** is to help students carry this sense of academic empowerment, engagement, and ownership throughout their school experience so that they can apply their knowledge, skills, and adaptability to be successful in any setting.
- **Long-term**, our goal is to instill in our students the belief that they have the opportunity to choose whether to attend college or pursue other career paths. Through this process, we aim to equip them with the necessary tools and skills to succeed in their chosen paths.

1.8: How the school's goals will enable students to become and remain self-motivated, competent, and lifelong learners.

At Stella Elementary, our fundamental mission is to empower students to become self-motivated, competent, and lifelong learners who are prepared not only for academic success, but also to positively influence the complexities of the world around them. Rooted in the core values of Bright Star Schools, our educational approach integrates *integridad*, *ubuntu*, *kohyang*, and *growth*, guiding students to develop into ethical leaders who contribute meaningfully to their communities.

Integridad, or integrity, is at the heart of everything we do. We encourage students to be the best versions of themselves, to speak their truths, and to advocate for those whose voices are often marginalized. Through our curriculum and community engagement, students learn the importance of ethical behavior, honesty, and standing up for social justice.

Ubuntu, the belief in shared humanity and kindness, is woven into our school community. We foster an environment where students support one another, value diversity, and collaborate to achieve common goals.

⁸ Beyond the Bake Sale: The Essential Guide to Family/school Partnerships

by Anne T. Henderson , Karen L. Mapp, et al. | Feb 26, 2007. The New York Press. New York.

This spirit of Ubuntu encourages empathy, resilience, and a strong sense of belonging among our students.

Kohyang, meaning hometown, underscores the significance of building connections and fostering community ties. We celebrate the diverse cultural backgrounds of our students and encourage them to embrace their identities while respecting and learning from others. By honoring our students' roots and experiences, we create a nurturing environment where everyone feels valued.

Our curriculum, grounded in the California Common Core State Standards, emphasizes collaboration and prepares students to engage constructively in discussions about rigorous, relevant, and meaningful tasks. Real-world experiences through field trips (Life Experience Lessons) continue to be a hallmark of our programming, giving students the opportunity to have new experiences and become inspired to become change-makers in the community.

At Stella Elementary, we are committed to fostering a culture of respect, empathy, and inclusion. Through restorative Practices, morning meetings, culture events, and Yale's Center for Emotional Intelligence's RULER Program, students develop a strong sense of self-worth, respect for cultural heritage, and advocacy skills. We empower students to speak up about equity and social justice issues, equipping them with the confidence to articulate their perspectives and advocate for meaningful change.

Furthermore, we prioritize intervention and support through a tiered intervention program. Teachers and counselors collaborate closely to identify and address academic and social-emotional needs, ensuring that all students have the resources they need to thrive academically and personally.

Ultimately, our goal is to prepare students not only for academic success but also to become responsible, engaged citizens who contribute positively to society. By fostering a love for learning, empowering students to explore their identities, and equipping them with the skills to advocate for equity, Stella Elementary ensures that every graduate is prepared to succeed in college, careers, and life.

Below are a few programmatic features that we feel support students:

- Rigorous schedule ensures ample time for teaching the full scope of California Common Core State Standards.
- Semi-departmentalization in 2nd-4th grade, such that students have two teachers who specialize in certain core subjects
- Developing effective study habits through both in-school and after-school resources.
- Direct programming to support English language proficiency, while also honoring their home language.
- Community schools model to provide students and families with local resources and partnerships that meet academic and non-academic needs
- Life Experience Lessons, or field trips, to broaden students' horizons outside of the perimeters of the school site.

Additionally, we offer a robust intervention program to our English Language Learners, as outlined in our EL Master Plan. We utilize our school counselors and assistant principals to develop truly effective adherence to a tiered intervention program. As part of the tiered intervention program, SECA implements a data analysis protocol with teachers and administrators, operating in grade-level teams to evaluate students on a weekly basis.

Any student who appears to be struggling in one or more classes in any field (social- emotional or academic), will be identified to ensure all needs are met. This happens through a combination of differentiated instruction, small group intervention, regular counseling, behavior plans, and/or check-in check-out (CICO) systems. This "SSPT" system (Student Support and Progress Team) is conducted in five-week cycles in collaboration

with the student's family, when available.

Teachers work with their coaches in frequent meetings to review data, conduct observation-debrief cycles, and/or identify students who are struggling. Quarterly meetings with the principal are held with teachers to review overall growth and intervention support for students in need. The purpose of implementing this early-warning systems program is to also ensure that SECA is using restorative practices and effective instructional strategies to help and support students with their academic and social emotional development.

1.9: LCFF State Priorities

LCFF STATE PRIORITIES (Charter Term Commencing July 1, 2025)	
GOAL #1	
All students demonstrate increased academic growth as measured by state test scores in Math and ELA, Improved English Proficiency, and iReady	Related State Priorities: ☐ 1 x 4 ☐ 7 ☐ 2 ☐ 5 x 8 ☐ 3 ☐ 6
	Local Priorities: ☐: ☐:
Specific Annual Actions to Achieve Goal	
1. General Education Teachers - Employment of general education teachers at the school 2. Special Education Services and Personnel - Services to support Inclusive Education students, including but not limited to: School Psychologists, Inclusive Education Teachers and direct special education services 3. Curriculum- Curriculum used to support academic achievement 4. English Learner Curriculum and Personnel- English Learner personnel and curriculum used to support English Learners 5. Instructional Materials - Instructional materials, including but not limited to: books, novels, manipulatives, musical instruments, library supplies, and general student supplies 6. Intervention for High Needs Students- School administrator who coordinates intervention programming, focusing specifically on Inclusive Education students and English Learners	

7. Software - Academic Achievement- Software used to support academic achievement
8. Supplemental Instructional Support- Personnel and non-personnel items, including but not limited to: professional development, administrators, teaching assistants, grade level chairs, content leads and mentors. These personnel and services support teachers in providing
9. targeted instruction for students with unique needs such as foster youth, low-income students, and English learners.

Expected Annual Measurable Outcomes

Outcome #1: Students will increase annual stretch growth on iReady Math diagnostic every year by 2% until graduation

Metric/Method for Measuring: iReady Math / % of students meeting annual stretch growth on iReady Math diagnostic

APPLICABLE STUDENT GROUPS	Baseline	Year 1 of Term	Year 2 of Term	Year 3 of Term (Not applicable if categorized as Low Performing)	Year 4 of Term (Not applicable if categorized as Low Performing)	Year 5 of Term (Not applicable if categorized as Low Performing)
All Students (Schoolwide)	35%	37%	39%	41%	43%	45%
English Learner Students	31%	33%	35%	37%	38%	40%
Socioeconomically Disadvantaged Students	35%	37%	39%	41%	43%	45%
Foster Youth Students	*	*	*	*	*	*
Students with Disabilities	35%	37%	39%	41%	43%	45%
African American Students	43%	45%	47%	49%	51%	53%
American Indian/Alaska Native Students	*	*	*	*	*	*
Asian Students	*	*	*	*	*	*

Filipino Students	*	*	*	*	*	*
Latino Students	35%	37%	39%	41%	43%	45%
Native Hawaiian/Pacific Islander Students	*	*	*	*	*	*
Students of Two or More Races	30%	32%	34%	36%	38%	40%
White Students	*	*	*	*	*	*
Outcome #2: Students will increase annual stretch growth on iReady Reading diagnostic every year by 2% until graduation Metric/Method for Measuring: iReady Reading / % of students meeting annual stretch growth on iReady Reading diagnostic						
APPLICABLE STUDENT GROUPS	Baseline (Based on most recent data available)	Year 1 of Term	Year 2 of Term	Year 3 of Term (Not applicable if categorized as Low Performing)	Year 4 of Term (Not applicable if categorized as Low Performing)	Year 5 of Term (Not applicable if categorized as Low Performing)
All Students (Schoolwide)	24%	26%	28%	30%	32%	34%
English Learner Students	22%	24%	26%	28%	30%	32%
Socioeconomically Disadvantaged Students	24%	26%	28%	30%	32%	34%
Foster Youth Students	*	*	*	*	*	*
Students with Disabilities	24%	26%	28%	30%	32%	34%
African American Students	31%	33%	35%	37%	39%	41%
American Indian/Alaska Native Students	*	*	*	*	*	*

Asian Students	*	*	*	*	*	*
Filipino Students	*	*	*	*	*	*
Latino Students	24%	26%	28%	30%	32%	34%
Native Hawaiian/Pacific Islander Students	*	*	*	*	*	*
Students of Two or More Races	*	*	*	*	*	*
White Students	*	*	*	*	*	*
Outcome #3: Students will shift 5 points DFS on CAASPP ELA every year until graduation Metric/Method for Measuring: ELA CAASPP / DFS of students on CAASPP ELA						

APPLICABLE STUDENT GROUPS	Baseline (Based on most recent data available)	Year 1 of Term	Year 2 of Term	Year 3 of Term (Not applicable if categorized as Low Performing)	Year 4 of Term (Not applicable if categorized as Low Performing)	Year 5 of Term (Not applicable if categorized as Low Performing)
All Students (Schoolwide)	-51.6	-45	-35	-30	-25	- 20
English Learner Students	-45	-40	-35	-30	-25	-20
Socioeconomically Disadvantaged Students	-51.2	-46	-40	-35	-30	-25
Foster Youth Students	*	*	*	*	*	*
Students with Disabilities	-89.2	-80	-70	-75	-60	-55
African American Students	-68.9	-58	-48	-43	-38	-33

American Indian/Alaska Native Students	*	*	*	*	*	*
Asian Students	*	*	*	*	*	*
Filipino Students	*	*	*	*	*	*
Latino Students	-44.4	-34.4	-30	-25	-20	-15
Native Hawaiian/Pacific Islander Students	*	*	*	*	*	*
Students of Two or More Races	*	*	*	*	*	*
White Students	*	*	*	*	*	*

Outcome #4: Students will shift 4 DFS on CAASPP Math every year until graduation Metric/Method for Measuring: Math CAASPP / DFS of students on CAASPP Math						
APPLICABLE STUDENT GROUPS	Baseline (Based on most recent data available)	Year 1 of Term	Year 2 of Term	Year 3 of Term (Not applicable if categorized as Low Performing)	Year 4 of Term (Not applicable if categorized as Low Performing)	Year 5 of Term (Not applicable if categorized as Low Performing)
All Students (Schoolwide)	-31.7	-25	-19	-14	-10	-6
English Learner Students	-28.3	-22.3	-19	-16	-13	-10
Socioeconomically Disadvantaged Students	-31.2	-25	-20	-17	-13	-9
Foster Youth Students	*	*	*	*	*	*

Students with Disabilities	-68.2	-60	-50	-44	-38	-32
African American Students	-32.3	-25	-20	-16	-12	-8
American Indian/Alaska Native Students	*	*	*	*	*	*
Asian Students	*	*	*	*	*	*
Filipino Students	*	*	*	*	*	*
Latino Students	-30.4	-23	-19	-15	-11	-8
Native Hawaiian/Pacific Islander Students	*	*	*	*	*	*
Students of Two or More Races	*	*	*	*	*	*
White Students	*	*	*	*	*	*

Outcome #5: Students will make progress towards EL proficiency every year by 5 %

Metric/Method for Measuring: EL Progress / % of English Learners who make progress towards English Language proficiency as measured by California School Dashboard

APPLICABLE STUDENT GROUPS	Baseline (Based on most recent data available)	Year 1 of Term	Year 2 of Term	Year 3 of Term (Not applicable if categorized as Low Performing)	Year 4 of Term (Not applicable if categorized as Low Performing)	Year 5 of Term (Not applicable if categorized as Low Performing)

All Students (Schoolwide)	*	*	*	*	*	*
English Learner Students	47.6%	35%	40%	43%	47%	50%
Socioeconomically Disadvantaged Students	*	*	*	*	*	*
Foster Youth Students	*	*	*	*	*	*
Students with Disabilities	*	*	*	*	*	*
African American Students	*	*	*	*	*	*
American Indian/Alaska Native Students	*	*	*	*	*	*
Asian Students	*	*	*	*	*	*
Filipino Students	*	*	*	*	*	*
Latino Students	*	*	*	*	*	*
Native Hawaiian/Pacific Islander Students	*	*	*	*	*	*
Students of Two or More Races	*	*	*	*	*	*
White Students	*	*	*	*	*	*

Outcome #6: Students will be redesignated from EL to FEP Status every year by 3%

Metric/Method for Measuring: EL Reclassification: % of Students Redesignated from EL to FEP Status

APPLICABLE STUDENT GROUPS	Baseline (Based on most recent data available)	Year 1 of Term	Year 2 of Term	Year 3 of Term (Not applicable if categorized as Low Performing)	Year 4 of Term (Not applicable if categorized as Low Performing)	Year 5 of Term (Not applicable if categorized as Low Performing)
All Students (Schoolwide)	*	*	*	*	*	*
English Learner Students	16.4%	19%	24%	27%	30.5%	34%
Socioeconomically Disadvantaged Students	*	*	*	*	*	*
Foster Youth Students	*	*	*	*	*	*
Students with Disabilities	*	*	*	*	*	*
African American Students	*	*	*	*	*	*
American Indian/Alaska Native Students	*	*	*	*	*	*
Asian Students	*	*	*	*	*	*
Filipino Students	*	*	*	*	*	*
Latino Students	*	*	*	*	*	*
Native Hawaiian/Pacific Islander Students	*	*	*	*	*	*
Students of Two or More Races	*	*	*	*	*	*

White Students	*	*	*	*	*	*

LCFF STATE PRIORITIES	
(Charter Term Commencing July 1, 2025)	
GOAL #2	
School promotes a school culture which is positive, engaging, calm and supportive for both student social and emotional development, and actively engages and involves families in their students' learning.	Related State Priorities: ☐ 1 ☐ 4 ☐ 7 ☐ 2 x 5 ☐ 8 x3 x 6
	Local Priorities: ☐ : ☐ :
Specific Annual Actions to Achieve Goal	
1. Enrichment Programming - Unique experiences provided to the school community including: wellness classes for staff and families, Life Experience Lessons (overnight field trips), and afterschool programming, supplementing the core educational program with additional life and cultural experiences that some of our student may not otherwise be able to access, particularly socioeconomically disadvantaged students, foster youth, homeless youth, and English learners 2. Student and Family Services Personnel - School counseling program, restorative justice staff, office support staff and Dean of Student Affairs/Culture, ensuring students have access to adults who can help them navigate academic and social challenges. Foster youth, low income students and English learners specifically benefit from these additional support structures to navigate the school environment, ensuring they have the resources necessary to excel. 3. Software - School Culture - Software related to school climate, attendance, student behavior, and social emotional learning including but not limited to survey tools.	

4. Student Activities - Student activity expenses, including but not limited to celebrations, events, and school programs.
5. Family Engagement Coordinator - Family Engagement Coordinator to support with parent communication, events, advocacy, translation for non-English speaking families, increase family familiarity with key issues related to education, and encourage families to be advocates for their students, particularly for Foster Youth, Homeless Youth, and English Language Learners.
6. Software - Family Engagement - Software related to family engagement and communication, including but not limited ParentSquare
7. Supplies and Materials - Family Engagement - Supplies and materials associated with increasing family engagement, and producing family engagement events

Expected Annual Measurable Outcomes

Outcome #1: No more than 0% of students will experience an incident of expulsion

Metric/Method for Measuring: Expulsion rate as measured by California School Dashboard

APPLICABLE STUDENT GROUPS	Baseline (Based on most recent data available)	Year 1 of Term	Year 2 of Term	Year 3 of Term (Not applicable if categorized as Low Performing)	Year 4 of Term (Not applicable if categorized as Low Performing)	Year 5 of Term (Not applicable categorized as Low Performing)
All Students (Schoolwide)	0% school wide and for all numerically significant student groups	0%	0%	0%	0%	0%
English Learner Students	0%	0%	0%	0%	0%	0%
Socioeconomically Disadvantaged Students	0%	0%	0%	0%	0%	0%
Foster Youth Students	*	*	*	*	*	*
Students with Disabilities	0%	0%	0%	0%	0%	0%
African American Students	0%	0%	0%	0%	0%	0%

American Indian/Alaska Native Students	*	*	*	*	*	*
Asian Students	*	*	*	*	*	*
Filipino Students	*	*	*	*	*	*
Latino Students	0%	0%	0%	0%	0%	0%
Native Hawaiian/Pacific Islander Students	*	*	*	*	*	*
Students of Two or More Races	0%	0%	0%	0%	0%	0%
White Students	*	*	*	*	*	*

Outcome #2: No more than 5% of students will experience an incident of suspension

Metric/Method for Measuring: Suspension rate

APPLICABLE STUDENT GROUPS	Baseline (Based on most recent data available)	Year 1 of Term	Year 2 of Term	Year 3 of Term (Not applicable if categorized as Low Performing)	Year 4 of Term (Not applicable if categorized as Low Performing)	Year 5 of Term (Not applicable if categorized as Low Performing)
All Students (Schoolwide)	1.4%	1.3%	1.2%	1.1%	1.0%	.9%
English Learner Students	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Socioeconomically Disadvantaged Students	1.2%	1%	0.8%	0.7%	0.6%	0.4%
Foster Youth Students	*	*	*	*	*	*
Students with Disabilities	8.1%	6.1%	4.1%	2.1	1.1	0%
African American Students	3.6%	2.8%	2%	1.5%	1%	0.5%

American Indian/Alaska Native Students	*	*	*	*	*	*
Asian Students	*	*	*	*	*	*
Filipino Students	*	*	*	*	*	*
Latino Students	0.5%	0.4%	0.3%	0.2%	0.1%	0%
Native Hawaiian/Pacific Islander Students	*	*	*	*	*	*
Students of Two or More Races	*	*	*	*	*	*
White Students	*	*	*	*	*	*

Outcome #3: The percentage of students who are chronically absent will decrease from the previous year by no less than 2%

Metric/Method for Measuring: Chronic absenteeism rate as measured by DataQuest

APPLICABLE STUDENT GROUPS	Baseline (Based on most recent data available)	Year 1 of Term	Year 2 of Term	Year 3 of Term (Not applicable if categorized as Low Performing)	Year 4 of Term (Not applicable if categorized as Low Performing)	Year 5 of Term (Not applicable if categorized as Low Performing)
All Students (Schoolwide)	31.2%	27.2%	25%	23%	21%	19%
English Learner Students	25.5%	24%	23%	22%	21%	20%
Socioeconomically Disadvantaged Students	30.8%	27.8%	24.8%	22%	20%	18%
Foster Youth Students	*	*	*	*	*	*

Students with Disabilities	36.1%	34.1%	32.1%	31%	29%	28%
African American Students	41.7%	36.7%	33%	30%	28%	25%
American Indian/Alaska Native Students	*	*	*	*	*	*
Asian Students	*	*	*	*	*	*
Filipino Students	*	*	*	*	*	*
Latino Students	27.9%	26%	25%	24%	23%	22%
Native Hawaiian/Pacific Islander Students	*	*	*	*	*	*
Students of Two or More Races	*	*	*	*	*	*
White Students	*	*	*	*	*	*

Outcome #4: The percentage of students who feel safe at school will increase from the previous year by at least 2%

Metric/Method for Measuring: Student Rating: % of students who feel safe at school as measured by annual student climate survey, such as xSEL Web Insights

APPLICABLE STUDENT GROUPS	Baseline (Based on most recent data available)	Year 1 of Term	Year 2 of Term	Year 3 of Term (Not applicable if categorized as Low Performing)	Year 4 of Term (Not applicable if categorized as Low Performing)	Year 5 of Term (Not applicable if categorized as Low Performing)

All Students (Schoolwide)	71%	74%	76%	79%	81%	84%
English Learner Students	*	*	*	*	*	*
Socioeconomically Disadvantaged Students	*	*	*	*	*	*
Foster Youth Students	*	*	*	*	*	*
Students with Disabilities	*	*	*	*	*	*
African American Students	*	*	*	*	*	*
American Indian/Alaska Native Students	*	*	*	*	*	*
Asian Students	*	*	*	*	*	*
Filipino Students	*	*	*	*	*	*
Latino Students	*	*	*	*	*	*
Native Hawaiian/Pacific Islander Students	*	*	*	*	*	*
Students of Two or More Races	*	*	*	*	*	*
White Students	*	*	*	*	*	*

Outcome #5: The percentage of students who feel like they belong at school will increase from the previous year by no less than 5%

Metric/Method for Measuring: Student Rating: % of students who feel like they belong at school as measured by annual student climate survey, such as xSEL Web Insights

APPLICABLE STUDENT GROUPS	Baseline (Based on most recent data available)	Year 1 of Term	Year 2 of Term	Year 3 of Term (Not applicable if categorized as Low Performing)	Year 4 of Term (Not applicable if categorized as Low Performing)	Year 5 of Term (Not applicable if categorized as Low Performing)
All Students (Schoolwide)	70%	75%	80%	85%	90%	95%
English Learner Students	*	*	*	*	*	*
Socioeconomically Disadvantaged Students	*	*	*	*	*	*
Foster Youth Students	*	*	*	*	*	*
Students with Disabilities	*	*	*	*	*	*
African American Students	*	*	*	*	*	*
American Indian/Alaska Native Students	*	*	*	*	*	*
Asian Students	*	*	*	*	*	*
Filipino Students	*	*	*	*	*	*
Latino Students	*	*	*	*	*	*
Native Hawaiian/Pacific Islander Students	*	*	*	*	*	*
Students of Two or More Races	*	*	*	*	*	*

White Students	*	*	*	*	*	*

Outcome #6: School will maintain a 95% Average Daily Attendance (ADA) rate

Metric/Method for Measuring: Average Daily Attendance Rate

APPLICABLE STUDENT GROUPS	Baseline (Based on most recent data available)	Year 1 of Term	Year 2 of Term	Year 3 of Term (Not applicable if categorized as Low Performing)	Year 4 of Term (Not applicable if categorized as Low Performing)	Year 5 of Term (Not applicable if categorized as Low Performing)
All Students (Schoolwide)	91.32%	95%	95%	95%	95%	95%
English Learner Students	*	*	*	*	*	*
Socioeconomically Disadvantaged Students	*	*	*	*	*	*
Foster Youth Students	*	*	*	*	*	*
Students with Disabilities	*	*	*	*	*	*
African American Students	*	*	*	*	*	*
American Indian/Alaska Native Students	*	*	*	*	*	*
Asian Students	*	*	*	*	*	*
Filipino Students	*	*	*	*	*	*

Latino Students	*	*	*	*	*	*
Native Hawaiian/Pacific Islander Students	*	*	*	*	*	*
Students of Two or More Races	*	*	*	*	*	*
White Students	*	*	*	*	*	*

Outcome #7: The percentage of parents who positively rate the school will increase from the previous year by no less than 1% or maintain a % higher than 98%

Metric/Method for Measuring: Parent Rating: % of parents who rate the school positively as measured by annual parent climate survey, such as Panorama Education survey

APPLICABLE STUDENT GROUPS	Baseline (Based on most recent data available)	Year 1 of Term	Year 2 of Term	Year 3 of Term (Not applicable if categorized as Low Performing)	Year 4 of Term (Not applicable if categorized as Low Performing)	Year 5 of Term (Not applicable if categorized as Low Performing)
All Students (Schoolwide)	96%	97%	98%	98%	98%	98%
English Learner Students	*	*	*	*	*	*
Socioeconomically Disadvantaged Students	*	*	*	*	*	*
Foster Youth Students	*	*	*	*	*	*
Students with Disabilities	*	*	*	*	*	*

African American Students	*	*	*	*	*	*
American Indian/Alaska Native Students	*	*	*	*	*	*
Asian Students	*	*	*	*	*	*
Filipino Students	*	*	*	*	*	*
Latino Students	*	*	*	*	*	*
Native Hawaiian/Pacific Islander Students	*	*	*	*	*	*
Students of Two or More Races	*	*	*	*	*	*
White Students	*	*	*	*	*	*

Outcome #8: The percentage of parents who return surveys will increase from the previous year by no less than 1%

Metric/Method for Measuring: Parent Survey: % of parents who return surveys addressing family efficacy, school fit, school climate, and school safety

APPLICABLE STUDENT GROUPS	Baseline (Based on most recent data available)	Year 1 of Term	Year 2 of Term	Year 3 of Term (Not applicable if categorized as Low Performing)	Year 4 of Term (Not applicable if categorized as Low Performing)	Year 5 of Term (Not applicable if categorized as Low Performing)
All Students (Schoolwide)	100%	96%	97%	98%	99%	100%

English Learner Students	*	*	*	*	*	*
Socioeconomically Disadvantaged Students	*	*	*	*	*	*
Foster Youth Students	*	*	*	*	*	*
Students with Disabilities	*	*	*	*	*	*
African American Students	*	*	*	*	*	*
American Indian/Alaska Native Students	*	*	*	*	*	*
Asian Students	*	*	*	*	*	*
Filipino Students	*	*	*	*	*	*
Latino Students	*	*	*	*	*	*
Native Hawaiian/Pacific Islander Students	*	*	*	*	*	*
Students of Two or More Races	*	*	*	*	*	*
White Students	*	*	*	*	*	*

Outcome #9: The percentage of parents who attend back to school night will increase from the previous year by no less than 5%

Metric/Method for Measuring: Back to school night: % of parent attendance at Back to School Night

APPLICABLE STUDENT GROUPS	Baseline (Based on most recent data available)	Year 1 of Term	Year 2 of Term	Year 3 of Term (Not applicable if categorized as Low Performing)	Year 4 of Term (Not applicable if categorized as Low Performing)	Year 5 of Term (Not applicable if categorized as Low Performing)
All Students (Schoolwide)	55%	45%	50%	55%	60%	65%
English Learner Students	*	*	*	*	*	*
Socioeconomically Disadvantaged Students	*	*	*	*	*	*
Foster Youth Students	*	*	*	*	*	*
Students with Disabilities	*	*	*	*	*	*
African American Students	*	*	*	*	*	*
American Indian/Alaska Native Students	*	*	*	*	*	*
Asian Students	*	*	*	*	*	*
Filipino Students	*	*	*	*	*	*
Latino Students	*	*	*	*	*	*
Native Hawaiian/Pacific Islander Students	*	*	*	*	*	*
Students of Two or More Races	*	*	*	*	*	*
White Students	*	*	*	*	*	*

Outcome #10: The attendance participation of parents at one parent education seminar will increase from the previous year by no less than 2%

Metric/Method for Measuring: One Parent Education: % of parent attendance at one Parent Education Seminar

APPLICABLE STUDENT GROUPS	Baseline (Based on most recent data available)	Year 1 of Term	Year 2 of Term	Year 3 of Term (Not applicable if categorized as Low Performing)	Year 4 of Term (Not applicable if categorized as Low Performing)	Year 5 of Term (Not applicable if categorized as Low Performing)
All Students (Schoolwide)	28%	37%	39%	43%	45%	48%
English Learner Students	*	*	*	*	*	*
Socioeconomically Disadvantaged Students	*	*	*	*	*	*
Foster Youth Students	*	*	*	*	*	*
Students with Disabilities	*	*	*	*	*	*
African American Students	*	*	*	*	*	*
American Indian/Alaska Native Students	*	*	*	*	*	*
Asian Students	*	*	*	*	*	*
Filipino Students	*	*	*	*	*	*

Latino Students	*	*	*	*	*	*
Native Hawaiian/Pacific Islander Students	*	*	*	*	*	*
Students of Two or More Races	*	*	*	*	*	*
White Students	*	*	*	*	*	*

Outcome #11: The attendance participation of parents at parent teacher conferences will increase from the previous year by no less than 1 %

Metric/Method for Measuring: Conferences: % of parent attendance at parent teacher conferences

APPLICABLE STUDENT GROUPS	Baseline (Based on most recent data available)	Year 1 of Term	Year 2 of Term	Year 3 of Term (Not applicable if categorized as Low Performing)	Year 4 of Term (Not applicable if categorized as Low Performing)	Year 5 of Term (Not applicable if categorized as Low Performing)
All Students (Schoolwide)	76%	85%	90%	96%	97%	98%
English Learner Students	*	*	*	*	*	*
Socioeconomically Disadvantaged Students	*	*	*	*	*	*
Foster Youth Students	*	*	*	*	*	*
Students with Disabilities	*	*	*	*	*	*

African American Students	*	*	*	*	*	*
American Indian/Alaska Native Students	*	*	*	*	*	*
Asian Students	*	*	*	*	*	*
Filipino Students	*	*	*	*	*	*
Latino Students	*	*	*	*	*	*
Native Hawaiian/Pacific Islander Students	*	*	*	*	*	*
Students of Two or More Races	*	*	*	*	*	*
White Students	*	*	*		**	*

Outcome #12: The attendance participation of parents at two school events will increase from the previous year by no less than 1%

Metric/Method for Measuring: School Event Attendance

APPLICABLE STUDENT GROUPS	Baseline (Based on most recent data available)	Year 1 of Term	Year 2 of Term	Year 3 of Term (Not applicable if categorized as Low Performing)	Year 4 of Term (Not applicable if categorized as Low Performing)	Year 5 of Term (Not applicable if categorized as Low Performing)
All Students (Schoolwide)	98%	99 %	100 %	100%	100%	100%

English Learner Students	*	*	*	*	*	*
Socioeconomically Disadvantaged Students	*	*	*		*	*
Foster Youth Students	*	*	*	*	*	*
Students with Disabilities	*	*	*	*	*	*
African American Students	*	*	*	*	*	*
American Indian/Alaska Native Students	*	*	*	*	*	*
Asian Students	*	*	*	*	*	*
Filipino Students	*	*	*	*	*	*
Latino Students	*	*	*	*	*	*
Native Hawaiian/Pacific Islander Students	*	*	*	*	*	*
Students of Two or More Races	*	*	*	*	*	*
White Students	*	*	*	*	*	*

Outcome #13: The percentage of families who have one yearly counselor meeting will increase from the previous year by no less than 2 %

Metric/Method for Measuring: Counselor meeting: % of families who have one yearly counselor meeting

APPLICABLE STUDENT GROUPS	Baseline (Based on most recent data available)	Year 1 of Term	Year 2 of Term	Year 3 of Term (Not applicable if categorized as Low Performing)	Year 4 of Term (Not applicable if categorized as Low Performing)	Year 5 of Term (Not applicable if categorized as Low Performing)
All Students (Schoolwide)	32%	34 %	36 %	38 %	40 %	42 %
English Learner Students	*	*	*	*	*	*
Socioeconomically Disadvantaged Students	*	*	*	*	*	*
Foster Youth Students	*	*	*	*	*	*
Students with Disabilities	*	*	*	*	*	*
African American Students	*	*	*	*	*	*
American Indian/Alaska Native Students	*	*	*	*	*	*
Asian Students	*	*	*	*	*	*
Filipino Students	*	*	*	*	*	*
Latino Students	*	*	*	*	*	*
Native Hawaiian/Pacific Islander Students	*	*	*	*	*	*
Students of Two or More Races	*	*	*	*	*	*

White Students	*	*	*	*	*	*

Outcome #14: The percentage of parents of UDPs who attended two school events will increase from the previous year by no less than 1 %

Metric/Method for Measuring: Unduplicated Pupils (UDPs) School Event Attendance: % of parents of UDPs who attended two school events

APPLICABLE STUDENT GROUPS	Baseline (Based on most recent data available)	Year 1 of Term	Year 2 of Term	Year 3 of Term (Not applicable if categorized as Low Performing)	Year 4 of Term (Not applicable if categorized as Low Performing)	Year 5 of Term (Not applicable if categorized as Low Performing)
All Students (Schoolwide)	76%	78%	80%	81%	83%	84%
English Learner Students	*	*	*	*	*	*
Socioeconomically Disadvantaged Students	*	*	*	*	*	*
Foster Youth Students	*	*	*	*	*	*
Students with Disabilities	*	*	*	*	*	*
African American Students	*	*	*	*	*	*
American Indian/Alaska Native Students	*	*	*	*	*	*

Asian Students	*		*	*	*	*
Filipino Students	*	*	*	*	*	*
Latino Students	*	*	*	*	*	*
Native Hawaiian/Pacific Islander Students	*	*	*	*	*	*
Students of Two or More Races	*	*	*	*	*	*
White Students	*	*	*	*	*	*

LCFF STATE PRIORITIES (Charter Term Commencing July 1, 2025)	
GOAL #3	
School facilities are in good repair, instructional staff are properly credentialed, and students are receiving standards aligned instruction.	Related State Priorities: x 1 ☐ 4 x 7 x 2 ☐ 5 ☐ 8 ☐ 3 ☐ 6 Local Priorities: ☐ : ☐ :
Specific Annual Actions to Achieve Goal	

1. Operational Materials - Operational materials including, but not limited to office supplies, custodial supplies, mileage reimbursements, school hiring costs, non-IT contract labor, legal and audit expenses, and postage
2. Operational Personnel and Services - Personnel and professional services to ensure that the school facilities remains a safe and effective learning environment
3. Software - Operations - Software to ensure basic operational functionality including but not limited to Microsoft Office and cloud services
4. Operational Services - Operational services including, but not limited to contract labor, general liability insurance, facilities consulting, legal and audit fees, payroll processing, district oversight fees and management fees

Expected Annual Measurable Outcomes

Outcome #1: 100% of students will have standard aligned materials at home and in school as appropriate a given lesson

Metric/Method for Measuring: Standard Aligned Materials: % of students who have access to standards aligned materials at home and in school as appropriate for a given lesson as measured by weekly classroom observations.

APPLICABLE STUDENT GROUPS	Baseline (Based on most recent data available)	Year 1 of Term	Year 2 of Term	Year 3 of Term (Not applicable if categorized as Low Performing)	Year 4 of Term (Not applicable if categorized as Low Performing)	Year 5 of Term (Not applicable if categorized as Low Performing)
All Students (Schoolwide)	100%	100%	100%	100%	100%	100%
English Learner Students	*	*	*	*	*	*
Socioeconomically Disadvantaged Students	*	*	*	*	*	*
Foster Youth Students	*	*	*	*	*	*
Students with Disabilities	*	*	*	*	*	*

African American Students	*	*	*	*	*	*
American Indian/Alaska Native Students	*	*	*	*	*	*
Asian Students	*	*	*	*	*	*
Filipino Students	*	*	*	*	*	*
Latino Students	*	*	*	*	*	*
Native Hawaiian/Pacific Islander Students	*	*	*	*	*	*
Students of Two or More Races	*	*	*	*	*	*
White Students	*	*	*	*	*	*

Outcome #2: 100% of school's instructional materials will be aligned to state standards

Metric/Method for Measuring: State Standard Alignment: % of school's instructional materials that are aligned to state standards as measured by administrative classroom observations

APPLICABLE STUDENT GROUPS	Baseline (Based on most recent data available)	Year 1 of Term	Year 2 of Term	Year 3 of Term (Not applicable if categorized as Low Performing)	Year 4 of Term (Not applicable if categorized as Low Performing)	Year 5 of Term (Not applicable if categorized as Low Performing)
All Students (Schoolwide)	100%	100%	100%	100%	100%	100%
English Learner Students	*	*	*	*	*	*
Socioeconomically Disadvantaged Students	*	*	*	*	*	*
Foster Youth Students	*	*	*	*	*	*

Students with Disabilities	*	*	*	*	*	*
African American Students	*	*	*	*	*	*
American Indian/Alaska Native Students	*	*	*	*	*	*
Asian Students	*	*	*	*	*	*
Filipino Students	*	*	*	*	*	*
Latino Students	*	*	*	*	*	*
Native Hawaiian/Pacific Islander Students	*	*	*	*	*	*
Students of Two or More Races	*	*	*	*	*	*
White Students	*	*	*	*	*	*
Outcome #3: All teachers will possess the appropriate credentials and there will be zero cases missassignments Metric/Method for Measuring: Teacher Credential Ineffective under ESSA: # of teachers without credentials and missassignments (considered "ineffective" under ESSA)						

APPLICABLE STUDENT GROUPS	Baseline (Based on most recent data available)	Year 1 of Term	Year 2 of Term	Year 3 of Term (Not applicable if categorized as Low Performing)	Year 4 of Term (Not applicable if categorized as Low Performing)	Year 5 of Term (Not applicable if categorized as Low Performing)
All Students (Schoolwide)	1	0	0	0	0	0
English Learner Students	*	*	*	*	*	*

Socioeconomically Disadvantaged Students	*	*	*	*	*	*
Foster Youth Students	*	*	*	*	*	*
Students with Disabilities	*	*	*	*	*	*
African American Students	*	*	*	*	*	*
American Indian/Alaska Native Students	*	*	*	*	*	*
Asian Students	*	*	*	*	*	*
Filipino Students	*	*	*	*	*	*
Latino Students	*	*	*	*	*	*
Native Hawaiian/Pacific Islander Students	*	*	*	*	*	*
Students of Two or More Races	*	*	*	*	*	*
White Students	*	*	*	*	*	*

Outcome #4: There will be zero cases Teachers being out-of-field under ESSA.

Metric/Method for Measuring: Teacher Out of Field under ESSA: # of Credentialed Teachers Assigned Out-of-Field (“out-of-field” under ESSA)

APPLICABLE STUDENT GROUPS	Baseline (Based on most recent data available)	Year 1 of Term	Year 2 of Term	Year 3 of Term (Not applicable if categorized as Low Performing)	Year 4 of Term (Not applicable if categorized as Low Performing)	Year 5 of Term (Not applicable if categorized as Low Performing)
All Students (Schoolwide)	2	0	0	0	0	0
English Learner Students	*	*	*	*	*	*
Socioeconomically Disadvantaged Students	*	*	*	*	*	*
Foster Youth Students	*	*	*	*	*	*
Students with Disabilities	*	*	*	*	*	*
African American Students	*	*	*	*	*	*
American Indian/Alaska Native Students	*	*	*	*	*	*
Asian Students	*	*	*	*	*	*
Filipino Students	*	*	*	*	*	*
Latino Students	*	*	*	*	*	*
Native Hawaiian/Pacific Islander Students	*	*	*	*	*	*
Students of Two or More Races	*	*	*	*	*	*
White Students	*	*	*	*	*	*

Outcome #5: 100% of all areas will rate as “good” or “excellent on the SARC

Metric/Method for Measuring: SARC Rating: % school facility good repair status rated as good or excellent on the SARC

APPLICABLE STUDENT GROUPS	Baseline (Based on most recent data available)	Year 1 of Term	Year 2 of Term	Year 3 of Term (Not applicable if categorized as Low Performing)	Year 4 of Term (Not applicable if categorized as Low Performing)	Year 5 of Term (Not applicable if categorized as Low Performing)
All Students (Schoolwide)	91%	100%	100%	100%	100%	100%
English Learner Students	*	*	*	*	*	*
Socioeconomically Disadvantaged Students	*	*	*	*	*	*
Foster Youth Students	*	*	*	*	*	*
Students with Disabilities	*	*	*	*	*	*
African American Students	*	*	*	*	*	*
American Indian/Alaska Native Students	*	*	*	*	*	*
Asian Students	*	*	*	*	*	*
Filipino Students	*	*	*	*	*	*

Latino Students	*	*	*	*	*	*
Native Hawaiian/Pacific Islander Students	*	*	*	*	*	*
Students of Two or More Races	*	*	*	*	*	*
White Students	*	*	*	*	*	*

Outcome #6: The Broad Course of Study Standard will be “Met” for all students to have access to a broad course of study.

Metric/Method for Measuring: Broad Course of Study Standard met/not met for students to have access to, and are enrolled in, a broad course of study including the programs and services developed and provided to unduplicated students and individuals with exceptional needs on the CA Dashboard

APPLICABLE STUDENT GROUPS	Baseline (Based on most recent data available)	Year 1 of Term	Year 2 of Term	Year 3 of Term (Not applicable if categorized as Low Performing)	Year 4 of Term (Not applicable if categorized as Low Performing)	Year 5 of Term (Not applicable if categorized as Low Performing)
All Students (Schoolwide)	Met	Met	Met	Met	Met	Met
English Learner Students	Met	Met	Met	Met	Met	Met
Socioeconomically Disadvantaged Students	Met	Met	Met	Met	Met	Met
Foster Youth Students	*	*	*	*	*	*

Students with Disabilities	Met	Met	Met	Met	Met	Met
African American Students	Met	Met	Met	Met	Met	Met
American Indian/Alaska Native Students	*	*	*	*	*	*
Asian Students	*	*	*	*	*	*
Filipino Students	*	*	*	*	*	*
Latino Students	Met	Met	Met	Met	Met	Met
Native Hawaiian/Pacific Islander Students	*	*	*	*	*	*
Students of Two or More Races	Met	Met	Met	Met	Met	Met
White Students	*	*	*	*	*	*

Outcome #7: 100% of English Learners who participate in CCSS and ELD standard aligned instruction will have EL access to standards aligned instruction

Metric/Method for Measuring: EL Access to Standards Aligned Instruction: % of English Learners who participate in CCSS and ELD standard aligned instruction as measured by classroom observations

APPLICABLE STUDENT GROUPS	Baseline (Based on most recent data available)	Year 1 of Term	Year 2 of Term	Year 3 of Term (Not applicable if categorized as Low Performing)	Year 4 of Term (Not applicable if categorized as Low Performing)	Year 5 of Term (Not applicable if categorized as Low Performing)
All Students (Schoolwide)	*	*	*	*	*	*
English Learner Students	100%	100%	100%	100%	100%	100%
Socioeconomically Disadvantaged Students	*	*	*	*	*	*
Foster Youth Students	*	*	*	*	*	*
Students with Disabilities	*	*	*	*	*	*
African American Students	*	*	*	*	*	*
American Indian/Alaska Native Students	*	*	*	*	*	*
Asian Students	*	*	*	*	*	*
Filipino Students	*	*	*	*	*	*
Latino Students	*	*	*	*	*	*
Native Hawaiian/Pacific Islander Students	*	*	*	*	*	*
Students of Two or More Races	*	*	*	*	*	*
White Students	*	*	*	*	*	*

1.10: The educational program's overall curricular and instructional design, including how the school will structure and staff the educational program.

Our educational program at SECA is meticulously designed to deliver rigorous and engaging Tier 1 instruction across all subjects, prioritizing high-quality learning experiences that cultivate critical thinking, problem-solving, and mastery of academic standards. Central to our approach is a robust curriculum framework aligned with Common Core Standards and enriched by evidence-based practices, ensuring that every student benefits from a culturally relevant and research-driven educational experience.

The success of the following features is outlined throughout Element 1.2 of this document. For further context on the ideology, see below:

- **Rigorous and Engaging Tier 1 Instruction:** Our educational program emphasizes rigorous and engaging Tier 1 instruction across all subjects, ensuring that students receive high-quality learning experiences that foster critical thinking, problem-solving, and mastery of academic standards.
- **High-Quality Curriculum & Resources (Culturally Relevant) + UBD (Understanding by Design):**
 - a. **Curriculum Alignment:** We adopt curricula fully aligned with Common Core Standards, informed by rigorous research using EdReports evaluations and stakeholder input, primarily from classroom teachers. This process ensures that our curriculum meets rigorous academic criteria and reflects diverse cultural perspectives.
 - b. **UBD Backwards Mapping:** Teachers employ a modified Understanding by Design (UBD) approach, beginning with summative assessments that demonstrate real-world applications of key learnings. This backward design method guides the creation of meaningful learning experiences tailored to mastery of standards.
- **Integration of Reading, Writing, Speaking, and Listening:** There is a rigorous focus on integrating literacy skills (reading, writing, speaking, and listening) across all disciplines, supported by research that underscores the critical role of these skills in academic success and effective communication.
- **Credentialed Teachers and Collaboration:**
 - a. Our program is staffed by credentialed teachers who participate in ongoing collaboration. This collaborative approach is grounded in Constructivist Learning Theory, promoting active learning, inquiry-based methods, and collaborative experiences to deepen student understanding.
 - b. Opportunities for collaboration are embedded in our instructional design, fostering a culture of professional learning communities and shared best practices among educators.
- **Evidence-Based Practices:** We continuously evaluate and adopt evidence-based instructional practices supported by educational research. These practices are guided by research on Cognitive Load Theory, optimizing learning through manageable information presentation, scaffolding techniques, and effective learning strategies.

Educational Theories and Research Integration: Our curricular and instructional design is underpinned by several key educational theories and research findings:

- **Constructivist Learning Theory** informs our approach to promoting active learning and inquiry-based methods. (Integrated within curriculum audit & adoption:1) Bridges in Mathematics takes an inquiry and problem based approach to instruction (Ex. Number Corner: A daily program develops reasoning with inquiry-based activities that engage students in pattern recognition, concept development, and conjecture)
- **Understanding by Design (UBD)** guides our curriculum development and the development of our instructional engagement strategies, ensuring that learning experiences are meaningful and aligned with academic standards. (The Shift to Student Led: Reimagining Classroom Workflows with UDL and Blended Learning, Catlin R. Tucker & Katie Novak)
- **Cognitive Load Theory** supports our instructional strategies, optimizing learning through effective presentation of information and scaffolding techniques. (Learning Begins: The Science of Working Memory and Attention for the Classroom Teacher, Andrew C. Watson)

By integrating these theories and research-supported practices into our curriculum, we confirm the educational soundness of our program. This holistic approach not only promotes academic rigor and engagement but also nurtures the development of well-rounded individuals prepared for future success.

1.11: Innovative Curricular Components of the Proposed Educational Program

All Bright Star schools embed the following five innovative curricular components into its educational program.

1. Personalized Learning:

- **Differentiated Instruction:** Our program emphasizes personalized learning through differentiated instruction strategies. Teachers tailor their approaches to meet the unique needs of each student, ensuring that all learners have opportunities to succeed.
- **Project-Based Learning (PBL):** Students engage in rigorous project-based learning experiences that integrate multiple subject areas and real-world applications. This approach not only deepens understanding of academic content but also fosters critical thinking, collaboration, and problem-solving skills.
- **Universal Design for Learning (UDL):** We integrate UDL principles into our curriculum design to provide multiple means of representation, engagement, and expression. This ensures that all students, including those with diverse learning needs, can access and participate in learning activities effectively.

2. Teacher Development:

- **Danielson Framework-Aligned Coaching:** Our coaching initiative is aligned with the Danielson Framework, focusing on enhancing instructional practices and empowering teachers as leaders. Coaches work collaboratively with educators to set goals, provide targeted support, and facilitate reflective practices that improve teaching effectiveness.
- **Professional Learning Communities (PLCs):** Teachers participate in ongoing professional development through PLCs, where they engage in collaborative planning, share best practices, and

analyze student data to inform instructional decisions. This collective approach fosters a culture of continuous improvement and innovation in teaching.

- **Educational Conferences:** When opportunities align, teachers also participate in conferences where they learn from experts in the field, share best practices, and network with other content-like professionals. A few examples of conferences that our teachers have attended are the California Math Conference - South, the California Association of Teachers of English (CATE), and UCLAs With Different Eyes Conference, a conference for teachers of multilingual, multicultural, students across disciplines.

3. Social-Emotional Learning (SEL) Integration:

- **Comprehensive SEL Curriculum:** Our program integrates a comprehensive SEL curriculum that promotes the development of essential skills such as self-awareness, social awareness, self-management, relationship skills, and responsible decision-making. SEL competencies are embedded into daily routines and instructional practices to support student well-being and academic success.
- **SEL Supports and Interventions:** We provide targeted SEL supports and interventions to meet the social and emotional needs of all students. This includes counseling services, peer mediation programs, and proactive strategies to create a positive school climate where every student feels safe, valued, and supported.
- Please refer to 1.2b, **success of the key features of the educational program--** to see data around specific programs at this SECA.

4. Culturally Relevant Pedagogy:

- **Inclusive Curriculum:** Our curriculum reflects and honors the cultural backgrounds, experiences, and identities of our diverse student population. Teachers incorporate culturally relevant content, literature, and perspectives into lessons to enhance student engagement, relevance, and academic achievement.
- **Equity and Diversity Initiatives:** We actively promote equity and diversity through professional development, community partnerships, and inclusive practices that empower students to see themselves reflected positively in their educational experiences.

5. College Success Preparation:

- **Early College Readiness:** Starting from elementary school, our program emphasizes academic rigor and college readiness. Students engage in activities and coursework that build essential skills and knowledge necessary for success in higher education.
- **College and Career Exploration:** We provide comprehensive resources and support for students to explore various college and career pathways. This includes college visits, career fairs, guest speakers, and mentorship opportunities that broaden students' perspectives and aspirations.
- **Alumni Support & College Success:** At Bright Star Schools, our organization provides support starting in elementary at TK by building a strong socioemotional and academic foundation. Once students graduate from high school, Bright Star Schools provides case management support to our alumni to ensure they thrive in higher education, graduate, and are prepared to succeed in their careers

and communities. The organization-wide goal is for 100% of our alumni to have a defined educational pathway, and for 55% of our alumni to graduate with a post-secondary degree (bachelor's, associate's, or career technical education degree, or workforce development program from an accredited college or program) within 6 years.

By implementing these innovative components into our educational program, we ensure that students receive a well-rounded education that prepares them not only academically but also socially, emotionally, and culturally for future success. These initiatives foster a supportive and inclusive learning environment where every student can thrive and achieve their full potential in a rapidly evolving world.

1.12: Key Features of the Educational Program

As cited in 1.7, at **SECA**, our educational program is grounded in extensive research and aligned with Richard DuFour's "Henry Higgins" school mindset, which emphasizes high expectations and continuous support for student achievement. According to DuFour, this mindset asserts that all students can achieve at high levels when provided with appropriate time and resources. We firmly believe in establishing clear standards that every student is expected to meet, supported by diagnostic assessments aligned with Common Core State Standards, ELD standards, and Next Generation Science Standards. Our approach is informed by successful practices observed across various institutions. To ensure equity and maintain high expectations for all students, SECA follows the Instructional Core framework proposed by Richard Elmore, emphasizing the interaction between teachers, students, and content. We integrate culturally responsive teaching practices advocated by Zaretta Hammond to provide equitable opportunities for every student.

Achieving high academic standards at SECA involves a multifaceted approach integrating rigorous curriculum, differentiated instruction, enrichment activities, community involvement, and parental partnership. Our curriculum is both challenging and culturally relevant, designed to engage students in critical thinking and complex tasks that expand their intellectual capabilities. We emphasize accessibility for all learners while maintaining high standards for academic progress and achievement. These high standards extend to our diverse learner populations, including students with disabilities, who receive high-quality individualized instruction from highly qualified Inclusive (special) education staff in settings that are most appropriate for their learning needs.

Differentiated instruction is crucial for catering to diverse learning needs, using varied strategies and assessments to maximize academic growth. Our commitment to maintaining small class sizes and personalized learning environments ensures individualized attention and close monitoring of student progress. Subject-specific departmentalization and additional instructional staff members further enhance this individualized approach, allowing teachers to promptly address misconceptions and prevent further misunderstandings. Enrichment activities, such as clubs, projects, and research initiatives, foster creativity and teamwork, while technology integration supports interactive learning and digital literacy. This comprehensive approach, coupled with our low student-to-teacher ratio, ensures that our instructional staff effectively meets the diverse needs of our students and prepares them for future success.

Continuous professional development for teachers ensures they are equipped with best practices and innovative strategies to meet diverse student needs. Strong parental and community involvement enriches the educational experience, reinforcing the importance of education in our broader community and supporting student success both at home and in school.

Data-driven decision making guides our instructional practices, providing insights into student progress and informing targeted interventions for continuous improvement. Furthermore, our emphasis on social-emotional learning (SEL) promotes emotional well-being and interpersonal

skills essential for academic and personal growth.

In conclusion, SECA is committed to preparing students for lifelong success by providing a rigorous educational experience that fosters academic excellence, critical skills development, and personal fulfillment. Through our comprehensive approach and strong partnerships, we empower students to excel academically, contribute positively to society, and thrive in an ever-changing world.

1.13: Curriculum

Below you will find a description of SECA's courses with corresponding instructional materials, as well as the innovative curriculum components within proposed educational programs, and intervention and enrichment programs. Together, these components describe our school's educational program.

All courses will be California Common Core Standards based. Teachers utilize Understanding by Design (UBD) protocol to design units and plans. Course descriptions for core subjects in ELA, math, science, history, and elective options follow below.

1. English Language Arts (Writing and Reading) - TK - 4th Grade: CORE

The English Language Arts program at SECA is fully-aligned with the ELA California Common Core State Standards (CCSS) for Kindergarten through fourth grade. Our teachers utilize a few complimentary curriculum to deliver the CCSS which include: Expeditionary Learning (EL) Education, Creative Curriculum for Transitional Kindergarten, Benchmark Phonics, and Heggerty. In addition, our teachers are also asked to administer the DIBELS reading fluency assessment to serve as a universal screener and progress monitoring tool. Teachers supplement the curriculum in order to reteach and enrich our students. Teachers engage their students in ELA for up to 120 minutes on a daily basis. See below for a summary of language arts curriculum and assessment representing SECA's approach to their literacy block:

Transitional Kinder (TK):	
Creative Curriculum:	
The Creative Curriculum for Transitional Kindergarten program builds a seamless bridge from preschool to kindergarten through a hands-on, play-based, and developmentally appropriate approach. This curriculum nurtures the whole child, harnesses the power of play and hands-on investigation, supports multilingual learners, and fosters strong family connections. Designed to promote curiosity and holistic development, it provides essential tools to simplify and enhance teachers' instructional efforts, ensuring success in every critical area of a child's growth and learning.	
The Foundation	Daily Resources

● Foundation Volumes ● Volume 1: The Foundation ● Volume 2: Interest Areas ● Volume 3: Social–Emotional, Physical & Cognitive ● Volume 4: Language & Literacy ● Volume 5: Mathematics ● Volume 6: Science and Technology, Social Studies & the Arts ● Volume 7: Objectives for Development & Learning, Birth Through Third Grade ● Curriculum Guide	● Teaching Guides ● The First Six Weeks ● Percussion Instruments ● Architecture ● Grocery Store ● Seeds ● Cameras ● Light ● Getting Ready for Kindergarten ● Intentional Teaching Experiences ● Mighty Minutes ● Children's Book Collection and 16 Book Discussion Cards ● Highlights ● 3-Step Instruction Cards ● Photo Cards ● Letter Cards ● Phonogram Cards ● Numeral Cards

Phonics Instruction (TK-2)

At SECA, Benchmark Phonics Intervention will be integrated into the Phonics Block, where it plays a crucial role in supporting students who are below grade level in reading. During the Phonics Block, which spans 30 minutes, Benchmark Phonics Lessons will be implemented, providing explicit and systematic instruction tailored to phonics skills. Following this, there will be 20 minutes allocated for small group instruction.

This segment will include both DIBELS Small Group Lessons and Benchmark Phonics Small Group Lessons, ensuring targeted support and personalized attention based on students' specific needs. The program's multi-modal approach and wealth of decodable texts will enrich learning during these sessions, fostering language acquisition and skill mastery. Additionally, the program's digital interface will facilitate interactive engagement between students and teachers, while its alignment with Structured Literacy principles and comprehensive assessment tools will support continuous progress monitoring and adjustment of instructional strategies as necessary. This integrated approach ensures that Benchmark Phonics Intervention effectively meets the diverse needs of

students at SECA, enhancing their phonics proficiency and overall reading success.



Independent Reading:

During phonics and skills centers time, SECA uses the Epic! digital library and e-reading platform, which is designed specifically for children aged 12 and under. It offers a vast collection of books and audiobooks. The digital library provides access to over 40,000 books across various genres, including fiction, non-fiction, graphic novels, and educational titles. Many books come with interactive features, such as read-along audio, which can help improve our scholars' reading skills, vocabulary, and comprehension and make the reading experience more engaging. Many teachers also use their own classroom library so that students can also choose from handheld books.

iReady Personalized Learning Paths:

The iReady program provides an adaptive learning program that combines diagnostic assessments with targeted lessons to meet the individual needs of students. iReady begins with a diagnostic baseline test that assesses student needs and current skill levels, ensuring a precise understanding of their strengths and areas for improvement. Based on the diagnostic results, iReady creates a personalized learning path tailored to each student's needs. The personalized learning path covers a wide range of topics in both reading and math, from foundational skills to more advanced concepts, providing a comprehensive learning experience.

	K-2nd	3rd-4th
Assessment	DIBELS: BOY/MOY/EOY Reading Fluency Assessment	

	Shift & Rationale: Replacing EL Education Benchmark Assessment (DIBELS takes less time to assess 1:1 using the online mCLASS dashboard and yields more specific results/next steps for intervention)	
Curriculum	EL Education Modules (60 minutes)	
	Benchmark Phonics	Benchmark Phonics (Intervention Only)
	Heggerty: Phonemic Awareness (10 minute warm up)	Small group Instruction

In Kindergarten through fourth grade, students engage with rich text (e.g., fiction, nonfiction, poetry, and plays) to develop their reading comprehension skills and strategies, along with their writing skills, through the EL Education modules. Below is a visual overview of the modules offered by EL Education:

EL EDUCATION KNOWLEDGE INVENTORY (K-8)

Grade	Module 1	Module 2	Module 3	Module 4
K	Toys and Play	Weather Wonders	Trees are Alive	Enjoying and Appreciating Trees
1	Tools and Work	What's Up in the Sky: A Study of the Sun, Moon, and Stars	Birds' Amazing Bodies	Caring for Birds
2	Schools and Community	Fossils Tell of Earth's Changes	The Secret World of Pollination	Providing for Pollinators
3	Overcoming Learning Challenges Near and Far	Adaptations and the Wide World of Frogs	Exploring Literary Classics	Water Around the World
4	Poetry, Poets, and Becoming Writers	Animal Defense Mechanisms	The American Revolution	Responding to Inequality: Ratifying the 19th Amendment
5	Stories of Human Rights	Biodiversity in the Rainforest	Athlete Leaders of Social Change	The Impact of Natural Disasters
6	Greek Mythology	Critical Problems and Design Solutions	American Indian Boarding Schools	Remarkable Accomplishments in Space Science
7	The Lost Children of Sudan	Epidemics	The Harlem Renaissance	Plastic Pollution
8	Folklore of Latin America	Food Choices	Voices of the Holocaust	Lessons from Japanese American Internment

	Summary and Examples of Possible English Language Arts Modules listed by Grade/Unit
Kinder	In Kindergarten, students start the year learning their letter names and letter sounds. Initially, they focus on one special letter per day, learning both uppercase and lowercase forms. These concepts are introduced in large group settings and reinforced in small group and center time experiences. During a module, students work on building literacy in a collaborative classroom environment focused on toys and play. Each module has an overarching theme, with "Toy and Play" being the theme for the first module. The structure involves whole group activities that may include read-alouds, interactive or modeled writing, and various group work protocols. Throughout the module: • They engage in close read-alouds to learn about playing with others. • In the second unit, they develop listening and speaking skills by becoming toy experts. • In the third unit, they write to demonstrate their understanding of their classmates' preferred toys. In the second module, students explore "Weather Wonders" through a combination of science and storytelling: • In the first unit, they learn to read and write informational texts by studying meteorology. • In the second unit, they read narrative texts to understand how weather impacts people. • In the third unit, they write imaginary narratives based on their own weather experiences. During the third module, students conduct research to build knowledge about trees: • In the first unit, they read to engage with a study of living and nonliving things. • In the second unit, they conduct research through a study focused on trees and their ecological importance. • In the third unit, they read and discuss how living things meet their needs within their ecosystems. During the fourth module, students explore and appreciate trees through community engagement: • In the first unit, they explore literature featuring characters who appreciate trees. • In the second unit, they read and write opinions about the importance of trees to communities. • In the third unit, they inspire others to appreciate and enjoy trees through literacy and artwork. These modules provide a comprehensive framework for developing literacy and

	content knowledge, emphasizing collaborative learning and thematic exploration throughout Kindergarten meeting and exceeding standards for Kindergarten.
First	During the EL Education module, students develop their understanding of tools and work. The module unfolds with: • In the first unit, they explore the tools around them, learning to ask and answer questions. • In the second unit, they engage in close reading to discover habits of character. • In the third unit, they express their learning by writing about how to create something magnificent. In the second module, students delve into celestial bodies with "What's Up in the Sky," focusing on the sun, moon, and stars: • In the first unit, they read literature about exploring these celestial objects and practice retelling stories. • In the second unit, they deepen their understanding through reading and writing about the patterns of the sun, moon, and stars. • In the third unit, they craft narrative poems inspired by their observations of the sun. The third module sees students becoming researchers as they study the amazing bodies of birds: • In the first unit, they build their knowledge by reading informational texts about birds. • In the second unit, they enhance their research skills by investigating birds' physical attributes. • In the third unit, they demonstrate their expertise by writing to showcase their research on birds' bodies. During the fourth module, students focus on caring for birds: • In the first unit, they analyze literature featuring stories of bird helpers. • In the second unit, they support their opinions based on "The Story of Pale Male." • In the third unit, they take action by sharing ways to care for birds through literacy and artwork. These modules provide a rich framework for exploring different themes and developing literacy skills in Kindergarten, emphasizing collaborative learning and thematic exploration.
Second	During the first module, students explore a variety of schools and communities:

	• In the first unit, they build their background knowledge about schools and their significance. • In the second unit, they delve into informational texts, exploring the challenges some children face when attending school. • In the third unit, they create books titled "The Most Important Thing about Schools" to express their understanding. In the second module, students merge science with storytelling as they deepen their understanding of how fossils provide insights into Earth's history: • In the first unit, they learn about paleontologists by listening closely to textual details. • In the second unit, they study fossils through informational texts, examining them closely. • In the third unit, they imagine themselves as paleontologists, crafting narratives about their fossil discoveries. The third module focuses on research and sharing knowledge about the secret world of pollination: • In the first unit, students build foundational knowledge by learning about plants. • In the second unit, they refine their research skills by studying pollinators. • In the third unit, they develop their speaking and listening abilities by presenting their findings on the secret life of pollinators. During the fourth module, students deepen their understanding of supporting pollinators: • In the first unit, they analyze pollinator characters in fables known for their hard work in aiding others. • In the second unit, they express their opinions through reading and writing about why it's crucial to protect pollinators. • In the third unit, they take action to help butterflies through literacy projects and artwork. These modules provide a comprehensive framework for exploration and learning in Kindergarten, fostering curiosity and understanding across different themes and disciplines.
Third	During the first module, students learn about how children overcome challenges near and far: • In the first unit, they explore literary texts about overcoming learning challenges in schools and education globally. • In the second unit, they engage in reading and writing to inform others about overcoming learning challenges related to books. • In the third unit, they write to inform others about overcoming challenges with

	reading. In the second module, students delve into research to build knowledge about adaptations and the diverse world of frogs: • In the first unit, they read and write poems and pourquoi tales inspired by frogs. • In the second unit, they build foundational knowledge about frogs and the research process. • In the third unit, they use writing to inform others about unique frog species. In the third module, students explore literary classics: • In the first unit, they analyze character development in Peter Pan, focusing on the author's craft. • In the second unit, they construct an evidence-based opinion about Peter Pan. • In the third unit, they refine their skills by reading like a writer and revising scenes from Peter Pan. In the fourth module, students study water around the world: • In the first unit, they build background knowledge about global water resources. • In the second unit, they develop opinions on the importance of water conservation. • In the third unit, they write a four-paragraph essay expressing their opinion about water pollution. These modules provide a robust framework for learning across various themes and subjects in third grade, fostering critical thinking and literacy skills development.
Fourth	During the first module, students closely examine what inspires poets to write poetry by reading and analyzing the novel <i>Love That Dog</i> by Sharon Creech: • In the first unit, they summarize a poem, compare prose and poetry, and analyze changes in Jack's character. • In the second unit, they write an informational paragraph about "What inspired Jack?" and revise a literary essay. • In the third unit, they revise a poem and practice reading a new poem aloud for fluency. Students culminate their learning with a performance task where they present their poetry to the public using visuals. In the second module, students research to build knowledge and educate others about animal defense mechanisms: • In the first unit, students answer questions and summarize texts about animal defense mechanisms. • In the second unit, they conduct research on the Pufferfish and write an informative essay detailing its defense mechanisms. • In the third unit, they craft a Choose-Your-Own Adventure narrative piece

focusing on their chosen expert animal.

In the third module, students explore differing perspectives and support opinions regarding the American Revolution:

- In the first unit, they research the Patriots' viewpoints on the American Revolution.
- In the second unit, they engage with the historical fiction play *Divided Loyalties* to understand both Patriot and Loyalist perspectives.
- In the third unit, they write an opinion piece from the Patriot perspective, persuading colonists to join the cause of Patriots and Loyalists in the form of a broadside.

In the fourth module, students gather evidence and present on gender and racial inequality issues in the United States during the 20th century, focusing on the ratification of the 19th Amendment:

- In the first unit, they compare firsthand and secondhand accounts of historical events.
- In the second unit, they summarize chapter events and write an informative essay analyzing the themes in *The Hope Chest*.
- In the third unit, they research ways children can take action and create a Public Service Announcement to share their perspectives.

These modules offer comprehensive exploration and learning opportunities across a range of topics in third grade, promoting critical thinking and literacy skills development.

English Language Development

Grade Band	Designated ELD Curriculum	Designated ELD Program
Elementary Schools	DataWorks • Launch to Literacy- Foundational Reading Skills used primarily with Grades K-2 • Link to Literacy- Focus on Comprehension and Vocabulary through Informational Text with Grades 2-4 • Educeri- Strategic learning experiences to prepare Grades	• All Teachers are ELD Teachers • ELD occurs 5 times per week (K-1) and 4 times per week (2-4) for 30 minutes a day

	3-4 for state assessments	
Assessment, Data & Progress Monitoring	• ELPAC • i-Ready • ELPAC Bootcamp • Writing Samples • Progress Monitoring	

English Language Development (Core): Our administration team created a plan to integrate support for all teachers in fully implementing SDAIE (“Specially Designed Academic Instruction in English”) in instruction of all students, including those with needs in English Language Development. Our administrative team will observe teachers regularly, providing feedback on SDAIE integrated strategy implementation, as well as supporting students in the classroom. Additionally, teachers will receive quarterly (four total) Professional Development sessions designed specifically for improving integrated ELD strategies and best practices. During these PD meetings, a school administrator will guide teachers in adding these strategies into their planning for upcoming lessons, to ensure their continued integration in instruction. Additionally, we offer designated ELD support for these students. During this time, our teachers will meet with targeted groups to support in their efforts for reclassification, reading comprehension, phonics, and grammar.

1. English Language Development (ELD): The English Language Development (program at Stella Elementary Charter Academy (SECA) is aligned with the California English Language Development Standards (Kindergarten through Grade 12). Our K-4 students are specifically grouped based on their English Language Proficiency and placed in small groups within their classroom. Teachers meet with their English Language Learners four to five times a week in small groups for approximately 30 minutes. Within this structure, students engage in Designated ELD instruction 120 - 150 minutes (2 - 3 hours) each week and this enables targeted English Language instruction in the context of the ELD standards utilizing curriculum such as Data Works and teacher-created supplemental lessons where necessary.
2. Integrated ELD Supports: The ELD program will use the same novels and sources as the general ELA classes, in order to ensure they have access to grade level curriculum. General education teachers and Assistant Principal collaborate to ensure Integrated ELD strategies and supports are provided to meet student needs. Strategies and supports include:
 - Use of sentence frames
 - Total physical response (TPR) for vocabulary acquisition
 - Graphic organizers
 - Collaborative learning structures
 - Realia and visuals
 - Word walls
 - Think pair shares to lower affective filter

2. History – TK - 4th Grade - CORE

The social studies program at SECA is aligned to the History-Social Science Content Standards for California for grades K-4th grade. In order to cover these standards, the school utilizes a combination of teacher created materials and supplementary curriculum. Learning For Justice Social Justice

standards are also interwoven throughout the year. Teachers backwards plan and develop the social studies curriculum based on these standards and teach social studies aligned units throughout the school year. In addition, teachers utilize project based learning to help students develop project presentations that utilize the social studies standards as the primary focus. This is a time where students utilize their reading, writing, and mathematical skills to learn about social studies concepts and apply these skills to explore, research, and decide how they will present the information they have learned throughout the social studies units.

Embedded in our ELA curriculum, students are assessed on social studies standards alongside ELA standards. Projects are also assigned and used as assessments to evaluate how students apply their learning of social studies standards.

	California History-Social Studies Priority Standards Summary & Example Projects by Grade
TK/K	Kindergarten students begin the year learning what it means to be a good citizen in class. We discuss how to behave inside and outside the classroom by having circle time, engaging in one-one conversations or role playing. Kindergarteners track the months of the year, days of the week, and weather during daily calendar time. The first unit of study students focused on was understanding people who work in our community. They learned about neighborhoods and different kinds of homes, various jobs throughout the community, and how to help our community. Students then moved on to learning about Now and Long Ago. We focused on being able to tell the difference between the past, present, and future. Students learned how people had to build their own homes in the past, had to build a fire to cook their food, and grow their own vegetables. We also learned about how school was in the past. We looked at pictures of schools in the past and compared what we saw to how schools are now. To finish off the unit, we will be making our own butter so we can really see what it was like to make our own food! Lastly, we will learn about important American symbols, such as the American Flag, Statue of Liberty or the bald eagle.
First	In first grade, we started the year off learning about how important it is to be a good and responsible citizen. They learned about the importance of following rules, making good choices, being honest and showing good sportsmanship. Next, students learned about the United States History and our laws, symbols, past presidents, and the importance of voting. After that we started a new unit on The Pilgrims and Native Americans. We learned how they planted their own food, made their own clothing, and how they built their homes. We learned about the relationship between the Pilgrims and Native Americans and how the Native Americans helped the Pilgrims to live off of the land. In February, we moved on to Black History Month, where we focused on important African American Heroes that have helped to shape our communities today; such as Jackie Robinson, Ruby Bridges, Martin Luther King Jr. and Rosa Parks. Families of Long Ago and Today was our next unit, where students compared and contrasted people of the past and the present. They learned about the importance of having diversity, culture and tradition. Students then learned basic mapping skills; including cardinal directions and how to read a simple map using map symbols and legend. We closed off our Social Studies year with Economics. Students learned about supply and demand and they learned important tips about

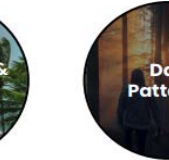
	saving money and spending it. In Social Studies students completed daily writing assignments to show that they met the day's learning objective. The units were clearly presented using various books, slides and videos to keep students actively engaged and participating. Each unit culminated with a hands on Craftivity, which the students really enjoyed!
Second	In second grade, students work on the following units of study in social studies: family heritage, geography and mapping, government, and historical heroes. Students begin with learning about where they are in a community, and what a community means and looks like. They are able to create a nested community within their life. Students then get to use a timeline while simultaneously learning about their ancestors. Students will be able to interview a family member, and create a timeline for the important dates and events that took place in that person's life. Students also get to experience our government structure, and the basic principles of a government. Finally, through research, students will get to learn about a variety of heroes from the past, who have done things that have affected our present. Students will get to write a book about that hero, create a poster for that hero, a timeline, and a project that represents the hero they have chosen.
Third	In third grade, students engage in the following units of study in social studies: geography of the local region, California native tribes, development of local community over time, American citizenship, symbols and government, and economy. Students begin the year learning about their local regions and exploring the various factors that influenced people to settle in California. They then explore the first people in their community and learn about the variety of Native American tribes that thrived in California. They divide into small groups of three to four students to research a region of Native Americans: the Southwest, North, Great Plains, and the East. Students then utilize their research to create a presentation for the class, and present their findings. As the year progresses, students learn about the U.S. Constitution and Declaration of Independent and of their importance. They also explore the judicial system, including the enforcement of laws and what happens when a law is violated. Finally, students learn how the natural resources within their community impacts their local economy and explore some basic economic principles and concepts.
Fourth	In fourth grade, students focus on California as a changing state. Their units of study include: The main regions of California, the California Missions, the Gold Rush, Local, State, and Federal Governments. Students begin the year learning about the four different regions of California and exploring the different landforms and economy in each region. They formed research groups to explore the special activities and commerce each region offers. Students were divided into the Mountain, Ocean, Valley, and Desert regions. As a culminating activity, students designed a vacation trip to their assigned region using their research. As the year progresses, students learn about the westward movement that led to the founding of California Missions. They explored the importance of the California Missions and its impact on California today. Students worked independently to research a specific Mission and utilized their research to write an informative paper and create a Mission replica through various media. Finally, students will learn about the basic structure of our Local, State, and Federal Governments.

3. Science - K - 4th (CORE)

The science program at SECA is aligned with the Next Generation Science Standards (NGSS). Our teachers create unit plans based on the NGSS utilizing the Understanding by Design backwards planning

tool. Each grade level has one science specialist who leads their team in developing the science units. Some science concepts are integrated within the EL Education curriculum. Our literacy and mathematics instruction are crucial to equipping our students with the basic literacy and mathematical skills they need to apply to the science curriculum. This is where our students apply their reading, writing, and mathematical skills to support their development of solving problems through engineering (e.g., Designing solutions to problems and using the scientific method to refine solutions.).

Grade Band	Curriculum	Notes
Elementary	Mystery Science	Bright Star will be conducting a Science Curricular Pilot and adoption process this next 2024-2025 school year. The newly adopted curriculum will be rolled out 2025-2026. Till then teachers are supported by the network's Science Content specialists to develop units with Mystery Science as their curricular resource.

	Next Generation Science Standards Summary by Grade
TK/K	In kindergarten, students are engaged in the following science units: Forces and Interactions: Pushes and Pulls, Interdependent Relationships in Ecosystems: Animals, Plants, and Their Environment, Weather and Climate.      
First	In first grade, students are engaged in the following science units throughout the school year: Waves: Light and Sound, Structure, Function, and Information Processing, Space Systems: Patterns and Cycles.     
Second	In second grade, students are engaged in the following science units throughout the school year: Structure and Properties of Matter, Interdependent Relationships in Ecosystems, Earth's Systems: Processes that Shape the Earth.

	   
Third	In third grade, students are engaged in the following science units throughout the school year: Motion and Stability: Forces and Interactions, Interdependent Relationships in Ecosystems: Environmental Impacts on Organisms, Inheritance and Variation of Traits Live Cycles and Traits, Weather and Climate     
Fourth	In fourth grade, students are engaged in the following science units throughout the school year: Energy, Waves and their Applications and their Technologies for Information Processing, From Molecules to Organisms: Structures and Processes, Earth's Place in the Universe, Earth's Systems, Earth and Human Activity.      

4. Math (Math Skills and Problem Solving) - K-4th Grade - CORE

The mathematics program at SECA is fully-aligned with the California Common Core State Standards in Mathematics for grades K through Fourth Grade. Our teachers will use the Bridges in Mathematics (The Math Learning Center) curriculum and resources to deliver the CCSS in Mathematics. The components of the Bridges curriculum include the following: Bridges in Mathematics, including Number Corner. The Bridges curriculum focuses on developing students' understanding of mathematical concepts and skills through rigorous and engaging lessons that make learning accessible to all students. The Number Corner portion of the curriculum includes calendar work and number of the day routines to review and practice procedural fluency and develop conceptual understanding. Students master their basic fact knowledge and “automaticity” with procedural computation, as well as deepen their understanding of mathematical concepts and develop the ability to solve and explain complex mathematical problems.

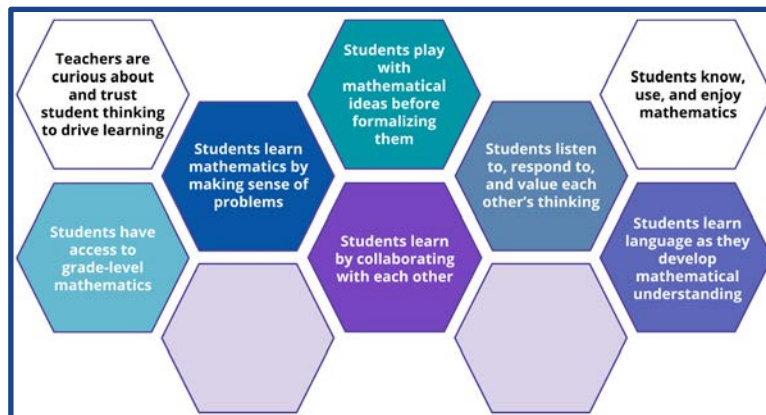
At SECA, we are committed to the vision that in order to make this a reality, teachers, leaders, and support staff must have the knowledge, skills, and resources necessary to create mathematics classrooms where all students experience a sense of belonging, engage in critical thinking and problem-solving, and receive grade-level, standards-aligned instruction that develops all aspects of mathematical rigor.

Grade Band	Curriculum	About
Elementary Schools (K-4)	Bridges in Mathematics 	Bridges is an inquiry-based and student-centered curriculum, created by The Math Learning Center. It focuses on developing mathematical reasoning while creating an inclusive and equitable learning community for all students.

In K-4, Bridges lessons center around problems through a variety of recurring structures that utilize independent, small group, and whole group instruction. These include:

- Problems & Investigations: Whole-group activities transition into individual and partner work, followed by a whole-class strategy-sharing session.
- Work Places: Engaging games and activities allow students to apply the concepts they explore in Problems & Investigations.
- Number Corner: A daily program develops reasoning with inquiry-based activities that engage students in pattern recognition, concept development, and conjecture.
- Concept Quests: Rich, open-ended tasks provide horizontal enrichment and additional opportunities for all students to problem solve.

Characteristics of Bridges in Mathematics curriculum



	Math Curriculum Summary by Grade
TK/K	In kindergarten, students begin developing their number sense by learning to read, write, count, and compare numbers 0 to 20. Then, we introduce adding and subtracting within 10 and then later expand to 20. Students use a variety of manipulatives such as connecting cubes, counters, ten frames, dice, and base ten blocks to help them understand addition as putting together and subtraction as taking apart. Next, they progress to numbers beyond ten, specifically teen numbers, and learn about composing and decomposing numbers 11-19 by using groups of 10 and some more 1's. Ultimately, building students' understanding of place value. Lastly, towards the end of the year, students focus more on math vocabulary terms that relate to measurement, classification, positional words and 2D/3D shapes.
First	In first grade, students continue to work on developing understanding of addition, subtraction, and strategies for addition and subtraction within 20. Use of manipulatives such as cubes and number lines and strategies like counting on help students to develop their number sense. They study whole number relationships and place value, including grouping in tens and ones. They extend the counting sequence to 120 and use their understanding of place value to add and subtract. Manipulatives such as base 10 blocks and work mats provide them the chance to have concrete experience with place value and regrouping. They collect data to create different types of charts and graphs, such as tally charts, bar graphs, and picture graphs. They read and analyze data on such charts and graphs. Students develop understanding of linear measurement and measuring lengths. They work with various objects in the classroom to measure length by iterating length units. They also learn to tell and write time with the use of analog clock manipulatives, and reason and discuss time by solving real life problems regarding time. Lastly, they reason about attributes of geometric shapes, as well as compose and decompose geometric shapes.
Second	In second grade, students continue to work on mastering their basic addition and subtraction facts and further develop their number sense by working with number grids, number lines, base ten blocks, place value mats, and more. They begin the year with reviewing place value, how to skip count by 2's, 5's, and 10's, and finding number patterns. They also work on learning their single-digit addition and subtraction facts with automaticity. They then utilize these foundational skills to progress to adding and subtracting two and three digit numbers up to 1,000 with regrouping. Thereafter, students explore repeated addition as a foundation for multiplication as well as how to use units of measurement such as inches, feet, centimeters, and meters to make comparisons between objects. Additionally, they practice how to solve problems involving telling time and money. They also learn how to represent and analyze data in charts, bar graphs, line plots and picture graphs. Lastly, they focus on geometry. The students explore two and three dimensional shapes and study attributes such as sides, vertices, edges and faces. They also investigate how to find the area of an object and how to divide shapes into equal parts, further preparing them for multiplication, division, and fraction work in the next grade.

Third	In third grade, students begin the year reviewing and reinforcing the concepts of place value. Then, they work to solidify their conceptual understanding, fluency, and application of triple-digit addition and subtraction. As the year progresses, they learn the basic foundations of multiplication and division. They work with manipulatives, using a hands on approach, to solidify their understanding. Once they have a strong foundation of what multiplication and division are, they work on learning their multiplication and division facts with automaticity; building their proficiency in utilizing a variety of strategies to solve multiplication and division problems. They learn and apply various mathematical properties such as the identity, commutative, associative, and distributive properties. Additionally, they learn to understand, plan, solve and check word problems using multiple operations and multiple steps. Next, they develop an understanding of fractions as part of a whole and part of a set. They learn how to read, write and represent fractions as well as how to solve number stories involving fractions. Students also explore when a fraction is equivalent to one whole and when a fraction represents a number greater than one whole. They also practice how to identify equivalent fractions and how to compare fractions. Students then practice how to measure capacity and mass, how to tell time to the minute, calculate time intervals, how to represent and interpret data on scaled graphs, and how to find the perimeter and area of objects. Lastly, students explore concepts of geometry including angles, polygons, and quadrilaterals.
Fourth	In fourth grade, students begin the year reviewing and reinforcing the concept of place value for multi-digit numbers. Then, they move on to adding and subtracting multi-digit numbers. They work on developing their understanding and fluency in multiplying one- and two-digit numbers. This prepares them to engage in solving a variety of word problems using the four operations. The fourth graders analyze patterns and sequences to gain familiarity with factors and multiples. As the year progresses, fourth graders develop their understanding of equivalent fractions, decimal notation for fractions, and comparing decimal fractions. Additionally, they work on solving problems involving measurement and conversion of measurement from a larger unit to a smaller unit, representing and interpreting data, and understanding concepts of perimeter and area. Lastly, fourth graders work on measuring, drawing and identifying lines and angles, and classify shapes by their properties of lines and angles.

5. Physical Education (PE) - Core

At SECA, our physical education curriculum Push Play PE is structured around developing essential motor skills, coordination, and teamwork abilities aligned with Physical Education Standards. Each unit and lesson is crafted to progressively build upon these foundational elements, fostering physical fitness, sportsmanship, and lifelong enjoyment of physical activities among our students.

High Level Overview of Physical Education Standards at SECA

Standard 1: Motor Skills and Movement Patterns Students build foundational movement skills through group activities focusing on agility, footwork, and body movement drills. They practice:

- Agility drills that improve quickness and coordination.
- Footwork exercises to enhance movement efficiency.
- Body movement drills to develop control and balance.

Standard 2: Movement Concepts and Strategies Students apply movement concepts and strategies in various activities:

- Hand-eye coordination activities using a tennis ball and Frisbee enhance coordination and accuracy.
- Introduction to team sports like soccer, handball, and basketball introduces dribbling, passing, shooting, and teamwork tactics.

Standard 3: Physical Fitness Assessment and Maintenance Students assess and maintain physical fitness through these activities:

- Engaging in team sports and drills helps students improve cardiovascular endurance and muscular strength.
- Regular practice in agility and movement drills supports flexibility and overall physical fitness.

Standard 4: Physical Fitness Concepts and Strategies Students learn physical fitness concepts and strategies through participation in these activities:

- They understand the fitness benefits of agility training, footwork drills, and team sport skills.
- Students apply principles of exercise such as warm-ups, cooldowns, and progressive skill development.

Standard 5: Psychological and Sociological Concepts Students explore psychological and sociological aspects through team sports and coordination exercises:

- They develop teamwork skills and sportsmanship through group activities like soccer and basketball.
- Students learn about cultural influences and teamwork dynamics in different sports contexts.

Source: CA Physical Education Standards)

By integrating these activities, students not only build foundational movement skills but also apply movement concepts, assess physical fitness, learn fitness concepts, and understand psychological and sociological aspects relevant to physical activity. This integrated approach ensures a comprehensive physical education experience.

1.13b: Intervention and Enrichment

A cornerstone of SECA's enrichment program is our weekly dance classes which encompass performing arts. Through teacher collaboration with partners such as Everybody Dance LA, all students receive dance lessons once a week during the school day. In addition to physical activities and games, students learn choreographed routines that they showcase to families twice a year: in the winter and in the spring.

After school programming through partners such as Woodcraft Rangers allows students the opportunity to participate in arts & crafts, music, and sports. Additionally, students learn about healthy eating and cooking.

At SECA, intervention plays a crucial role in addressing gaps in student learning. During the instructional day, ELA teachers pull leveled small groups to target specific gaps in student knowledge and skill. They use instructional materials such as DIBELS lessons and i-Ready Tools for Instruction. Starting in the 2024-25 school year, SECA will adopt the Benchmark Advance phonics curriculum and small group curriculum to better address student needs in basic literacy. Math teachers also offer intervention groups during class time based on in-class observations and formative data.

Additionally, SECA provides small group intervention or tutoring after school, as outlined in Section 1.2. Students are identified for this program based on diagnostic data, formative assessment data, and teacher observation. Those who are three or more grade levels behind in reading or math are recommended for this intensive program to help close learning gaps.

SECA's Response to Intervention (RTI) Model

At SECA, Response to Intervention (RTI) is a multi-tiered approach designed for the early identification and support of students with potential learning and behavioral needs. The RTI model aims to improve outcomes for all students by aligning instruction and intervention with their needs and ensuring high-quality, consistent instruction. Additionally, SECA uses the RTI model to address disproportionality by focusing on differences in outcomes among various student groups rather than relying solely on head counts.

Key Components of the RTI Model

1. High-Quality, Research-Based Classroom Instruction

Effective instruction at SECA begins with the use of an evidence-based curriculum, which teachers differentiate to meet individual student needs. Four key components are critical to this approach:

- **Teaching Essential Skills:** Essential skills and strategies are taught regularly to equip students with the abilities necessary for understanding current and future work. For example, students are taught strategies for comprehending and summarizing complex informational texts across the curriculum.
- **Formative Assessments:** Teachers administer formative assessments and use the data to provide individualized instruction and to group students based on their zone of proximal development.
- **Application of Skills:** Skills and strategies are applied throughout the instructional day. For instance, summarizing strategies are used consistently across all disciplines to reinforce learning.
- **Progress Monitoring:** Student progress is monitored regularly. Teachers track progress within their classes on a weekly basis and across all subjects in monthly grade-level meetings. Students struggling across multiple areas may be referred for the Student Success & Progress Team (SSPT).

Classroom teachers attend professional development sessions before and throughout the school year, focusing on current instructional practices. The Senior Director of Elementary Instruction supports each school site, including SECA, in implementing these practices. Teachers also participate in regularly scheduled professional development sessions led by school administrators, as well as on six designated days throughout the year. School leaders, administration, and home office personnel conduct regular “learning walks” to gauge the quality of instruction happening across different classrooms and design learning opportunities for staff.

2. Ongoing Student Assessment

At SECA, student data informs classroom instruction. Students are assessed consistently using various tools, including district-created benchmarks, teacher-created tests, interim assessments, assignments, and quizzes. Feedback is provided at least weekly, and formal assessments occur no less than every five weeks.

3. Tiered Instruction

The RTI model uses a multi-tiered approach to differentiate instruction based on student data:

- **Tier One: Core Instruction**
This tier involves delivering powerful instruction using an evidence-based curriculum. Effective teachers adapt the curriculum to meet student needs and provide differentiated instruction. Key components include teaching essential skills, using formative assessments, applying skills across disciplines, and monitoring progress regularly. Most students are expected to respond to these core strategies without needing additional interventions.
- **Tier Two: Strategic Interventions**
For students who do not respond to Tier One instruction, Tier Two involves strategic interventions. These interventions include small group and one-on-one instruction provided by teachers and/or teacher assistants. Specific instructional strategies are used to support students at risk of academic failure.
- **Tier Three: Intensive Interventions**
Students requiring intensive support receive interventions tailored to their unique needs. This may include:
 - Remediation of prerequisite skills in small groups
 - Supports to access content in the student's native language, along with ELL supports
 - Technology-assisted scaffolding
 - After school tutoring

Students may receive support through programs like iReady, Epic!, or Data Works. Instructional specialists may request additional research-based resources as needed. Teachers use benchmark assessment data to identify students in need of extra support, and tutoring seats are primarily reserved for these students, though others may join as needed. Students requiring additional support are also assisted through the SSPT process with teachers, school counselors, or administrators. Through the RTI and SSPT processes (5-week cycles) and data collection, the school can identify which students may need to be evaluated for eligibility for special education services.

Students with ELD designations or receiving support through IEPs have access to additional support for homework, projects, and classwork from providers who can address their specific needs.

4. Parent Involvement

SECA values an active partnership between home and school. Parents are involved in creating individual learning plans through the Student Success and Progress Team approach. They are encouraged to volunteer for school activities, though this is not mandatory. Parents who do not volunteer are not penalized, and their involvement is appreciated but not required.

1.13c Independent Study

Bright Star Schools does not currently offer long term independent study. If a student is in need of support our school leaders and aligned personnel work with families to offer additional guidance and recommendations for external programming.

1.13d: Curricular and Instructional Materials

SECA uses textbooks and materials aligned with the school's mission and vision of helping students to master the Common Core Standards and the Next Generation Science Standards. The process by which curriculum materials will be selected will include the involvement of teachers and administrators who will evaluate materials for potential use in the school. SECA will ensure that connections are drawn between different curricular areas and that all curricular choices and resources are part of a comprehensive school wide plan. The list of textbooks is located below.

SECA Curricular Overview						
	ELA	ELD	Math	Science	History	PE
TK	Creative Curriculum	Data Works	Bridges Math iReady*	Mystery Science	Units aligned to History/Social Science CA Standards Epic! Digital library Supplementary Curriculum: Expeditionary Learning (History based modules)and Learning for Justice	Units aligned to: Physical Education CA Standards
Kinder	Expeditionary Learning (EL Education)					
First	Benchmark Advanced					
Second	Heggerty: Phonemic Awareness iReady*					
Third	Expeditionary Learning (EL Education)					
Fourth	iReady*					

Reading Skills Assessed in iReady & Taught in Personalized Instruction

Grades K-2

Grades 3-4

Foundational Skills

Phonological Awareness

- Rhyme Recognition
- Syllable Blending and Segmenting
- Onset and Rime Blending and Segmenting
- Phoneme Identification and Isolation
- Phoneme Blending and Segmentation
- Phoneme Addition, Deletion, Substitution

N/A

Phonics

- Alphabetic Knowledge
 - Letter Recognition
 - Letter–Sound Correspondence
 - Letter Naming
 - Distinguishing between Frequently

Confused Letters

- Decoding and Encoding Sound-Spellings
 - Short and Long Vowels
 - Consonant Clusters and/or Consonant Blends and

Digraphs

- R-Controlled Vowels
- Digraphs and Diphthongs
- Common Syllable Types
- Decoding and Encoding Multi-Syllable Words
 - Multi-Syllable Decoding Strategies
 - Inflectional Endings
 - Words with Prefixes
 - Words with Suffixes

Phonics (Grade 3)

- Decoding/Encoding/Sorting Multi-Syllable Words
 - Multi-Syllable Decoding Strategies
 - Types of Syllables
 - Words with Prefixes
 - Words with Suffixes

Vocabulary

- Understand General Academic and Domain-Specific Vocabulary
- Identify Word Relationships (Synonyms/Antonyms)
- Sort Images That Represent Words into Conceptual Categories

- Understand General Academic and Domain-Specific Vocabulary
- Determine Word Meaning Using Base Words and Affixes
- Use a Glossary to Determine/Clarify Word Meaning
- Understand Word Families
- Analyze Word Relationships

Comprehension: Informational Text

• Ask/Answer Questions about Key Details • Identify the Main Topic or Main Idea • Identify Reasons That Support Specific Points • Recount or Retell Text • Determine Word Meanings • Connect Words and Pictures/Explain How Images Support Text • Use Text Features • Describe Connections between Ideas, Events, and Procedures • Identify Author's Purpose • Compare and Contrast Key Details within and between Two Texts	• Ask Questions about Key Ideas • Identify Main Idea/Key Details • Cite Textual Evidence • Make Inferences • Retell or Summarize Text • Demonstrate Understanding of Unfamiliar Words • Describe or Analyze Relationships between Ideas and Events in Scientific, Historical, and Technical Texts • Demonstrate Understanding of Unfamiliar Words • Identify or Analyze Author's Point of View or Purpose • Evaluate Arguments • Connect Text and Visuals • Use or Interpret Text Features • Compare Author's Point of View in Two Texts • Analyze and Compare Text Structures within One Text or between Two Texts • Find and Integrate Information from Multiple Sources

Comprehension: Literature

• Ask/Answer Questions about Stories • Identify/Describe Characters, Setting, Events • Describe Parts of a Story • Recount Stories • Determine Word Meanings • Identify Sensory Words/Phrases • Describe How Authors Use Words/Sounds in Special Ways (e.g., alliteration) • Connect Words and Pictures • Determine Central Message • Identify Point of View • Compare and Contrast Story Elements within One Story or between Two Stories	• Ask Questions about Stories • Make Inferences • Cite Textual Evidence • Determine Theme/Central Message of a Story/Poem • Recount or Summarize Story Events • Understand/Describe Characters, Settings, Events • Interpret Figurative Language • Determine Point of View in a Story • Connect Words and Pictures • Analyze Structure and Elements of Stories/Plays/Poems • Compare and Contrast Stories (e.g., by Same Author, in Same Genre, Similar Topics/Themes) • Interpret Allusions

Math Skills Assessed in iReady & Taught in Personalized Instruction

Grades K-4

Numbers and Operations

Counting and Cardinality

Number and Operations in Base Ten

Whole numbers and decimals, place value, comparing, adding, subtracting, multiplying, dividing

Number and Operations—Fractions

Modeling, comparing, adding, subtracting, multiplying, dividing

Algebra and Algebraic Thinking
Operations and Algebraic Thinking Meaning of operations, number sense, number relationships, properties, solving word problems Ratios and Proportional Relationships Percent, rates, ratios
Measurement and Data
Measurement and Data Customary and metric units, time, money, length, capacity, weight and mass, geometric measurement, area, perimeter, volume, creating and interpreting graphs
Geometry
Geometry Two-dimensional figures, three-dimensional shapes, lines, segments, points, rays, angles, symmetry, coordinate plane, graphing points, perimeter, area, volume

1.15: Describe the instructional methods and strategies that the charter school will use to deliver the curriculum.

SECA is dedicated to a comprehensive approach in addressing every child's needs, emphasizing a small school environment, culturally responsive curriculum selection, and a multifaceted instructional experience. Our charter prioritizes supporting all students to achieve mastery of Common Core State Standards and NGSS. We aim to equip our teachers with the skills to analyze data, identify key standards, and develop strategic scope and sequence plans, as well as employ differentiated methods to meet diverse student needs, thereby accelerating growth and closing the achievement gap effectively. Consistency in instructional practices across classrooms ensures a structured, safe, and high-performing environment, reflecting proven strategies that enhance student academic success.

1. **Standards-based Curriculum and Instruction:** SECA's curriculum is grounded in the Common Core standards, Next Generation Science Standards, and the English Language Development (ELD) Framework. Teachers meticulously analyze state content standards, Common Core standards, and internal school standards, including grade-specific reading and writing assessments. They structure their lessons to align closely with the scope and sequence outlined in their Standards Map. This systematic approach supports a deep understanding of priority standards and facilitates accelerated learning. SECA is committed to selecting a curriculum that is culturally relevant, ensuring that all students can connect with and benefit from the educational materials. The regular use of standards-driven assessment data helps teachers and administrators ensure that students achieve mastery at a pace that meets state standards.
2. **Teacher Development and Planning:** Teachers at SECA are held to high standards of lesson planning, grade level collaboration, and feedback cycles.
 - a. **Collective Efficacy:** (Hattie)
 - i. **Grade Level Planning:** Grade Level Teams collaborate a minimum of twice per

- week to create rigorous lessons that support all content areas.
- b. Lesson Plan Expectations:
 - i. **Standards Mapping** – all standards must be mapped out clearly and sequentially for learning to best occur with units that tie standards together.
 - ii. **Syllabus** – In the upper elementary grades (3-4), each course will have a delineated syllabus that describes the course, lists teacher expectations, student outcomes, unit titles, assignments, gradebook categories and breakdowns, along with teacher contact information.
 - c. Coaching and Feedback Cycles: Each teacher is assigned a coach, usually an administrator, who supports them in developing personalized goals, conducts observations, provides timely feedback, and holds regularly scheduled coaching sessions, culminating in an overall evaluation of the teacher's progress.
 - i. **Weekly overviews**—Teachers are required to submit weekly lesson plans. Those teaching identical content to the same grade levels are expected to collaborate to maintain instructional consistency. Weekly overviews are submitted to the Principal, who evaluates them and provides feedback to the teachers.
 - d. Professional Development:
 - i. **Content Specialists:** Network-wide content specialists conduct learning walks to gather data and diagnose needs across all schools. They collaborate vertically with grade-level teams and administration to ensure alignment of curriculum and instructional practices. Additionally, these specialists work with school site instructional leaders to provide specific professional development opportunities tailored to content leads in each grade level, enhancing their capacity to implement and align curriculum effectively. This collaborative effort aims to strengthen instructional coherence and support continuous improvement in teaching practices network-wide.
3. **Structured and Systematic Instructional Delivery:** At SECA, we prioritize structured and systematic instructional delivery, viewing consistent approaches and strategies as fundamental to our educational philosophy. Effective classroom organization, management, and strategic instructional planning are pivotal, supported by clear daily teaching expectations that ensure all students receive quality instruction aligned with grade-level standards. Additionally, we believe in implementing school-wide systems and structures to maximize student engagement in learning while minimizing non-instructional activities such as handing in homework, distributing classwork, transitioning between classes, finding and retrieving class materials, and other administrative tasks. This includes optimizing bell schedules for efficient transitions and sharing effective strategies among educators to prioritize instructional time throughout the school year.
- a. **Do Now:** All teachers begin with an activity assigned at the start of a lesson to immediately engage students upon entering. It typically relates to the day's lesson, serving to activate prior knowledge, introduce new concepts, or review material. This routine helps set the tone for learning, allowing teachers to gauge student readiness and effectively transition into the day's instructional content. The goal is that learning happens from bell to bell.
 - b. **Common Whiteboard Configuration**—Teachers use a common whiteboard configuration (WBC). Supported by the work of Dr. Lorraine Monroe, the founder of the Frederick Douglass Academy in Harlem, NY, the blackboard configuration is an instructional accountability system that streamlines the content of that day's lesson. The WBC includes minimally: the standard, learning objectives, Homework, Day's Agenda and/or tasks, Do Now, and Important dates

The WBC establishes precise academic expectations for student learning during each lesson and serves as a visual guide for teachers to enhance their instructional pacing.

Administrators utilize the WBC to assess the implementation of the instructional core, ensuring that teaching practices align closely with educational objectives. During regular walkthroughs, this method enables administrators to swiftly evaluate the rigor of standards and the appropriateness of student tasks in relation to grade-level expectations.

Along with the WBC, administrators will look for a student help desk/area. As SECA believes in allowing students multiple chances to improve their grade, teachers will allow for missing assignments (MIs). Each classroom teacher will have an area designated for students to help themselves: find additional copies of all assignments, a schedule of all homework missed and a clear procedure for submitting MIs, clearing their MI grade and receiving their grade back.

- c. **Small Groups:** At SECA, small group instruction plays a pivotal role in our educational strategy. We believe in the power of targeted support and individualized attention to meet the diverse learning needs of our students effectively. Small group instruction allows our teachers to tailor their approach, offering personalized feedback and fostering peer collaboration among students. By breaking down larger classes into smaller groups, we create opportunities for deeper engagement with academic content, ensuring that each student receives the necessary guidance to achieve mastery. This approach not only enhances learning outcomes but also nurtures a supportive classroom environment where students feel valued and empowered in their academic journey.
- d. **Collaborative Group Structures:** Collaborative group structures are another cornerstone of SECA's educational approach, fostering teamwork and enhancing social and academic growth. We purposefully organize small group activities and projects that encourage peer teaching and collaborative problem-solving. These structured group interactions not only deepen students' understanding of academic content but also develop their interpersonal skills. By working collaboratively, students learn to communicate effectively, respect diverse perspectives, and negotiate shared goals—a preparation that extends beyond the classroom into future careers and community engagements. At SECA, collaborative group structures are integral to creating a supportive learning environment where students learn not only from their teachers but also from each other, preparing them for lifelong learning and meaningful contributions to society.
- e. **Integrated Technology:** SECA embraces technology as a catalyst for enriched learning experiences. We integrate educational software, multimedia resources, and interactive platforms such as iReady and differentiated digital libraries into our curriculum. These tools complement classroom instruction, providing personalized learning opportunities tailored to individual student needs and learning styles. Technology integration at SECA not only enhances access to educational resources but also cultivates critical thinking, creativity, and digital literacy skills among our students. By harnessing the power of technology, we prepare our students to thrive in a dynamic, interconnected world where digital proficiency is essential for success.

4. Engagement Intensive Student-Teacher Interaction Techniques: SECA will provide a stimulating environment – one that has a steady and consistently brisk pace, a high degree of teacher and student interaction and one that uses techniques that support a culture of high academic and behavioral expectations. We will implement the following components to ensure that teacher and student interaction is high:

- **Experiential and Kinesthetic Learning:** At SECA, we emphasize experiential learning through LELs, field trips, and hands-on activities, integrating kinesthetic learning to maintain student engagement and make learning enjoyable. Teachers strategically incorporate physical activity to teach new concepts, providing opportunities for

movement during extended teaching blocks and school hours. This active engagement not only enhances student involvement but also allows teachers to effectively assess students' understanding of the subject matter in real-time.

- **Checks for Understanding.** By including frequent and consistent checks for understanding through strategies such as use of whiteboards, reciprocal teaching, and think pair shares, teachers gain invaluable insight into student learning and are able to adjust instruction while keeping students actively engaged in the learning process.
- **Proven Instructional Techniques and Bright Star Signature Practices:** At SECA, we employ a range of academic and behavioral techniques to reinforce student expectations. As part of our commitment to continuous improvement, we are developing these promising practices into Bright Star Signature Practices. This initiative involves strategically selecting two to three instructional techniques, such as close reading, socratic seminars, or community circles, for focused professional development sessions. Teachers participate in training, engage in simulated role-plays, and receive ongoing feedback from administrators and peers throughout the school year. This integrated approach ensures that our instructional strategies evolve and align with our goal of promoting effective teaching and learning practices school-wide.
- **Universal Design for Learning (UDL):** At SECA, we are in the initial phases of implementing Universal Design for Learning (UDL), enriching our approach to differentiated instruction. Acknowledging the diverse learning styles of our students, we tailor instructional content, processes, and products to accommodate individual needs. This includes utilizing visual, auditory, and kinesthetic methods to ensure engagement and understanding across varied learning preferences. By integrating UDL principles into our instructional framework from the start, we are committed to fostering inclusive classrooms where every student has the opportunity to excel academically.

5. Data Driven Instruction: Essential to the future school's success and student success, SECA has outlined very specific expectations around assessment practices. Assessment (and the performance data it reveals) will play an enormous role in designing curriculum and ensuring that SECA is preparing all students to see college as a legitimate choice.

A variety of formative and summative assessment tools (end-of-unit curriculum tests, informal checks, observation/dialogue, standards based quiz/test, open-ended prompts, performance tasks and presentations) will enable our faculty to develop and refine their instructional strategies and provide targeted support to ensure that each and every student is meeting the defined criteria for academic success.

The principal will meet with all staff to facilitate and engage teachers in conversations, reflections, and planning based on the State of the School. During this meeting, the principal will review data from the prior school year and set goals for the current year. At the mid-year point, the principal will meet with staff again to discuss the most recent data metrics.

On a weekly basis, Assistant Principals will facilitate data conferences during School-level Professional Learning Communities (PLCs) to engage teachers in conversations, reflection, and planning based on student achievement data using the Data Analysis, Reflection, and Next Steps (D.A.R.N.S.) Protocol.

To support this process, the school will systematically collect and analyze student data on key demographic, behavioral, and proficiency indicators. This will include a robust set of diagnostic and benchmark assessments that complement state standardized test data (including the California Assessment of Student Performance and Progress, ELPAC data, etc.) and provide continuous information about student progress towards standards. The school will implement

formalized diagnostic assessments at least three times per year to inform student grouping, interventions, and pre- and re-teaching needs.

Formative diagnostics will be part of our daily teaching practice. Data-driven conversations will also focus on teacher-generated grades to ensure that grading policies are fair, equitable, and focused on student proficiency (as opposed to behavior, homework completion, or compliance).

Grade levels (all grades) will be provided with common planning time that they will use to examine data at least monthly. The Principal will monitor the progress of all subgroups (particularly language learners and special education students), and patterns of academic achievement or behavior that may indicate declining progress or inequitable outcomes among different sub groups. Any problematic data trends will be directly addressed through meetings with individual teachers and departments, and through the examination of policies that may be contributing to declining achievement or inequities. At all times, teachers will be expected to be able to articulate data patterns in their classrooms and describe what they are doing to raise the achievement of all students, and close any gaps that may exist.

Explicit instruction – particularly in reading, writing and mathematics – will play an important role within the overall delivery of instruction. Skill-specific academic needs will be identified through formative and summative assessments and subsequently addressed through direct instruction. Phonics, reading fluency, reading comprehension, sentence structure, grammar, and arithmetic are examples of skill areas that will be introduced and reinforced explicitly by teachers working with students individually, in small groups, and as a whole class.

1.16: Instructional methodologies and curriculum to support implementation and ensure student mastery of the California content and performance standards.

The mission of SECA relies on outcome-driven, effective teaching. In order to support teachers to make strong academic gains with students, instruction is closely monitored, continuously improved upon and data driven. As certain practices in teaching have proven to engender student academic success, consistency in instruction is employed across classrooms to ensure a structured, safe and high performing environment. Structured lessons allow for clear expectations from students and teachers, effective evaluation and improvement of teaching practice and most importantly, strong academic outcomes. We model our instructional methodologies and data driven practices after approaches utilized at high performing schools which have consistently and successfully led to strong academic and behavioral outcomes. SECA subscribes to the following strategies in order to drive strong academic outcomes:

SECA's curriculum is based on the Common Core Standards. All teachers analyze Common Core standards. The SECA program embraces personalized learning to ensure that we meet the individual needs of all students, in all classes. Personalized learning is done through daily small group time in ELA and math blocks. Typically, each block is broken down into: 60% whole group instruction, 30% small group instruction, 10% wrap up/closure. In order to personalize instruction, teachers consider student academic level based on benchmark data, students' micro phase, learning gaps/goals, and student interest. This approach places a greater emphasis on students mastering standards to completion, in addition to completing rigorous projects that showcase students' ability to use academic standards to solve, experiment, create, and innovate in core classes. Students are also instructed on habits of success to aid in their learning, and are assigned an adult mentor to assist students in discovering the work styles and time management options that will work for them.

Below, we list the subject-specific methodologies and rationales for the curriculum.

Language Arts

- **Methodologies and Rationales:** Students work toward mastering word analysis, reading with fluency and systematically developing their vocabulary through close reading, academic discourse, and analytical writing. The English Language Arts department, with the approval of the Principal, selects the actual reading texts, with a focus on selecting non-fiction, cross-disciplinary texts to supplement the literature. As students' progress through the school, they learn to form book clubs and to read more interactively, thinking through the text, its symbols, the author's intent, the characters, the historical context and other elements. Texts expand beyond novels to include poetry, lyrics, letters and non-fiction documents. We supplement the standards-based reading program with grade-level appropriate literature that ties into the thematic units to be covered in our Social Studies and Science curricula. In addition, we plan to use the Reading Counts comprehension program to give students an engaging way to "test themselves" on the additional independent reading that they are required to do throughout the year. Students are taught to make reading a daily part of their lives, and led to develop the habits of reflective readers and writers. Students are taught how to pick appropriate books, how to approach reading and how to analyze and learn from what they have read.

Our English writing program is based on teaching students:

- The fundamental mechanics of the grammar of the English language;
- The writing process;
- The ability to think critically about complex ideas and to express their thoughts in writing

Writing instruction centers on discovering the student voice through expository narrative, persuasive essays, responses to literature and correspondences. Written and oral English language conventions are emphasized at every grade level. Teaching students how to listen and speak is another extremely important part of our program. Therefore, we reinforce correct oral English language skills in all their subjects. Even in Science and Math, students are corrected on their grammar. We also believe that public speaking is a necessary skill for our students and we teach it through modeling, correcting and oral presentation skills during portfolios and other projects.

- **Assessment Methods and Tools:** At SECA, we administer several assessments to ensure a complete understanding of students' knowledge and deficits in ELA. Students complete end of unit projects that are aligned to CA Common Core Standards and scored on rubrics assessing performance on each skill. Students are assessed using the iReady exams, to assess growth towards grade level content mastery. Upper grade students are assessed using ICA and IABs throughout the year. Lastly, students are administered the CAASPP in the final unit of the year to measure year-long growth.

Teachers' daily lesson plans are aligned to a learning target derived for a larger common core standard. Teachers assess students daily through formal and informal means to ensure students are incrementally mastering the standards. Additionally, all teacher final projects are required to measure mastery of CCSS. Projects are created (through network wide collaboration) to mimic a SBAC performance task. Network benchmark assessments are aligned to the Computer Adaptive Portion of the SBAC.

History/Social Studies

- **Instructional Methodologies and Rationales:** Students at SECA will expand their understanding of history by studying people and events of the past. We make sure our students learn geography and the important facts associated with geography. Additionally, there is a strong focus on reading strategies specific to historical documents and writing analytical essays responding to interpretative issues in history. Students routinely read primary source documents (at least one per unit) and answer document based questions at every grade level. Map skills and the ability to identify the places they study in history on maps is an essential component of this study. Beyond geography, emphasis is placed on the everyday lives, problems and accomplishments of people; how developing social, economic and political structures are necessary to maintain a civilization and a standardized culture of living; as well as in establishing and spreading ideas that help transform the world forever—are some of the concepts that students learn. Students develop higher levels of critical thinking by analyzing the interactions among various cultures, emphasizing their enduring contributions and the link—despite time, between the contemporary and historical worlds.

Fundamental to our students' understanding of history is the question of how is the past relevant to their lives today. In order for history to “come alive” they are able to relate it to their own lives, experiences and situations. Several specific methods are used to help our students tie people, places and events of history to their lives today. Students build timelines and make comparative charts for each culture that they study. Their building of knowledge and understanding are cumulative as each society or series of events is then added to those that have come before. This knowledge is tested through midterm and final exams that are cumulative in nature. In addition, students study the “rites of passage” from each society and compare them to the rites of passage that exist in our own societies and cultures. Our teaching of history is broken down into units aligned with California content standards. The literature and drama we embed into our novel based Language Arts program highlight themes from these different units.

- **Assessment Methods and Tools:** Embedded in our ELA curriculum, students are assessed on social studies standards alongside ELA standards. Projects are also assigned and used as assessments to evaluate how students apply their learning of social studies standards.

Mathematics

- **Instructional Methodologies and Rationales:** We believe that successful instructional strategies are contextual and practice-based in Math. Teachers employ instructional approaches appropriate for the material they are teaching with a focus on including complex real world problems which require students to generate and defend their own answers, as required for the Common Core. One hallmark of teaching at SECA is student engagement. Teachers endeavor to create interactive classrooms, both in teaching basic skills and posing probing questions to develop more complex, high-order thinking. Teachers are responsible for driving the student learning deeper than the mere accumulation of skills and knowledge to conceptual understanding. They are supported with training and coaching on incorporating call and response, whole body “hands on” learning and role-playing to respond to kinesthetic-tactile learners. One might find in a math class, students working in groups on mini whiteboards with their own Expo markers to solve a problem their teacher posed.

We believe assessment must be integrated into the instructional program, and is as fundamental to good instruction as lesson planning and teacher preparation. At SECA, every instructional unit must have a clear final assessment to measure students' overall mastery of that unit. Additionally, every lesson must embed checks for understanding to inform the teacher about the student's skills and knowledge in order to help move the student towards mastery. Since units

are connected to state standards, the assessments of those units align with state standards. This includes:

- Direct instruction and lecture
 - Teaching models
 - Problem solving
 - Inquiry Based Investigation
 - Demonstration, explanation and teacher-facilitated discussions,
 - Cooperative learning groups
 - Socratic Seminar and Class Discussion
 - Student practice materials.
- **Assessment methods and tools used include:**
 - Teacher-designed tests
 - Dibels8
 - Heggerty
 - Publisher-made tests and assessment
 - iReady Diagnostic Assessment
 - Class participation
 - Notebooks
 - Homework
 - Culminating Projects and Performance Tasks
 - Smarter Balanced Assessment System summative and formative assessments

Science

- **Methodologies and rationales:** Science classes will be based on the Next Generation Science Standards and will include a focus on the cross-cutting concepts. Thus, every unit will be guided by an essential question that frames the specific content of the unit within the context of one of the following crosscutting concepts: patterns, cause and effect, scale proportion and quantity, systems and systems models, energy and matter, structure and function, and stability and change. When the teacher focuses the lesson on the cross-cutting concept of cause and effect and funnels it through thoughtful “Enduring Understandings and Essential Questions,” the unit and science instruction has greater real world relevance and forces students to move beyond just a procedural understanding of how science works. This further allows concepts to come to life through investigation and experimentation.
- **Assessment Methods and Tools:** Our Science program is assessed very closely to our Math program and utilizes the following features:
 - Teacher-designed tests
 - District-wide Norm Referenced Tests
 - Publisher-made tests and assessments
 - Class participation
 - Notebooks
 - Homework
 - Culminating Projects and Performance Tasks
 - Smarter Balanced Assessment System summative and formative assessments

1.17: Student development of technology-related skills and student use and preparation to take computer-based state standardized assessments.

SECA graduates will be savvy consumers and producers of media and will use technology in order to enhance learning. Not only students are learning skills to be savvy consumers, our students are well-prepared for computer-based standardized tests due to consistent tech integration during personalized learning time. Teachers and staff model usage programs and support students as they are using it during personalized learning. As such, SECA has adopted a number of computer based learning tools and resources that support students' reading, math, or typing skills:

- **iReady** - It is an online program for reading and math that helps teachers assess student's needs, personalize their learning, and monitor progress throughout the year. It enables teachers to meet students at their level and use data to boost learning gains.
- **Epic** - Available to all students to have access to leveled texts and differentiated reading comprehension materials.
- **Prodigy**- This program is available to all students. This game based program allows students to practice skills they are currently learning or to spiral back to skills they have learned in the past.
- **Typing Club** - This program is available for students to practice their typing skills.
- **BrainPop, Jr.**- Videos from Brain Pop are available to all teachers to reinforce concepts in ELA, Math, Social Studies, and Science.
- **Google Classroom and Apps** are used in the upper primary (3rd and 4th grade) classes to assist students in conducting research and evidence collection for projects, word processing, spreadsheet creation/usage, and presentation software. Students use Google Classroom to access materials from their classes that teachers have uploaded. Students access Google Docs, Sheets, and Slides to write essays, complete writing assignments, build spreadsheets to track information in Math and Science, create presentations for final projects, and to collaborate with classmates on projects and assignments.

1.22: Description of the school's Transitional Kindergarten Program

The scope and sequence for transitional kindergarten through fourth grade will be based on the Common Core State Standards.

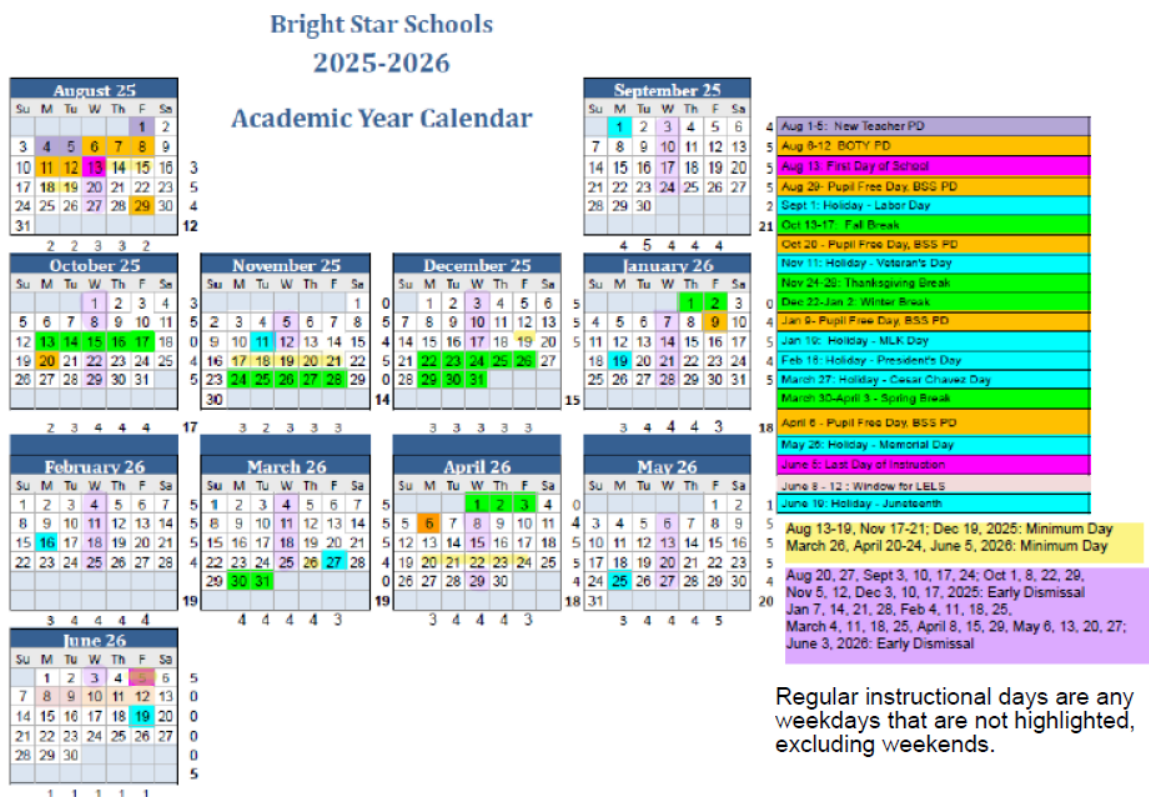
SECA shall comply with all applicable requirements regarding transitional kindergarten. TK students will be integrated into the general Kindergarten classroom and will receive targeted instruction in the prerequisite skills required for mastering the Kindergarten Common Core Standards. This may require additional coaching and instruction on those social emotional skills required to assist students in their success. As mentioned, SECA highly values social-emotional learning and has embedded SEL into the curriculum.

SECA will incorporate a strong transitional kindergarten program. Our program will differentiate instructional and social needs for each student. The Transitional Kindergarten program will be for any student whose fifth birthday falls between September 1st and December 1st. We will employ strong practices in early childhood development like language development, fine and gross motor development, and foundational background in mathematics, science and social studies. The transitional kindergarten program will utilize the Teaching Strategies-Creative Curriculum, which is California aligned and research based. This hands-on, whole child approach emphasizes individualized, and equitable learning, providing strong support for both teachers and families. The curriculum mirrors that of our Kindergarten program with instructional delivery tailored to the

differentiated needs of students through ongoing data collection and analysis.

*Please see Element 1.13: Curriculum and Instructional Materials for more information on the TK curriculum and aligned resources.

1.23: Academic Calendar



1.24: Sample Daily Schedules

Kindergarten	Regular Day A	Minutes	Kindergarten	Regular Day B	Minutes	Kindergarten	Early Release Day	Minutes
7:30-8:15 AM	Arrival and Breakfast		7:30-8:15 AM	Arrival and Breakfast		7:30-8:15 AM	Arrival and Breakfast	
8:15-8:40 AM	Morning Meeting	25	8:15-8:40 AM	Morning Meeting	25	8:15-8:40 AM	Morning Meeting	25
8:40-9:40 AM	ELA with Integrated ELD	60	8:40-9:10 AM	Designated ELD	30	8:40-9:10 AM	Designated ELD	30
9:40-9:50 AM	Morning Recess		9:10-9:20 AM	Morning Recess		9:10-10:10 AM	ELA with Integrated ELD	60
9:50-10:50 AM	ELA with Integrated ELD	60	9:20-10:20 AM	Dance	60	10:10-10:20 AM	Morning Recess	
10:50-11:30 AM	Math	40	10:20-11:30 AM	ELA with Integrated ELD	70	10:20-11:30 AM	ELA with Integrated ELD	70
11:30-11:50 PM	Lunch		11:30-11:50	Lunch		11:30-11:50 AM	Lunch	
11:50-12:10 PM	Afternoon Recess		11:50-12:10	Afternoon Recess		11:50-12:10 PM	Afternoon Recess	
12:10-12:40 PM	Math	30	12:10-1:10	ELA with Integrated ELD	60	12:10-1:10 PM	Math	60
12:40-1:10 PM	Designated ELD	30	1:10-2:10 PM	Math	60	1:10-1:20 PM	Pack-up & Closing Meeting	10
1:10-1:40	Social Studies or SEL	30	2:10-2:20	Pack-up & Closing Meeting	10	1:20 PM	Dismissal	
1:40-2:10	Science	30	2:20	Dismissal				
2:10-2:20	Pack-up & Closing Meeting	10						
2:20	Dismissal							
	Inst. Min's	315		Inst. Min's	315		Inst. Min's	255

Kindergarten	Minimum Day	Minutes	1st Grade	Regular Day A	Minutes	1st Grade	Regular Day B	Minutes
7:30-8:15 AM	Arrival and Breakfast		7:30-8:15 AM	Arrival and Breakfast		7:30-8:15 AM	Arrival and Breakfast	
8:15-8:40 AM	Morning Meeting	25	8:15-8:40 AM	Morning Meeting	25	8:15-8:40 AM	Morning Meeting	25
8:40-10:10 AM	ELA with Integrated ELD	90	8:40-9:10 AM	Social Studies	30	8:40-9:40 AM	Physical Education	60
10:10-10:20 AM	Morning Recess		9:10-9:40 AM	Science	30	9:40-9:55 AM	Math	15
10:20-10:50 AM	ELA with Integrated ELD	30	9:40-9:55 AM	Math	15	9:55-10:05 AM	Morning Recess	
10:50-11:30 AM	Math	40	9:55-10:05 AM	Morning Recess		10:05-10:50 AM	Math	45
11:30-11:50 PM	Lunch		10:05-10:50 AM	Math	45	10:50-11:10 AM	ELA with Integrated ELD	20
11:50-12:10 PM	Afternoon Recess		10:50-11:10 AM	ELA with Integrated ELD	20	11:10-11:30 AM	Lunch	
12:10-12:20 PM	Pack-up & Closing Meeting	10	11:10-11:30 AM	Lunch		11:30-11:50 AM	Afternoon Recess	
12:20 PM	Dismissal		11:30-11:50 AM	Afternoon Recess		11:50-12:40 AM	ELA with Integrated ELD	50
	Inst. Min's	195	11:50-12:40 AM	ELA with Integrated ELD	50	12:40-1:10 PM	Designated ELD	30
			12:40-1:10 PM	Designated ELD	30	1:10-2:10 PM	ELA with Integrated ELD	60
			1:10-2:10 PM	ELA with Integrated ELD	60	2:10-2:20 PM	Pack-up & Closing Meeting	10
			2:10-2:20 PM	Pack-up & Closing Meeting	10	2:20 PM	Dismissal	
			2:20 PM	Dismissal			Inst. Mins.	315

1st Grade	Regular Day C	Minutes	1st Grade	Early Release	Minutes	1st Grade	Minimum Day	Minutes
7:30-8:15 AM	Arrival and Breakfast		7:30-8:15 AM	Arrival and Breakfast		7:30-8:15 AM	Arrival and Breakfast	
8:15-9:20 AM	ELA with Integrated ELD	65	8:15-9:20 AM	ELA with Integrated ELD	65	8:15-9:50 AM	ELA with Integrated ELD	95
9:20-9:50 AM	Designated ELD	30	9:20-9:50 AM	Designated ELD	30	9:50-10:00 AM	Morning Recess	
9:50-10:00 AM	Morning Recess		9:50-10:00 AM	Morning Recess		10:00-10:30 AM	ELA with Integrated ELD	30
10:00-11:10 AM	Math	70	10:00-11:10 AM	Math	70	10:30-11:10 AM	Math	40
11:10-11:30 AM	Lunch		11:10-11:30 AM	Lunch		11:10-11:30 AM	Lunch	
11:30-11:50 AM	Afternoon Recess		11:30-11:50 AM	Afternoon Recess		11:30-11:50 AM	Afternoon Recess	
11:50-12:10 PM	Math	20	11:50-12:10 PM	Math	20	11:50-12:10 PM	Math	20
12:10-1:10 PM	Dance	60	12:10-1:10 PM	ELA with Integrated ELD	60	12:10-12:20 PM	Pack-up & Closing Meeting	10
1:10-2:10 PM	ELA with Integrated ELD	60	1:10-1:20 PM	Pack-up & Closing Meeting	10	12:20 PM	Dismissal	
2:10-2:20 PM	Pack-up & Closing Meeting	10	1:20 PM	Dismissal			Inst. Mins.	195
2:20 PM	Dismissal							
	Inst. Mins.	315		Inst. Mins.	255			

2nd-4th Grade	Regular Day A		Minutes	2nd-4th Grade	Regular Day B		Minutes	2nd-4th Grade	Regular Day C		Minutes
7:30-8:00 AM	Arrival and Breakfast			7:30-8:00 AM	Arrival and Breakfast			7:30-8:00 AM	Arrival and Breakfast		
8:00-8:15 AM	Morning Meeting		15	8:00-8:15 AM	Morning Meeting		15	8:00-8:15 AM	Morning Meeting		15
8:15-10:15 AM	ELA with Integrated ELD		120	8:15-10:15 AM	ELA with Integrated ELD		120	8:15-10:15 AM	ELA with Integrated ELD		120
10:15-10:30 AM	Morning Recess			10:15-10:30 AM	Morning Recess			10:15-10:30 AM	Morning Recess		
10:30-11:30 AM	Math		60	10:30-11:30 AM	Math		60	10:30-11:30 AM	Math		60
11:30-11:50 AM	Lunch			11:30-11:50 AM	Lunch			11:30-11:50 AM	Lunch		
11:50-12:10 PM	Afternoon Recess			11:50-12:10 PM	Afternoon Recess			11:50-12:10 PM	Afternoon Recess		
12:10-12:30 PM	Math - Number Corner		20	12:10-12:30 PM	Math - Number Corner		10	12:10-12:30 PM	Math - Number Corner		10
12:30-1:10 PM	Socioemotional Learning		40	12:30-1:10 PM	Physical Education		50	12:30-1:10 PM	Physical Education		50
1:10-1:45 PM	Designated ELD		35	1:10-1:45 PM	Designated ELD		35	1:10-1:45 PM	Designated ELD		35
1:45-2:30 PM	Science		45	1:45-2:30 PM	Social Studies		45	1:45-2:30 PM	Science		45
2:30-2:35 PM	Pack-up & Closing Meeting		5	2:30-2:35 PM	Pack-up & Closing Meeting		5	2:30-2:35 PM	Pack-up & Closing Meeting		5
2:35 PM	Dismissal			2:35 PM	Dismissal			2:35 PM	Dismissal		
		Inst. Mins.	340			Inst. Mins.	340			Inst. Mins.	340

2nd-4th Grade	Regular Day D		Minutes	2nd-4th Grade	Early Release Day		Minutes	2nd-4th Grade	Minimum Day		Minutes
7:30-8:00 AM	Arrival and Breakfast			7:30-8:00 AM	Arrival and Breakfast			7:30-8:00 AM	Arrival and Breakfast		
8:00-9:00 AM	ELA with Integrated ELD		60	8:00-8:15 AM	Morning Meeting		20	8:00-8:15 AM	Morning Meeting		20
9:00-10:00 AM	Dance		60	8:15-10:15 AM	ELA with Integrated ELD		120	8:15-10:15 AM	ELA with Integrated ELD		120
10:00-10:15 AM	Morning Recess			10:15-10:30 AM	Morning Recess			10:15-10:30 AM	Morning Recess		
10:15-11:15 AM	ELA with Integrated ELD		60	10:30-11:30 AM	Math		60	10:30-11:30 AM	Math		60
11:15-11:30 AM	Morning Meeting		15	11:30-11:50 AM	Lunch			11:30-11:50 AM	Lunch		
11:30-11:50 PM	Lunch			11:50-12:10 PM	Afternoon Recess			11:50-12:10 PM	Afternoon Recess		
11:50-12:10 PM	Afternoon Recess			12:10-12:30 PM	Math - Number Corner		20	12:10-12:30 PM	Math - Number Corner		20
12:10-1:30 PM	Math		80	12:30-1:00 PM	Science		30	12:30-12:45 PM	Pack-up & Closing Meeting		15
1:30-2:15 PM	Social Studies		45	1:00-1:30 PM	Designated ELD		30	12:45 PM	Dismissal		
2:15-2:35	Pack-up & Closing Meeting		20	1:30-1:35 PM	Pack up & Closing Meeting		5				
2:35 PM	Dismissal			1:35 PM	Dismissal						
		Inst. Mins.	340			Inst. Mins.	285			Inst. Mins.	235

1.25: Instructional Days and Minutes Calculator

Grades	Grades Offered	Number of Regular Days	Number of Instr. Minutes Per Regular Day	Number of Early Dismissal Days	Number of Instr. Minutes Per Early Dismissal Day	Number of Minimum Days	Number of Instr. Minutes Per Minimum Day	Number of [Other] Days	Number of Instr. Minutes Per [Other] Day	Total Number of Instr. Days	Minutes Req'd Per State Law	Total Number of Instr. Minutes	Number of Instr. Minutes Above/Below State Req't.
TK/K	Yes	125	315	35	255	18	195			178	36000	51810	15810
1	Yes	125	315	35	255	18	195			178	50400	51810	1410
2	Yes	125	340	35	285	18	235			178	50400	56705	6305
3	Yes	125	340	35	285	18	235			178	50400	56705	6305
4	Yes	125	340	35	285	18	235			178	54000	56705	2705
5	No									0	54000	0	-54000
6	No									0	54000	0	-54000
7	No									0	54000	0	-54000
8	No									0	54000	0	-54000
9	No									0	64800	0	-64800
10	No									0	64800	0	-64800
11	No									0	64800	0	-64800
12	No									0	64800	0	-64800

1.27 Professional Development

SECA provides high support and quality professional development to teachers, instructional aides, behavior interventionists, and paraprofessionals in service of advancing teacher practice and student learning. We believe that in order to deliver a quality educational program for students, teachers should be well versed in their academic content area and in creating optimal conditions for learning. This includes establishing and maintaining high expectations alongside a strong classroom culture.

Professional development for teachers is intentionally structured, data informed, and in support of organizational and school priorities. The annual cycle begins prior to the first day of school, continues throughout the school year, and culminates in the Spring.

Intentional Structures: Professional development structures include whole staff, subgroup based (new versus returning, academic content area), and individualized. They are both job-embedded and on pupil free PD days that are positioned to analyze interim assessments and climate surveys.

The learning experience starts by building school leaders' capacity to lead with priorities, student data (ex: academic, attendance), and staff data (ex: years of experience, skillset) in mind. This takes place over the summer so that leaders are equipped to deliver high quality professional development experiences for teachers before the start of the school year.

At the beginning of the school year, all teachers participate in multi-day organization-wide professional development to equip them to start the school year strong with students. Sessions focus on foundational topics such as deeply understanding grade-level content and standards and distinguishing Tier 1 culture versus incident response. Teachers have the opportunity to grow and develop their skills alongside colleagues across various schools, in sessions differentiated by content area (Mathematics, ELA, Science, History, etc.) and focus (English language development strategies, restorative continuum practices, Tier 1 support, etc.). Teachers also participate in school site professional development that focuses on school specific priorities and implementation. In order to ensure new teachers are equipped to internalize the objectives and engage meaningfully on these days, they also participate in multiple days of differentiated PD beforehand.

Throughout the school year, professional development is continuous and exists to build on the yearlong learning journey and to respond to current trends and identified areas of growth. The various structures include school-wide PD; org-wide PD; grade-level band or content specific; job-embedded coaching based on individualized goals and assessment of classroom practice. In addition to supporting our teachers, our school leaders will participate in monthly Communities of Practice to advance their skills as instructional leaders (see 1.2, Key Feature #5 for details)

Data Informed: SECA uses classroom observation data, student achievement data, and student survey data to develop and inform the school site professional development plan. Before the beginning of each school year, the Chief Instructional Officer and Senior Vice Presidents of Leadership Development review CAASPP data and diagnostic assessment results (such as state aligned interim assessments and iReady growth data) to determine the effectiveness of the previous year's instruction and student and teacher needs. They support the principal and principal team to use this information, alongside organizational priorities, to develop school wide goals.

Additionally, teacher observation and evaluation data will be closely tracked in our HR reporting system to determine trends in teacher needs. Positions to help in this endeavor include the Chief Instructional Officer, Vice President of Curriculum and Assessment, Vice President of People Development, Senior Vice President of Student and Family Services, Director of Elementary Instruction, Senior Vice Presidents of Leadership Development, SECA Principal, and the SECA Assistant Principals.

Professional Development Plan: Professional development for the first year of the school's renewal cycle will include the above named components, with a focus on the following:

- Sessions by content area, focused on instruction that is based on grade-level standards
- Seminars in reading and writing across the curriculum;
- Rigorous unit and lesson planning to teach for conceptual knowledge;
- Curriculum mapping to the Common Core State Standards;
- Best practices in assessment and use of classroom level data
- Instructional practices that allow students to cognitively engage
- Promoting a safe and positive classroom culture
- Culturally relevant teaching and anti-bias teaching practices.

Returning teachers will have multiple days of professional development before school begins. In addition to the professional learning that all returning teachers participate in, teachers new to SECA will have several days of orientation/development to learn the philosophy and structures of the school culture; school policies and procedures; and pre-requisite learning to beginning of the year sessions.

After our assessment weeks there are pupil-free day focused on analyzing the assessment data. During this time, teachers and administrators gather and assess student data on achievement, behavior, culture, and assessment scores. With this information, teachers amend their instruction accordingly and make student intervention placements, including additional follow-up meetings with families. Coming together for these data-analysis checkpoints throughout the year ensures our data cycles are student-focused and thorough.

Multiple pupil free days are scheduled into the academic calendar to allow for professional development throughout the school year. Those days include a combination of student achievement data review, interactive workshops on high leverage instructional strategies, grade level and departmental meetings. Lastly, minimum days are scheduled regularly to allow for collaborative professional development with other Bright Star Schools.

During the school year, SECA teachers meet collaboratively with their administrators and fellow colleagues for professional development on a regular basis around high impact instructional and classroom culture strategies. SECA and organizational administrators lead interactive professional development sessions focused on specific focus areas and high leverage classroom best practices. In addition to these workshops, teachers are also given time to work collaboratively in order to support each other's growth (i.e. Reviewing student data, lesson plans, etc.). Additionally, teachers receive ongoing classroom practice feedback through our Teacher Coaching & Evaluation process.

Professional development will be provided by Bright Star Schools leaders, including the Vice President of Inclusive (Special) Education, Director of English Language Development.

2025-2026 Professional Development	
TOPIC	DETAILS
DIBELS	Teachers will receive training on data-informed instruction, allowing them to effectively use DIBELS assessment data to differentiate learning and meet the needs of all students.
Benchmark Advance	Teachers will receive ongoing professional development in this program in order to emphasize the importance of using the Benchmark Advanced assessments to monitor student progress and meet the needs of all learners through hands-on multimodal strategies.
iReady	Ongoing professional development sessions will include the following: Learning Walks: Instructional leaders and school site teams will engage in learning walks to gather data, identify instructional trends, and determine actionable steps to enhance iReady implementation across classrooms. Intervention and Enrichment: To deliver targeted instruction and support, teachers will analyze assessment results, focusing on priority domains, instructional groupings, and targeted supports for small group (SGI) and individualized instruction. They will also explore iReady data and resources to plan and monitor interventions and enrichment activities, ensuring that every student's needs are met.
1:1 Coaching	Coaches will provide targeted support to help teachers refine attributes such as setting clear learning objectives, using formative assessments, and creating a positive classroom atmosphere. This personalized and ongoing feedback will foster teacher reflection and growth, which in turn will improve teaching effectiveness. As a result, students will experience increased engagement and motivation, benefit from clearer explanations and meaningful activities, and develop essential skills like critical thinking and problem-solving. Ultimately, this targeted professional development will ensure that teachers are well-equipped to support student learning and achievement, creating a thriving educational environment for the 2025-2026 school year.

Content Cadres	Teachers will collaborate closely with content directors and/or leads by content area to enhance their curriculum understanding, refine lesson planning, advance content knowledge and development, and foster overall growth in their pedagogical skills.
Independent Planning	Teachers will be provided with dedicated, protected time to collaboratively lesson plan in order to enhance their instructional practices and the above named focus areas.
Communities of Practice	In addition to supporting our teachers, our school leaders will participate in monthly Communities of Practice to advance their skills as instructional leaders. They will continue to focus on the instructional core; strengthen proficiency in unpacking standards as well as data informed practices; focus on growing their capacity to lead and coach teachers and other staff around Tier 1 culture, responding to incidents, and generally a safe and positive classroom culture
Inclusive Education	A focus of our Inclusive Education professional development program this year will continue to include specialized learning opportunities for ISTs and other staff who directly support this depart Teachers and leaders will continue to receive professional development that enhances their knowledge of Inclusive (special) education compliance and their capacity to lead strong Inclusive Education teams. These trainings will continue to be offered with the intention to maximize the meaningful educational benefit that students yield from the implementation of their individualized education programs.

1.28: How the School will recruit teachers who are qualified to deliver the educational program

SECA recognizes that capable teachers and quality teaching play an extraordinarily significant role in the academic achievement of students. Recruitment, professional development and support, and retention of the highest quality faculty will be of the utmost importance.

Bright Star Schools' local recruiting methods include word-of-mouth, employee referrals, LinkedIn Recruiter, advertisements on education and non-profit based job boards (such as Edjoin and Indeed), as well as through a strong partnership with Teach for America and participation in annual charter schools job fairs. Additionally, Bright Star recruits at most major colleges and universities in the Greater Los Angeles area with university credentialed programs, including but not limited to: Azusa Pacific University, California State University - Northridge, California State University- Fullerton, Claremont Graduate University, Loyola Marymount University, Pepperdine University, University of California - Los Angeles, University of Southern California, as well as other California State Universities. We recruit and hire teachers that have expertise in their content and/or grade level band and have valid credentials in the state of California. This ensures that teachers have the foundational knowledge that can effectively support students in their content area(s)

and/or grade level band.

An innovative aspect of our recruitment efforts includes partnering with Alder Graduate School of Education. We have a partnership with Alder GSE in which we recruit Teachers-in-residence from our support staff team as well as the broader community. The teacher residency program is a one year program where residents are placed with a master teacher, take courses from Alder GSE, and earn both a teaching credential and a Master's Degree within the year. In the first year of operation, we hired 100% of residents, and in the second year of operation, we hired 89% of residents. We were not able to hire one of the residents only due to not having an open position in their credential area. Stella Elementary Charter Academy hosted 2 residents in the 23-24 school year and will host 2 residents in the 24-25 school year.

Bright Star Schools' most effective teacher recruiting method comes from our internal referral program and our Alder Graduate School of Education Teacher Residency Program graduates. Additionally, Bright Star contacts alumni networks of colleges and universities, as well as teaching-based organizations such as Teach for America and EnCorps to ensure we have high quality incoming teachers for our students.

During interviews, we use questions to screen for candidates who embody Bright Star values of integridad, ubuntu, kohyang, and growth mindset. It is also important to us that candidates demonstrate willingness to be culturally responsive educators, committed to equity.

Once we hire our new teachers, we have established professional development opportunities for them. In their first week of employment, we offer new staff professional development which includes an orientation to our mission, vision, core values, community of students and families, organization-wide and SECA signature practices, and resources. SECA teachers are provided with grade level band specific professional development to internalize their standards and curriculum, as well as extensive professional development in restorative practices. This new staff professional development sets them up to feel confident in entering into our all staff professional development, where they learn and are developed on the organizational and school site priorities, such as Tier 1 strategies and increasing rigor for students.

SECA, with the support of Bright Star, also enrolls all new teachers with a preliminary credential into their Induction Program, the Greater Los Angeles Schools Induction Consortium, which they participate in free of charge. This induction program, fully authorized by the CTC, matches teachers with preliminary credentials with high quality mentors who support them through 2 years of job-embedded professional development aligned to the California Standards for the Teaching Profession (CSTPs). In partnership with the New Teacher Center, mentors support new teachers through data guided and standards based inquiry cycles. Through this, we aim to graduate teachers from the program who are curious, persistent and reflective. This program also includes collaboration between mentors and school leaders to ensure differentiated and targeted support and development opportunities for new teachers.

1.29: Meeting the Needs of All Students

Students shall be typically referred by the classroom teacher, but any member of the school staff may request support from the SSPT for a student whose learning, behavior or emotional needs are not being met under existing circumstances. All SSPT meetings will be documented, and student progress is reviewed in subsequent meetings. During the creation of the initial plan, the team indicates on the SSPT document whether the data will be reviewed after four or six weeks. The SSPT lead will gather and review the data at that point. If a student is following the SSPT plan and achieving, then a successive meeting is not necessary; rather additional meetings are planned for students who continue to demonstrate they are struggling.

1.29a: Meeting Needs of ELs

SECA is required to promptly identify potential English Learner (EL) students and provide them with an effective English language acquisition program that ensures meaningful access to the school's academic core curriculum. Instructional plans for English Learners (EL) must:

- Be based on sound educational theory
- Be adequately supported with trained teachers and appropriate materials and resources
- Be periodically evaluated to ensure the program's success and modified when necessary

On an annual basis (on or about October 1), SECA shall submit a certification to the District certifying they will either adopt and implement LAUSD's English Learner Master Plan or implement SECA's own English Learner Instructional/Master Plan. For the 2025-2026 school year, SECA will implement its own EL Master Plan. If SECA chooses to implement its own EL plan, the instructional plan shall encompass the following, including but not limited to:

EL Identification, Program Placement, and Reclassification

- *Transfers*
- *Assessment - Initial ELPAC*
- *Parental Notification of Initial Assessment Results and Program Placement*
- *Parent Confirmation of Program Placement*
- *Parental Exception Waivers*
- *Assessment - Summative ELPAC*
- *Redesignation Procedures & Reclassification (Exit) Criteria*
- *Reclassifying English Learners with Disabilities*
- *Table 2.3: Bright Star's Redesignated Fluent English Proficient Policy for Students with Disabilities*
- *(Students on an Alternative Curriculum - i.e, students who would take CAA instead of SBAC)*
- *Annual Language Classification/Status*

Instructional Program

- *Introduction*
- *English Language Development (ELD) Instructional Design*
- *Designated ELD*
- *Integrated English Language Development*
- *Long Term English Learners (LTEs)*
- *Newcomers*
- *Instructional Program for ELs with Disabilities*
- *College Readiness Measures for English Learners*

Monitoring, Evaluation, and Accountability

- *Student Achievement Goals & Accountability*
- *Progress Monitoring*
- *Professional Development and Implementation of English Language Development strategies*

Family Engagement

- *ELAC/DELAC*

1.29b: Process for Identifying English Language Learners

Upon being admitting to any Bright Star school, students receive an enrollment packet which includes the following Home Language Survey (HLS) questions:

- What language did the student learn when he or she first began to talk?
- What language does this student most frequently use at home?
- What language do you use most frequently to speak to this student?
- Which language is most often used by the adults at home?

The family's answers to these questions are used to determine a student's home language status as follows:

- English Only (EO): If the answers to the four questions on the HLS are "English", the child is classified as English Only.
- Possible English Learner (EL): If the answers to any of the first three questions on the HLS indicate a language other than English, or a combination of English and another language, the child is assessed to measure his or her level of English proficiency. However, if the parent's response to the first three questions on the HLS is English, and the response to the fourth question is other than English, then reasonable doubt may exist as to the student's home language. The school's administrator/designee must research the student's home language background using the following indicators, as well as consultation with the student's parent:
 - Parent/guardian requires an interpreter to communicate in English
 - Parent/guardian speaks to their child in a language other than English
 - The HLS is completed in a language other than English (including spelling the word "English" in another language; e.g. *ingles*)
 - Student initiates interaction with their parents/guardians in a language other than English
 - It is revealed that the child, while their parent/guardian is at work, is under the care of a person(s) who speaks a language other than English
 - Student, after having been enrolled in the Mainstream English Program designed for students with fluent-English proficiency for a reasonable length of time, demonstrates a lack of comprehension regarding instruction and classroom/school routines conducted in English.

If there is evidence of significant non-English exposure, then the pupil must be administered the state English language proficiency assessment, currently known as the English Language Proficiency Assessments for California (ELPAC). The parent/guardian will be consulted by a certificated staff member regarding the need to administer the assessment, the results, and the subsequent program placement of the child.

State and federal regulations require that if the student's HLS indicates a language other than English is used at home, the student's English language proficiency level must be assessed. Students will be assessed within 30 calendar days at the beginning of the school year, or within 2 weeks if a student enrolls during the school year. In addition, parents must be notified of the assessment results and program placement within 30 calendar days of initial enrollment.

1.29c: Educational Program for English Language Acquisition

All students are placed in the Mainstream English Program. English Language Learners are supported through a combination of modified instruction, additional academic support as needed, and specific strategies for acquiring academic English. Teachers provide sheltered instruction using “specially designed academic instruction in English” (SDAIE) techniques when students have difficulty understanding English. The school also promotes the success of English Language Learners by valuing the Spanish language as a critical resource and fostering a bilingual culture. English Language Learners act as mentors to Spanish Language Learners as part of class assignments in the Spanish courses.

SECA EL students receive both Designated and Integrated ELD instruction. Designated instruction happens at specific protected times during the school day and focuses on language skills. Our Designated ELD instruction uses the ELD standards to give EL students strategic language practice. SECA employs a site-based ELD coordinator that provides ELD instruction. Students who are ELPAC levels 1 & 2 receive designated supports. These supports take place at the end of the day during the personal learning period and/or Pathways. The table proceeding demonstrates the differences between designated and integrated supports.

BRIGHT STAR SCHOOLS INSTRUCTIONAL DIFFERENCES BETWEEN INTEGRATED DESIGNATED ELD SUPPORTS

Instructional Differences	Integrated ELD	Designated ELD
TIME	Within regular classes in all content areas	Specific protected time during the school day
FOCUS	Content of lesson with language support	Language skills, using content from regular curriculum
STANDARDS	State content standards in tandem with ELD Standards	ELD Standards

To ensure EL students receive the service needed, ELD instructors created a feedback cycle where they will lead professional developments with their school team, then individually follow up with each staff member to lead walkthroughs/observations. This ensures instructors are implementing strategies correctly. In the interim between meetings and observations, the complete list of professional development is accessible to instructors on an intra-organization platform. Some of the resources include previous presentations, professional resources for which we all collaborate during the org-wide professional development. The program serving our English Language Learners is evaluated annually using student data and adjusted to best meet the needs of our students.

1.29d: English Language Proficiency Assessments

The ELPAC results are to be accurately and permanently recorded in the school's student information system. ELs with disabilities must be assessed with the initial or annual ELPAC. The results yield a three-part process for SECA:

- SECA will review reports from initial and annual ELPAC results
- Analysis of high-level trends will be conducted

- Based on these trends, professional development will be created for all teachers so they can be equipped with support for these students.

Additionally, progress will be monitored in biweekly meetings with ELD coordinators to review reports and adjust analysis as needed.

ELs with disabilities may be tested using the California Department of Education (CDE)-approved *Testing Variations, Accommodations, and Modifications*, which is updated annually. The Individualized Education Program (IEP) team must document in the student's IEP any accommodations or modifications used, and these must not deviate from those approved by CDE. All ELs with disabilities will be assessed with the ELPAC annually after they have been identified as ELs. ELs with moderate-to-severe disabilities are to be assessed in accordance with their IEP.

State and federal guidelines require each EL to be assessed annually to determine their progress in acquiring English language proficiency. This assessment is given within a test window prescribed by California *Education Code*.

The official ELPAC assessment results are provided to parents in a language they understand when the results become available from the test publisher. Information on how to interpret the ELPAC results is available in various languages. Parents may request a meeting to discuss the assessment results.

1.29e: Meaningful Access to Curriculum, Instructional Strategies and Interventions for ELA/ELD Framework

SECA excels in providing meaningful access to curriculum and instructional strategies for the ELA/ELD framework by employing a tailored approach that addresses diverse student needs and integrates culturally responsive materials and differentiated instruction, ensuring that all students, including English Language Learners, engage with the curriculum effectively. By offering targeted interventions and leveraging data-driven strategies, SECA supports individual growth and language development, fostering an inclusive learning environment where every student can thrive in their English Language Arts and English Language Development journey.

INITIAL LANGUAGE CLASSIFICATION/STATUS

A student's initial language classification or status is determined by their overall performance on the initial English language proficiency assessment, currently the ELPAC Initial Assessment. Based on the performance level, a student may be classified as following:

- **Novice English Learner [EL]:** Students at this level have **minimally developed** oral (listening and speaking) and written (reading and writing) English skills. They tend to rely on learned words and phrases to communicate meaning at a basic level. They need substantial-to-moderate linguistic support to communicate in familiar social and academic contexts; they need substantial linguistic support to communicate on less familiar tasks and topics. This test performance level corresponds to the "Emerging" proficiency level as described in the 2012 *ELD Standards*.
- **Intermediate English Learner [EL]:** Students at this level have **somewhat developed** to **moderately developed** oral (listening and speaking) and written (reading and writing) skills. This level captures a broad range of English learners, from those who can use English only to meet immediate communication needs to those who can, at times, use English to learn and communicate in meaningful ways in a range of topics

and content areas. They may need some degree of linguistic support to engage in familiar social and academic contexts (depending on the student, the level of support needed may be moderate, light, or minimal); they may need substantial-to-moderate support to communicate on less familiar tasks and topics. This test performance level corresponds to the entire “Expanding” proficiency level and to the lower range of the “Bridging” proficiency level as described in the 2012 *ELD Standards*.

- **Initial Fluent English Proficient [IFEP]:** Students at this level have **well developed** oral (listening and speaking) and written (reading and writing) skills. They can use English to learn and communicate in meaningful ways that are appropriate to different tasks, purposes, and audiences in a variety of social and academic contexts. They may need occasional linguistic support to engage in familiar social and academic contexts; they may need light support to communicate on less familiar tasks and topics. This test performance level corresponds to the upper range of the “Bridging” proficiency level as described in the 2012 *California English Language Development Standards, Kindergarten Through Grade Twelve* (2012 *ELD Standards*).

Push Ins:

EL students are supported in the classroom by one-on-one support with an ELD instructional assistant. Before entering the classroom, the supporting teacher reviews the lesson plan for the day in order to point out where support will be needed as well as what types of supports will be helpful. Typically, students are given one-on-one support during independent work time. Students are given support such as sentence frames, guided reading, guided questions, model thinking, etc.

Students also receive push-in support via their general ed teachers. As SECA “pushes in” students, we also take notes on “missed opportunities” that come up during the lesson. For example, if a writing class assignment is given, without sentence frames for ELs, we take note of that lack of support and eventually communicate this observation with the general ed teacher. The feedback that is given, is expected to be applied to future lessons by the teacher.

Pull-Out:

EL students receive tutoring for their general ed classes during pull-out class, but it is geared towards integration. It is a small group setting, where students will be able to get more one-on-one support from the ELD coordinator or the ELD Instructional Assistant.

For example, students and their ELD coordinator will go over note taking skills, collaborative interactions, researching, pacing, etc. Students will work on their writing and reading skills by learning to skim articles, how to cite evidence, how to use proper punctuation, etc. Students will prepare for upcoming SRI or ELPAC assessments during our pull-out time together. Students will gain experience with the assessment through example questions. Students are given supplemental work during our pull-out time for their general ed classes that provides various modes for students to access the content (SDAIE strategies).

Additional Support

Depending on areas of need, other supports such as technology have been incorporated. Bright Star provides students with electronic dictionaries to improve their reading experience. Students are given accommodations during state testing whenever possible.

The overall performance level on the initial ELPAC is based on the California English Language Development Standards. The California Department of Education adopted the following three proficiency levels to classify an English Learner's level⁷:

- **Emerging:** Students at this level typically progress very quickly, learning to use English for immediate needs as well as beginning to understand and use academic vocabulary and other features of academic language.
- **Expanding:** Students at this level are challenged to increase their English skills in more contexts and learn a greater variety of vocabulary and linguistic structures, applying their growing language skills in more sophisticated ways that are appropriate to their age and grade level.
- **Bridging:** Students at this level continue to learn and apply a range of high-level English language skills in a wide variety of contexts, including comprehension and production of highly technical texts. The “bridge” alluded to is the transition to full engagement in grade-level academic tasks and activities in a variety of content areas without the need for specialized ELD instruction. However, ELs at all levels of English language proficiency fully participate in grade-level tasks in all content areas with varying degrees of scaffolding in order to develop both content knowledge and English.

Annual Language Classification/Status

Parents of ELs will be notified each year of their child's current language classification along with the annual assessment results. A student will remain an EL until he or she has met the criteria for reclassification.

Parental Notification of Initial Assessment Results and Program Placement

Parents of students (ELs and IFEPs) who are administered the **initial** ELPAC must receive official notification, within 30 calendar days, informing them of their child's:

- Initial English language proficiency level and how it was assessed
- Official language classification

In addition to the above, parents must also receive information regarding the:

- Reclassification, or program exit, criteria
- Instructional program for ELs with a disability (with an IEP) and how such program will meet the objectives of the IEP
- Expected rate of graduation for ELs

Parental Notification of Annual Assessment Results and Program Placement

Parents of EL students who are administered the **annual** ELPAC must receive official notification within 30 calendar days, informing them of their child's:

- Annual English language proficiency level and how it was assessed
- Official language classification
- Instructional program placement

1.29f: Process and Specific Criteria for Reclassification

Once a student is identified as an English Language Learner (ELL), the student will continue to take the ELPAC, on an annual basis until the student is Reclassified as Fluent English Proficient (RFEP). The test will be administered within the time constraints that are mandated by the CDE.

ELLs are reclassified to fluent English proficient based on the following multiple criteria identified in the California Education Code and recommended by the State Board of Education (SBE). Chart

1.12 shows the minimum criteria to be considered for reclassification.

The administrator/designee at each school site is responsible for ensuring that ELLs who meet the eligibility criteria are reclassified in a timely manner. This process begins when the official results of the ELPAC are released, as well as at the end of each reporting period. Students who have met the reclassification criteria are identified and parents are informed of their proficiency in writing.

In order to evaluate the effectiveness of SECA's EL program, the school administration team analyzes statewide summative English Learner proficiency assessment data during summer planning (or earlier, if results are released in the Spring) to determine if ELPI and reclassification goals were achieved. A combination of internal data splicing using California Educator Reporting System, TOMS, and California Educational Testing System data is used as a resource. Preliminary and final summative data informs what strategies and resources are used for the following year, as well as what areas of professional development need to be addressed.

MINIMUM CRITERIA TO BE CONSIDERED FOR RECLASSIFICATION

Criteria	First-Year Kindergarten (TK)	Kindergarten (including Second-Year Kindergarten)	1st – 4th grade
English Language Proficiency Assessments for California	Overall ELPAC Performance Level 4 or Alternate ELPAC Performance Level 3		
Teacher Evaluation	English Language Arts Standard Met/At Grade Level	English Language Arts Standard Met/At Grade Level	English Language Arts Standard Met/At Grade Level

Basic Skills Assessment	Meeting or exceeding proficiency score on Developmental Reading Assessment (DRA).	Meeting or exceeding proficiency score on Developmental Reading Assessment (DRA).	Basic, Proficient, or Advanced score on the Reading Inventory (RI).
	Or	Or	Or
	DIBELS 8 scores of Benchmark or Above Benchmark in all DIBELS 8 grade-level assessed measures.	DIBELS scores of Benchmark or Above Benchmark in all DIBELS assessed measures.	Meeting or exceeding proficiency score on Developmental Reading Assessment (DRA).
		Or	Or
		An Overall Approaching Grade Level Performance Level or Higher on iReady Reading Diagnostic.	DIBELS scores of Benchmark or Above Benchmark in all DIBELS assessed measures.
			Or
			Standard Met or Standard Exceeded on the ELA SBAC (3rd and 4th grade).
			Or
			An Overall Approaching Grade Level Performance Level or Higher on iReady Reading Diagnostic.

Parent Consultation	Parent Opinion and Consultation	
SSPT Student Support and Progress Team	Students meeting the reclassification criteria must be reviewed by the SSPT for reclassification readiness.	Note: No SSPT is required to reclassify second-year kindergarten students. When a student has met the ELPAC Summative and grade level basic skills criteria for reclassification except for the teacher evaluation criterion, the student's English proficiency must be reviewed by the SSPT for reclassification readiness.

1.29g: Process for Monitoring Progress of ELs and Reclassified (RFEP) Students

All ELs are monitored during weekly PLC time to ensure they are making adequate progress based on formative data, curricular assessments, and iReady data. Classroom teachers also analyze formative data from Designated ELD lessons to monitor their reading, writing, listening, and speaking progress. EL students not making adequate progress are referred for tutoring, extra in-class academic support by an instructional aide, and/or the SSPT process. Administrators use formative data to determine if there are any school-wide trends that indicate need for professional development to support ELs. Based on this quarterly data analysis, school administration consults with the School Support Team to design relevant PDs to improve Integrated ELD strategies and/or Designated ELD instruction. Summative ELPAC results are analyzed by school administration in the late Spring and during Summer planning to evaluate the effectiveness of the EL program and identify what additional support is needed for specific Kindergarten through 3rd grade students who have either maintained or decreased English Learner Progress Indicator (ELPI) levels, for the following school year.

All RFEP students are monitored at the end of each reporting period. Classroom teachers and administrators meet during PLC time to monitor recently reclassified students' progress based on report card grades, curricular assessments, and iReady data. If a student is not making satisfactory progress after reclassification, the administrator/designee will meet with the classroom teacher(s) to develop an intervention instructional plan with specialized support. Appropriate intervention measures may include, but are not limited to, any of the following:

- Student/teacher/parent conference
- Specialized reading, writing, and/or math instruction
- After school and/or before school academic support
- Intervention/Intersession classes
- Summer school

English Language Learners with disabilities will follow the same methods for identification and reclassification

while adhering to appropriate testing accommodations and/or modifications listed in their Individualized Education Programs (IEPs). In addition to the aforementioned criteria for reclassification, the IEP team should also determine if an ELL with a disability has met the English Language Development (ELD) goal(s) in his/her IEP. The following chart demonstrates how SECA monitors and supports Long-term English Learners (LTELs).

Within the classroom support listed in the chart above, students will also be supported by teachers choosing scaffolds for the students deemed appropriate with the curriculum. When needed, interventions will be provided outside the base curriculum.

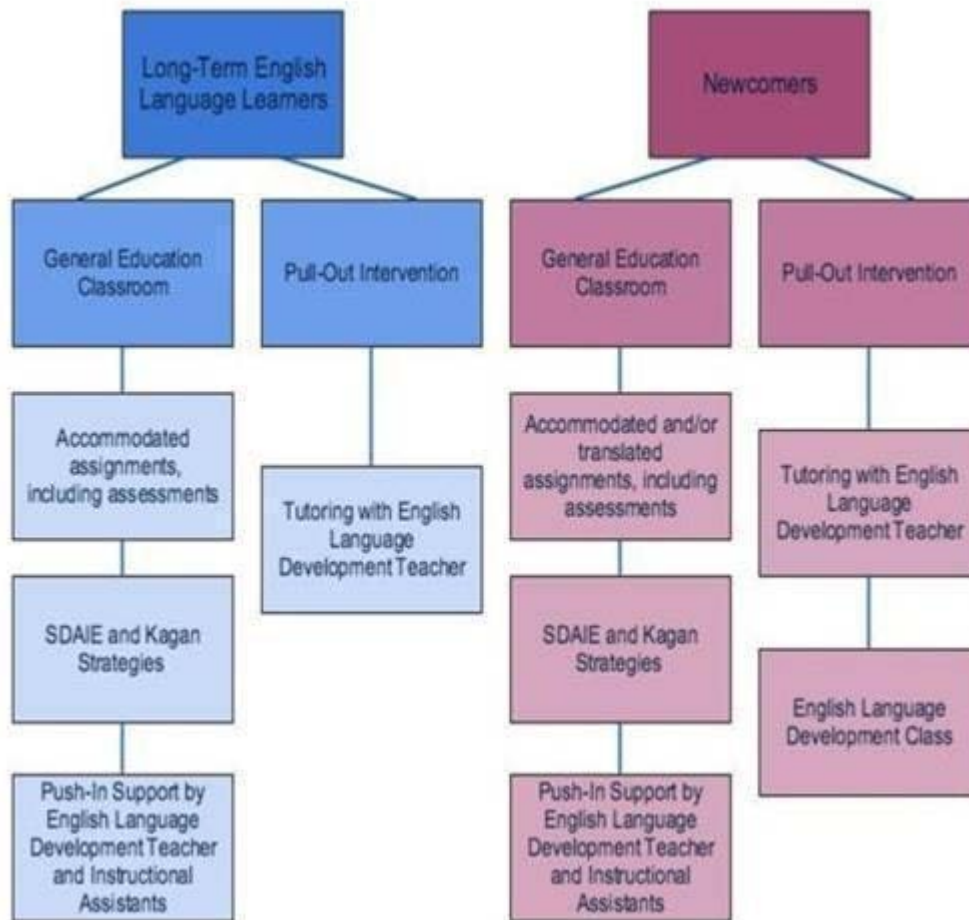
1.29h: Monitoring Progress and Effectiveness of Supports for Long Term English Learners (LTELs) and for Students “At-Risk” of Becoming LTELs

If a student has been identified as at-risk for becoming an LTEL by their teacher or Counselor (primarily through chronic low-test scores and observation), they will be referred to the student support team to determine specific supports needed. The first paragraph in *Meeting the Needs of All Students* for more information on how the SSPTs determine appropriate next steps and accurate assessments of student needs.

Since the ELD coordinator manages each school's EL program, SECA administration will evaluate the ELD coordinator by using the “ELD Professionalism Rubric,” which includes data on student performance in reading, speaking, listening and writing. Based on the rubric scores, SECA will set goals for the next year based off the evaluation of trends highlighted from the student performance data. To monitor students throughout the year, SECA uses iReady in the following ways:

- Monitor performance on diagnostic assessments to identify growth areas and respond to skill gaps.
- Measure the amount of time students spend on their personalized learning plan to ensure consistent practice.
- Review the number of lessons completed and passed, identifying areas where additional support may be needed.

English Language Learner Intervention Plan



1.30: Meeting the Needs of Gifted and Talented Students and Students Achieving Above Grade Level

1.30a: Identifying Students Achieving Above Grade Level

While we anticipate that most students' needs are addressed by the wide variety of school-wide supports already in place, SECA is committed to working with students who are performing above grade level to help them achieve, grow and be continuously challenged.

To identify the students at SECA we will be administering or referring to the results from the Otis-Lennon School Ability Test (OLSAT) given to all 2nd grade students enrolled at Bright Star Schools. This exam will serve as a universal screener to support early identification and initiation of additional data review.

Dependent of the results, high achieving students will be referred for a meeting in order to review data, GATE eligibility, available programming and/or resources.

The Student Support and Progress Team will be looking at the following criteria:

- **Standardized Test Scores:** Assessments such as the California Assessment of Student Performance and Progress (CAASPP) or other standardized tests that measure academic achievement and cognitive abilities in areas like reading, math, and reasoning
- Performing more than one level above his/her actual grade level, based off scores from iReady, and CAASPP data
- **Teacher Recommendations:** Input from teachers who have observed the student's academic performance, intellectual abilities, creativity, and potential for advanced learning.
- **Parent Input:** Information provided by parents or guardians regarding the student's interests, talents, and academic history.
- **School Performance:** Grades and academic records showing consistent high achievement or exceptional ability in specific subjects.
- Earning 4 on rubrics (or A on letter grades) of content learning standards in core content learning standards
- **Behavioral Assessments:** Observations and evaluations of the student's behavior, social interactions, and emotional development, especially as they relate to characteristics of giftedness.
- **Portfolio or Work Samples:** Examples of the student's work that demonstrate advanced skills, creativity, critical thinking, or problem-solving abilities beyond typical grade level expectations.
- **Additional Assessments:** Results from specialized assessments or evaluations that measure specific gifted characteristics, such as creativity, leadership, or specific talent areas like music or art.

A meeting involving the parent, counselor, and principal or designated school representative is convened to establish goals and objectives aimed at accelerating a student's achievement beyond grade level. This gathering also serves to inform parents about their child's strengths and rights upon eligibility for the Gifted and Talented Education program.

1.30b: How SECA Will Determine, Meet the Educational Needs of and Monitor the Progress of Gifted and Talented Students

High achieving students at SECA will benefit from differentiated instruction, which includes personalized learning pathways tailored to their specific learning styles and interests. This approach enables them to delve deeply into topics of interest, pursue advanced coursework at an accelerated pace, engage in collaborative projects with intellectual peers, and access resources that foster critical thinking and creativity. Moreover, differentiated instruction provides opportunities for independent research, mentorships with experts, and participation in local and national competitions, all aimed at cultivating their talents and academic growth.

To enhance support for our gifted and talented (GATE) students, SECA is focusing on developing individualized learning plans (ILPs) that cater to each student's unique strengths and interests. These plans will guide the implementation of differentiated instruction strategies within mainstream classrooms, ensuring GATE students receive appropriate academic challenges such as accelerated pacing and opportunities for independent study. Alongside enriched classroom experiences, SECA is committed to offering diverse extracurricular enrichment opportunities, including advanced coursework, specialized projects, competitions, and mentorships. By fostering an environment that nurtures intellectual curiosity and creativity, we aim to empower GATE students to thrive academically and reach their full potential right from the start of our program.

To ensure effective support and monitoring of GATE students across all grades, SECA has implemented a comprehensive approach focused on staff training, data-driven decision-making, and ongoing professional development. Staff members have been trained to analyze data related to GATE students, enabling them to interpret assessment results and identify areas for enrichment. Regular data meetings are conducted to discuss progress monitoring and adjust instructional strategies accordingly, ensuring GATE students receive targeted interventions and remain appropriately challenged. Classroom teachers will use curriculum-based differentiated materials to provide GATE students with challenging lessons during regular class time. Additionally, ongoing professional development sessions emphasize effective differentiation techniques and strategies to increase academic rigor for GATE learners, supporting their continuous growth within our educational framework.

Furthermore, SECA's Assistant Principal oversees the progress of students achieving above grade level through our robust data-driven systems. Our Assistant Principal is the onsite designee for parents to contact regarding GATE. Students referred as GATE are regularly monitored during SECA's ongoing data meetings, which include weekly, interim, and yearly assessments. Data is aggregated by subgroups during grade level meetings and at Bright Star Data Days. SECA analyzes student performance and implements appropriate supports to facilitate their continued advancement and success.

1.31: Meeting the Educational Needs of Students Achieving Below Grade Level

1.31a: Identifying Students in This Group

At SECA, we are dedicated to strengthening our tier 1 practices and pedagogy to ensure all students receive a solid foundation in core academic skills. Our approach includes enhancing differentiated instruction within the regular classroom environment. Teachers will be equipped with evidence-based teaching methods that cater to diverse learning styles and incorporate ongoing formative assessments to monitor student progress effectively. By implementing proactive and inclusive teaching strategies, we aim to create an environment where every student can thrive academically.

In our commitment to supporting all students, SECA will implement a comprehensive, multi-tiered system to identify those who may require additional academic support beyond tier 1 interventions. This begins with a structured approach to data analysis and assessment. Teachers will regularly assess student performance using formative assessments, classwork, homework, and quizzes to monitor academic progress and identify early signs of challenges.

For students who demonstrate persistent academic difficulties despite tier 1 interventions, SECA will implement tier 2 supports. This may involve targeted interventions such as small-group instruction, personalized learning plans, or additional instructional time focused on specific academic skills. Teachers and support staff will collaborate to analyze assessment data and identify students who would benefit from these supplemental supports.

In cases where tier 2 interventions are insufficient to meet a student's needs, SECA will provide tier 3 supports. These intensive interventions may include a more customized support plan with extra support from an instructional aide, collaboration with a parent or guardian to ensure alignment between the school and the home, one-on-one or small group tutoring, specialized interventions led by intervention specialists or counselors, and ongoing progress monitoring to ensure academic growth and success.

Furthermore, SECA is committed to fostering a supportive partnership with parents and guardians throughout this process. Regular communication and collaboration will be maintained to discuss student progress, adjust

interventions as needed, and ensure that each student receives the personalized support necessary to achieve academic success.

By strengthening our tier 1 practices and pedagogy and implementing targeted tier 2 and tier 3 supports when needed, SECA aims to create an inclusive learning environment where all students can reach their full potential academically and beyond.

1.31b: Meeting the Educational Needs of These Students, Including Instructional Components, Services, and Supports Provided

As mentioned above, at SECA, we are dedicated to meeting the diverse needs of our students through a comprehensive tiered support system that enhances both tier 1 practices and provides targeted tier 2 and tier 3 instructional components, services, and supports. Our approach begins with strengthening tier 1 practices, ensuring that all students receive high-quality, differentiated instruction within the regular classroom setting. For students identified as needing tier 2 supports, our classroom teachers offer personalized interventions such as small-group instruction tailored to address specific academic challenges. These interventions are designed to close learning gaps through focused instruction and personalized learning plans (PLPs) that set clear academic goals and strategies for improvement. We also utilize specialized instructional materials and adaptive technologies to enhance learning outcomes while maintaining academic rigor.

For students requiring more intensive tier 3 supports, SECA develops individualized learning plans (ILPs) that include personalized interventions and accommodations tailored to their unique learning profiles. This may involve specialized one-on-one tutoring sessions with intervention specialists or qualified educators, the use of assistive technologies, and access to specialized programs designed to meet their academic and developmental needs. Regular progress monitoring and data analysis ensure that interventions are effective and adjusted as needed to support student success across all domains.

Beyond academic support, SECA is committed to fostering a supportive environment that addresses the holistic needs of students receiving tier 2 and tier 3 supports. This includes providing social-emotional learning opportunities, access to counseling services, and promoting peer mentoring and support groups to enhance overall student well-being and success.

In the event that struggling students do not make satisfactory academic progress despite tier I, II, and III supports, and after exhausting all general education interventions, the SSPT team may decide to refer the student for special education assessment, a 504 Plan, and/or reexamine a student's English Learner status. This collaborative decision-making process ensures that every avenue is explored to provide students with the appropriate support and accommodations necessary to succeed academically and thrive in our educational environment.

Through collaborative efforts involving educators, support staff, families, and community partners, SECA is committed to ensuring that every student receives the individualized support and resources necessary to thrive academically and reach their full potential. We continuously evaluate and refine our instructional practices and support services to meet the evolving needs of our diverse student population effectively.

Moreover, SECA implements strong tier 2 strategies to support students who need more help without over scaffolding or lowering rigor. These strategies include providing targeted small-group instruction, using flexible grouping based on ongoing assessments, offering differentiated assignments that maintain complexity, providing additional guided practice, and offering extended learning opportunities such as enrichment activities and peer tutoring. We also emphasize structured interventions based on data analysis, regular progress monitoring, ongoing teacher collaboration, and active parental involvement to ensure a cohesive and effective support system for all students.

By integrating these strategies and supports, SECA strives to create an inclusive learning environment where every student can thrive academically and grow personally, supported by a robust and responsive educational framework.

For additional information on personalized online programs offered to our students such as iReady, please refer to section **1.2b: Success of the Key Features of the Educational program** which further describes our approach to data driven instruction and individualized support for our students.

1.31c: How SECA Will Monitor the Progress of Students Achieving Below Grade Level

At SECA, we prioritize monitoring the progress of students at-risk through a robust, data-driven approach facilitated by our systems including curricular diagnostic assessments, DIBELS, Developmental Reading Assessment, and iReady. These tools allow us to conduct weekly, interim, and yearly assessments for all students, with data aggregated by subgroups to closely analyze performance trends.

SECA oversees the monitoring of at-risk students' progress, ensuring timely interventions and supports are implemented. When students are identified as needing Tier II interventions, such as small group clustering and re-teaching, differentiated materials or strategies within the classroom, small group work facilitated by an Instructional Assistant, after school tutoring, SECA coordinates these efforts to help advance student achievement.

The Assistant Principal plays a pivotal role in this process, overseeing the monitoring of progress and ensuring that interventions are effectively tailored to meet the needs of at-risk students. This collaborative approach not only supports academic growth but also fosters a supportive environment where every student can thrive.

Through these comprehensive monitoring practices and targeted interventions, SECA is committed to ensuring that every student receives the personalized support necessary to succeed academically and reach their full potential. We continuously refine our strategies based on ongoing data analysis to enhance educational outcomes and promote student success.

1.32: Meeting the Needs of Socio-Economically Disadvantaged/Low Income Students

As mentioned in Section 1.2, the vast majority of our families in the communities we serve are socio-economically disadvantaged. In the 2023-2024 CALPADS data, 94.85% of our students in the West Adams/Baldwin Village cluster qualified for free and reduced lunch, compared to the same data in 2017-18, which showed 91.2% of students in the same area. Because of this, the design of Bright Star schools is geared specifically towards the needs of socioeconomically disadvantaged students.

1.32a: Identifying Students in This Group

Identifying socioeconomically disadvantaged and low-income students at our charter school will involve a comprehensive and inclusive approach. We will utilize multiple criteria to ensure no eligible student is overlooked:

- **Economic Criteria:** Eligibility for free or reduced-price lunch programs will be a primary indicator, supplemented by analysis of household income data, which is collected during

registration in the Household Income Data Collection form. We will also collaborate with local social service agencies to verify economic needs and support families who may not meet traditional criteria but still face financial challenges.

- **Self-Identification:** Encouraging families to self-identify as socioeconomically disadvantaged will ensure inclusivity and enable us to provide support to those who may not qualify through standard metrics but still require assistance.
- **Community Eligibility Provision:** Bright Star Schools students are grouped into all students receiving free and reduced lunch because the Community Eligibility Provision is a non-pricing meal service option for schools and school districts in low-income areas. CEP allows all Bright Star Schools to serve breakfast and lunch at no cost to all enrolled students without collecting free or reduced priced lunch applications. Our teachers and staff will receive training on recognizing symptoms and behaviors indicative of a child's need for additional support, including issues related to hunger, extreme poverty, and individual family challenges in meeting their child's needs. Given that a significant portion of our student body comes from socioeconomically disadvantaged backgrounds, counselors will continuously monitor all students and identify supports, such as access to our free/reduced meal plan, socio-emotional counseling, tutoring, and after-school programs.

SECA maintains and analyzes assessment records to ensure we meet the needs of this targeted population, as measured by the California Department of Education's standards for performance on state standardized assessments. Beyond academic preparation, we also assist families in need of uniforms or school supplies through fundraising efforts, providing essential items like uniforms, paper, pencils, backpacks, and other necessary materials.

1.32b: How SECA Will Meet The Needs of Students in This Group

Meeting the unique needs of socioeconomically disadvantaged and low-income students is a core commitment of our charter school. We employ a multifaceted approach to address academic, social, and personal development:

- **Targeted Interventions:** Dedicated counselors, school psychologists, and educators collaborate to design and implement personalized tutoring, mentoring programs, and access to specialized educational resources tailored to individual learning needs.
- **Enrichment Opportunities:** Our curriculum and extracurricular activities, including cultural programs and workshops, are accessible to all students. These opportunities ensure socioeconomically disadvantaged students have equal access to enrichment, available during and after school to accommodate diverse schedules and interests. Some examples of Bright Star Enrichment programming includes, but is not limited to:
 - **After school programming: Stella Elementary partners with** organizations such as Woodcraft Rangers to provide students with programming in alignment with a holistic approach to extended-day learning which includes the following:
 - **Academics & Homework Support:** Provides students with assistance in their academic work from homework to class projects, particularly in core subjects such as math and English, and supplements the overall curriculum of their regular school day through enhanced complimentary learning.
 - **Health, Fitness & Nutrition:** Focuses on a diverse array of structured activities relating to physical and nutritional health that teach students the importance of having well balanced diets, daily exercise and play, healthy living, leadership, and community service.

- **Visual & Performing Arts:** Provides students with unique and experiential opportunities to explore multiple aspects of the arts, to develop and enhance their visual and performance talents through activities like dance and painting, and to build their social, creative, and emotional skills.
- **Youth Leadership & Community Service Learning:** Educates students on the practical definition of leadership, its roles and applications, and the process of identifying and electing leaders for the betterment of schools and communities, and meeting real needs of their peers, families and neighborhoods.”
- **LELs:** Life Experience Lessons have been a cornerstone of Bright Star Schools student experience since its founding. We seek to enhance our students’ education with experiences outside of the classroom that open them up to the world and show them endless possibilities for their lives. These include field trips and experiential excursions to local sites in Los Angeles, as well as other cities throughout the United States to engage within activities like city walks, beach clean-ups, seeing plays, or visiting museums and college campuses.
- **Support Services:** Through strategic partnerships with community organizations and service providers, we offer additional supports such as academic tutoring, health services, nutrition programs, and family engagement initiatives. Our Connections Program is pivotal in providing structural, programmatic, and curricular elements that enable teachers to bridge academic gaps and promote strong achievement across all grades, irrespective of socio-economic status.
- **Comprehensive Counseling:** Our counselors, many with Pupil Personnel Services (PPS) credentials and advanced degrees like Master of Marriage and Family Therapy (MFT) or Master of Social Work (MSW), collaborate closely with families. They identify and coordinate support services, such as counseling, housing assistance, and other family aid services, tailored to overcome unique barriers to learning.

This integrated approach ensures that socioeconomically disadvantaged students at our charter school receive comprehensive support to thrive academically and personally, promoting equitable opportunities and fostering a supportive educational environment for all.

1.32c: Monitoring the Progress of Socio-Economically Disadvantaged Students

Monitoring the academic and personal progress of socioeconomically disadvantaged students will be a continuous and systematic process supported by teachers, counselors, administrators, and other support staff:

- **Data-Driven Approach:** Regular assessments, including standardized testing, formative assessments, and qualitative feedback from teachers and support staff, will track student performance and identify areas needing additional support.
- **Individualized Plans:** Each student will benefit from a personalized learning plan that outlines specific goals, strategies, and milestones for academic improvement. These plans will be reviewed regularly to adjust interventions based on progress and evolving needs.
- **Parent/Guardian Engagement:** Ongoing communication with parents or guardians will be prioritized through regular progress updates, parent-teacher conferences, and workshops. This collaboration ensures transparency and empowers families to effectively support their child's educational journey.

In addition, our charter school integrates the **Connections Program** to further support socioeconomically disadvantaged and low-income students. This program provides structural, programmatic, and curricular elements that enable teachers to bridge academic gaps and promote strong achievement across all grades. Our counselors, equipped with Pupil Personnel Services (PPS) credentials and advanced degrees like Master of Marriage and Family Therapy (MFT) or Master of Social Work (MSW), collaborate closely with families to identify and coordinate support services. This includes facilitating access to no-cost or low-cost counseling services, assistance with applications for subsidized housing, and other family aid services available to local residents.

In conclusion, our charter school is committed to fostering an inclusive and supportive environment where every socioeconomically disadvantaged and low-income student receives personalized attention, equitable access to resources, and ongoing monitoring of their progress. By implementing targeted identification strategies, comprehensive support systems, and robust progress monitoring practices, we aim to empower every student to achieve academic success and personal growth.

Students with Disabilities

The FSDRL contains provisions necessary to address matters related to students with disabilities including special education and other federal requirements.

1:33 Meeting the Needs of Foster Youth

1.33a: Identifying Students in This Subgroup

Bright Star Schools is committed to meeting the diverse needs of Foster Youth in accordance with AB 490 (EC 48853.5). We identify foster youth, students experiencing homelessness, and other relevant student groups through a proactive and sensitive approach:

- **Identification Process:** We collaborate closely with local child welfare agencies, foster care organizations, and homeless shelters to identify students in these vulnerable populations. This includes interactions with the Department of Child and Family Services and other welfare officers.
- **Enrollment Procedures:** Our enrollment process includes specific questions and considerations designed to identify students who are foster youth or experiencing homelessness. This ensures that appropriate supports and services can be provided from the outset.

By implementing these strategies, Bright Star Schools ensures that foster youth, students experiencing homelessness, and other vulnerable student groups receive the necessary support and resources to thrive academically and personally.

1.33b: Meeting the Needs of Student in This Subgroup

Addressing the needs of foster youth, students experiencing homelessness, and other relevant student groups is a priority at our charter school. We collaborate closely with educators, school personnel, social workers, probation officers, caregivers, advocates, juvenile court officers, and community-based organizations to determine and meet these needs. A variety of services, including tutoring, mentoring, counseling, and advising, are provided both on campus by school personnel and through partnerships with community-based organizations.

We implement targeted strategies to ensure these students receive necessary services, supports, and opportunities:

- **Comprehensive Support Services:** Dedicated counselors and educators collaborate to assess and address the unique needs of foster youth, homeless students, and other vulnerable groups. This includes access to counseling, academic support, transportation assistance, and referrals to community resources for housing, health services, and legal aid.
- **Supportive Environment:** Our school community is designed to be supportive, ensuring that all students feel safe and valued. Staff undergo specialized training to maintain sensitivity and foster effective communication with students and their caregivers.
- **Inclusive Opportunities:** We provide a range of extracurricular activities, tutoring programs, and mentorship opportunities tailored to promote academic success and enhance social-emotional well-being for all students, including those facing challenging circumstances.

By integrating these approaches, our charter school aims to empower foster youth, students experiencing homelessness, and other vulnerable student groups to thrive academically and personally.

1.33c: Monitoring The Progress of Students in This Subgroup

The progress of Foster Youth is monitored by a school site team including, the counselor, teacher, Dean of Restorative Practices, and Assistant Principal as an explicit subgroup. This data is then gathered on a quarterly basis by the Homeless and Foster Youth Liaison, who is also a Counselor. This liaison will determine the appropriate actions to take, if any are needed.

Monitoring the academic and personal progress of foster youth, students experiencing homelessness, and other relevant student groups is integral to our support approach:

- **Regular Progress Monitoring:** We employ a data-driven approach with regular assessments, progress reports, and individualized learning plans to track student performance and identify areas needing additional support.
- **Collaborative Review Processes:** Our counselors and support staff collaborate with teachers and families to review progress, adjust interventions as needed, and celebrate achievements. This ensures that students receive personalized attention and support throughout their educational journey.
- **Parent/Guardian Engagement:** Ongoing communication with parents or guardians of foster youth and students experiencing homelessness is prioritized through regular updates, meetings, and workshops. This collaborative effort strengthens the support network around each student, enhancing their overall success.

In conclusion, our charter school is committed to providing a supportive and inclusive environment where foster youth, students experiencing homelessness, and other vulnerable student groups receive personalized attention, comprehensive support services, and ongoing monitoring of their progress. By implementing targeted identification strategies, providing specialized supports, and maintaining rigorous progress monitoring practices, we aim to empower every student to achieve academic success and thrive personally.

1.35: A Day in The Life of SECA

At SECA, we prioritize transparency in the policies, structures, and systems that shape our school culture and academic program.

Our commitment to transparency is threefold: 1) We are accountable to the public we serve; 2) We have a responsibility to share the successes that stem directly from the best practices we implement; and 3) We seek to invite constructive feedback to continuously improve the systems that support our students. At SECA, we always ensure that our doors are open to visitors who can celebrate our scholars' achievements and offer valuable feedback on our educational program.

Before the School Day Begins

At SECA, we welcome our students at 7:30 a.m. Each student is greeted with a smile, eye contact, and an affirmation that a great day of learning awaits them.

As students enter the school and head to their designated grade-level spaces for breakfast, they encounter friendly and familiar staff and peers. Leaders encourage students to be safe, kind, respectful, and responsible through positive narration and rewards, known as Leonas, redeemable at the student store on Fridays.

At 8:00 a.m., homeroom teachers enthusiastically greet the students, and together they walk joyfully to their classrooms to start Morning Meeting.

Academic Day

Once students transition to their classrooms, they begin with a five or fifteen-minute Morning Meeting, depending on their grade level. This time is dedicated to welcoming students into the space, either seated or in a circle, allowing everyone to see and connect with one another. The teacher facilitates the meeting, using a talking piece to let each student share their feelings using the RULER Mood Meter. Teachers note students' responses to ensure everyone has a chance to voice their thoughts. Following this, students engage in a themed portion of the Morning Meeting, which may include social-emotional lessons, data chats, restorative circles, or community-building activities.

Students then proceed to the instructional period, designed to maximize learning opportunities. Our TK through fourth graders engage in English Language Arts, including a whole-class EL Education lesson and small group instruction. Instructional aides, enrichment teachers, and inclusive education teachers support various classrooms during this time. Small group instruction is crucial as it allows students to receive tailored guidance at their specific levels. Teachers incorporate Kagan strategies to enhance engagement, collaboration, and student participation.

During mid-morning, students enjoy fifteen minutes of recess, which is staggered by grade level. They meet their grade-level instructional aide, participate in morning huddles led by a student who reviews school values and recess rules, and then have various options for play or socializing. Students have access to "second chance breakfast," can bring their own snacks, or choose from activities like jump ropes, hula hoops, board games, soccer balls, and tetherball. At the end of recess, students line up and wait for their teachers.

Upon returning to the classroom, students take deep breaths before starting the next academic session: Mathematics. During this time, students participate in a whole-class math lesson where the teacher

explains a concept, models its use, checks for understanding through guided practice, and then transitions students to independent practice. The teacher circulates the classroom and works with a small group at the kidney table to offer additional support and guidance.

After Mathematics, students have another chance to release energy during second recess and lunch. They are served a healthy, nutritious lunch and have time to socialize with friends.

Students then begin their science and social studies sessions. In social studies, they discuss their community and the people who advocate for change. In science, they build on foundational knowledge and apply their ELA and Math skills through experiments and exploration.

Following science and social studies, students participate in the "Walk to Read" block (Designated ELD). Multilingual learners receive leveled instruction, while others receive Academic Language Development instruction.

In the afternoon, students engage in enrichment activities, including Physical Education, where they develop fine and gross motor skills and build strength. They may also receive dance instruction through our partnership with Everybody Dance LA, or Social Emotional Learning classes aligned with the ASCA National Model, focusing on mindsets and behaviors essential for postsecondary readiness and success.

Classroom Systems

In each classroom, one can observe a school culture and systems that support high expectations for students. Classrooms feature signs reinforcing the school's values, a board displaying the learning objectives, and a consistent, structured schedule. Each classroom reflects the personalities and identities of the students, showcasing a space created collaboratively by the teacher and students.

All teacher instruction follows the "I do, we do, you do" model, integrating engaging strategies, group work, and techniques from professional development to drive student performance. Teachers expect full student participation and use school-wide systems such as SLANT (Sit up, Listen, Ask Questions, Nod, and Track) to maintain attention. Kagan strategies further enhance engagement. Transitions are smooth and efficient, minimizing distractions. Students are trained in systems ranging from simple hand-raising to complex peer feedback protocols. This balance of joy and collaboration with structure and consistency is supported by a strong sense of community and restorative practices. Relationships matter, and all actions reflect this commitment. Students are consistently recognized and praised for demonstrating school values and strong collaboration, earning Leona points as rewards.

At the end of the instructional day, students pack their belongings, exit the classroom when their name is called, and wave goodbye to their peers and teachers.

After School

Recognizing the importance of extending our focus beyond the school day, we place significant emphasis on our after-school program. In partnership with Woodcraft Rangers, a highly regarded after-school provider, we ensure that every student who needs additional support receives academic assistance of the highest level. Our enrichment program offers opportunities that might not be available at home, and we maintain our commitment to surrounding students with a supportive community dedicated to helping them achieve their highest potential.

Element 2 – Measurable Pupil Outcomes and

Element 3 – Method by which Pupil Progress Toward Outcomes will be Measured

“The measurable pupil outcomes identified for use by the charter school. “Pupil outcomes,” for purposes of this part, means the extent to which all pupils of the school demonstrate that they have attained the skills, knowledge, and attitudes specified as goals in the school’s educational program. Pupil outcomes shall include outcomes that address increases in pupil academic achievement both schoolwide and for all pupil subgroups served by the charter school, as that term is defined in subdivision (a) of Section 52052. The pupil outcomes shall align with the state priorities, as described in subdivision (d) of Section 52060, that apply for the grade levels served by the charter school.” (Ed. Code § 47605(c)(5)(B).)

“The method by which pupil progress in meeting those pupil outcomes is to be measured. To the extent practicable, the method for measuring pupil outcomes for state priorities shall be consistent with the way information is reported on a school accountability report card.” (Ed. Code § 47605(c)(5)(C).)

MEASURABLE GOALS OF THE EDUCATIONAL PROGRAM

Charter School shall meet all statewide content and performance standards and targets. (Ed. Code §§ 47605(d)(1), 60605.)

Charter School shall comply with all applicable laws and regulations related to AB 97 (2013) (Local Control Funding Formula) and AB 484 (2013), as they may be amended from time to time, including all requirements pertaining to pupil outcomes.

STANDARDIZED TESTING

Charter School agrees to comply with state requirements for participation and administration of all state-mandated tests, including computer-based assessments. Charter School shall submit and maintain complete, accurate, and up-to-date California Longitudinal Pupil Achievement Data System (CALPADS) data in accordance with the requirements of California Code of Regulations, title 5, section 861. Charter School hereby grants authority to the State of California to provide a copy of all test results directly to the District as well as Charter School. Upon request, Charter School shall submit, in the requested format (e.g., CD), a copy of the results of all state-mandated tests to the District.

2-3.5: Method for Measuring Pupil Progress Toward Outcomes: Formative Assessment

For additional information on sections 2-3.1 through 2-3.4, we recommend reviewing the Local Control Funding Formula (LCFF), which offers information on funding allocations.

2.5a: Internal Assessments and Frequency of Assessments

The assessment plan for SECA serves as a comprehensive tool for both internal and external accountability while simultaneously enhancing instructional practices and boosting student achievement. To ensure alignment with SECA's educational goals, assignments are carefully designed to meet Common Core State Standards (where applicable) and reflect the school's desired student outcomes and curriculum objectives. All curricula and assessments adhere to these standards, as outlined in Element 1. Through continuous assessments, SECA aims to achieve the following objectives:

- **Revise Curriculum and Instruction:** Assist teachers in adapting and refining curriculum and instructional practices based on student needs and data insights to enhance learning outcomes.
- **Support Principal in Staff Management:** Enable principals to effectively manage and support their staff by providing data-driven insights that inform staffing decisions and instructional strategies.
- **Provide Feedback to Parents and Students:** Offer meaningful and actionable feedback to parents and students about individual and group progress, helping them understand and engage with the learning process.
- **Benchmark School Performance:** Compare the school's progress and performance with that of similar schools to identify strengths, areas for improvement, and best practices.
- **Monitor and Adjust School's Progress:** Track the school's advancement towards its mission and goals, making necessary adjustments to activities and strategies to ensure continuous improvement.
- **Ensure Accountability for Student Outcomes:** Hold the school accountable for meeting established student exit outcomes and standards, using data to ensure that all students achieve the expected academic and developmental benchmarks.

We believe that all students are capable of achieving high levels of learning and should be challenged with rigorous academic standards, regardless of their starting point. To support this, it is crucial that our educators and leaders have a deep understanding of grade-level content and standards so they can effectively scaffold instruction to meet students' varying needs. To ensure that every student reaches these high expectations, we establish baseline measures of student achievement through diagnostics and prior academic data. By continuously monitoring and assessing progress from this baseline, we enable teachers to accurately gauge content mastery and adjust instruction as needed to support each student's growth and success.

Specific Assessment Tools (frequency included):

1. Baseline Assessment:

- a. Baseline assessment is obtained using data from both internal and external assessments. Three times a year (BOY/MOY/EOY), all students are administered a universal screener assessment for reading, called the DIBELS

which screens for essential early literacy skills, such as phonemic awareness, phonics, fluency, vocabulary, and comprehension. It is designed to identify students at risk for reading difficulties and to monitor their progress in these foundational areas.

- b. Kindergarten to 4th grade students are also given the iReady Diagnostic Assessment, a norm-referenced test that evaluates their proficiency in reading and mathematics by measuring their understanding of grade-level concepts and skills. This assessment provides detailed data on student ability, helping educators tailor instruction to meet individual needs and monitor academic progress over time.

This allows Stella Elementary Charter Academy to gather more specific data on student needs than that of CAASPP data alone. These results are used to appropriately determine additional interventions and supports that will support student needs. Students' initial performance on these assessments is used as a baseline against which we can compare year-end results, and through which we measure longitudinal academic growth from year to year. In this way, the school can accurately interpret the results of these tests and the effectiveness of instruction during the year. Additionally, at the start of each school year, teachers closely examine student achievement on the previous year's CAASPP, paying special attention to claims and targets that need additional support. These comparative results, in addition to data from internal assessments, are used to improve instruction for the following school year.

2. Assessment:

- a. **Formative assessments** measure how well students understand and master standards-based content, providing ongoing feedback to guide instruction and improve learning outcomes.
 - i. These assessments include
 - 1. Kindergarten to 4th grade: The iReady Norm Referenced Exam (administered three times a year- in August, December, and April) to measure growth in ELA, Math,
 - 2. Kindergarten to 4th grade: The DIBELS (administered August, December, and April) assessment to measure growth in reading.
 - ii. Additionally, teachers utilize a variety of informal assessments throughout the learning process to adapt instruction and enhance student progress toward mastering standards. These formative assessments help teachers gauge student progress on specific skills and measure overall growth over designated instructional periods. This includes teacher-created assessments embedded into the curriculum, unit tests, quizzes, and interim comprehensive assessments from the Smarter Balanced Assessment Consortium such as IABs/FIABs (3rd & 4th grade), and iReady (K-4th).
- b. **Summative Unit Assessments/Projects:** At the conclusion of each unit, teachers design or compile comprehensive assessments and end-of-unit projects to evaluate student learning. These summative evaluations offer critical feedback on whether students have effectively understood and mastered the taught material. They serve not only as a measure of student achievement but also as a valuable tool for informing and refining current instructional practices. At SECA we also believe that writing is a critical skill that all students should develop. Hence, we also monitor our students writing across their ELA (K-4th EL Education) units/modules through their integrated performance tasks. This formative assessment is also beneficial because it includes rubrics to support with just in time feedback for students. On the whole, these performance tasks, particularly the ones in 3th and 4th grade, prepare them for college and, in the short term, mirror the rigor of Performance Tasks 3rd and 4th grade students will encounter on the CAASPP.

- 3. Report Cards:** Although information on student academic performance is provided to families weekly, formal Report Cards are published each trimester. Grade level mastery goals are reviewed in report cards. If a student is “Not Yet On Target” (NY), this may trigger Tier 2/3 support through a formal collaboration between the teacher, family, and other relevant stakeholders within a Student Support and Progress Team (SSPT).

2-3.6 Data and Reporting

2.6a: Type Of Data Used

SECA will use intentional systems around data analysis to inform and improve teaching and student learning. In order to ensure students have met statewide performance content standards, the Principal oversees the collection and analysis of assessment data using our student information system.

Our data analysis begins with Interim Assessments (IA) developed prior to the school year by school leaders and teachers. IAs cover test content from the California content standards, Common Core and iReady. Teachers administer IAs throughout the year and student performance results inform the modification of the scope and sequence and lesson plans as needed.

2.6b: The Role And Use Of Data To Inform Curriculum, Instruction, Tiered Intervention, And Enrichment

Interim assessments will be scored and analyzed by teachers directly in the CAASPP system. Using the IAs, teachers will be able to re-teach standards to prepare students for content mastery. School leaders collect and compile the data. Analysis of individual students, flexible ability groupings—high, middle, and low—and individual classrooms are conducted using a comprehensive template. This will also include the analysis of student subgroups including but not limited to special education, and English language learners. Teachers conduct reflection on the IA scores to facilitate assessment analysis and create action plans. Teachers then meet with the Principal during the weekly two-hour professional development, and/or teacher preparatory time, after interim assessments to closely analyze the data and create an action plan divided by class, homogenous reading groups and individual students based on the results. Professional development days are facilitated by the Principal to implement an action plan and create opportunities for teachers to reflect upon their own teaching and student learning.

Teacher analysis of Interim Assessments consist of three parts:

1. Teacher reflection on student performance expectations, teaching priorities, student strengths and weaknesses;
2. Detailed analysis of standards mastery through analysis of whole class mastery, small group, and individual mastery and analysis of errors and with instructional plan to address areas of concern;
3. Details for a six-week instructional plan for re-teaching.

In addition to teacher-created assessments and projects, we administer iReady, Smarter Balanced Interim Comprehensive Assessments (ICAs), Interim Assessment Blocks (IABs), and Focused Interim Assessment Blocks (FIABs). We review these results by grade level cohort, individual class, and individual student as an ongoing part of our staff Professional Development. This comprehensive approach to data analysis allows: teachers to know which standards need to be effectively re-taught or reinforced; school leaders to know the most appropriate professional development supports needed for teachers as a whole

and teachers as individuals; and most importantly, the entire staff to develop and execute a data-driven action plan to ensure that every child learns.

These action plans identify:

- Skills/concepts to be retaught to the entire class
- Skills/concepts to be retaught to small groups during class
- Skills/concepts to be retaught to individual students with one-on-one teacher instruction or with the assistance of a peer or volunteer tutor
- Students in need of intense remediation and/or tutoring
- Adjustments to existing small groups
- Weaknesses in the curriculum to be revised for subsequent years
- Support and professional development for the teacher to strengthen areas of instructional weakness

Action plans will be revisited frequently in professional development meetings, grade-level and content-area team meetings to ensure that students are making adequate progress toward mastery.

As indicated, assessment data will be used to inform curricular decisions, teacher supports, and professional development needs, as well as identifying those standards that need to be re-taught, which require small group intervention, and which require individualized student supports. Finally, assessment data will be used to evaluate the efficacy of our educational program over time, and, as needed, make changes to curriculum sources used or instructional strategies.

2.6c: Role And Use of Data To Inform Stakeholders Of School Performance

SECA also uploads all data requested by the California Department of Education (CDE) to complete a School Accountability Report Card (SARC). The Board of Directors issues an annual report that includes demographic data, academic achievement, financial reports and a summary of other significant developments and accomplishments over the course of each academic year. The school's leadership reports the results of state assessments to all community members including parents. The annual report is a public document, published on the school's website (www.brightstarschools.org) and delivered to the District, the Los Angeles County Office of Education, CDE and any other Parties who request it.

2-3.7 Data Reporting

2-3.7a: Grading and Reporting

Grading Scale

Percentage	Rubric Score	Meaning
98-100%	4	A student earning a 3.5 - 4 in a course is consistently demonstrating advanced levels of mastery with the content standards. Un estudiante que obtenga una de 3.5 - 4 en un curso está demostrando consistentemente niveles avanzados de maestría con los estándares de contenido.
93-97%	3.8	
90-92%	3.5	
88-89%	3.3	A student earning a 3.3 -2.8 in a course is consistently demonstrating proficiency with the content standards. Un estudiante que obtenga un 3.3 -2.8 en un curso está demostrando constantemente competencia con los estándares de contenido.
83-87%	3	
80-82%	2.8	
73-79%	2.5	A student earning a 2.5 in a course is consistently demonstrating basic competency with the content standards. Un estudiante que obtenga un 2,5 en un curso está demostrando constantemente las competencias básicas con los estándares de contenido.
68-72%	2.3	A student earning a 2.3- 2 in a course is consistently demonstrating below basic competency with the content standards. Un estudiante que obtenga un 2.3- 2 en un curso está demostrando constantemente por debajo de las competencias básicas con los estándares de contenido.
60-67%	2	

Below 60%	1	A student earning less than 1 in a course is <i>not yet demonstrating a basic level of mastery</i> with the content standards and needs to demonstrate mastery of the standards before credit will be earned. Un estudiante que ganan menos de 1 en un curso aún no está demostrando un nivel básico de maestría con los estándares de contenido y tiene que demostrar el dominio de las normas antes de que se obtenga el crédito.

2-3.7b: Type And Frequency Of Progress Reporting

1. **School-wide Annual Report of Progress:** SECA prepares for parents, community and the District an annual accountability report with additional elements reflecting on the school's performance toward meeting the provisions of the charter.
 - a) The annual SARC report is available on the school website here (full HTML script available here: <https://sarconline.org/public/summary/19647330137604/2022%E2%80%93932023>;
 - b) Principals prepare bimonthly/monthly newsletters—Family Newsletter; the Charter Management Organization (CMO) similarly distributes one for external purposes for our community and interested sponsors at large;
 - c) Our LEO prepares reports for the board on a monthly basis;
 - d) The CIO's team prepares an internal report monthly for SECA with relevant demographic data (e.g. suspension rate and ADA) and Academic Performance on both standardized assessments and internal data measures.
2. **Individual Student Progress Reporting & Communication:** Students receive report cards at the end of each trimester. Student and teacher attendance and retention rates are also monitored, as these are closely related to student success. Student progress reports are the primary record of student progress, where assessment results are interpreted clearly, meaningfully and consistently. These student progress reports are distributed weekly to all students. Progress reports create a succinct written record of student performance in all core content classes. Progress reports are one of several ways to keep parents in the communication loop about student performance, and ensure that communication around student progress is regular and consistent.

Ongoing communication between teachers, parents, and students is an essential component of SECA, and is triggered by the assessment timeline. Parent conferences with teachers on an informal basis throughout the year, and on a formal basis two times per year to discuss students' academic progress and upcoming learning plans.

Every effort is made to identify students who are not performing well early in the trimester. The principal meets with the Student Data Coordinator on a weekly basis to review the demographic data report. This report includes a summary of teacher gradebook data, including that the gradebook has been updated with at least two scores each week, accurately reflects student progress, and includes the percentages of students passing and not passing in each class. As necessary, administrators can pinpoint classrooms where large numbers of students are struggling and allocate resources as needed.

Additionally, students who are scoring below a 70% in a given subject may be referred to an SSPT by any one of their instructors or counselors, if it demonstrates part of a larger trend in the student's performance and appropriate accommodations will be made. If it is not a part of a larger trend, there will still be a meeting with the counselor and the student to identify the barriers to success. Depending on the reason, counselors will recommend the appropriate supports for the student to their instructor, including: tutoring, intervention materials or programming, retaking assignments or assessments, and enrollment in study groups.

Instructors meet throughout the year in Professional Learning Communities to discuss assessment results within subject areas, by grade levels, as a whole staff, and in dialogue with students, parents, and administrators. These conversations are used to improve curriculum and instruction as well as to evolve the assessment process itself.

2-3.7c: Promotion/Retention Policy and Procedures

Overall, retention is a rare occurrence and can have long-term academic impacts if handled inappropriately. All efforts, including SSPTs, interventions, and supports, will be deployed before a decision to retain a child is made. It is recommended that two full cycles of SSPTs be completed before considering retention. Parents have the right to be notified, as early in the school year as practicable, if their child is identified as being at risk of retention. They also have the right to consult with school personnel responsible for the decision to promote or retain their child and to appeal any decision regarding retention or promotion.

Guardians of eligible students, defined as those who received insufficient grades (D, F, No Credit, or 1s and 2s) for at least half of their previous school year, may request in writing to consult with a school administrator to determine if they qualify for grade level retention. Discussions about retention must include the use of Light's Retention Scale (Source: The Elementary School Journal, 1978) to analyze the potential benefits or harmful impacts of retention on the individual student. Written requests must be received by the principal on or before May 1. The school site will contact guardians for a retention consultation with the Chief Instructional Officer, and a written response will be provided within 10 days of the consultation.

Element 4 – Governance

“The governance structure of the charter school, including, but not limited to, the process to be followed by the charter school to ensure parental involvement.” (Ed. Code § 47605(c)(5)(D).)

GENERAL PROVISIONS

As an independent charter school, Charter School, operated as or by its nonprofit public benefit corporation, is a separate legal entity and shall be solely responsible for the debts and obligations of Charter School.

Charter School shall not be operated as, or be operated by, a for-profit corporation, a for-profit educational management organization, or a for-profit charter management organization. (Ed. Code § 47604.)

Charter School shall ensure that, at all times throughout the term of the Charter, the bylaws of its governing board and/or nonprofit corporation are and remain consistent with the provisions of this Charter. In the event that the governing board and/or nonprofit corporation operating Charter School amends the bylaws, Charter School shall provide a copy of the amended bylaws to CSD within 30 days of adoption.

Charter School shall comply with the Ralph M. Brown Act (“Brown Act”). All meetings of the Charter School’s governing board shall be called, held and conducted in accordance with the terms and provisions of Education Code section 47604.1 and the Brown Act including, but not limited to, those related to meeting access and recording, notice, agenda preparation, posting and reporting.

Charter School shall send to the CSD copies of all governing board meeting agendas at the same time that they are posted in accordance with the Brown Act. Charter School shall also send to the CSD copies of all board meeting minutes within one week of governing board approval of the minutes. Timely posting of agendas and minutes on Charter School’s website will satisfy this requirement.

The District reserves the right to appoint a single representative to the Charter School governing board pursuant to Education Code section 47604(c).

LEGAL AND POLICY COMPLIANCE

Charter School shall comply with all applicable federal, state, and local laws and regulations, and District policies as it relates to charter schools adopted through Board action.

Charter School shall comply with all applicable federal and state reporting requirements, including but not limited to the requirements of CBEDS, CALPADS, the Public Schools Accountability Act of 1999, and Education Code section 47604.33.

Charter School shall comply with the Brown Act and the California Public Records Act.

The Charter School shall comply with Government Code Section 1090, et seq., as set forth in Education Code section 47604.1.

Charter School shall comply with the Political Reform Act of 1974. (Gov. Code § 81000 et seq.)

Charter School and all employees and representatives of Charter School, including members of Charter School's governing board, members of Charter School or governing board committees and councils, Charter School administrators, and managers, shall comply with federal and state laws, nonprofit integrity standards, and LAUSD charter school policy, regarding ethics and conflicts of interest. Charter School shall enter into all transactions and conduct business with all persons and entities at arm's length or, in the case of otherwise permissible related party transactions, in a manner equivalent to arm's length.

Charter School shall notify parents, guardians, and teachers in writing within 72 hours of the issuance of a Notice of Violation, Notice of Intent to Revoke, Final Decision to Revoke, Notice of Non-Renewal, or equivalent notice, by the LAUSD Board of Education.

TITLE IX, SECTION 504, AND UNIFORM COMPLAINT PROCEDURES

Charter School shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under Title IX of the Education Amendments of 1972 (Title IX) and section 504 of the Rehabilitation Act of 1973 ("Section 504"), including any investigation of any complaint filed with Charter School alleging its noncompliance with these laws or alleging any actions which would be prohibited by these laws. Charter School shall notify all of its students and employees of the name, office address, and telephone number of the designated employee or employees.

Charter School shall adopt and publish complaint procedures providing for prompt and equitable resolution of student and employee complaints alleging any action that would be prohibited by Title IX or Section 504.

Charter School shall adopt and implement specific and continuing procedures for notifying applicants for admission and employment, students and parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Charter School, that Charter School does not discriminate on the basis of sex or mental or physical disability in the educational programs or activities which it operates, and that it is required by Title IX and Section 504 not to discriminate on any such basis.

Charter School shall establish and provide a uniform complaint procedure in accordance with applicable federal and state laws and regulations, including but not limited to all applicable requirements of California Code of Regulations, title 5, section 4600 et seq.

Charter School shall adhere to all applicable federal and state laws and regulations regarding pupil fees, including Education Code sections 49010 - 49013, and extend its uniform complaint procedure to complaints filed pursuant to Education Code section 49013.

Charter School shall extend its uniform complaint procedure to complaints filed pursuant to the Local Control Funding Formula legislation provisions set forth in Education Code section 52075.

RESPONDING TO INQUIRIES

Charter School, including its nonprofit corporation shall promptly respond to all reasonable inquiries, including but not limited to inquiries regarding financial records from the District, and shall cooperate with the District regarding any inquiries. Charter School acknowledges that Charter School, including but not limited to its nonprofit corporation, is subject to audit by LAUSD, including, without limitation, audit by the District Office of the Inspector General. Charter School shall provide the District with current, complete, and accurate contact information for Charter School, Charter School administrators, and Board members.

If an allegation or other evidence of waste, fraud, abuse, or other material violation of law related to Charter School's operations, or breach of the Charter, is received or discovered by the District, Charter School, including but not limited to its nonprofit corporation, employees, and representatives, shall cooperate with any resulting inquiry and/or investigation undertaken by the District and/or the Office of the Inspector General Investigations Unit.

Charter School acknowledges and agrees that persons and entities that directly exercise control over the expenditure of Charter School's public funds shall be subject to all necessary and appropriate District charter school oversight.

NOTIFICATION OF THE DISTRICT

Charter School shall notify the Charter Schools Division (CSD) in writing of any citations or notices of workplace hazards, investigations by outside governmental regulatory or investigative agencies, lawsuits, changes in corporate or legal status (e.g., loss of IRS 501(c)(3) status), or other formal complaints or notices, within one week of receipt of such notices by Charter School. Unless prohibited by law, Charter School shall notify the CSD in writing of any internal investigations within one week of commencing investigation. Charter School shall notify the CSD within 24 hours of any dire emergency or serious threat to the health and safety of students or staff.

STUDENT RECORDS

Upon receipt of a student records request from a receiving school/school district, Charter School shall transfer a copy of the student's complete cumulative record within ten (10) school days in accordance with Education Code section 49068 and all student confidentiality and privacy laws including compliance with the Family Educational Rights and Privacy Act (FERPA). Charter School shall comply with the requirements of California Code of Regulations, title 5, section 3024, regarding the transfer of student special education records. In the event Charter School closes, Charter School shall comply with the student records transfer provisions in Element 15. Charter School shall comply with the requirements of Education Code section 49060 et seq., which include provisions regarding rights to access student records and transfer of records for youth in foster care.

PARENT ENGAGEMENT

Charter School shall not require a parent or legal guardian of a prospective or enrolled student to perform volunteer service hours, or make payment of fees or other monies, goods, or services in lieu of performing volunteer service, as a condition of his/her child's admission, continued enrollment, attendance, or participation in the school's educational activities, or otherwise discriminate against a student in any manner because his/her parent cannot, has not, or will not provide volunteer service to Charter School.

The Charter School may encourage parental involvement, but shall notify the parents and

guardians of applicant students and currently enrolled students that parental involvement is not a requirement for acceptance to, or continued enrollment at, the Charter School. (Ed. Code § 47605(n).)

FEDERAL PROGRAM COMPLIANCE

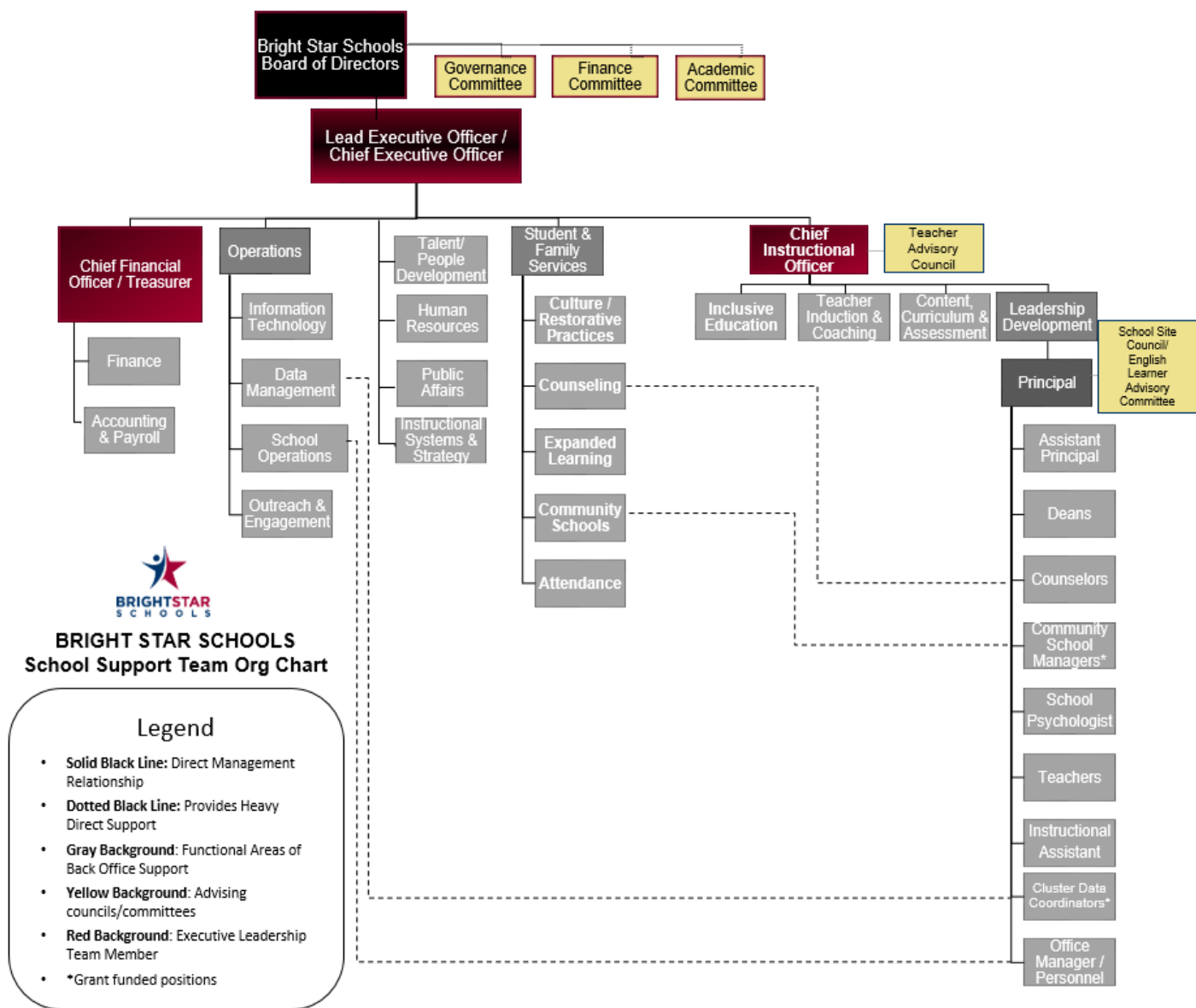
As a recipient of federal funds, Charter School has agreed to meet all applicable programmatic, fiscal and other regulatory requirements of the Elementary and Secondary Education Act (ESEA, also known as Every Student Succeeds Act (ESSA)) and other applicable federal programs. Charter School understands that it is a local educational agency (LEA) for purposes of federal compliance and reporting purposes. Charter School agrees that it will keep and make available to the District any documentation necessary to demonstrate compliance with the requirements of ESEA and other applicable federal programs. Charter School also acknowledges that, as part of its oversight of Charter School, the District may conduct program review for federal as well as state compliance.

4.1: Governance Structure

4.1a: Org Chart

All Bright Star schools (Rise Kohyang Elementary, Rise Kohyang Middle, Rise Kohyang High, Stella Elementary Charter Academy, Stella Middle Charter Academy, Stella High Charter Academy, Valor Academy Elementary, Valor Academy Middle, and Valor Academy High), are each independent charter schools governed by the Board of Directors of Bright Star Schools (“Governing Board” or “Board”). The Board of Directors is responsible for ensuring progress toward the mission, faithfulness to the charter, and fiscal viability.

The organizational chart below depicts the role of the Governing Board in relation to school management. The Governing Board makes all final decisions by Board vote on all school-related matters presented for action including, but not limited to curriculum, instruction, finances and facilities. The committees of the Board may inform these decisions, but all decisions are made by the Governing Board at its duly noticed meetings.



4.1b: Description of Major Roles and Responsibilities

Bright Star Schools is the nonprofit operator of the Charter School and ultimately has all governing responsibility for any and all actions related to the Charter School.

All general-purpose entitlement (public funds) received by or on behalf of Charter School, including Charter School assets derived from public funds, are and shall be held in accordance with the charitable trust doctrine for the benefit of the Charter School and Bright Star Schools. Such public funds remain subject to Education Code section 47633(c) and are and shall be included within the scope of Charter School's annual audit per Education Code section 41020(c).

Charter School's related party transactions, if any, as that term is defined in the applicable Generally Accepted Accounting Principles ("GAAP") standards, that involve Charter School's public funds shall remain

within the scope of the annual audit required under Education Code section 41020(c) and subject to District oversight. Bright Star Schools agrees that related party transactions involving public funds shall be subject to audit by LAUSD for purposes of Charter School oversight.

Bright Star Education Group (BSEG) serves as a separate non-profit from Bright Star Schools and BSEG's sole function at this time is to serve as a facility development and lease-holding entity to serve Bright Star Schools. Notwithstanding any other law or provision of this Charter, Bright Star School's governing board shall not be comprised of a majority of any combination of BSEG's member(s) or BSEG's directors, employees, or affiliates. Any lease amendments or related transactions between Bright Star Schools and BSEG, must be approved by Bright Star Schools in a lawful, open and transparent manner. Examples of transactions between BSEG and BSS may include but are not limited to facility agreements or monetary grants that might be provided by BSEG to BSS. In any event, any and all transactions of any kind will be considered in lawful, open and transparent manner. Bright Star Schools shall maintain records with verifiable documentation of such transactions. Any such transaction shall be subject to District oversight.

Board of Directors

The work of Bright Star Schools' Board of Directors is organized to accomplish the following objectives:

- Ensure the mission and vision of Charter School.
- Ensure adherence to all state and federal requirements as well as those requirements set forth by Charter School in its charter.
- Evaluate the Lead Executive Officer / CEO annually and hold him/her responsible for meeting the academic and fiscal goals of the school.
- Ensure effective organizational planning for the school.
- Provide support and assistance to the school in its fundraising efforts, as well as other needs as they arise.
- Ensure the long-term financial stability of Charter School.
- Establish broad support and future Partnerships to further the mission of Bright Star Schools to prepare students for college and career.

The Board governs the Charter School, holds the school to its mission, ensures its financial viability over time and ensures that the school remains true to the terms of its charter. The Board delegates all management decisions to the Lead Executive Officer / Chief Executive Officer, henceforth referred to as LEO. The LEO in turn hires, evaluates and oversees the executive team including the Chief Financial Officer, Chief Instructional Officer, and the Senior Vice President of Operations. The Chief Instructional Officer is responsible for the hiring and evaluation of the Senior Vice Presidents of Leadership and Development who then oversee the principals and for ensuring that the schools meet the performance benchmarks established by the Board of Directors. Day-to-day oversight of the school is the responsibility of the Principal, who hires, supports and evaluates all school staff, and monitors the implementation of the program. A strong working relationship between the Board Chair, LEO, the executive team and all administrators and support staff ensure the flow of information necessary for responsive, strong governance.

The role of a member of the Board is as follows:

- Advocate for Bright Star Schools and its mission of preparing students for college and career;
- Adhere to the Brown Act;
- Attend board meetings, committee meetings and important related meetings
- Serve with professionalism, integrity and enthusiasm;
- Volunteer for and accept assignments and complete them thoroughly and promptly
- Stay informed about committee matters, prepare well for meetings and review and

- comment on minutes and reports;
- Get to know other board and committee members and build a collegial working relationship that contributes to consensus;
- Actively Participate in the board's professional development, annual evaluation and planning efforts;
- Participate in fundraising for the organization, cultivate prospective donors and volunteers and give an annual financial gift (determined by the board chair) to the best of personal ability;
- Abide by all legal responsibilities and comply with applicable rules and regulations; and
- Disclose any potential conflict of interest, whether real or perceived.

Bright Star Leadership

Lead Executive Officer & Chief Executive Officer (henceforth referred to as “LEO”): The LEO oversees and advances all Bright Star Schools. The LEO embodies and advocates for the mission, vision, and strategic direction of the school organization. The LEO drives systems and accountability to engender academic excellence, holistic programs and inclusive supports for students and families. They ensure compliance with the school's charters and all relevant laws and requirements as set forth by the District and State. The LEO manages all external and internal operations, such as working with the Board, reporting to and interfacing with the authorizer, fundraising, public relations and ensuring the finance and operations of the schools. The LEO oversees all positions in the organization and directly manages a Senior Leadership Cabinet which includes department leaders in Instruction, Finances, Student & Family Services, Operations, Public Affairs and Talent & Human Resources. The LEO is hired and evaluated by the Board of Directors of Bright Star Schools.

Chief Instructional Officer (CIO): The Chief Instructional Officer is responsible for overall school performance, and is the primary person responsible for the management of school growth, culture and the viability of schools over time. The CIO oversees the tools, resources, professional development and support offered to school leaders and instructional positions of the school. The CIO creates the structure of the team at the central office level that will aide in the creation and implementation of the tools, resources and instructional systems. Their work spans across Tier 1, 2 and 3 instructional practices and supports, data, and specialized subgroups such as Inclusive education and Multi Language learners. The CIO directly manages the leaders for instructional content, inclusive education, curriculum & assessments, new teacher induction & coaching and leadership development in their management and guidance of the school staff. The CIO is hired and evaluated by the LEO.

Chief Financial Officer: The Chief Financial Officer (CFO) leads facility, finance and outreach operations for Bright Star Schools. The CFO ensures that people systems, fiscal controls, administrative and reporting procedures are in place to serve the students, parents and staff, in order to ensure financial strength and operating efficiency for the sustainability of the organization. They also are responsible for identifying, acquiring, renovating and maintaining the educational facilities serving the Bright Star network, as well as oversee the accounting department which creates and manages school and organizational budgets. The CFO manages all accounting personnel, facility personnel, outreach and enrollment personnel, as well as a number of strategic consultants and advisors. The CFO is hired and evaluated by the LEO.

Senior Vice President of Operations: The Senior Vice President of Operations (SVPO) is an essential leader in the network, providing input into all strategic and operational aspects of the organization. The SVPO is responsible for overseeing the following departments at all schools: school operations, student information, Family survey administration, student outreach & enrollment, and information technology. The SVPO is hired and evaluated by the LEO.

Board Committee Structure and Committee Responsibilities

The Board of Directors may create or convene the following committees outlined below or others on an adhoc basis. The Board Chair and Lead Executive Officer match board members by their area of expertise to one of the three committees outlined below and a make recommendation to the committee chair. For example, Board members with a financial background would be recommended to the Finance Committee. Current Committee members review potential board member qualifications and discuss at committee meeting whether that board member should be placed in the committee.

A. Governance Committee

- Recruit, nominate, train new directors;
- Establish responsibilities and evaluate individual board members;
- Review the performance of the Board as a whole;
- Support and review performance of Lead Executive Officer / CEO;
- Collaborate on organization-wide strategic plan and yearly goals
- Identify fundraising opportunities;
- Plan fundraising events or programs;
- Develop and evaluate fundraising goals.

B. Finance Committee

- Monitor budget implementation through periodic financial reports;
- Recommends approval of accounting policies;
- Reviews and recommends approval of an independent annual audit by qualified CPA (the audit firm will be previously selected and approved by the full board);
- Ensure adequate insurance;
- Review facilities maintenance requirements;
- Review and negotiate lease agreements;
- Develop and maintain adequate facility personnel policies and procedures;
- Supports Lead Executive Officer / CEO's efforts to explore growth and facility opportunities;
- Evaluate growth opportunities for the organization;
- Ensure growth implementations conform to the Bright Star Schools mission statement.

C. Academic Committee

- Ensure programs and services are consistent with mission & charter;
- Develop and review measurable academic outcomes;
- Review and approve guidelines for teacher evaluations;
- Review and approve guidelines for administration/staff evaluations;
- Monitor progress in achieving outcome and goals;
- Develop and maintain adequate personnel policies and procedures;
- Review and support Bright Star's mission statement.

All committee meetings will comply with all of the provisions of the Brown Act and Education Code section 47604.1(c)(3), which provides that the meeting location must be within Los Angeles County, and that two-way teleconferencing will be provided for each of the school sites operated by Bright Star Schools. In accordance with state requirements,

- Each standard (non "just cause" under AB 2449) teleconference location be identified in the notice and agenda and;
- Each teleconference location be accessible to the public

4.2: Governing Board Composition and Member Selection

The composition of the governing board is a range of professional backgrounds, ranging from organizational success to K-12 expertise, as well as understanding the communities the school's students come from and are representative of our student's identities. This includes members with backgrounds in K-12 education, higher- education, non-profit, and for-profit business professionals, along with individuals who are heavily invested in the school community.

4.2.a: Board Member Qualifications

- Individuals heavily invested in the school community
- Provide a diverse perspective with their educational background, career trajectory or lived experience
- Desired expertise in Human Resources, Recruiting, K-12 education, Legal, Finance, Marketing/Communications, Strategy or Operations
- May not be an employee or immediate family member of an employee.
- May not be a party to legal action that has been adverse to Bright Star.
- May not have a criminal record.
- Values aligned to the Bright Star Mission, Vision and organization-wide values

4.3: Selection of the Board Composition of the Board

The selection process includes an initial meeting with the Lead Executive Officer / CEO and school tour; interview(s) with current board members; formal submission and resume, written responses, and board member questionnaire; and, reference checks. The potential board member is then reviewed by the governance committee and if found suitable, the governance committee will make a recommendation to the full board for approval. Board members are given a briefing on the prospective board member and time is allotted for any additional questions before the vote. Ultimately, the potential Board member is voted on at a board meeting. All directors shall be nominated and elected by majority vote of the directors then in office. The Board members serve two-year terms and can be re-elected to the board after the completion of the initial term. The authorized number of directors shall be at least five (and no more than 20) until changed by amendment of the articles or the bylaws of the organization. Additional detail regarding the process of selecting and approving members of the Bright Star Schools Board of Directors is described in the Bylaws of the organization.

Selection process of potential board members includes:

- Resume review and audit
- Initial meeting with Lead Executive Officer/Chief Executive Officer
- Meeting with Board Chair
- Meeting with one of the committee chairs or committee member
- Recommendation by Board Chair
- Recommendation by one of the committee chairs or committee members
- Recommendation Lead Executive Officer/Chief Executive Officer
- Potential board member attends committee and board meeting as general public observed
- Committee that is most aligned with the area of expertise discusses board member and recommends to move forward at a board meeting to vote on membership
- BSS board discusses recommendation and votes

4.3a: Length Of Term

Each director shall hold office for two (2) years, and each incumbent director shall serve until a successor has been elected and seated by the Board. There shall be no limitation on the number of consecutive terms to which a Director may be reelected.

4.3b: Process And Potential Considerations To Determine A Need To Select/Add Board Members

In summary, the governance committee of the board does an analysis of the composition of the board and identifies if there is a need for new board members.

Selection process of potential board members includes:

- Resume review and audit
- Initial meeting with Lead Executive Officer/Chief Executive Officer
- Meeting with Board Chair
- Meeting with one of the committee chairs or committee member
- Recommendation by Board Chair
- Recommendation by one of the committee chairs or committee members
- Recommendation Lead Executive Officer/Chief Executive Officer
- Potential board member attends committee and board meeting as general public observed
- Committee that is most aligned with the area of expertise discusses board member and recommends to move forward at a board meeting to vote on membership
- BSS board discusses recommendation and votes

Determination for the background needed includes, but is not limited to:

- Specific area of expertise in TK-12 education, Post-secondary education, law, finance, real estate, business, equity, policy, and/or communications
- Passion for public school education in Los Angeles County
- Reside and/or work in Los Angeles County
- Aligned with Bright Star Schools Charter Management Organization Values, Mission and Vision

4.4: Governance Procedures and Operations: Meeting requirements and procedures of the governing board and Committees

4.4a: Process and timeline for setting annual calendar of governing board and committee meetings;

The annual calendar for the full Board and Committee meetings is set in consultation with the Lead Executive Officer (LEO) , the Chair of the Board and each committee chair during late Spring/early summer. It factors in barriers to attendance, including school calendars, federal holidays, and religious restrictions. The calendar for the upcoming school year is approved by governing board members typically at the last meeting of the school year in June. Usually the Board and committees meet 6-7 times per year. Board meetings are held at multiple locations, which also serve as teleconference sites. The primary in-

person meeting location is 2636 S. Mansfield Ave, Los Angeles, CA 90016. The other BSS teleconference locations include:

- 4196 Marlton Ave, Los Angeles, CA 90008
- 4301 W. Martin Luther King Jr. Blvd. Los Angeles, CA 90008
- 1600 W. Imperial Hwy, Los Angeles, CA 90047
- 600 S. La Fayette Park Pl, Los Angeles, CA 90057
- 8755 Woodman Ave, Arleta, CA 91331
- 9034 Burnet Ave, North Hills, CA 91343
- 9356 Lemona Ave, North Hills, CA 91343
- 111 S. Madison Avenue, Los Angeles, CA 90004

4.4b: Location(s) for posting governing board and committee meeting agendas;

All the governing board and committee meeting agendas are posted digitally on the Bright Star Schools website and physically at each campus in a highly visible place where members of the public can see them. In most cases, this includes an area near the main office. The agendas are posted at each school site that also serves for two-way teleconference locations:

- 2636 S Mansfield Ave, Los Angeles, CA 90016
- 4196 Marlton Ave, Los Angeles, CA 90008
- 4301 W. Martin Luther King Jr. Blvd. Los Angeles, CA 90008
- 1600 W. Imperial Hwy, Los Angeles, CA 90047
- 600 S. La Fayette Park Pl, Los Angeles, CA 90057
- 8755 Woodman Ave, Arleta, CA 91331
- 9034 Burnet Ave, North Hills, CA 91343
- 9356 Lemona Ave, North Hills, CA 91343
- 111 S. Madison Avenue, Los Angeles, CA 90004

4.4c: Specific procedures that will ensure compliance at Board and Committee meetings with Brown Act requirements and other public transparency laws including Ed. Code §47604.1.

All meetings will comply with all of the provisions of the Brown Act and Education Code section 47604.1(c)(3), which provides that the meeting location must be within Los Angeles County, and that two-way teleconferencing will be provided for each of the school sites operated by Bright Star Schools.

In accordance with state requirements,

- Each standard (non “just cause” under AB 2449) teleconference location be identified in the notice and agenda and;
- Each teleconference location be accessible to the public

Agendas for regular meetings will be published in advance and distributed to each member of the Board of Directors and will be posted near the entrances of each school, at the entrance of each school's main office, and on Bright Star School's website for public viewing at least 72 hours in advance of scheduled meetings. Agendas for special meetings will be posted at least 24 hours before the meeting. The frequency of regular board meetings is typically six times per year, staggered approximately every other month. In addition to attending board meetings, board committee members will also attend board committee meetings. The Committee meetings may be for Governance, Finance, Academic or ad hoc

as needed. The board committee meetings are also typically up to six times per year, staggered approximately every other month and shall comply with the Brown Act.

To ensure individual understanding of the Brown Act, Board members receive an annual training on the provisions for board members.

Meetings are held in accordance with its Bylaws for the purpose of electing Board members, making and receiving reports on corporate affairs, setting calendar of meetings for upcoming year, and transacting other business as comes before the meeting.

Accurate minutes of meetings are maintained by the secretary or other as designated by the Board. Meeting records shall be maintained in the Bright Star Schools office.

Bright Star Schools has adopted a conflicts of interest code that complies with the Political Reform Act, Corporations Code Conflicts of Interest rules, and which shall be updated with any charter school specific conflicts of interest laws or regulations.

Decisions of the Board are by majority vote when there is a quorum present at a noticed meeting. As consistent with the requirements of the California Corporations Code (Section 5211(a)(8)), an act or decision made by a majority of the directors present at a meeting duly held at which a quorum is present is an act of the board.

The Board of Directors may, in its discretion, form Committees, each consisting of two or more directors (but fewer than a quorum of the full Board), in accordance with the Bylaws and applicable law, to accomplish the objectives and responsibilities of the Board and to ensure that the school meets achieves its mission and goals. Appointments to committees of the Board of Directors shall be by majority vote of the directors then in office. Board Committees will comply with provisions of the Brown Act.

4.5: Decision-Making Procedures

4.5a: Quorum and Board Action Requirements

A majority of the directors holding office shall constitute a quorum of the Board for the transaction of business, except to adjourn the meeting. Every action taken or decision made by a majority of the directors present at a meeting duly held at which a quorum is present shall be regarded as the act of the Board, unless a greater number be required by law or by the Articles in our Bylaws, except as provided in the next sentence. A meeting at which a quorum is initially present may continue to transact business notwithstanding the withdrawal of directors, but no action shall be taken unless and until a quorum is restored.

4.5b: Abstention and teleconference participation

If a board member requires teleconferencing, Bright Star Schools will comply with government Code § 54953(b) by publishing teleconference locations on all agendas otherwise consistent with the Brown Act. These locations will be accessible to the public, and the telephone used will have a functioning speaker to enable public access. Alternatively, the Board may comply with government code section 54953(f) for “just cause” teleconferencing as defined and set forth in the statute.

A board member may recuse from participation in any matter and/or abstain from voting, as applicable to the particular situation, in the instance of an actual or perceived conflict of interest, by disclosing the

conflict. For an abstention from voting, the board member should briefly state the reason for the abstention.

4.6: Stakeholder Involvement

4.6a: Role of Parents and Staff in The Governance of the School

Charter School believes that parental support is an integral part of a student's education, and makes every effort to ensure that parental input is considered in the Board's decision-making process. Feedback is requested from advisory committee members (SSC, ELAC, Community Advisory Committee) and through the annual Family Survey.

Additionally, other representatives of the parent community are also encouraged and invited to address the Board regarding any input, comments or concerns they have about the school. Time is reserved at the start of each Bright Star Schools Board meeting for this purpose.

Bright Star Schools staff members are invited to the Board and committee meetings to provide feedback. The Board Chair often invites staff members to present on various topics to inform the Board of Directors.

4.6b: Process by Which Charter School Will Consult With All Stakeholders To Develop Its LCAP and Annual Update

In planning to draft the LCAP, The Charter School shall consult with teachers, principals, administrators, other school personnel, parents, and pupils in developing the annual update.

During the school's first or second School Site Council the Principal presents the school's current plan and reviews the goals for the year. In subsequent School Site Council meetings (throughout the year) the Principal shares progress towards meeting the school's goals. In early spring of each year, the Principal works with the Public Affairs team, to coordinate the update and submission of many (but not all) District and state educational compliance documents. They work collaboratively to draft a plan in accordance with State Priorities and local goals. In March/April, the Principal holds an Open Hearing to present State Priorities and propose school goals for the upcoming year. Goals are then amended based on recommendations provided from the school community. In May/June, amended plans are presented for feedback to School Site Council. All stakeholders are invited to submit public comment. Final plans are approved at a public board meeting.

4.6c: The Process by Which Charter Will Consult With Parents And Teachers Regarding The School's Educational Program

The Charter School consults with stakeholders about its Educational Program through various methods. Parents and teachers will serve as members of the School Site Council (SSC). The Charter School SSC is comprised of at least ten members of the school community and includes the Principal, teachers, parents, and other staff members. There will be parity between staff seats and parent/community seats; additionally, for the school staff members, the classroom teachers must be in the majority. (EC Section 65000[a]). SSC members are nominated and elected by their peers and serve up to two year terms. As a member of the SSC, all members (principals, teachers, students, and family members) should attend a majority of the meetings and are responsible for examining student achievement data, revising and maintaining the school goals as listed in the Single Plan for Student Achievement and the Local Control Accountability Plan. Information from the SSC meetings will be communicated at board meetings through parent representatives or minutes that will be shared by the principal of the school. The SSC is one of the important groups providing feedback on the development of each annual LCAP. The English Learner Advisory Committee also gives

recommendations on the annual LCAP review.

Other parent engagement strategies that we employ include:

- Parent education initiative featuring evening sessions on topics such as college admissions, parenting strategies, suicide prevention and intervention, etc.
- Posting of Board agendas in the school's main office
- Annual Parent Satisfaction Survey
- Regular parent newsletters
- Multi-media communication strategy including mail, e-mail, text messaging, "robocalls," and regular parent meetings
- Translation of all parent communication materials into Spanish and Korean, if needed
- Frequent opportunities for parent involvement in school activities, including invitations to family dinners, student achievement celebrations, etc.
- Volunteer opportunities on campus including campus beautification and traffic duty

4.6D: How The Charter School Will Use Its Website To Support Stakeholder Involvement

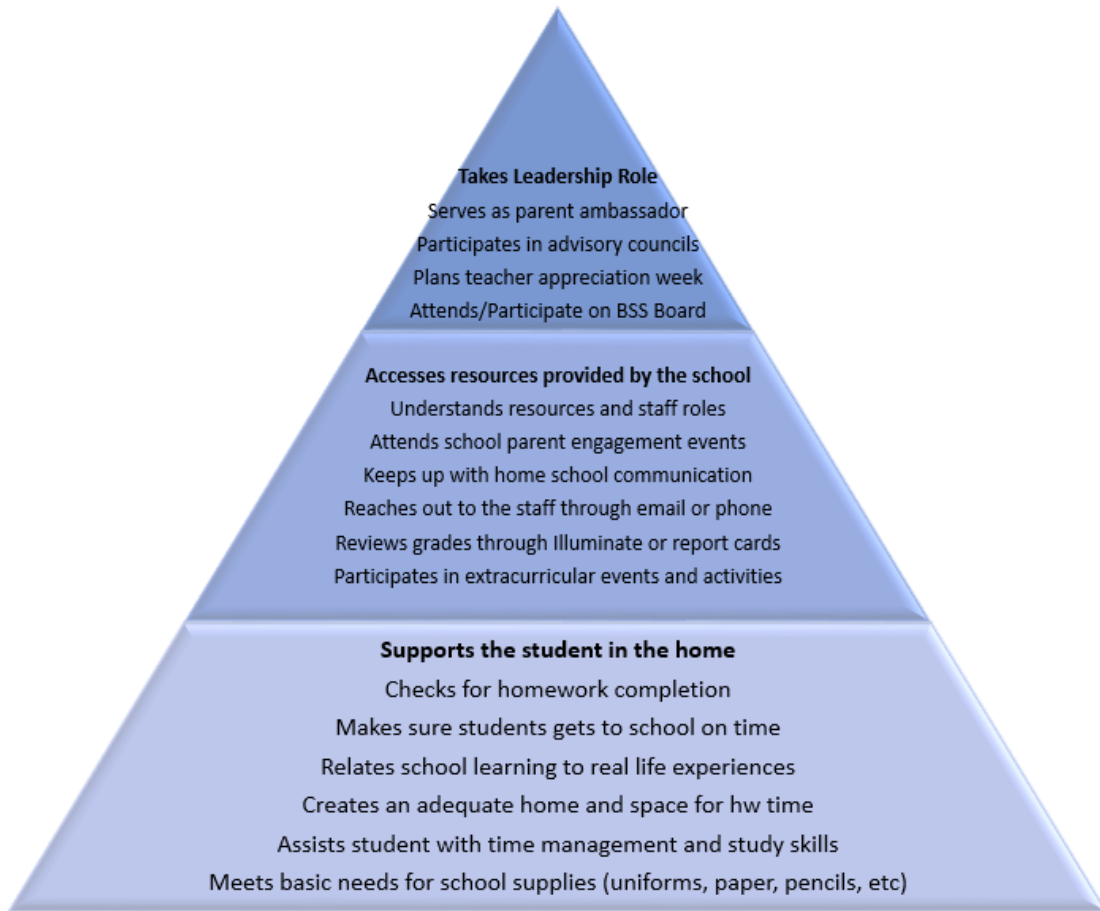
Parents and families can follow school updates and access resources (such as public documents, agendas, schedules, etc.) at both the brightstarschools.org website, and on our active social media channels. In addition, the Charter School utilizes a system of communication for families called ParentSquare. ParentSquare allows Charter School to reach families through email, text and phone call for school updates, events, and emergencies, as well as the ability of direct messaging for families to get a hold of staff in their home language, and vice versa. Additionally, Charter School posts all meeting agendas and updated calendars, including board meetings and School Site Councils, through ParentSquare (or similar platform) as an added way to encourage parent participation.

4.6E: The Composition, Selection, and Operating Procedures for Parent Organization or Committee, If Any.

The Charter School values parent and family involvement, and understands the important role families play in a student's academic success. More importantly, research shows that the number one predictor of a student's learning success is parent involvement. We view family engagement on a continuum of activities that happen in the home, within the school community and contribution to the greater Bright Star School organizations. We understand that not all families can take a leadership role as a parent ambassador or participating in advisory councils. Nevertheless, we share all opportunities to all families so they can be involved in their availability and desire. As described in the triangle graphic below, an engaged Bright Star parent can show it by supporting the student in the home, accessing resources provided by the school or taking on leadership roles.

Leadership roles may consist of participation in advisory councils, including the School Site Council (SSC), the English Learner Advisory Committee (ELAC), or the Community Advisory Council, meetings are open to all family and community members. For membership within the councils, parents are nominated and elected by their peers and can serve up to 2 year terms. At ELAC, the majority of parent members are parents of English Learner students to ensure their perspectives are heard in service of multi-language learners.

An engaged Bright Star parent:



Element 5 – Employee Qualifications

“The qualifications to be met by individuals to be employed by the charter school.” (Ed. Code § 47605(c)(5)(E).)

Equal Employment Opportunity

Charter School acknowledges and agrees that all persons are entitled to equal employment opportunity. Charter School shall not discriminate against applicants or employees on the basis of race, color, religion, sex, gender, gender expression, gender identity, sexual orientation, pregnancy, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, genetic information, military and veteran status, or any other characteristic protected by California or federal law. Equal employment opportunity shall be extended to all aspects of the employer-employee relationship, including but not limited to recruitment, selection, hiring, upgrading, training, promotion, transfer, discipline, layoff, recall, and dismissal from employment.

ESEA/ESSA and Credentialing Requirements

Charter School shall adhere to all requirements of the Elementary and Secondary Education Act (ESEA, also known as Every Student Succeeds Act (ESSA)) that are applicable to teachers and paraprofessional employees. Charter School shall ensure that all teachers are appropriately assigned and fully credentialed in accordance with applicable state requirements for certificated employment, including but not limited to the provisions of Education Code section 47605(l). Charter School shall maintain current copies of all teacher credentials and make them readily available for inspection.

5.1: Employee Positions and Qualifications

The qualifications, requirements, duties and responsibilities, etc., for the following positions are listed in the sections that follow:

- Lead Executive Officer / Chief Executive Officer (LEO/CEO)
- Chief Instructional Officer (CIO)
- Chief Financial Officer (CFO)
- Senior Vice President of Operations (SVPO)
- Senior Vice President of Student and Family Services

- Senior Vice President, Leadership Development (SVPLD)
- Principal
- Assistant Principal
- Dean of Operations
- Teacher
- School Counselor
- School Psychologist
- Instructional Assistant (AI)
- Paraprofessional
- Office Manager
- Custodian
- Community Schools Manager

- Cluster Data Coordinator

Lead Executive Officer / Chief Executive Officer: The **Lead Executive Officer / Chief Executive Officer** (henceforth referred to as LEO) oversees and advances all Bright Star Schools. The LEO embodies and advocates for the mission, vision, and strategic direction of the school organization. The Lead Executive Officer drives systems and accountability to engender academic excellence, holistic programs, and inclusive supports for students and families. They ensure Charter School's compliance with and all relevant laws and requirements as set forth by the District and State. The LEO manages all external and internal operations, such as working with the Board, reporting to and interfacing with the authorizer (Los Angeles Unified School District), fundraising, public relations, and ensuring the finance and operations of the schools. The LEO oversees all positions in the organization and directly manages a Senior Leadership Cabinet, which includes department leaders in Instruction, Finances, Student & Family Services, Operations, Public Affairs. While Talent & Human Resources is not part of the Senior Leadership Cabinet, it is also overseen by the LEO. The LEO is hired and evaluated by the Board of Directors of Bright Star Schools.

Required Characteristics and Qualifications:

- Ten or more years of professional experience with at least five in a role managing and leading a high performing organization, division, region, or team;
- Deep experience in at least two of the following: teaching and learning, finance, operations, human capital, fundraising, and strategic planning;
- Demonstrated capacity to identify, hire and retain a strong team of high performers across multiple functions;
- Superior relationship management skills and the ability to interact with a variety of external and internal stakeholders and supervise the performance of others;

Preferred Qualifications:

- Experience working with urban schools and engaging residents of urban communities;
- Passion for Education reform and a commitment to the mission of BSS; and
- Graduate (Master's level) degree in business, Education, policy, or other relevant area required.
- Bilingual and biliterate in Spanish or Korean strongly preferred.

Responsibilities:

- Collaborate with the board to develop a strategic vision and implementation plan for the organization to achieve its mission;
- Engage and invest all stakeholders including staff members, community members, and financial supporters, in supporting the execution of the plan and the realization of the vision;
- Establish and implement accountability and performance measures by setting clear academic, growth, operational, and financial goals and managing them; adapting as necessary given changes in internal and external environments.
- Build and manage a high-performing leadership team that is able to effectively execute on the vision of BSS, providing them opportunities for development and professional growth;
- Preserve and promote the BSS mission while also codifying and communicating the core values, philosophy, and norms so that the implementation of the mission is clear

- and consistently practiced throughout the organization
- Build and support a strong, cohesive culture that leads to an embedded and aligned organizational identity;
- Work closely with the Chief Instructional Officer, helping them set and meet key benchmarks as they strive to deliver transformational Educational outcomes for students;
- Provide support in areas such as hiring, performance management, human resources, etc. to ensure there is a great leader at every BSS school and a great teacher in every BSS classroom
- Drive forward a community-school model that empowers our students, families, and community members by growing and providing holistic supports
- Oversee operations, budgeting, accounting, human resources, contract management, and compliance, including an organization wide budget of \$80M;
- Ensure that BSS has a viable long-term financial plan and a sustainable funding base to advance organizational goals by identifying, cultivating, and soliciting public, individual, and foundation sources of funding;
- Establish year-to-year budgets alongside key stakeholders that drive forward the organization's mission and vision while also ensuring long-term sustainability;
- Lead efforts in ensuring that all Bright Star Schools attain permanent facilities and maintain them to the highest standards to ensure excellent learning environments;
- Oversee all existing and future construction efforts on long-term facilities while continuing to search for and implement permanent sites for all schools
- Oversee school finances, real estate, and the systems, processes, and procedures needed to ensure the organization's long-term fiscal health;
- Oversee marketing efforts, branding initiatives, and advocacy work on behalf of the organization to ensure BSS is highly regarded by the funding, parent, and local communities and differentiated from its "competitors."
- Serve as the public face of Bright Star Schools and be able to effectively share the story of BSS and its accomplishments;
- Establish and oversee relationships with LAUSD, LACOE, CDE, etc. for purposes of reporting, compliance, negotiations and renewals;
- Continue to develop a strong, engaged, and active BSS board in close partnership with the board chair;
- Build coalitions, relationships, and partnerships with key stakeholders in support of the organization's mission and goals. This group of stakeholders includes the local school district, parents, donors, community members, and leaders of community and political organizations.
- Operate from a place of community orientation and as a learner to identify and dismantle barriers to embedding diversity, equity, inclusion, and belonging (DEIB) into all Bright Star interactions and practices

Chief Instructional Officer (Certificated): The CIO's primary responsibility is to set the strategic vision, design, and direction for the instructional framework and approach to teaching and learning across all nine Bright Star Schools. This leader will be responsible for ensuring significant academic outcomes across the network while inspiring and coaching instructional leaders to reach the highest possible academic standards that support whole child development. The CIO directly manages the leaders for instructional content, inclusive education, curriculum & assessments, teacher induction & coaching and leadership development. The CIO will achieve this by being a resident expert on curriculum, instruction, and pedagogy while continuing to create a positive environment where each student can grow and develop in an inclusive environment.

Required Characteristics and Qualifications:

- 7+ years of school leadership experience, with at least 3 years of executive leadership experience with demonstrated success in obtaining substantial academic outcomes at a high-performing organization in a K-12 environment
- Demonstrated success in analyzing student performance results and developing plans that will lead to growth in academic and non-academic student achievement
- Experience leading successful schools serving diverse and multilingual communities and how to implement them in the Bright Star Schools context
- Proven track record of adult capacity building for Educational innovation and change of practice
- Culturally competent leader who has an anti-racist lens understanding the effects of identity and systems of oppression with full capability to lead others in discussions about the impact of both
- A collaborative, people-centered leader who leads with empathy and can work effectively with individuals from diverse backgrounds
- Strong relationship builder who can form genuine connections with students, staff, families, and community members
- Experience with and belief in Restorative Justice Practices within the community and school system from an indigenous and cross-cultural perspective
- Proficient in strategic planning, progress monitoring, implementation, and managing multiple projects
- Demonstrated success in evidence-based instructional practices and developing appropriate interventions with special Education, and diverse learners
- Comprehensive knowledge of Common Core Standards
- A deep belief in Bright Star's mission to provide holistic, inclusive support for all students to achieve academic excellence and grow their unique talents so that they find joy and fulfillment in higher Education, career, and life
- Excellent communication and presentation skills (written and oral)

Qualifications:

- Must hold a valid California teaching credential.
- Must hold a valid California Administrative Services credential.
- Master's degree from an accredited college or university is required, preferably in Education, Educational Leadership, or a related field; a Doctorate is preferred.

Responsibilities:

- Oversee and lead the vision for culture and community with an equity lens across all Bright Star schools
- Lead the curriculum development, implementation, continuous monitoring, and assessment of student outcomes for the network in collaboration with instructional leaders and executive partners
- Demonstrates a deep knowledge and understanding of the process of designing and implementing high-quality instructional vision with the ability to involve and meet leaders where they are, evaluate what works well, make lasting improvements
- Leverage comprehensive knowledge of math and literacy models to move schools toward positive student outcomes in each respective area
- Develop and convey a student-centered, inclusive, and realizable academic vision while understanding the calculated risks. Acts as a sponsor to drive action and encourages

- experimentation while translating the vision into actionable long-term objectives, budgets, and success metrics for strategic priorities and steps
- Lead the development of a strategic academic plan inclusive of goals and strategies to ensure equitable standards are aligned for every student and inclusive of holistic and socio-emotional supports
- Set and maintain academic standards while ensuring that all curriculum and academic standards are in compliance
- Demonstrate the capacity to assess systems and structures, including clarity of roles/responsibilities, while identifying strategies for school improvement that enhance the school leadership and student experience
- Build, manage, and retain a high-performing instructional team by creating a supportive and collaborative environment and ensuring leaders are heard, seen, and equipped with the information and resources needed to achieve results
- Ensure the effective management, coaching, and mentorship of the Instructional Leadership Team and school leaders in ways that drive significant student achievement gains while also prioritizing the wellness of teachers and celebrating the successes along the way
- Create a development-focused culture by routinely offering feedback and coaching and carving out reflective space for learning and career conversations
- Plans and develops scope and sequence of professional development, in addition to implementing professional development for instructional leaders to motivate and increase performance, ensuring an evidence-based and systemic approach that meets student needs
- Support staff to develop, implement, and evaluate project plans and strategies to achieve academic goals and objectives; continuously monitor progress against goals
- Leverage people development experience and instructional knowledge to create differentiated coaching and professional development for leaders that build on their strengths, ensuring they have the skills to lead effective and inclusive classrooms
- Strategically and thoughtfully coach leaders using an Educational leadership framework that educates leaders on standards and successful implementation of academic models
- Continuity, Data Management, and Ongoing Assessment
- Oversee, implement, and manage the process for collecting and analyzing data to improve student achievement across the network significantly
- Maintain laser-focused on making the best use of student-centered data to create an excellent emotional, social, and academic environment for all students and to implement improvements in instruction, operations, and school leadership
- Understand the importance of continuous assessment while sticking with an initiative; can assess and course correct along the way.

Chief Financial Officer: The Chief Financial Officer (CFO) plays a pivotal role in the financial leadership and strategic management of all and each Bright Star schools. Reporting directly to the Lead Executive Officer, the CFO is responsible for overseeing all financial aspects of the school, ensuring the fiscal integrity and sustainability of the institution. As a member of Bright Star's Executive Leadership Team, serve as a strategic advisor and thought partner to the Lead Executive Officer (LEO) and other senior leaders, working to achieve Bright Star's mission.

The CFO will be tasked with managing the school's financial operations, including budgeting, financial planning, accounting, and reporting. They will work closely with the school's leadership team to develop and implement strategies that align with the school's mission and long-term goals. The CFO will also be responsible for maintaining compliance with state and federal regulations, optimizing financial

performance, and managing risk. Additionally, the CFO will play a critical role in guiding financial decision-making to support academic and operational excellence.

Qualifications/Requirements:

- Over ten years of progressive team leadership experience managing finance and accounting;
- Strong financial management skills and business acumen; demonstrated ability in budgeting, financial analysis and financial modeling
- Successful track record of leading and developing high-performing teams committed to the mission and goals of the organization, with the ability to foster trust and collaboration among team members
- Demonstrated success developing, managing, cultivating, and leveraging strong interpersonal relationships and partnerships across all levels of an organization
- Inspirational and empathetic individual of unquestioned integrity, ethics, and values, treating others with respect, and having a demonstrated record of supporting and driving initiatives to advance diversity, equity, and inclusion.
- A demonstrated ability to work independently in a fast-paced environment, lead multiple projects, problem solve and meet concurrent deadlines
- Bachelor's degree required, with a strong preference in finance, accounting or related field;

Preferred Qualifications:

- California charter school finance/accounting background is a plus
- Experience with bond and other debt financing preferred
- Advanced degree in a related field, MBA and/or CPA strongly preferred.

Performance Responsibilities (include but are not limited to the following):

Organizational Leadership & Strategy

- Lead and implement Bright Star's short and long-range strategic planning efforts and maintain the multi-year financial model. In partnership with the Lead Executive Officer (LEO), leadership team, and members of the Bright Star Schools Board of Directors, set financial targets to ensure strong financial health and financial sustainability.
- Maintain a close working relationship with members of the School Support Team (Bright Star's central office support team); provide support to school leadership and campus staff, emphasizing a culture of excellent customer service.
- In collaboration with the Lead Executive Officer (LEO), lead finance committee meetings of Bright Star Schools; make presentations to the board on monthly financials or pending facility projects.
- Serve as an ambassador of Bright Star internally and externally - communicate proactively, knowledgeably and passionately about Bright Star's mission.
- In collaboration with the Lead Executive Officer (LEO) and strategy personnel, build and provide oversight for an advancement strategy with individual donors, granting partners, etc.; help coordinate advocacy efforts for Bright Star Schools.

Financial Management

- Provide leadership and direction on all aspects of finance, including budgeting,

forecasting, long-term planning, capital planning, financial reporting and analysis, accounting, cash flow planning, investment management, grants management and risk management.

- Develop and lead the budgeting process for Bright Star schools and School Support Team departments; meet regularly with the leadership team and school leaders to review financial information and help build their business acumen.
- In collaboration with the Lead Executive Officer (LEO), ensure Bright Star secures the equity and debt financing necessary to fuel its next phase of facilities projects. Work with local financial institutions, lead financing negotiations, and work in close collaboration with facilities personnel and consultants on the design and construction of facilities projects.
- Ensures fluid communication with finance and accounting functions.

Facilities

- Help to acquire, finance and project manage facility projects; oversee Proposition 39 application process, as needed.
- Work with realtors to help identify short and long-term properties that can accommodate schools in the Bright Star Network.
- Ensure that all facilities are in compliance with local, state, federal, and district rules and regulations and ensure that all renovations to buildings are completed with fidelity.

Team Leadership

- Serve as an exceptional role model and directly manage a team of two direct reports, including a VP of Finance & Facilities and Sr. Director of Outreach and Engagement. Oversee hiring, onboarding, management, and evaluation of the team.
- Build a strong team culture that incorporates a strong customer service orientation into all aspects of the team's work.

Senior Vice President of Operations: The Senior Vice President of Operations (SVPO) is a key executive leader responsible for overseeing and optimizing the operational functions of our school. Reporting directly to the LEO, the SVPO ensures that all operational processes align with the school's mission and strategic objectives, supporting a high-quality educational environment.

The SVPO will lead and manage all aspects of the school's operations, including facilities management, technology, transportation and safety, as well as family engagement and enrollment efforts. This role involves developing and implementing operational strategies that drive efficiency, enhance service delivery, and ensure compliance with regulatory requirements. The SVPO will collaborate with other senior leaders to ensure that operational systems support academic success, school safety, and organizational growth. They will also be responsible for risk management, vendor relationships, and the continuous improvement of operational processes to foster a safe and effective learning environment.

Required Qualifications:

- Outstanding attention to detail and willingness to get the job done.
- Able to communicate and interact effectively with multiple stakeholders.
- Excellent organizational, planning, and implementation skills.
- Able to multi task and work in a fast paced entrepreneurial environment.
- Able to meet deadlines with minimum supervision

- Should be customer service driven
- Knowledge of MS Office (Word, Excel, Outlook) and Google Suite Products
- This position will require reliable transportation in order to travel between school sites.
- Bachelors degree.
- 5+ years of work experience.

Preferred Qualifications

- A master's in Business Administration (MBA), public administration, educational leadership, or a related field is preferred.
- Previous experience in public and/or charter schools is preferred.
- Ability to communicate in Spanish.

Responsibilities (include, but are not limited to):

Department Oversight

- Provides coaching and support to school operations, information technology, Enrollment, Family Engagement and student information department leaders
- Leads and oversees functional departments in providing excellent service to schools
- Coordinates with department leaders to regularly assess effectiveness of department performance, develop goals, and identify best practices
- Consults with department leaders to identify/develop meaningful professional development opportunities for team members
- Leads efforts to streamline and operationalize processes in the organization to ensure information and practices are efficient and accurate

Student Information

- Provides oversight of the attendance process and certifies state reports
- Oversees all district/state/federal reporting (i.e. CALPADs, CBEDS, etc.) and ensures on time completion and certification of all mandatory reports

School Operations

- Evaluates processes and procedures related to the following areas: food program, transportation, school safety/emergency preparedness, before/after school programs, and facilities.
- Develops and monitors operations strategy to continue to align the operations department with organizational direction and address operations related trends. Leads development of department goals, objectives, and systems. Leads quarterly review and reflection of progress towards department goals.
- Identify, develop, and deliver professional development trainings for school site operations and maintenance staff
- Puts systems in place to ensure proper oversight and compliance of Review after school programs regularly to ensure grant compliance
- Selection and oversight of various (i.e. after school, transportation, security, etc.) vendor relationships
- create systems to oversee and review monthly facility walkthroughs and build capacity of team to address trends
- Facilitate professional development and training to ensure proper protocols are followed when Researching and executing facility projects
- Oversee and collaborate with food vendor to provide breakfast, lunch, and snack at all

- campuses and ensure compliance with National School Lunch Program
- Review Help Desk ticket data with Operations directors and Deans of Operations and ensure reasonable response times

Information Technology

- Oversees technology hardware purchases, network infrastructure establishment/maintenance, and communication systems
- Ensures completion of annual e-rate application for all schools

School Operations

- Assist Director of Operations in facilitating content for Office Manager Development and trainings.

Survey Administration

- Responsible for ensuring all organizational surveys (student, parent, staff) are administered annually or semiannually
- Oversees data analysis process and ensures timely review of data by key stakeholders

School Safety

- Attend school safety trainings provided by LACOE, CDE, and other non-profit and private organizations throughout the year to ensure up-to-date practices and protocols are being implemented at each school site
- Create streamlined systems and training materials for all Bright Star schools to ensure alignment, efficacy and safety

Senior Vice President of Student and Family Services (Classified): The Senior Vice President of Student and Family Services, under the supervision of the Lead Executive Officer, directs the planning, development, organization, management, direction and implementation of all aspects of student and family facing functions of Bright Star Schools. This includes child welfare, discipline procedures, guidance programs and parent Education and engagement programs and opportunities. The Senior Vice President of Student and Family Services ensures best practices by creating policies and procedures for student and parent engagement. They coordinate training of parents/guardians to act as partners in education and work collaboratively to bring community members into the life of the school in ways that enhance Bright Star's mission and vision. The Senior Vice President of Student and Family Services acts as a liaison with community organizations, social services, and current and potential partners to ensure the academic, social and emotional development of students and families. They oversee the standardization, development and management of the Connections Program including the academic, college and career counseling systems at the various Bright Star Schools campuses for all grade levels. The Senior Vice President of Student and Family Services works closely with school site administration to develop strong classroom management strategies and professional development opportunities for staff and teachers.

Required Qualifications and Experience:

- Bachelor's in Education, Social Work, Psychology, Public Administration, or related field;
- 10+ years in education or social services; senior leadership; program development and management.
- Develop long-term vision; anticipate trends.

- Understand and support student and family challenges.
- Design effective programs; embrace new ideas.
- Focus on outcomes and improvement.
- Adaptable and calm under pressure.

Preferred Qualifications:

- Master's degree in educational leadership, social work, counseling, or related field is preferred.
- Relevant certifications are advantageous.

Duties and Responsibilities

- Coordinates and facilitates school based services with outside agencies and organizations- these may include counseling, tutoring, health services, extra-curricular or after school activities.
- Creates and ensures sound procedures and best practices for academic, social, emotional and college and career counseling.
- Serves as a general resource in matters relating to student discipline.
- Plans, conducts and organizes a variety of staff development opportunities related to child welfare, student discipline, attendance, and school safety.
- Guides, directs and advises in serious discipline issues including student suspensions and expulsions.
- Assists with the evaluation and implementation of effective wrap around services for at-risk students
- Provide direction in preventing dropout rates through appropriate consultation with Connectors and administration.
- Work with the Chief Instructional Officer and School Site Administration to create programs and initiatives to increase family involvement in the school.
- Develop and help coordinate parent and school activities, to improve communication between the school and families.
- Act as a liaison/moderator between parents and the school over issues of conflict.
- Provide appropriate support and resources to the parent group to ensure that it meets its commitment to coordinate parent volunteer hours that is aligned with the mission of the school.
- Work with the leaders of the parent group to define annual goals
- Work with the School Site Administrators to define the scope and breadth of the parent Education curriculum.
- Coordination of parent Education programs including organizing materials, speakers, venue, etc. for parent Education meetings.

Vice President of Inclusive Education (Certificated): The Vice President of Inclusive Education (VPIE) key responsibilities include developing an equity-focused vision, overseeing Special Education programs, managing personnel, and providing leadership across various programs and disciplines within a designated area. This position also entails supervising personnel, interpreting laws and policies, and overseeing psychological and counseling services for students, parents, and staff. The VPIE is overseen by the LEO and it is not part of the senior leadership cabinet.

Required Qualifications and Experience:

- Bachelor's Degree in Special Education, educational leadership, psychology, or related field.

- Knowledge of relevant laws, regulations, and policies.
- Understanding of district operations and objectives.
- Strong oral and written communication skills.
- Experience in planning and managing Special Education programs, including budget oversight.
- Familiarity with management principles and curriculum development for Special Education.
- Ability to implement counseling and testing programs for Special Education students.
- Proficient in addressing various learning abilities, including special needs and low skill levels, within diverse classrooms.
- Effective time management and organizational skills.
- Effective teamwork, especially with parents and community members.
- Successful management of urban classrooms with structured approaches and high expectations.
- Track record of achieving measurable student performance gains, particularly with English Language Learners.
- Preferred proficiency in bilingual (Spanish) communication.
- Strong oral and written communication abilities.
- Ability to work independently with minimal guidance.
- Proficient in preparing comprehensive narrative and statistical reports, with basic data analysis skills.

Preferred Qualifications:

- Master's Degree in special education, educational leadership, inclusive education or a related field preferred.

Responsibilities

- Collaborate with the Chief Instructional Officer to establish and refine the Vision for Bright Star Schools' Special Education Program, ensuring alignment with K-12 objectives and the overarching mission of Bright Star Schools.
- Coordinating with professional staff, parents, and community groups.
- Collaborative decision-making with the CFO on hiring and budget matters.
- Development, monitoring, and administration of program budgets and contracts.
- Work closely with Principal Supervisors to implement and operationalize the Inclusive Education Vision, ensuring that adequate support structures are in place.
- Provide oversight and leadership for the Special Education program across multiple schools, fostering intentional collaboration with site administrators through regular meetings and strategic planning sessions.
- Building and maintaining positive relationships with staff and the public.
- Planning, organizing, and administering complex Special Education programs.
- Participate in LAUSD MOU for Special Education program, also referred to as Option 3
- Coordinating Council Meetings in accordance with the Bright Star Schools' vision and goals.
- Organize and lead weekly administrative meetings focused on Inclusive Education initiatives.
- Coordinate monthly Leadership meetings for Inclusive Education stakeholders, including Lead Inclusion Specialist Teachers (ISTs), School Psychologists, and Speech-Language Pathologists (SLPs).
- Ensure that Lead ISTs and school site teams convene biweekly for Professional Learning Community (PLC) meetings to discuss progress and share best practices.
- Cultivate a culture of respect, curiosity, and enthusiasm within the inclusive Education

department.

- Recognize and celebrate outstanding contributions and achievements within the schools.
- Advocate for the acceptance and provision of services for children with disabilities within the school community.
- Provide supervision and performance evaluations for Inclusive Education staff members.
- Lead data monitoring and analysis to inform instructional practices and track progress towards established goals.
- Attend and actively participate in Instructional Lead Team meetings.
- Aide in recruit and hiring inclusive Education staff (including outside providers)
- Ensure compliance with Individualized Education Program (IEP) and 504 plans, including timely assessments, progress reporting, and implementation of accommodations and modifications.
- Manage database systems (e.g., Welligent) for special Education staff and administration.
- Act as liaison and advocate for students with diverse abilities.
- Collaborate with faculty on cases requiring Tier 2 and 3 supports for individual students.
- Execute and monitor Child Find procedures for proper identification of students with IEPs.
- Collaborate with the data team to build an auditing system for CALPADS.
- Work with the enrollment team to identify students early and address parent concerns.
- Facilitate communication with attorneys and minimize litigation through systems and training.
- Establish training and monitoring systems for coordinators regarding Parental Written Notices (PWNs).
- Manage Tier 2 and 3 ADR, Mediation, and Due Process cases.
- Supervision and evaluation of staff performance.
- Staying informed about trends and developments in Special Education.

Senior Vice President, Leadership Development (SVPLD): The primary function of the SVPLD is to drive instructional achievement and results at the schools they oversee. The SVPLD will act as the direct supervisor of the Principal and lead them in the development and execution of a rigorous instructional program serving all students that will achieve the Charter School's goals as outlined in the School Action Plan. The SVPLD will work collaboratively with the Chief Instructional Officer to ensure schools have the structures and fidelity to processes in place to ensure that we gather evidence of success aligned with goals. Additionally, SVPLD builds the capacity of Principal, Assistant Principals and aspiring Principals, in alignment with Bright Star's strategic plan, yearly goals and in collaboration with other senior leaders.

Required Qualifications and Experience

- Bachelor's Degree,
- At least three years as a successful school principal.
- Tier 2 Administrative Credential
- Experience across at least two school levels (e.g. middle school and high school).
- Proven track record of success in driving student achievement.
- Embodies Bright Star Core Values in all aspects of their work.

Preferred Qualifications:

- Master's Degree
- Fluency in a second language, Spanish strongly preferred

Responsibilities

- Create a vision for Bright Star Schools' Leadership model, in service of Bright Star's Mission and in student experience,
- Engage as a member of the Senior Leadership Cabinet to strategize and systematize supports and operations given to schools
- Collaborate with the CIO, to develop a robust coaching program for teachers across Bright Star and support the operation and implementation with school leadership development and coaching
- Create a network-wide leadership rubric for goal-setting and progress tracking.
- Evaluate, manage, and coach Principals in setting annual goals in line with BSS priorities, school goals and leadership development with proper monitoring, evaluation and accountability practices
- Create effective communication and learning structures to ensure effective two-way communication, accountability and development of school leaders
- Identify learning structures to support principals that may vary by need-classroom observations, school site walkthroughs, school leaders team observations, coaching observations, MTSS observations, Professional Development Observations, etc.
- Create a Tier of Supports for the Principal's caseload and the Charter School's needs to ensure equitable and high academic outcomes for students, as well as a monitoring coaching structures to ensure proper implementation
- Construct content for the Principal, Assistant Principal, and Dean of Academic Supports Community of Practices' year-long learning sequence
- Prepare and deliver specific professional development for Communities of Practice
- Ensure alignment and proper sequence and supports of school admin leadership positions
- Collaborate with the HR and Talent team to develop a comprehensive development and evaluation plan for the principal
- Plan for and facilitate school level Data Talks twice a year to support principals in looking at data holistically
- Collaborate with CIO to implement a regular cadence of network-wide instructional rounds
- Build a repository for Principal onboarding, coaching and resources
- Create alignment in practice by grade level bands at the schools
- Build capacity and of school leaders in school compliance, oversight and renewal processes, as well as partner with specific SST to lead the work
- Oversee and approve Master Schedule designs to ensure data is being addressed and Bright Star Vision is operationalized
- Lead and Support Principals through the oversight and renewal process by working with teams and creating robust and effective support from the school Support Teams (SST)
- Oversee effective implementation of Inclusive Education, Operations, Culture, Data, and instructional practices at the school level in alignment with BSS goals and department guardrails and expectations
- Collaborate with leadership team to ensure systems and processes are supporting Principals as the Instructional Leaders
- Collaborate with the leadership team to get feedback on Principal performance, including their follow through, and effectiveness of implementation in HR, Operations, Family Engagement, etc.
- Collaborate with CIO and Data Management team to build out School Data Dashboards
- Be available for input to other departments to administer input and feedback on

- processes and expectations rolled out to schools
- Identify opportunities for alignment by grade level and cluster where appropriate (ex. elementary expectations for class scheduling and classroom environment expectations or signature family events or cohesive early dismissal days, etc.)
- Work with the SVP of Student and Family Services and Director of Counseling to ensure effective practice and alignment on grading practices, graduation requirements, and master scheduling for all Bright Star high schools.
- Work with SVP of Student and Family Services and Director of Counseling on alumni supports, programming of events, and vision of supports for all Bright Star high schools.

5.2: Employee Positions – Campus Employees

Principal (Certificated): A Bright Star Schools' Principal is an inspiring instructional leader and cultural leader who sets, monitors, and achieves a shared vision for high academic outcomes and emotional well-being for all students by creating systems that are equitable, restorative, and transformative for students, families and the community and by effectively managing teams through coaching and development. The Principal is the instructional leader and visionary for the campus, working with members of the school leadership team, the School Support team, teachers, families, partners, and other Bright Star schools to execute the highest quality Educational programs to help students achieve and serve our students and families. Although the Principal will delegate appropriate duties so that operational decisions can be made at various administrative levels, s/he is responsible for the execution of these duties and will establish administrative regulations as needed to manage the campus. He/she is responsible for supporting students in achieving the mission and vision of Bright Star schools, including, but not limited to ensuring a safe and positive learning environment, an effective instructional program, after and before school programs respectively, and strong family and community partnerships that support students to thrive. The Principal is responsible for ensuring positive student achievement and growth, supported by a foundation of a strong adult and student culture. The principal is the instructional leader on campus, who sets the vision for the school, spearheads the school's leadership team, and coaches to ensure an effective instructional program.

Required Qualifications and Experience:

- At least two years of Assistant Principal experience.
- Valid Multiple or Single Subject California Teaching Credential.
- Valid California Administrative Credential or Willingness to enter into a program within one year of being hired.
- 5 + years of successful teaching experience in K through 12th grades.
- At least two years of experience in an instructional coaching or an administrative role.
- Evidence of strong organizational, student management and interpersonal skills.
- Extremely high standards for student academic work and student behavior – expectation that all of our students will be able to rise to the same academic challenges and compete at the top levels with all students from across the city, regardless of family background.
- Desire to be a team player and delegate as appropriate.

Preferred Qualifications:

- Master's degree in Educational Leadership, Administration, Curriculum and Instruction, or a related area preferred Post-graduate degree.
- Fluency in a second language. Willingness to learn Spanish and/or Korean if that isn't the language of fluency.

Responsibilities and Duties

Team Leadership and Management

- Manage 15 - 50 school site personnel including the Assistant Principal(s), Deans, and all teachers and counselors.
- Train, coach, and supervise all leadership team members, teachers, counselors and support staff.
- Recruits and hires mission aligned, qualified instructional and operational staff.
- Maintains a focus on mission-aligned, student-focused decision making that leads to student achievement and development of the whole child.

Instructional Leadership

- Guides instructional staff to improve teaching and learning by providing teacher support, evaluating teachers, and designing professional development. Ensures that all students are learning and that there are no gaps in student achievement among subgroups.
- Provides instructional leadership, coaching, and support to teachers.
- Work directly with teachers to oversee the effective facilitation and management of:
 - Instruction & Formative Assessment including standards maps, benchmark goals, weekly instructional planning, selection and use of texts and support materials (beyond those defined by the School Support Team), common assessment plans, and differentiated instruction including specialized programs for students who are English Language Learners and who have an IEP.
 - Summative Grades & Assessments (including iReady, Smarter Balanced, ITBS, ELPAC, Midterms & Finals, Unit Assessments, A-G compliance, Suspensions, Chronic Absenteeism, and High School graduation rates).
 - Gradebooks, Report Cards & Transcripts by ensuring that teachers are giving enough appropriate assignments to complete all sections of their grade books. Verify that all grades are inputted and summarized appropriately for our monthly progress reports and quarterly report cards. Oversee production of transcripts as appropriate.
 - Accountability and feedback systems to ensure staff follow the rules and procedures as outlined in the handbooks.
 - Professional Development by working with each teacher on his or her individual professional development plan. Serve as each teacher's advisor for university internship or mentor for credential renewal, if needed.
 - Evaluates teachers to provide sound feedback on their practice through a vetted rubric in a timely and consistent way.
 - Consistently monitors student data and ensures students are on track to meet year end academic metrics.
 - Supervise, coach, develop, and evaluate teachers via regular observations, feedback, and coaching as part of Bright Star Schools teacher development and support system.

Positive and Productive School Culture

- Communicates the school's vision and goals in a way that ensures understanding and commitment from a racially, culturally, and socioeconomically diverse community of parents, students, faculty, staff, and board members
- Develop a work environment to retain and develop qualified, talented staff.

- Foster an environment of deep collaboration with families and caregivers, building strong relationships and encouraging their direct engagement in their students' school experiences.
- Partner with the Bright Star School Support Team to secure and allocate the resources and support necessary to maintain the school's organizational health.
- Leads positive and productive school culture.
- Leads staff culture, including ensuring monitoring and responding to staff feedback as needed to support a safe, positive work environment and staff retention.
- Ensures that all members of the school community are engaged and valued.
- Follow Bright Star Schools' toileting policies and protocols if working with TK and Kinder students

Ensure Continued Success & Partnerships

- Leads External Communications including relationships with our parent community, LAUSD, neighbors & community, LACOE, CDE, USDOE. Gather information and publish weekly teacher bulletin, biweekly parent newsletter, or monthly Board Dashboards and other requested reports.
- Lead proactive student and staff recruiting. Conduct information and orientation sessions.
- Ensure successful execution and monitoring of daily attendance reporting and ADA reports, including reports on attrition, expulsion, and re-enrollment.
- Work with families as partners
- Oversee school site budget. Directly oversee purchasing for all texts and classroom instructional materials.
- Conduct all forms of family engagement, including Parent-Principal meetings as needed.
- Oversee creation, change, distribution, and collection of quarterly student, teacher, and parent surveys. Summarize data and use it to inform school improvements.

Assistant Principal (Certificated): The Assistant Principal supports the implementation of the instructional vision and strategic plan for the school site including, but not limited to: coordinating assessments, teacher coaching and support, and supervision. In addition, this individual plays a major role in establishing and managing the school culture through aligned systems and structures under the umbrellas of MTSS, PBIS, progressive discipline and restorative practices. This equity based leader would also be responsible for oversight of social emotional student learning and non-instructional student programs such as Life Experience Lessons (field trips).

The Assistant Principal's primary area of responsibility includes developing relationships with students, families, teachers and colleagues based on mutual respect, integrity and trust, in pursuit of meeting school goals and improving academic outcomes for all students.

Assistant Principals supervise all individuals who carry out the programs that they are charged to lead.

Required Qualifications and Experience:

- **Bachelor's Degree in education, educational leadership, or related.**
- Valid, Clear California Teaching Credential (Single Subject or Multiple Subject Teaching Credential preferred)
- At least two years of experience in an instructional coaching or an administrative role.

- At least three years of teaching experience (K-4 grades preferred) with consistent student achievement and growth.
- Evidence of strong organizational, student management, and interpersonal skills.
- Extremely high standards for student academic work and student behavior – the belief that all of our students (who are primarily from low-income, educationally under-resourced families) will be able to rise to the same academic challenges and compete at the top levels with all students, regardless of family background.
- Ability to work collaboratively with colleagues and delegate as appropriate.
- Working knowledge of Google Apps and Microsoft Office Suite (Word, Excel, Outlook, and PowerPoint), plus an aptitude for quickly learning and mastering other data-based programs.
- Excellent verbal and written communication skills.
- Willingness to quickly digest and, when needed, create documents for the school community (students, teachers, parents).
- Ability to analyze complex student data, identify trends, and create action steps that will lead to student growth
- Understanding of and agreement with our student, parent, and employee expectations.
- Industriousness and Enthusiasm, defined as working diligently to ensure the success of students, teachers, families, and the school.
- Humility, receptiveness to feedback, and evidence of being a constant learner.

Preferred Qualifications, in order of importance:

- Administrative credential (or willingness to pursue)
- Master's Degree in educational leadership, administration, curriculum and instruction, or related field.
- Experience supervising other employees.
- Fluency in a second language. Willingness to learn Spanish or Korean if that isn't the language of fluency.

Responsibilities and Duties:

Student Culture

- Manage and coordinate culture on the school campus, including school-wide behavior management systems, Restorative Practices, and support for all educational partners (i.e. teacher, student, and families).
- Develop school site team members through ongoing professional development, educational plans, and observation and feedback cycles.
- Plan and lead quarterly cultural assemblies that advance the school toward our vision
- Oversee the school's After School Enrichment and Life Experience Lessons (field trips)
- Oversee supervision of student activities including Lunchtime and After School Supervision
- Enforce and revise the rules and procedures as outlined in the student and parent handbooks, as necessary
- Develop proactive cultural initiatives to motivate students toward high success and achievement

Staff Culture

- Develop Teacher Leaders to prepare them to lead their teams
- Ensure upholding to the rules and procedures as outlined in the teacher and

administrative handbooks.

- Assist Principal with staff culture
- Plan and coordinate quarterly staff fellowship opportunities
- Help principal plan engaging, actionable, adult-learning workshops; and hold staff accountable for implementation of the workshop practices
- Work directly with teachers and staff to support enforcement of the school wide behavior management plan, as well as rules and procedures outlined in the student handbooks
- Support student and staff recruiting through conducting information and orientation sessions
- Support in the creation, change, distribution, and collection of quarterly student, teacher, and parent surveys. Summarize data and use it to inform school improvements.

Academics Instruction

- Develop instructional Deans and teacher leaders
- Professional Learning Communities (PLCs) for the Instructional Leadership Teams, which include the Academic Leaders (Deans) and Department Leads.
- Oversee all assessments, including ELPAC, CAASPP, College Board (PSAT, ACT, SAT, AP Exams), and i-Ready
- Oversee i-Ready program implementation in all grade levels
- As needed, coach/mentor and evaluate teachers per the organization's coaching program
- Oversee instruction & Formative Grades including standards maps, weekly plans, selection and use of texts and support materials, common assessment plans, and differentiated instruction including specialized programs for ELLs and students with special needs.
- Coach, support, and participate in IEP meetings, triannuals, and case management meetings to support students with special needs
- Oversee ELD instruction
- Conduct routine grade books checks; verify that grades are inputted and summarized appropriately for weekly academic check-ins during Advisory and for quarterly report cards.
- Support Principal in conducting formal and informal teacher evaluations
- Supports Principal in identifying and developing teachers and leaders (Department Heads and/or Grade Level Chairs) through goal setting, coaching and providing feedback
- Support development and implementation of network adopted curricula
- Lead data-driven conversations and coaching; assess teacher practice, student achievement and set goals and action steps collaboratively with teachers to support to meet growth goals for students
- Work with the Principal to create a yearlong Scope and Sequence plan for Staff Professional Development. The Assistant Principal of Instruction will take the lead on planning and executing instructional PDs.
- Support Principal in planning and goal setting for the grades/departments managed and ensure alignment with school-wide goals
- Ensure teachers and staff have the opportunity to attend Professional Development by working with each teacher on his or her individual professional development program.
- Support the development of the master schedule and teacher/student schedules.

Dean of Operations: The Dean of Operations is a vital member of the school's administrative team, responsible for managing the daily operations that ensure a safe, efficient, and supportive environment for

students, staff, and faculty. This role requires a hands-on approach to managing day-to-day operations, ensuring that all systems run smoothly and efficiently. The Dean of Operations will work closely with the school's leadership team to align operational strategies with the school's goals, implement policies, and respond to any operational challenges that arise. Additionally, this role involves managing budgets, coordinating with external vendors, and continuously seeking ways to improve operational efficiency and effectiveness. Reporting to the Principal, the Dean of Operations plays a critical role in maintaining the logistical and operational infrastructure that supports the school's educational mission.

Required Qualifications:

- 3 years of experience in operations or relevant field
- High School Diploma or equivalent
- Leadership skills to own departments and see it through with own vision while collaborating with the Principal
- Outstanding attention to detail and willingness to get the job done.
- Able to communicate and interact effectively with multiple stakeholders.
- Excellent organizational, planning, and implementation skills.
- Able to multitask and work in a fast paced entrepreneurial environment.
- Able to meet deadlines with minimum supervision.
- Should be customer service driven
- Knowledge of MS Office (Word, Excel, Outlook) and Google Suite Products (Docs, Sheets, Slides, etc.)

Preferred Qualification:

- Bachelor's degree

Performance Responsibilities (include but are not limited to the following):

- Office Responsibilities
 - Greeting and signing in all visitors and controlling access to the school
 - Answering phone calls, directing calls, taking messages, placing outgoing calls, and making public address announcements
 - Collecting and maintaining forms and other records, securing missing forms, and ensuring the confidentiality of all student records
 - Ensuring that students leave only with authorized parents or guardians
 - Ensuring student attendance is taken daily and generating weekly/monthly attendance reports
 - Receiving, preparing, and distributing all mail and deliveries
 - Ensuring that the school's physical environment is at all times neat and orderly, including but not limited to the reception/administrative area, teacher center, and supplies closet
 - Processing applications for admission
 - Attending all professional development sessions, as appropriate
 - Maintenance and safeguarding of student cumulative records (including requesting missing documents from students' previous school)
 - Support student supervision and school wide events.
 - Translation of school announcements and letters
- Management
 - Supervises and manages all office and custodial staff
 - Oversight of school operations budget codes
- School Procedures, Events, Activities
 - Oversees pick up and dismissal procedures

- Order all field trip buses throughout the year
- Review after school programs regularly to ensure grant compliance
- Maintains inventory and manages ordering of office and classroom supplies
- Submit credit card receipts and check requests to accounting department
- Conduct monthly facility walkthroughs and address trends
- Collaborate with office staff to ensure completion of annual registration day
- Works in conjunction with school leaders to schedule events and transportation
- Organizes LELs/trips per procedures outlined in field trip handbook
- Responsible for school site help desk tickets.
- Food Program
 - Serve as liaison with food vendor to communicate school schedules and potential changes
 - Monitor and ensure all food programs are in compliance with NSLP
 - Ensure food applications are submitted and completed and monitor student meal payments
- Compliance and Insurance
 - Organize immunization clinics and vision/hearing screenings as necessary
 - Ensure all students are in compliance with all immunizations required for school entry
 - Review student injury reports and connect with insurance as needed.
 - Process insurance certificate requests
- School Safety
 - Ensure school has emergency supplies, replenish as needed
 - Organize annual fire alarm testing/replenishment of fire extinguishers
 - Ensure school schedules and completes all required drills
 - Create and maintain emergency signage in classrooms and on/off campus
 - Develop relationships with local law enforcement and emergency response teams on behalf of school
 - Deliver staff emergency trainings.
 - Coordinate with School Site Councils, first responders, and site administrators to revise School Safety Plans annually
- Other
 - Coordinate special projects as needed
 - Works in collaboration with other operations staff across the organization
 - Any other duties as assigned

Teachers (Certificated): Charter School] complies with the California Charter Schools Act with respect to teacher certification. Characteristics that add to the multilingual, multicultural nature of the faculty are valued as assets. Bright Star Schools believes that part of the equation for a successful teacher includes a teacher who is willing to go above and beyond the call of duty when necessary. Our teachers are meaningfully committed to protecting the safety, interests and rights of all individuals in the classroom. Teachers help develop and implement the curriculum. All teachers report to the Principal.

Required Qualifications & Experience:

- Bachelor's degree
- Multiple Subject CA Credential
- Candidates with an intern credential are also considered
- For educators who will support students with an Individualized Education Program, a specific credential is needed: Education Specialist Instruction Credential

- Possession of either an English Learner Authorization (EL Authorization), Bilingual, Cross-Cultural, Language and Academic Development (BCLAD) certificate; Cross-Cultural, Language and Academic Development (CLAD) certificate; or Bilingual Certificate of Competence (BCC) required.

Preferred Qualifications:

- Two years or more of urban teaching experience preferred
- Bilingual Spanish or Korean desirable, but not required

Teacher Traits:

- Belief that every child deserves an excellent Education that prepares him/her for college and life beyond
- Demonstrated ability to teach the whole child in an inclusive setting using modifications and accommodations
- Belief in culturally responsive and anti-bias classroom practices in order to support equity for all students
- Willingness to receive feedback, engage in frequent dialogue, and ability to self-reflect
- Life-long learner
- Collaborative
- Belief in data-driven instruction
- Firm, kind approach to managing student behavior
- Technologically competent
- Entrepreneurial spirit and creative problem solver
- Sense of humor and love of teaching

Responsibilities:

- Whole School Responsibilities
 - Uphold Bright Star Schools' mission and values
 - Demonstrate genuine care for all students
 - Build relationships with all students
 - Embrace existing school-wide management systems and promote high standards of behavior
 - Collaborate with school leaders, providing input to improve Bright Star programs
 - Actively participate in professional development sessions
 - Communicate professionally with peers, supervisors, parents, and students
 - Commit to a longer school day and calendar year
 - Adhere to Bright Star's professional attire guidelines
 - Supervise bathroom breaks and participate in rotating detention supervision
 - Uphold attendance procedures each period using School Information Systems (SIS)
 - Enthusiastically participate in school-wide culture events (i.e., Songfest, academic assemblies, and Field Day)
 - Perform other duties as assigned
- Instructional Responsibilities
 - Adhere to Bright Star curriculum maps and guidelines
 - Create weekly lesson plans/overviews
 - Plan rigorous lessons aligned to the California State and/or California Common Core standards

- Differentiate lesson plans for a variety of learners (kinesthetic, gifted students, English Language Learners, and/or students with IEPs, etc.)
- Participate fully in weekly instructional coaching activities (including analysis of student learning, intellectual prep, observation debrief, etc.) and execute on next steps from the weekly coaching meeting. These meetings will be 45 minutes to an hour weekly with your matched coach.
- Implement feedback from administrator(s) regarding lesson plans and/or execution
- Establish and maintain positive classroom environment
- Implement an aligned instructional program to support students in meeting grade level, school, and district goals
- Support instruction with school-wide supplemental programs
- Maintain gradebooks and meet grading reporting deadlines
- Communicate with families regarding student academics and behavior
- Collaborate with Inclusive Education Team
- Use planning periods for the advancement of students' instructional needs
- Tutor students in need of remediation
- Perform other adjunct duties

School Counselor: As the Bright Star Schools organization continues to grow in number of overall students, and enrollment at each school site, it is increasingly important that each of its students and their families has a designated advocate on campus. This role will be that of a School Counselor, someone who provides support to students through the lens of social and emotional learning, and assists in the communication between each student and their teachers, administrators, parents, and prospective supplemental and enrichment programs. The Counselor will be part of all student and family facing functions for the Bright Star Schools Campus, and will ensure the success of their assigned students while they're at Bright Star.

The Counseling Program will focus on core areas:

- Implementation of the ASCA National Model and best practices
- Relationship building and mentoring
- Academic counseling and support
- College and Career Readiness programming and supports
- Social and emotional support
- Community resources and referrals
- Participation in Student Activities i.e. chaperoning
- Co-facilitation of Morning Meetings and school wide assemblies
- Restorative Justice Practices within and outside of the classrooms
- Student and Family Services
- Parent Education sessions on social emotional and academic learning
- Parent engagement events
- Provide family resources and referrals for community events
- Outreach to families with needed interventions

Required Qualifications:

- Pupil Personnel Services Credential in School Counseling or a minimum amount of credits in a PPS Credential program
- College degree required; a Master's is required in order to obtain a PPS Credential
- A deep understanding of Early Childhood Education, as well as child and adolescent development

- Strong oral and written communication skills, including advocacy skills
- Ability to connect and build relationships with students and their families, including families speaking different languages.
- Ability to facilitate connections with students and faculty.
- Organizational skills to work with tracking systems.
- Experience working with at-risk youth.
- Proactive, self-starting and motivating approach

Preferred Qualifications:

- Fluency in Spanish and/or Korean highly desired
- Working knowledge of Aeries SIS
- Familiarity with facilitating Social Emotional Learning (SEL) Curriculum

Responsibilities:

- **Academic Counseling & Direct Academic Support**
 - Weekly check-ins with teachers
 - Weekly classroom push-ins for academic and behavioral support
 - Student support team meetings
 - Social Emotional lessons within and outside of the classroom
 - Student Mentorship & Counseling
 - 504 Plan designee
- Behavioral guidance and support
 - Appropriate identification of students social and emotional needs
 - Provide resources and referrals as necessary
 - Necessary interventions, including individual and small group counseling
- Parent Liaison
 - Offer resources and support for family challenges
 - Home visits may be conducted as needed to ensure home and school partnerships
- Other Duties may include (based on experience and skill set)
 - Coordinate Parent Group activities
 - Develop Parent Education curriculum
 - Coordinate Student Activities
 - Morning, lunch and afternoon supervision of students
 - Follow Bright Star Schools' toileting policies and protocols if working with TK and Kinder students

School Psychologist: Provides services to children grades TK-12 (depending on school site), including screening and assessment, individual and group counseling, and work with outside agencies as appropriate. Functions as a member of the Individualized Education Program team to determine student's eligibility for special services, appropriate programming, and on-going progress. Deliver academic interventions and DIS Counseling or ERICS (Educationally related intensive counseling services) as needed for various students, assess students to determine present performance levels, learning styles, area of special education eligibility, if applicable design transition plans along with Individualized Education Programs, and collaborate with general and special education colleagues to supply enriched-academic programs that meet the needs of various students with disabilities.

Required Qualifications:

- Master's degree in a related field required.

- Possess or be eligible to possess a valid California Pupil Personnel Service credential authorizing service as a School Psychologist.
- Knowledge of current and appropriate assessment tools, counseling techniques and behavioral and classroom management programs
- Ability to work cooperatively with support services, including all special services and other school and district office personnel
- Possession of a valid California State driver's license
- Solid knowledge of state and federal special education rules and regulations.
- Belief that every child is deserving an excellent education
- Identify as a life-long learner
- Belief in data-informed instruction, strategic planning, and weekly action plans
- Possess a firm, kind approach to managing student behavior through restorative practices
- Technologically competent
- Entrepreneurial spirit and creative problem solver
- Passionate advocate for diversity, equity, inclusion and belonging

Preferred Qualifications:

- Bilingual and biliterate in Spanish or Korean strongly preferred.
- 3+ years of experience as school psychologist preferred

Responsibilities

- Provide both individual and group services to students that work towards improving academic and/or behavioral performance.
- Coordinate and conduct assessments for all referred students and assure legal and timely completion
- Interpret and analyze test results
- Make observations in the classroom and other settings
- Screen and evaluate referred children including selecting appropriate instruments, administering tests, observations, and writing legally defensible reports which state the evaluation findings and provide for educational program recommendations.
- Provide DIS counseling or ERICS services, maintain notes and service records, and track services on Welligent on weekly basis
- Submit weekly action plans which highlight student counseling sessions per day and assigned assessments per week. All compliance tasks and related projects must be communicated to school site principal on a weekly basis
- Collaborate with school staff regarding MTSS implementation, Student Success & Progress Teams, Suicide Prevention, Crisis planning and school-wide mental health initiatives
- Consult with parents, teachers, and other staff regarding any accommodations/modifications needed for a specific child including resolving students' learning and behavioral needs via Behavior Support Plans.
- Attend team Professional Learning Community meetings and discuss student cases, plans with team members around initial, triennial and high-profile assessments. Ensure that teams are coordinating assessment efforts to ensure timely completion of all assessments and IEP meeting timelines.
- Participate as a member of the IEP team, contributing evaluation findings and collaborating with all members of the team to develop education plans.

- Evaluate the effectiveness of academic programs, behavior management procedures and other services provided in a school setting.
- Consult with parents to assist in understanding the learning and adjustment processes of students.
- Provide community resources to students and parents when deemed appropriate
- Provide home visits when necessary and appropriate.
- Consult with community agencies such as probation departments, mental health, and welfare departments concerning pupils who are being served by such community agencies.
- Establish and monitor necessary caseloads, work with schools and other staff to plan assessments and meetings.
- Foster positive, equitable and inclusive culture at school site where students with disabilities feel deep sense of belonging
- Maintain test records of students assessed
- Participate in BSS Inclusive Education monthly psych meetings, Inclusive Education quarterly retreats, Inclusive Education cadre sessions and site-based PD and staff meetings
- Plan and implement professional development opportunities for staff and parents in collaboration with school team
- Perform other related duties assigned on site during school hours (generally 7:30-4:30 but may vary by school)

Instructional Assistants (IA): Charter School's IAs are of great value to the overall academic program of the organization. Not only do they assist the teachers, but many IAs also serve as tutors and lead individual classes during the afterschool program. IAs are not only fully committed to the vision and mission of the school, but they are our primary source for substitute teachers and some even matriculate to become full-time teachers in the general Education classroom with Bright Star Schools. As teachers teach the academic curriculum, our IAs have their own unique duties to drive the cultural framework of the schools. Our IAs help our schools realize our extensive academic and cultural programs.

Required Qualifications and Characteristics

- At least 48 college semester units required
- Must be organized, creative, independent and self-motivated, enthusiastic, dependable, detail- oriented, flexible in scheduling and prioritization, and driven by excellence.
- Must possess good communication skills to present facts and recommendations effectively in oral and written form, including accurate grammar and business correspondence knowledge.
- Interpersonal skills to establish and maintain effective relationships; demonstrated ability to communicate in situations requiring tact and poise; skilled in confidentiality and discretion.
- Must present a neat, professional appearance.
- Must be able to adjust tasks and focus with composure, and in accordance with changing deadlines and prior.

Preferred Qualifications:

- Bachelor's Degree desired.
- Bilingual (Spanish/Korean) desired.
- Substitute credential highly preferred.

Responsibilities:

- Student Supervision

- Orients and provides instructional assistance to individuals or small groups of students.
- Tutors individuals and small groups of students in various subject areas.
- Assists teachers in establishing and maintaining a clean, safe and pleasant classroom and learning environment.
- Assists in preparing instructional materials.
- Assists in maintaining student records and files
- Operates equipment such as copy machines, computers and audiovisual equipment.
- Supervise students in all indoor and outdoor activities, ensuring a safe environment
- Supervise students during breakfast, lunch and snack time.
- Assist in teaching children to become responsible for their decisions and actions.
- Guide children's behaviors in a positive way that teaches self-respect along with respect for others and the community around them.
- Encourage children to interact positively with other children and people around them
- Provide a wide variety of age appropriate activities that offers physical and emotional growth.
- Maintain open lines of communication with the teacher and classroom team to ensure the individual needs of all children are met.
- Provide additional support to teaching staff as needed.
- Performs related duties as assigned.

Paraprofessional: This Paraprofessional will primarily support teachers with push-in and push-out resource services to students with Individualized Education Programs (IEPs) in the general Education setting. They will assist teachers in providing instructional and behavioral support to a specialized caseload of students with disabilities (including students with Autism, ADHD, or Specific Learning Disabilities).

Required Qualifications:

- At least 48 college semester units required
- Must be organized, creative, independent and self-motivated, enthusiastic, dependable, detail- oriented, flexible in scheduling and prioritization, and driven by excellence.
- Must possess good communication skills to present facts and recommendations effectively in oral and written form, including accurate grammar and business correspondence knowledge.
- Interpersonal skills to establish and maintain effective relationships; demonstrated ability to communicate in situations requiring tact and poise; skilled in confidentiality and discretion.
- Must present a neat, professional appearance.
- Must be able to adjust tasks and focus with composure, and in accordance with changing deadlines and prior.

Preferred Qualifications:

- Bachelor's Degree strongly preferred
- Experience working with students with special needs strongly preferred
- Certificate of Clearance and Emergency 30-day Substitute Credential preferred
- Bilingual in Spanish preferred
- Desire to pursue a career in Special Education preferred

Responsibilities:

- Tutor, orient, and provide instructional assistance to individuals and small groups of students in various subject areas

- Assist teachers in establishing and maintaining a safe and inclusive classroom and learning environment
- Assist in preparing differentiated instructional materials, especially to accommodate students with special needs
- Assist in maintaining Special Education student records and files
- Operate equipment such as copy machines, computers and audiovisual equipment
- Guide children's behaviors in a positive way that teaches self-respect along with respect for others and the community around them, as well as consulting with Behavior Intervention Plans written by Board Certified Behavior Analyst per student IEPs, implementing Behavior Support Plans
- Provide a wide variety of age-appropriate activities that offers physical and emotional growth
- Track services in Welligent daily

Office Manager: The office manager ensures the efficient operation of the school's main office and works with members of the administrative team to ensure the success of the school. The office manager reports to the Principal. Office Managers should have at least two years of experience working as an office manager, administrative assistant, project manager or equivalent position. They effectively use standard office machines and computer software programs such as Microsoft Word, Excel and Outlook. They speak, comprehend, read and write fluently in English and Spanish. They effectively attend to the details of work, and conduct all job duties with accuracy and preparedness.

Required Qualifications

- 3 years of experience in operations or relevant field required
- Bilingual: Spanish and English
- High School Diploma or GED
- Must enjoy working with children and their families
- Excellent phone etiquette and verbal communication skills
- Good attendance and punctuality
- CA Driver license
- Able to work in a fast-paced environment and meet deadlines with minimal supervision
- Able to multitask
- Customer-service oriented
- Positive mindset
- Professional appearance (business casual)

Preferred Qualifications:

- Bachelor's degree
- Knowledge of Google Workplace (Gmail, Google Drive, Google Sheets, Google Docs)

Responsibilities:

- School Access: Greeting and signing in all visitors to the school; ensuring that students leave only with authorized parents or guardians; ensuring family satisfaction to ensure yearly retention
- Phone Calls: Answering and forwarding all phone calls; taking messages; placing outgoing calls; making public address announcements; ensuring family satisfaction to ensure yearly retention
- Record-Keeping: Collecting and maintaining forms and other records, including student cumulative records; securing missing forms; ensuring the confidentiality of all student records; processing student records requests, including enrollment verification letters,

proof of free/reduced lunch status, and report cards; maintaining and updating current student information system; coordinating with the Data Team and Enrollment Team to ensure current data in SIS program is current and up to date

- Enrollment Support: Entering student enrollment data and updating all student records, including student registration and attendance, using the school's student management software; processing applications for admission
- Outreach Support: Scheduling school tours with prospective families and Principal; cold-calling local preschools and daycare facilities to identify opportunities for outreach.
- Attendance Support: Overseeing daily student attendance reconciliation; ensuring student attendance is taken daily; generating weekly/monthly attendance reports
- Tardies: Issuing tardy passes and entering student tardies into student information system
- Family Communication: Communicating with families around attendance, students' needs, or behaviors; managing school-wide notifications/communications; printing, distributing and translating of school documents as needed; execute parent communication plans (e.g., phone blasts, emails, texts); manage data entry for parent attendance and surveys
- Lost and Found: Oversees lost and found area
- School Mail: Receiving and distributing incoming mail and deliveries; preparing outgoing mail and deliveries
- Physical Environment: Ensuring that the school's physical environment is at all times neat and orderly, including the main office, copier/supply area, reception area, and first aid equipment.
- School Support: Supports as needed with lunch operations, small meeting set-up and breakdown, student behavior management, supervision (hallway, lunch, recess); management of distribution of flyers, student materials, family materials, and staff materials
- School Basic First Aid: Performs basic first aid to students; processing student injury reports and family communication
- Fiscal Duties: Selling schoolwide materials (e.g., uniforms & school supplies); managing the cashbox
- Supply Distribution: Support the Dean of Operations in management and distribution of materials and supplies to teachers; performs mass school copies; supporting check-in/check-out of office laptops
- Translation: Translates as needed in oral and written form
- Professional Development: Attends all professional development sessions, as appropriate; participates in staff meetings, office meetings, and support staff meetings
- Substitute Support: Requesting/monitoring substitute assignments for campus positions; communication to staff members of subbing assignment; ensuring substitutes have lesson plans, schedules, materials, and equipment for daily success
- Alignment between campuses: Ensuring that office protocols are consistent across both Stella Elementary campuses, working some days on one campus and other days on the other campus
- Any other duties as assigned.

5.3: Employee Positions – Other Roles

- A pool of day-to-day substitutes will be established and a list of qualified substitutes is maintained.

Custodian: The Custodian is an integral part of the school operations team. Under the direction of the Dean of Operations this position is responsible for performing School Facility maintenance duties.

Qualifications/Requirements:

- Ability to work independently and effectively with a team
- Well organized, reliable and responsible.
- Good communication and interpersonal skills
- Strong client/customer service skills
- Ability to prioritize multiple tasks
- Ability to follow oral and written instructions.
- Basic knowledge of cleaning products and/or willing to learn.

Preferred Qualifications:

- Prior experience in housekeeping

Essential Functions:

- Cleans (sweeps, mops, vacuums, dusts) assigned school facilities (e.g., classrooms, offices, gyms, restrooms, multipurpose rooms, pool, grounds, hallways, stairways, common areas, public areas, etc.) for the purpose of maintaining a sanitary, safe, attractive environment.
- Sweeps, mops, scrubs, strips, extract, waxes, buff, vacuums, etc. all types of floors.
- Removes and properly disposes of discarded materials.
- Removes and transports trash to the appropriate disposal areas.
- Compacts trash.
- Change light bulbs and perform light facility maintenance.
- Keep building entryways free of obstacles, dirt, and debris.
- Arranges furnishings and equipment for the purpose of providing adequate preparation for meetings, classroom activities, and events
- Helps respond to immediate safety and/or operational concerns (e.g., facility damage, alarms, etc.) for the purpose of taking appropriate action to resolve immediate safety issues and maintaining a functioning physical and educational environment.
- Inspects school facilities for the purpose of ensuring site is suitable for safe operations and maintained in an attractive and clean condition, and identifying any repairs that may be necessary due to vandalism, equipment breakage, weather conditions, etc.
- Attends in-service training (e.g., instruction on blood-borne pathogens, cleaning solvents, floor care, first aid, etc.) for the purpose of receiving information on new and/or improved procedures.
- Operate a vehicle to work at remote locations.
- Other related duties may also be assigned.

WORKING ENVIRONMENT: Able to be flexible and work day and evening shifts as required. The majority of the work is performed in a remote setting with a wide variety of people in differing functions, personalities and abilities.

PHYSICAL DEMANDS: The work requires routine walking, standing, bending and carrying items weighing up to 50 pounds. Lack of immediate access to critical medical services as well as urban community services. Requires working in remote confined space workspaces for extended periods of time. [Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions].

Community Schools Manager: Under the direction of the Senior Vice President of Student and Family Services and the Community Schools Chair, the Community Schools Manager is responsible for coordinating and supporting programs that address the learning barriers for students served by Bright Star Schools (BSS); each of the 9 BSS campuses (Stella Elementary, Stella Middle, Stella High, Rise Kohyang Elementary, Rise Kohyang Middle, Rise Kohyang High, Valor Academy Elementary, Valor Academy Middle, and Valor Academy High) will have one dedicated manager. The Community Schools Managers supports the needs and asset mapping assessment for the assigned campus, working closely with the Director of Community Schools and the leadership team. This role serves as a liaison between the BSS School Support Team, partner agencies, families, and students, ensuring effective communication for grant requirements and programming. Responsibilities include overseeing day-to-day operations of CCSPP, managing partnerships and site plans, coordinating resources, and evaluating the program's effectiveness. The manager ensures delivery of services such as expanded learning, health services, family engagement, and material assistance during and beyond the school day. Additionally, they collaborate with the Community Schools Director to collect data, draft grant reports, and develop the school's Community Schools Implementation plan. The role also involves managing community-building efforts, attending school meetings and events, strengthening relationships between the school and local community, and advocating for student and family needs. Administrative tasks include managing evaluation data, overseeing agreements, facilitating family referrals to community resources, and supporting program audits and compliance. Other duties are assigned by the immediate supervisor.

Minimum Qualifications

Knowledge of:

- Sensitivity to and understanding of the needs of English Learners (EL) students and families.
- Understanding of the physical, intellectual, social, and emotional growth patterns of students served by Bright Star Schools.
- Excellent networking, training, communication, and interpersonal skills.

Ability to:

- Travel to other sites/locations. This position will require the use of a personal vehicle to visit district and community sites, to attend periodic evening meetings and/or travel within the county boundaries to attend meetings.
- Work effectively in a multi-ethnic community.
- Develop and maintain cooperative relationships with individuals and groups.
- Facilitate oral and written communication.
- Conduct business in a highly professional manner.
- Demonstrate ability in grassroots community outreach and organizing.
- Demonstrate ability to work effectively as a member of a team.

Qualifications:

- Bachelor's Degree or 6 years experience in a related field required, a Master's Degree is a plus. Educational experience in education, community impact, or related field a

- major plus.
- 3 years work experience required, employment in the education field working to support children TK-12 a plus.
- Bilingual in English/Spanish (Required), bilingual in English/Korean a plus.

Cluster Data Coordinator: The Cluster Data Coordinator provides a supporting role in maintaining Bright Star Schools student information systems, analyzing, visualizing data, supporting compliance reporting, and ongoing projects at the cluster level.

Student Information/Learning Management Systems

- Maintenance of student information systems including but not limited to enrollment, student scheduling, demographic information, transcripts, health, staff, grades, and performs ongoing system analysis.
- Supports master scheduling projects while adhering to the timelines established by the School Support Team Data Lead and school administrators.
- Ensure student data accuracy by implementing a standardized process around data entry and reporting of student information.
- Supports the implementation and maintenance of student learning management systems including, data collection and account management
- Supports the process of entering HS Transcripts in the student information system and generates cumulative records for school records requests

Compliance Reporting

- Assists with the audit of monthly reports to be submitted to the district and home office (ie: LAUSD Attendance)
- Assist with the completion including the collection and maintenance of data necessary for quarterly/yearly district and state reports (CALPADS, CRDC, SARC, NSLP, etc.).

Assessment Support

- Provides data support for the administration of state and internal assessments (CAASPP, ELPAC, NWEA, iReady, etc.).
- Assist Cluster Data Lead with the following:
 - Investigating all incidents of test security and testing irregularity and escalate to the Deputy Superintendent and CDE as necessary
 - Set up the assessment management systems including test administrations, user accounts, student test assignments, and designated supports/accommodations
 - Support with staff training
 - Monitor org-wide assessment completion rates and work with school administrators to ensure compliance with state accountability requirements

Data Collection and Analysis

- Assist with the production of reports that analyze and visualize student achievement and cultural data using BI tools.
- Supports the process of gathering information for dashboards and reports to support the need for data to school and home office departments.

Qualifications:

1. Bachelor's degree.
2. Required experience with student information systems, Aeries SIS preferred
3. Charter school experience, preferred.
4. Highly proficient with Microsoft Excel.
5. Computer proficient; highly organized, ability to work with Microsoft and Google Productivity Suites.

Element 6 – Health and Safety Procedures

“The procedures that the charter school will follow to ensure the health and safety of pupils and staff. These procedures shall require all of the following:

(i) That each employee of the charter school furnish it with a criminal record summary as described in Section 44237

(ii) For all schools, the development of a school safety plan, which shall include the safety topics listed in subparagraphs (A) to (K), inclusive, of paragraph (2) of subdivision (a) of Section 32282. For schools serving pupils in any of grades 7 to 12, inclusive, the development of a school safety plan shall also include the safety topic listed in subparagraph (L) of paragraph (2) of subdivision (a) of Section 32282.

(iii) That the school safety plan be reviewed and updated by March 1 of every year by the charter school.” (Ed. Code § 47605(c)(5)(F).)

HEALTH, SAFETY AND EMERGENCY PREPAREDNESS PLAN

Charter School shall comply with all applicable federal, state, and local requirements related to school and student health, safety, and emergency preparedness.

If Charter School occupies and/or operates on a District facility, Charter School shall comply with all District health, safety, and emergency procedures and requirements applicable to District facilities and related operations, and shall be subject to inspection by the District’s Facilities Services Division, Office of Environmental Health and Safety, and other District offices in the same manner as other LAUSD campuses.

Charter School shall adopt, implement, and maintain at all times a current, comprehensive, and site-specific Health, Safety, and Emergency Preparedness Plan (“Plan”), which must include but is not limited to provisions for building and site emergency evacuation, the acquisition and maintenance of adequate onsite emergency supplies. The Plan must include Charter School’s requirements and procedures for protecting student health and safety during off-campus school-sponsored activities, including but not limited to field trips and transportation. Charter School shall ensure that all staff members receive annual training on Charter School’s health, safety, and emergency procedures, including but not limited to training on bloodborne pathogens, and shall maintain a calendar for, and conduct, emergency response drills for students and staff.

Charter School shall periodically review, and update and/or modify as necessary, its Health, Safety, and Emergency Preparedness Plan, and keep it readily available for on-site use. Charter School shall provide a copy of the Health, Safety, and Emergency Preparedness Plan for review upon CSD request.

Comprehensive School Safety Plan

The Charter School shall adopt a Comprehensive School Safety Plan, to be reviewed and updated by March 1 of every year, which shall include, but not be limited to: (1) an assessment

of the current status of school crime committed on Charter School facilities and at Charter School-related functions; and (2) identifying appropriate strategies and programs that will provide or maintain a high level of school safety and address the Charter School's procedures for complying with applicable laws related to school safety, which shall include the development of all of the following pursuant to Education Code section 32282(a)(2)(A)-(J):

- Child abuse reporting procedures
- Routine and emergency disaster procedures
- Policies for students who committed an act under Section 48915 and other Charter School-designated serious acts leading to suspension, expulsion, or mandatory expulsion recommendations
- Procedures to notify teachers of dangerous students pursuant to Education Code section 49079
- A discrimination and harassment policy consistent with Education Code section 200
- Provisions of any schoolwide dress code that prohibits students from wearing "gang-related apparel" if applicable
- Procedures for safe ingress and egress of pupils, parents, and employees to and from the Charter School
- A safe and orderly environment conducive to learning at the Charter School
- The rules and procedures on Charter School discipline
- Procedures for conducting tactical responses to criminal incidents, including procedures related to individuals with guns on Charter School campus(es) and at school-related functions.

CHILD ABUSE AND NEGLECT MANDATED REPORTER TRAINING

Charter School shall provide all employees, and other persons working on behalf of Charter School who are mandated reporters, with annual training on child abuse detection and reporting, which shall occur within the first six weeks of each school year, or within the first six weeks of a person's employment if employed after the beginning of the school year, in accordance with the requirements of Education Code section 44691.

Medication in School

The Charter School will adhere to Education Code section 49423 regarding administration of medication in school. Charter School shall stock and maintain the required number and type of emergency epinephrine auto-injectors onsite and provide training to employee volunteers in the storage and use of the epinephrine auto-injector as required by Education Code section 49414 and section 4119.2 of the Business and Professions Code, as they may be amended from time to time.

ATHLETIC PROGRAMS

Charter School shall comply with the requirements of Education Code section 49475, with respect to any athletic program (as defined in Education Code section 49475) offered by or on behalf of Charter School.

If the Charter School offers an interscholastic athletic program, it shall develop and post a written emergency action plan that describes procedures to be followed in the event of sudden cardiac arrest and other medical emergencies, acquire and regularly test and maintain at least one automated external defibrillator (AED) for the Charter School, and make the AED available at on-

campus athletic activities or events according to the requirements of Education Code sections 35179.4 and 35179.6.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Charter School, including its employees, officers, and representatives, shall comply with the Family Educational Rights and Privacy Act (FERPA) and Education Code section 49060 et seq. at all times.

CRIMINAL BACKGROUND CLEARANCES AND FINGERPRINTING

Charter School shall comply with all requirements of Education Code sections 44237 and 45125.1. Charter School shall designate and maintain at all times at least one Custodian of Records duly authorized by the California Department of Justice.

Charter School shall maintain on file and available for inspection evidence that (1) Charter School has performed criminal background checks and cleared for employment all employees prior to employment; (2) Charter School has obtained certification from each of its contracting entities/independent contractors that the entity/contractor has conducted required criminal background clearances for its employees prior to provision of school site services and/or any contact with students, and has requested subsequent arrest notification service; and (3) Charter School has performed criminal background checks and cleared for service all volunteers not directly supervised by staff and who may have contact with students. Charter School shall also ensure that it requests and receives subsequent arrest notifications from the California Department of Justice for all employees and volunteers not directly supervised by staff. Upon request, Charter School shall provide a copy of Department of Justice confirmation of Custodian of Records status for each Custodian of Records. Charter School, including its administrators and officers, shall comply with the requirements of Education Code section 44030.5.

All teachers in Charter School shall obtain a certificate of clearance and satisfy the requirements for professional fitness pursuant to Education Code sections 44339, 44340, and 44341.

TRANSPORTATION SERVICES

Effective July 1, 2025, Charter School shall comply with the requirements of Education Code Section 39875(c), if applicable, relating to background checks and testing for individuals providing transportation services for students.

WORKPLACE VIOLENCE PREVENTION PLAN

Effective July 1, 2024, Charter School shall establish, implement, and maintain, at all times in all work areas, an effective workplace violence prevention plan, consistent with the requirements of Labor Code Section 6401.9.

HOMICIDE THREATS

Charter School shall comply with all requirements under Education Code sections 49390-49395 regarding mandatory reporting in response to homicidal threats. All Charter School employees and governing board members who are alerted to or who observe any threat or perceived threat in writing or through an action of a student that creates a reasonable suspicion that the student is preparing to commit a homicidal act related to school or a school activity shall make a report to law enforcement.

IMMUNIZATION AND HEALTH SCREENING REQUIREMENTS

Charter School shall require all employees, and any volunteer or vendor/contracting entity employee who may have frequent or prolonged contact with students, to undergo a risk assessment and/or be examined and determined to be free of active tuberculosis (TB) within the period of 60 days prior to employment/service, or otherwise meet the requirements of Education Code section 49406. Charter School shall maintain TB clearance records and certificates on file.

Charter School shall comply with all federal and state legal requirements related to student immunization, health examination, and health screening, including but not limited to screening for vision, hearing, and scoliosis pursuant to Education Code section 49450 et seq, to the same extent as would be required if the students were attending a non-charter public school. Charter School shall maintain student immunization, health examination, and health screening records on file.

MENTAL HEALTH EDUCATION

If Charter School offers one or more courses in health education to students in middle or high school, Charter School shall include in those courses instruction in mental health that meets the requirements of Education Code section 51925, *et seq.*

MENTAL HEALTH INFORMATION

Charter School shall create and post a poster at the schoolsite identifying approaches and resources addressing student mental health in compliance with Education Code section 49428.5. The poster shall be displayed in English and any primary language spoken by 15 percent or more of students enrolled at the schoolsite as determined pursuant to Education Code section 48985. The poster shall be prominently and conspicuously displayed in appropriate public areas that are accessible to, and commonly frequented by, students at the schoolsite. The poster shall also be digitized and distributed online to students through social media, internet websites, portals, and learning platforms at the beginning of each school year.

SAFE PLACE TO LEARN ACT

Charter School shall comply with all applicable requirements of the Safe Place to Learn Act, Education Code section 234 et seq.

GUN SAFETY NOTICE

Pursuant to Education Code section 49392, at the beginning of the first semester of each school year, Charter School shall distribute a notice to the parents/guardians of each student addressing California's child gun access prevention laws and laws related to firearm safety utilizing the most updated model language published by the California Department of Education.

SUICIDE PREVENTION POLICY

If Charter School serves students in any grades Transitional Kindergarten/Kindergarten through 12, Charter School shall comply with the requirements of AB 2246 (2016) and AB 1767, codified in Education Code section 215, including but not limited to the requirement that the school's pupil suicide prevention policy shall be developed in consultation with school and community

stakeholders, school-employed mental health professionals, and suicide prevention experts and adopted at a regular public hearing. The Charter School shall review, at a minimum every fifth year, its policy on pupil suicide prevention and, if necessary, update its policy. Charter School shall provide the CSD with a copy of its pupil suicide prevention policy for review upon request.

HUMAN TRAFFICKING PREVENTION RESOURCES

If the Charter School serves students in any grades 6-12, it shall identify and implement the most appropriate methods of informing parents/guardians of human trafficking prevention resources as required by Education Code section 49381.

FEMININE HYGIENE PRODUCTS

If the Charter School maintains any combination of classes in grades 6-12 that meets the 40% pupil poverty threshold required to operate a school wide program pursuant to Section 6314(a)(1)(A) of Title 20 of the United States Code, then it shall stock at least 50% of its restrooms with feminine hygiene products at all times, and shall not charge students for these products, as required by Education Code section 35292.6.

ALL GENDER RESTROOMS

Pursuant to Education Code section 35292.5, on or before July 1, 2026, Charter School shall provide and maintain at least one all-gender restroom for voluntary student use at each of its schoolsites that has more than one female restroom and more than one male restroom designated exclusively for student use. The restroom shall have signage identifying the bathroom as being open to all genders, it shall remain unlocked, unobstructed, and easily accessible by any student, and be available during school hours and school functions when students are present. Charter School shall designate a staff member to serve as a point of contact and to post a notice regarding these requirements.

NUTRITIONALLY ADEQUATE FREE OR REDUCED-PRICE MEAL

The Charter School shall provide each needy student, as defined in Education Code section 49552, with one nutritionally adequate free or reduced-price meal, as defined in Education Code section 49553(a), during each school day.

RECESS

Except where a field trip or other educational program is taking place, if the Charter School provides recess, to the extent required by Education Code section 49056, Charter School shall provide supervised and unstructured recess, distinct from physical education courses and mealtimes, for at least 30 minutes on regular instructional days and at least 15 minutes on early release days. Charter School shall not restrict a student's recess unless there is an immediate threat to the physical safety of the student or one or more of their peers.

CALIFORNIA HEALTHY YOUTH ACT

The Charter School shall teach sexual health education and human immunodeficiency virus (“HIV”) prevention education to students in grades 7-12, at least once in middle school and at least once in high school, pursuant to the California Healthy Youth Act. (Ed. Code § 51930, et seq.)

BULLYING PREVENTION

Charter School shall adopt procedures for preventing acts of bullying, including cyberbullying, and shall annually make available the online training module developed by the California Department of Education pursuant to Education Code section 32283.5(a) to certificated school site employees and all other schoolsite employees who have regular interaction with pupils.

LGBTQ RESOURCES TRAINING

Charter School recognizes that it is encouraged to use school site and community resources developed by the State Department of Education for the support of lesbian, gay, bisexual, transgender, queer, and questioning (LGBTQ) pupils to provide training at least once every 2 years to teachers and other certificated employees at each Charter School schoolsite that serves pupils in grades 7 to 12, to increase support for LGBTQ pupils and thereby improve overall school climate. (Ed. Code § 218.)

TRANSPORTATION SAFETY PLAN

The Charter School shall develop and maintain a transportation safety plan that includes procedures to ensure that a student is not left unattended on a school bus, student activity bus, youth bus, or child care motor vehicle and procedures and standards for designating an adult chaperone, other than the driver, to accompany students on a school activity bus. In addition, the Charter School shall ensure that each school bus, student activity bus, youth bus, or child care motor vehicle is equipped with a child safety alert system that requires the driver to either manually contact or scan the device, thereby prompting the driver to inspect the entirety of the interior of the vehicle before exiting, unless the student activity bus is exempted by law. (Ed. Code § 39831.3; Veh. Code § 28160.)

Element 7 – Means to Achieve Racial and Ethnic, Special Education, and English Learner, including Redesignated Fluent English Proficient Pupils Balance

“The means by which the 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.” (Ed. Code § 47605(c)(5)(G).)

COURT-ORDERED INTEGRATION

Charter School shall comply with all requirements of the *Crawford v. Board of Education, City of Los Angeles* court order and the LAUSD Integration Policy adopted and maintained pursuant to the Crawford court order by the District's Student Integration Services (collectively the “Court-ordered Integration Program”). The Court-ordered Integration Program applies to all schools within or chartered through LAUSD.

Charter School has set forth below its initial plan for achieving and maintaining the LAUSD's Racial and Ethnic Balance goal of a 70:30 or 60:40 ratio. (*Ratio represents the percentage of Predominantly Hispanic Black Asian Other (PHBAO) compared to Other White (OW)*). The written plan lists specific dates and locations of recruitment activities that Charter School will undertake in order to achieve the District's Racial and Ethnic Balance goal. Charter School shall monitor the implementation and outcomes of the initial plan, and modify it as necessary throughout the term of the Charter to achieve the District's goal. Upon request, Charter School shall provide the District with a copy of its current written plan.

The District receives neither average daily attendance allocations nor Court-ordered Integration Program cost reimbursements for charter school students. The District may receive the Targeted Instructional Improvement Block Grant (TIIBG) for its Court-ordered Integration Program. The District retains sole discretion over the allocation of TIIBG funding, where available, and cannot guarantee the availability of this funding.

7.1: School Plan To Achieve and Maintain LAUSD's Racial And Ethnic Balance Goal

Charter School will implement a coordinated advertising and recruitment strategy that ensures all parents and families are notified about the educational opportunities we offer. These efforts will be carried out from November through August. Charter School is committed to serving all ethnic groups and maintaining LAUSD's Racial and Ethnic Balance goal of a 70:30 or 60:40 ratio, through the use of various advertising techniques to recruit students.

Each year, Bright Star Schools conducts an analysis of enrollment trends in order to optimize our efforts to recruit and retain students. This usually happens in a meeting comprised of various stakeholders from the instructional, administrative and operational sides of the school. Using both quantitative and qualitative feedback from the previous year, the team works together to clearly identify enrollment trends and their root causes, determine potential solutions, and generate strategies to successfully implement and track solutions in the upcoming year.

One of the most valuable sources of data for this exercise comes from non-mandatory exit interviews (of

families that have transferred to a school outside of Bright Star Schools) through which feedback is gathered by Bright Star Schools team members from the students and parents who choose not to enroll or re-enroll at any Bright Star School.

Externally, Charter School will address retention and attrition through the development of school-based family engagement systems and strong partnerships that support teaching, learning, and student achievement. The enrollment team, will oversee coordinated efforts to strengthen two-way communication between parents and the Charter School. This includes projects that give parents immediate access to critical information, help them better navigate the Charter School and communicate possible concerns. The Enrollment Team is comprised of members of the Outreach & Engagement department in the School Support Team. This department is hired and evaluated by the Senior Vice President of Operations.

Outreach Plan and Timelines

Some of the outreach methods and their timelines are listed below:

- [YEAR ROUND]: Monthly distribution of informational materials to community-based organizations to organizations that serve various racial and ethnic populations, such as the local area libraries, recreation centers, local businesses, schools and faith-based organizations.
- [FALL]: Meet internally to research culturally meaningful events happening in the community for the year ahead and create monthly plans to boost participation, including festivals, farmer's markets, community health fairs, and school fairs. This can include events like the Lotus Festival in Echo Park and Jazz festival in Leimert Park.
- [YEAR ROUND]: Work with a diverse group of parent ambassadors to reach out to their community ties and social circles throughout the year.
- [FALL / WINTER]: Outreach meetings in several local regions to reach prospective students and parents in the fall and winter.
- [SPRING]: Providing opportunities for parents to speak to our representatives outside popular shopping venues throughout local areas in the spring.
- [SUMMER / FALL]: Development of promotional materials in various languages, mainly Spanish, to inform non- English speaking populations about our school in the summer and fall.
- [WINTER]: Mail school and enrollment information to areas with high African-American and Latino populations
- [FALL / SPRING]: Host events on campus to give families the opportunity to tour the campus, meet staff, and learn more about the programs

Our efforts are centered on providing equal opportunities to all residents of the District, regardless of racial and ethnic background. The backgrounds of our student body predominantly consist of Latino/a and also include backgrounds of African - American, Asian and Pacific Islander, among others. Charter School will keep on file materials of the efforts made to achieve racial and ethnic balance and the results achieved, as well as an accurate accounting of the ethnic and racial balance of students enrolled in the school. Charter School seeks to serve the families of Los Angeles, with a particular emphasis on reaching out to and recruiting in underserved communities. The local public school population has a high Latino/a demographic, as well as a high socio-economically disadvantaged population; as such, Charter School's target demographic seeks to serve that population.

As stated in our vision, Charter School seeks to narrow the achievement gap by offering all students, regardless of background, an excellent public education. As such, Charter School is committed to maintaining a racial and ethnic balance of its students that is reflective of the general population residing within LAUSD's territorial jurisdiction. In order to accomplish this, Charter School conducts the following

recruitment efforts, outreach programs and activities:

- Maintain student demographic data to ensure accurate accounting of racial and ethnic balance of students enrolled in the school.
- Develop and distribute flyers or brochures, applications and other recruitment materials that reflect the diversity of the community in English and Spanish (the languages of the families in the surrounding neighborhood).
- Use various distribution channels to enable public relations efforts to reach a wide audience (ethnicity/race, socio-economics, parent education levels, etc.), including community presentations, flyers, the school website and/or sending out press releases to the local media.

To keep up with the changing community we live in, Bright Star has also created digital advertisements for our website and for recruitment purposes. To view these portals, see below.

- Website: <https://brightstarschools.org/Enroll>
- YouTube advertisement: <https://www.youtube.com/watch?v=exVq0LPJCCM>, as featured on
- Bright Star School's YouTube channel here: <https://www.youtube.com/user/brightstrschool/featured>
- Bright Star Schools Instagram: <https://www.instagram.com/brightstarschools>

7.2a: Charter School's plan for achieving and maintaining the LAUSD's Special Education population percentages

In our Lottery form, also known as the Intent to Enroll Application, the Charter School does not ask any information regarding the student's academic ability or special needs status. To ensure the Charter School maintains LAUSD's Special Education population percentages, our marketing and recruiting materials highlight that our program is available to all students with a variety of needs and backgrounds. Our materials specifically highlight that we serve students with IEPs as well as English language learners. Our recruiting teams are trained to ensure all families are notified that our program currently serves a large population of economically disadvantaged students and that we accept students regardless of past academic performance. Information on the percentage of SPED, ELA, and Free and Reduced Price Meal students we serve and the supports we provide are given in detail during winter and spring Information Sessions as well as the new student Orientation in July. Families who want more information about our SPED and ELA services are scheduled for a one on one call or meeting with one of our SPED Directors.

Once any student has been admitted, the Charter School's policy is to collect information pertaining to the student's academic background, including report cards and IEP, if the student has one, so that we can provide all necessary and timely services.

7.2b: Charter School's plan for achieving and maintaining the LAUSD's English learner population percentages, including redesignated fluent English proficient pupil

To ensure the charter school maintains the LAUSD English Learner population percentages, the Outreach and Engagement team translates all materials into the languages spoken by the majority non-English speaking community members in local areas. In addition, at every outreach event we have Spanish speakers ready to connect with families of multi-language learner students, as well as Korean if

it has been identified as a likely need for the community. Our recruitment materials also specifically list how our small school environment is great for English learners, and are printed with English and Spanish translations by default.

“Admission policies and procedures, consistent with subdivision (e).” (Ed. Code § 47605(c)(5)(H).)

DOCUMENTATION OF ADMISSIONS AND ENROLLMENT PROCESSES

Charter School shall maintain complete and accurate records of its annual admissions and enrollment processes, including but not limited to documentation of implementation of lottery and waitlist criteria and procedures in accordance with the terms of the Charter. These records shall be made available to the District upon request.

HOMELESS AND FOSTER YOUTH

Charter School shall adhere to the provisions of the federal McKinney-Vento Homeless Assistance Act and ensure that each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education as provided to other children and youths. Charter School shall provide specific information, in its outreach materials, websites, at community meetings, open forums, and regional center meetings, that notifies parents that Charter School will enroll and provide services for all students, and provides a standard District contact number for access to additional information regarding enrollment.

Charter School shall comply with all applicable federal and state laws regarding homeless and foster youth, including but not limited to the provisions of AB 379 (2015) and Chapter 5.5 (commencing with Section 48850) of Part 27 of Division 4 of Title 2 of the Education Code, as amended from time to time. Charter School shall extend its uniform complaint procedure to complaints filed pursuant to the applicable provisions of AB 379.

NON-DISCRIMINATION

Charter School shall not require a parent/legal guardian/student to provide information regarding a student's disability, gender, gender identity, gender expression, nationality, legal or economic status, primary language or English Learner status, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in section 422.55 of the Penal Code, including immigration status, or any other information that would violate federal or state law, prior to admission, participation in any admissions or attendance lottery, or pre-enrollment event or process, or as a condition of admission or enrollment. Charter School may request, at the time of, and as part of, conducting its lottery process, the provision of information necessary to apply specific admissions preferences set forth in this Charter.

Charter School shall not request or require submission of a student's IEP, Section 504 Plan, or any other record or related information prior to admission, participation in any admissions or attendance lottery, or pre-enrollment event or process, or as a condition of admission or enrollment.

Charter School shall not discourage a student from enrolling or seeking to enroll in the Charter School, nor encourage a current student from disenrolling, for any reason, including, but not limited to, the student's academic performance, nationality, race, ethnicity, or sexual orientation or because the student is a student with disabilities, academically low achieving, an English learner, neglected or delinquent, homeless, economically disadvantaged, or a foster youth. The Charter School shall not request or require a student's records to be submitted before enrollment. The Charter School shall post on its web site the California Department of Education notice of these requirements and shall provide the notice to parents/guardians or students age 18 and older when the parent/guardian or student inquiries about enrollment, before conducting an enrollment lottery, and before disenrollment of a student. (Ed. Code §§ 47605, 47605.6)

Charter School shall adopt policy that is consistent with the model policy developed by the California Attorney General addressing the Charter School's response to immigration enforcement, notify parents/guardians of their children's right to a free public education regardless of immigration status or religious beliefs, prohibit the collection of information or documents regarding the immigration status of students or their family members, and fulfill other requirements of Education Code section 234.7.

PREGNANT AND PARENTING STUDENT ACCOMMODATIONS

Charter School shall provide specified accommodations to pregnant and parenting students, including, but not limited to, the provision of parental leave and reasonable accommodations on campus to a lactating student to express breast milk, breastfeed an infant child, or address other needs related to breastfeeding. The Charter School shall notify pregnant and parenting students and parents/guardians of the rights and options available to pregnant and parenting students. (Ed. Code §§ 222, 222.5, 46015.)

SEXUAL HARASSMENT POLICY NOTICE

The Charter School shall create a poster that notifies students of the applicable policy on sexual harassment in accordance with Education Code section 231.6, and shall prominently and conspicuously display the poster in each bathroom and locker room at each school site and in public areas at each school site.

If the charter school offers competitive athletics, annually post on the school's web site or on the web site of the charter operator the total enrollment of the school classified by gender, the number of students who participate in competitive athletics classified by gender, and the number of boys' and girls' teams classified by sport and by competition level. If Charter School operates multiple school sites, this information shall be disaggregated by school site. (Ed. Code § 221.9.)

8.1: Admissions Policies and Procedures

The Charter School has open admission for any student who seeks to enroll in our academic program by submitting an Intent to Enroll form. These forms are managed and seats are offered in accordance to the capacity of the school. Our recruitment efforts reflect our objective nature as a charter school and in no way favor or bias any demographic. When students with Individualized Education Plans (IEPs) enroll, it is the Charter School's policy to collect any and all information pertaining to the student's IEP. The Charter School is committed to serving academically low-achieving and economically disadvantaged students to offer them a seamless path to success in college and life. The Charter School serves a community where 90 -96 % of the students in our target population are categorized as socially economically disadvantaged in the California Dashboard. We are dedicated to making sure that all community members are equally aware of the alternative school choice we are providing to students within the communities we intend to serve.

8.2: Student Recruitment

The Charter School outreach team conducts student outreach activities throughout the calendar year. A

variety of techniques are utilized including home mailers, postering, flyering, local school visits, community-based organization visits, presentations at various multi-ethnic events, public business tabling (sitting outside markets and other businesses that allow us to pass out flyers to the public) and various advertising, including in Los Angeles-based English and Spanish publications. All promotional materials are in various languages, thus far Korean and Spanish, to inform non-English speaking populations about our Charter School.

In order to recruit students who have a history of low academic performance, who are socio-economically disadvantaged, and/or have disabilities, we conduct our outreach directly within the community and in various modes. More detailed information can be found in Element 7 of this petition.

8.3: Lottery Preferences and Procedures: Identification and Rationale of Admission Preferences

If the Charter School receives a greater number of applications than available spaces, a single public random drawing ("lottery") will be conducted. Exemptions and preferences will be offered in the categories below following in accordance with state and federal laws.

Lottery Preferences and Exemptions

If there are more seats available than student applicants, then all student applicants will be offered a seat without being required to participate in the lottery drawing. When any grade level has received more applications than availability, the Charter School will hold a lottery to determine admission for the impacted grade level, with the exception of existing students, who are guaranteed admission in the following school year. Lotteries will be conducted in ascending order beginning with the lowest applicable grade level. Weighted priority is assigned to the first preference category; Within each grade level, students will be drawn from pools beginning with all applicants who qualify for the first preference category and shall continue with that preference category until all vacancies within that grade level have been filled. If there are more students in a preference category than there are spaces available, a random drawing will be held from within that preference category until all available spaces are filled. If all students from the preference category have been selected and there are remaining spaces available in that grade level, students from the second preference category will be drawn in the lottery, and the drawing shall continue until all spaces are filled and preference categories are exhausted in the order provided below.

Lottery Preferences

Applicants with Preference:

- a. Pupils residing in the District⁹.
- b. Siblings¹⁰ of a student currently attending or admitted to the Charter School.
- c. Children or wards of Bright Star Schools employees, limited to 10% of the Charter School's total enrollment.

⁹ In-District Students – in accordance with State law, Charter School will employ a single lottery with a higher weighting for students in this category. All students in the lottery living in the Los Angeles Unified School District boundaries will receive weighted drawing preference over students living outside the LAUSD boundaries.

¹⁰ For the purposes of Enrollment Preferences, "sibling" shall be defined as a biological sibling or a child who has the same guardian

In order to align with the Charter School's value of serving the community we offer sibling preferences to align to our value of serving the entire family. Additionally, we have offered employee preferences in order to increase investment of employees who will not just work for Bright Star schools but also be parents of Charter School's students.

8.4: The Manner in which the School Will Implement a Public Random Drawing in the Event that Applications for Enrollment Exceed School Capacity

Our admissions process begins with the submission of a Lottery Application form which the school labels "Intent to Enroll" form, at any time during the school year. Submitted applications are date-and-time stamped and student names are added to an application roster to track receipt. The Charter School tracks the number of applications received to determine if the Charter School has received a greater number of applications than available seats. If there are more applicants than available seats, the Charter School holds a public random drawing to determine enrollment. The public is notified of the random drawing through our website, flyers in public places (i.e. on campus, libraries, community centers, parks, etc.). Applicants who have submitted an Intent to Enroll Form are notified of the lottery via automated and/or personal telephone calls and/or email notifications. If there are more available seats in a grade level than there are applicants, all students who have submitted an Intent to Enroll Form will be offered a seat.

In the event of a lottery, admission to the Charter School will be offered to applicants based on the results of the public random drawing until capacity is reached. All remaining names drawn after capacity for the Charter School is reached will be placed on a waiting list, in the order they are drawn. Students who qualify for one of the preferences listed above will be prioritized on the waitlist. In no circumstance will a waitlist carry over to the following school year.

New applicants who submit an application after the public random drawing will be offered a seat if space is available in the grade level they have applied for or be added to the waitlist in the order that the application was received. In the case that a student submits an application form after the Lottery and has an admission preference (outlined in 8.3a above), that student will be provided a numerical ranking on the waitlist based on the sequential order of lottery preferences listed above, and ahead of all applicants without an enrollment preference.

As seats become available in a grade level, the Charter School will offer seats to students on the waitlist in ranking order, based on the criteria discussed above. The waiting list is kept on file at the school and is valid for the duration of the school year.

The means by which the school will contact the parents/guardians of students who have been promoted off the waiting list and timelines under which parents/guardians must respond in order to secure admission.

Once a grade level seat becomes available for an applicant who has the lowest numerical ranking on the waiting list, the parent/guardian are notified of acceptance by the Enrollment Team and/or Charter School Office Manager within 48 hours via phone call, and email as a secondary option. The parent/guardian must accept enrollment for their students within two weeks of notification by calling or emailing the school staff or our Enrollment Team with their intent to complete the enrollment process and/or submitting a completed Enrollment Packet. Any families who decline an offered seat or who fail to confirm by the deadline will be removed from the Accepted Applicants list. If the student's family contacts the school after

the deadline, they will have to reapply. If there are seats available, they will be offered a seat. If there are no seats available, they will be placed on the waiting list.

The records the school shall keep on file documenting the fair execution of lottery procedures. Copies of all Lottery Application Form, lottery results and waiting lists are readily available for inspection at the school office. These records will be maintained by the Enrollment Team.

8.4A: Open enrollment period(s) or timeline, and related enrollment procedures

1. Open Enrollment/Application Period –The open enrollment period to accept intent-to-enroll applications will run from the First Day of School through the winter, two weeks before the date of the Public Lottery. The Lottery will be held in late winter or early Spring, and all applicant families will be notified. Applications submitted after the Lottery deadline until the final day of the actual academic year being applied for (usually in June) will be added to the Waitlist. If there are seats available, the student will be offered a seat at the Charter School. Completion of an Intent to Enroll Form happens at any Bright Star school or online, requiring the same information. Optional attendance at an Information Session (multiple opportunities available throughout the winter and spring months).
2. Random Public Drawing - The random public drawing is held during late winter/early spring each year. Lottery (if necessary, in the event that applications for enrollment exceed school capacity).
3. Notification: Families are notified of outcome (whether they are offered a seat or wait list position) within two days of the drawing.
4. Enrollment Packet Submission: Within two weeks of receiving a seat offer, the student's family should submit their enrollment packet to the school.
5. Registration: The Charter School hosts a Registration event in July where all remaining forms are available for completion.

8.4B: The method the school will use to communicate to all interested parties and the rules to be followed during the lottery process

Applications are available digitally online on the Bright Star Schools and school web pages and hard copies are available at all Bright Star school sites. The Charter School advertises the open application period to the surrounding communities and also communicates the timeline, rules and procedures for the lottery process. Typical methods for these communications include, but are not limited to, web advertising, newspaper ads, home mailers, fliers, and sign/billboard advertising. When a family submits an application they receive a follow up personal call and/or email to verify receipt and to list next steps which include an invitation to Information Sessions, the Lottery (including rules and procedures). Lottery procedures are also reviewed in detail at the Information Session and during lottery invitation emails and calls. Lottery rules and procedures can also be found on our website.

8.4C: The method the school will use to verify lottery procedures are fairly executed

The lottery is coordinated and moderated by the Enrollment Team in a location open to the public (typically on Charter School campus) and advertised to the Charter School community. The Enrollment Team which is composed of Bright Star school support team members who fall within the outreach and engagement functional area of back office support. They work directly with the Charter School to support all Charter

School outreach and enrollment efforts. Given the native languages of the anticipated target community, all proceedings are conducted in English and Spanish. Korean translation is available as needed.

The lottery is open to the public and families are encouraged to attend, however, families are not required to be present at the time of the drawing to be eligible for admission. Results are live for those in attendance, and all who submitted an Intent to Enroll Form are emailed their individual results and follow up phone calls are made by the Enrollment Team and/or Charter School Office Managers for admitted students.

8.4D: Method for documenting the fair execution of lottery and waitlist procedures

To ensure a fairly executed program, the lottery is made through a digital lottery management and enrollment program. All applications and preferences are entered and verified in the system ahead of time. The screen with the results is projected in a public space so all attendees can see. Additionally, the Enrollment Team reads the names individually, including the order of the wait list.

The enrollment team schedules all lotteries on a calendar that is shared with all school staff. These dates are public information for interested families who apply. Application records include the date of submission as well as any preferences identified. Moreover, the waitlist is monitored by the enrollment team, and seats are offered as they become available.

8.4E: The time and location where the lottery will occur and the efforts the school will undertake to ensure all interested parties may observe the lottery

The lottery is held in a location open to the public, typically on Charter School campus, to ensure the space is large enough to accommodate all interested families and to ensure accessibility for interested families. The lottery process is open to the public. The lottery will be held at a time that is determined to be convenient for the families in our Charter School community to attend. This is typically between the hours of 6pm and 8pm on a weeknight, or between 8am-10am on a Saturday morning.

The public is notified of the random drawing through written notices posted at the Charter School campus and on our website. Applicants who have submitted a Lottery Application form are notified of the lottery via automated and/or personal telephone calls, email notifications, and letters sent to home addresses. The Enrollment Team and the Charter School administrators conduct the drawing.

8.4F: Means by which the charter school will notify parents/guardians of students who have been offered a seat as a result of the lottery or from the waiting list following a lottery, and the procedures and timelines under which parents/guardians must respond in order to secure admission;

Families who have been offered admission are notified by email, text and phone call of acceptance within a week of the lottery by the Enrollment Team and/or Office Manager. Families must accept the seat offer for their student within two weeks of notification by confirming with the school staff or our Enrollment Team their intent to complete the enrollment process and/or submitting a completed Enrollment Packet.

Once a grade level seat becomes available for an applicant who has the highest ranking order on the waiting list, the parent/guardian are notified of acceptance by the Enrollment Team and/or Charter School Office Manager within 48 hours via phone call, and email as a secondary option. The parent/guardian must accept enrollment for their students within two weeks of notification by calling or emailing the school staff or our Enrollment Team with their intent to complete the enrollment process and/or submitting a completed Enrollment Packet. Any families who decline an offered seat or who fail to confirm by the deadline will be removed from the Accepted Applicants list. If the student's family contacts the Charter School after the deadline, they will have to reapply. If there are seats available, they will be offered a seat. If there are no seats available, they will be placed on the waiting list.

The Charter School shall keep records on file documenting the fair execution of lottery procedures. Copies of all Intent to Enroll Forms, lottery results, and waiting lists are readily available for inspection at the Charter School office. These records will be maintained by the Enrollment Team.

Element 9 – Annual Financial Audit

“The manner in which annual, independent financial audits shall be conducted, which shall employ generally accepted accounting principles, and the manner in which audit exceptions and deficiencies shall be resolved to the satisfaction of the chartering authority.” (Ed. Code § 47605(c)(5)(l).)

Charter School shall provide for an annual audit that shall be conducted in compliance with applicable state and federal laws, including but not limited to the requirements of Education Code sections 47605(b)(c)(l) and 41020 as they may be amended from time to time. Charter School shall ensure compliance with the requirements of section 41020(f)(2), which makes it unlawful, absent an Education Audits Appeal Panel waiver, for a public accounting firm to provide audit services to a local educational agency if the lead audit partner, or coordinating audit partner, having primary responsibility for the audit, or the audit partner responsible for reviewing the audit, has performed audit services for that local educational agency in each of the six previous years.

The following reports will be submitted to LAUSD, in the required format and within timelines to be specified by LAUSD, each year:

- a. Provisional Budget – Spring prior to operating fiscal year
- b. Final Budget – July of the budget fiscal year
- c. First Interim Projections – November of operating fiscal year
- d. Second Interim Projections – February of operating fiscal year
- e. Unaudited Actuals – July following the end of the fiscal year
- f. Audited Actuals – December 15 following the end of the fiscal year
- g. Classification Report – monthly according to Charter School’s Calendar
- h. Statistical Report – monthly according to Charter School’s Calendar of Reports

In addition:

- P1, first week of January
 - P2, first week of April
- i. Instructional Calendar – annually five weeks prior to first day of instruction
 - j. Other reports as requested by the District

9.1: Annual Financial Audits

Adequate cash flow for Charter School is ensured by maintaining a funds balance (reserve) of its expenditures as required by section 15450, Title 5 of the California Code of Regulations. The Chief

Financial Officer regularly prepares annual budgets with five year forecasts as well as monthly financial reports, including revenue and expenditure reports, balance sheets, monthly forecasts, and cash flow statements that the Board of Directors reviews during their board meetings. The Bright Star Schools accounting department maintains financial documents and supporting documentation such as receipts, invoices and credit card statements in a uniform and orderly fashion for easy accessibility by the auditor(s).

The above-mentioned plans and systems are used to provide information for an annual, independent financial audit. On an annual basis, the Finance Committee, in conjunction with the Chief Financial Officer, is responsible for contracting services with an independent Certified Public Accountant who has been certified by the State of California Controller's Office on its list of education auditors with education finance experience to audit the school's financial statements in accordance with Generally Accepted Accounting Principles (GAAP) and in accordance with the provisions within the California Code of Regulations governing audits of charter schools as published in the State Controller's Guide. The selection of the independent audit firm is a two-step process. The Head of Accounting conducts a thorough evaluation of potential firms and presents their findings and recommendations to the School Board of Directors. The Head of Accounting reports to the Lead Executive Officer. The role is not a part of the leadership team. The Board then exercises its fiduciary responsibility by making the final decision on the engagement of the audit firm. The Head of Accounting, in collaboration with the Controller and with support from staff members across accounting, finance, academic, and operations departments, is responsible for compiling and providing all necessary documentation and information to the independent auditor to facilitate a comprehensive audit. The Chief Financial Officer is also responsible for working with the independent auditor to complete the audit. The Head of Accounting is responsible for overseeing the timely submission of the completed audit report to all required agencies by the mandated statutory deadlines. This includes coordinating with the independent auditor to ensure compliance with reporting requirements. The Chief Financial Officer is a leadership role that is directly supervised by the LEO.

9.2. Describe the process that the charter school will employ to address and resolve any deficiencies, findings, material weaknesses, or audit exceptions identified in the annual independent financial audit and the position at the charter school responsible for administering this process.

The Bright Star Schools Board Finance Committee reviews any audit exceptions or deficiencies and reports recommendations to the full Board as to how these have been, or will be, resolved. The Bright Star Schools Board acts upon these recommendations, and reports its action to Los Angeles Unified School District to the satisfaction of the District, and within an outlined timeline.

Element 10 – Suspension and Expulsion Procedures

“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.

(iii) Contain a clear statement that no pupil shall be involuntarily removed by the charter school for any reason unless the parent or guardian of the pupil has been provided written notice of intent to remove the pupil no less than five schooldays before the effective date of the action. The written notice shall be in the native language of the pupil or the pupil’s parent or guardian or, if the pupil is a foster child or youth or a homeless child or youth, the pupil’s educational rights holder, and shall inform the pupil, the pupil’s parent or guardian, or the pupil’s educational rights holder of the right to initiate the procedures specified in clause (ii) before the effective date of the action. If the pupil’s parent, guardian, or educational rights holder initiates the procedures specified in clause (ii), the pupil shall remain enrolled and shall not be removed until the charter school issues a final decision. For purposes of this clause, “involuntarily removed” includes disenrolled, dismissed, transferred, or terminated, but does not include suspensions specified in clauses (i) and (ii).” (iv) A foster child’s educational rights holder, attorney, and county social worker and an Indian child’s tribal social worker and, if applicable, county social worker shall have the same rights a parent or guardian of a child has to receive a suspension notice, expulsion notice, manifestation determination notice, involuntary transfer notice, and other documents and related information.” (Ed. Code § 47605(c)(5)(J).)

GENERAL PROVISIONS

Charter School shall provide due process for all students, including adequate and timely notice to parents/guardians and students of the grounds for all suspension and expulsion recommendations and decisions and their due process rights regarding suspension and expulsion, including rights of appeal.

Charter School shall ensure that its policies and procedures regarding suspension and expulsion will be periodically reviewed, and modified as necessary, in order to conform to changes in state law.

Charter School shall ensure that its staff is knowledgeable about and complies with the District's Discipline Foundation Policy and/or current equivalent policy. Charter School shall comply with the terms of the School Discipline Policy and School Climate Bill of Rights resolution adopted by the LAUSD Board of Education on May 6, 2013.

Charter School shall be responsible for the appropriate interim placement of students during and pending the completion of Charter School's student expulsion process and shall facilitate the post-expulsion placement of expelled students.

Charter School shall document and implement the alternatives to suspension and expulsion that Charter School utilizes in response to attendance-related concerns, e.g. truancy or excessive tardiness.

No student shall be involuntarily removed by the Charter School for any reason unless the parent or guardian of the student has been provided written notice of intent to remove the student no less than five schooldays before the effective date of the action. The written notice shall be in the native language of the student or the student's parent or guardian or, if the student is a foster child or youth or a homeless child or youth, the student's educational rights holder, and shall inform him or her of the basis for which the pupil is being involuntarily removed and his or her right to request a hearing to challenge the involuntary removal. If a parent, guardian, or educational rights holder requests a hearing, the Charter School shall utilize the same hearing procedures specified below for expulsions, before the effective date of the action to involuntarily remove the student. If the student's parent, guardian, or educational rights holder requests a hearing, the student shall remain enrolled and shall not be removed until the Charter School issues a final decision. As used herein,

"involuntarily removed" includes disenrolled, dismissed, transferred, or terminated, but does not include removals for misconduct which may be grounds for suspension or expulsion as enumerated in this section.

HOMEWORK TO SUSPENDED STUDENTS

For any student who has been suspended from school for two or more schooldays, Charter School shall provide student with the homework the student would otherwise have been assigned if requested by the student or student's parent/guardian. If a homework assignment is requested and turned in to the student's teacher either upon the student's return to school from suspension or within the timeframe originally prescribed by the teacher, whichever is later, but it is not graded before the end of the academic term, then that assignment shall not be included in the calculation of the pupil's overall grade in the class. (Ed. Code § 48913.5)

STUDENTS WITH DISABILITIES

Charter School shall establish and implement policies and procedures to ensure full compliance with federal and state laws and regulations regarding the discipline of students with disabilities. If a student is recommended for expulsion and the student receives or is eligible for special education, pending the completion of the expulsion process, Charter School shall identify and provide special education programs and services at an appropriate interim educational placement determined in coordination with the LAUSD Division of Special Education.

In the case of a student who has an Individualized Education Program ("IEP"), or a student who has a Section 504 Plan, Charter School shall ensure that it follows correct disciplinary procedures to comply with the mandates of state and federal laws, including IDEA and section 504 of the Rehabilitation Plan of 1973. As set forth in the MOU regarding special education between the District and Charter School, an IEP team will meet to conduct a manifestation determination and to discuss alternative placement utilizing the District's Special Education Policies and Procedures Manual. Prior to recommending expulsion for a student with a Section 504 Plan, Charter School's administrator will convene a Link Determination meeting to ask the following two questions:

- A. Was the misconduct caused by, or directly and substantially related to the student's disability?
- B. Was the misconduct a direct result of the Charter School's failure to implement Section 504?

NOTIFICATION OF THE DISTRICT

Upon expelling any student, Charter School shall notify the Charter Schools Division by submitting an expulsion packet to the CSD immediately or as soon as practicable, which shall contain:

- Completed "Notification of Charter School Expulsion" [form available from the CSD website or office], including attachments as required on the form
- Documentation of the expulsion proceeding, including statement of specific facts supporting the expulsion and documentation that Charter School's policies and procedures were followed
- Copy of parental notice of expulsion hearing
- Copy of expulsion notice provided to parent stating reason for expulsion, term of expulsion, rehabilitation plan, reinstatement notice with eligibility date and instructions for providing proof of student's compliance for reinstatement, appeal process, and options for enrollment
- If the student is eligible for Special Education, documentation related to expulsion in compliance with IDEA including the Expulsion Analysis page of the pre-expulsion IEP
- If the student is eligible for Section 504 accommodations, documentation that Charter School conducted a Link Determination meeting to address two questions:
 - A. Was the misconduct caused by, or directly and substantially related to the student's disability?
 - B. Was the misconduct a direct result of Charter School's failure to implement Section 504 Plan?

Notwithstanding and apart from the documentation sent to the Charter Schools Division as indicated above, if the student is a resident of a school district other than LAUSD, Charter School must notify the superintendent of the student's district of residence within 30 days of the expulsion. Additionally, upon request of the receiving school district, Charter School shall forward student records no later than 10 school days from the date of the request as stated in Education Code section 49068 (a) and (b).

OUTCOME DATA

Charter School shall gather and maintain all data related to placement, tracking, and monitoring of student suspensions, expulsions, involuntary removals, and reinstatements, and make such outcome data readily available to the District upon request.

REHABILITATION PLANS

Pupils who are expelled from Charter School shall be given a rehabilitation plan upon expulsion as developed by Charter School's governing board at the time of the expulsion order, which may include, but is not limited to, periodic review as well as assessment at the time of review for readmission. Terms of expulsion should be reasonable and fair with the weight of the expelling offense taken into consideration when determining the length of expulsion. Therefore, the rehabilitation plan should include a date not later than one (1) year from the date of expulsion when the pupil may apply to Charter School for readmission. Charter School shall inform parents in writing of its processes for reinstatement and applying for expungement of the expulsion record.

READMISSION

Charter School's governing board shall adopt rules establishing a procedure for the filing and processing of requests for readmission and the process for the required review of all expelled pupils for readmission. Upon completion of the readmission process, Charter School's governing board shall readmit the pupil, unless Charter School's governing board makes a finding that the pupil has not met the conditions of the rehabilitation plan or continues to pose a danger to campus safety. A description of the procedure shall be made available to the pupil and the pupil's parent or guardian at the time the expulsion order is entered and the decision of the governing board, including any related findings, must be provided to the pupil and the pupil's parent/guardian within a reasonable time.

REINSTATEMENT

Charter School's governing board shall adopt rules establishing a procedure for processing reinstatements, including the review of documents regarding the rehabilitation plan. Charter School is responsible for reinstating the student upon the conclusion of the expulsion period in a timely manner.

GUN-FREE SCHOOLS ACT

Charter School shall comply with the federal Gun-Free Schools Act.

10.1: Discipline Foundation Policy

School Climate and Student Discipline System

The Charter School does not consider suspension and expulsion to be effective means of improving school behavior or compliance with Charter School rules and policies. While they may become necessary in extraordinary circumstances, disciplinary issues at the Charter School are more often dealt with through a variety of other strategies. These include, among other things, counseling, airing of the issue with faculty and other students, discussion with the student and his or her parent/guardian, social worker or probation officer and ineligibility for particular privileges.

The Charter School uses a value-based system to develop and promote positive student behavior and supports. These supports include school-wide incentive programs, in which students earn points when expressing the values of safety, kindness, respect, responsibility and empathy. These points can be redeemed weekly in the student store. Community-building activities and relationship-building practices

occur at all grade levels through morning and afternoon meetings and grade level and school wide assemblies.

Professional development is offered at all levels of the organization to support the importance of building healthy relationships, strong communities and development of restorative practices. Professional development is offered for all staff prior to the beginning of the school year, and organization-wide professional development events are facilitated five (5) times each year. Each year, a professional development plan is created in alignment with feedback from data and surveys of all stakeholders.

The contents in the student handbook are consistent with provisions in this petition, applicable Districts policy(ies), the School Climate Bill of Rights and all applicable law. The Principal shall ensure that students and their parents/guardians are notified in writing upon enrollment of all discipline policies and procedures.

Under the Charter School's Discipline Foundation Policy, students who do not adhere to stated expectations in the Charter School's student handbook for behavior and who violate the Charter School's rules will face consequences for their behavior.

Consequences may include, but are not limited to:

- Behavioral counseling
- Warning, verbal and/or written
- Individual conference with the teacher
- Loss of privileges (e.g. attendance at school functions- dances, games, etc.)
- Individual behavior contract
- Referral to the Principal, Assistant Principal or other school support staff
- Notices to parents by telephone or letter
- Parent conference, at school or during a home visit
- Formal restorative conferencing
- Suspension (for an offense enumerated below)
- Expulsion (for an offense enumerated below)

Any student who engages in repeated violations of the Charter School's behavioral expectations that cannot be dealt with through counseling and other tiered intervention strategies, will be required to attend a meeting with the School Principal or Principal designee and the student's parent/guardian. Such tiered interventions for behavior may include, but are not limited to, Ripple Effects (a social and emotional learning and behavior intervention online platform), small group counseling, one on one counseling, or targeted behavior interventions. The Principal or Principal designee will prepare a specific, individual behavior contract outlining future student conduct expectations, timelines, supports and consequences for failure to meet the behavior expectations which may include, but are not limited to, suspension for offenses enumerated as suspendable below. Behavior contracts are consistent with provisions in this petition, applicable Districts policy(ies)/School Climate Bill of Rights and all applicable law and may be implemented.

Staff shall enforce disciplinary rules and procedures fairly and consistently among all students. Charter School staff are trained in and annually review de-escalation strategies for students at the Charter School. Biweekly, staff participate in professional development focused on teaching, communicating and practicing the school's discipline policy to ensure Charter School practices are consistent. These strategies focus on developing relationships with students, restorative practices, identifying and avoiding triggers for undesirable behavior (when possible), and safely stabilizing students through de-escalation techniques who have been triggered. Means of restoration following enforcement of consequences commonly used to build community and/or restore relationships are:

- Providing opportunities for students to reflect on their behavior, including perceived or actual consequences for themselves and others
- Logical consequences that relate to the misbehavior
- When needed, formal restorative conferences with students and parents and other key stakeholders including administration, teachers, and counselors are facilitated by trained professionals
- Provision of any number of resources or referrals to community based organizations offering youth programs or supports
- Opportunities for school-based counseling through our partnerships with community-based organizations.

At the school student behavior data is monitored through a software program customized by the Charter School Principal or Principal designee to manage behavior and character education.

In-School Suspension

The Charter School offers in-school suspension if the student poses no imminent danger or threat to the campus, other students, or staff, as a means of reducing time missed from learning for behavioral issues. School counselors work with students on in-school suspension and their family to arrange a schedule for the student to work on personalized learning assignments through personalized learning assigned by the teacher, as needed to ensure s/he is able to keep up with school work while on suspension. While a student is on in-school suspension, he or she will be supervised and receive instruction by the Charter School's Assistant Principal in the Charter School's administrative office. This ensures the safety of the general student body, staff and school campus visitors. Additional supports provided to the student and their family are counseling and an assigned, individualized social-emotional learning scope and sequence. The maximum number of days for an in-school suspension shall not exceed 5 days per incident or more than 20 days in an academic year. The provisions defined below, including family notification, apply to in-school suspension as well as out-of-school suspension.

It is the Charter School's preference to keep students on campus as frequently as possible and to limit the number of suspensions issued. The Charter School reserves out of school suspensions, for when a student may be at risk to themselves or others on campus in such instances as having caused, attempted to cause, threatened to cause, or participated in an act of hate violence, engaged in harassment, threats, or intimidation against a pupil or group of pupils or school district personnel, or made terrorist threats against school officials or school property, or both.

10.2 Suspension and Expulsion Policy and Procedures

Policy

This Pupil Suspension and Expulsion Policy has been established in order to promote learning and protect the safety and well-being of all students at the Charter School. In creating this policy, the Charter School has reviewed Education Code Section 48900 *et seq.* in order to establish its list of offenses and procedures for suspensions and expulsions. The Charter School recognizes it is exempt from the requirements of Education Code Section 48900 *et seq.* Nevertheless, 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, The Charter School will provide to the parent/guardian oral and 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 his or her side of the story.
- (ii) For suspensions of 10 days or more and all other expulsions for disciplinary reasons, both of the following:
 - (I) Parent/guardian will be provided a conference and, written notice of the charges against the pupil and an explanation of the pupil's basic rights.
 - (II) Parent/Guardian will be provided a written notice of a hearing adjudicated by a neutral officer 10 school days before the hearing 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 have their parent or guardian present, and to bring legal counsel or an advocate.
- (iii) No pupil shall be involuntarily removed by the Charter School for any reason unless the parent or guardian of the pupil has been provided written notice of intent to remove the pupil no less than five school days before the effective date of the action. The written notice shall be in the native language of the pupil or the pupil's parent or guardian or, if the pupil is a foster child or youth or a homeless child or youth, the pupil's educational rights holder, and shall inform him or her of the right to initiate the procedures specified in clause (ii) before the effective date of the action. If the pupil's parent, guardian, or educational rights holder initiates the procedures specified in clause (ii), the pupil shall remain enrolled and shall not be removed until the charter school issues a final decision. For purposes of this clause, "involuntarily removed" includes disenrolled, dismissed, transferred, or terminated, but does not include suspensions specified in clauses (i) and (ii). Education Code Section 47605(b)(5)(J).

The Charter School is committed to annual review of policies and procedures surrounding suspensions and expulsions and, as necessary, modification of the lists of offenses for which students are subject to suspension or expulsion. When This Policy is violated, it may be necessary to suspend or expel a student from regular classroom instruction. This policy shall serve as the Charter School's policy and procedures for student suspension and expulsion and it may be amended from time to time without the need to amend the charter so long as the amendments comport with legal requirements and are made in consultation with the Charter School Division. Charter School staff shall enforce disciplinary rules and procedures fairly and consistently among all students. This Policy and its Procedures will be printed and distributed as part of the Student Handbook and will clearly describe discipline expectations.

Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of or willfully causing the infliction of physical pain on a student. For purposes of the Policy, corporal punishment does not include an employee's use of force that is reasonable and necessary to protect the employee, students, staff or other persons or to prevent damage to school property.

The Charter School administration shall ensure that students and their parents/guardians are notified in writing upon enrollment of all discipline and involuntary removal policies and procedures. The notice shall state that this Policy and Procedures are available on request at the Principal's office.

Suspended or expelled students shall be excluded from all school and school-related activities unless otherwise agreed during the period of suspension or expulsion.

A student identified as an individual with disabilities or for whom the Charter School has a basis of knowledge of a suspected disability pursuant to the Individuals with Disabilities Education Improvement Act of 2004 ("IDEA") or who is qualified for services under Section 504 of the Rehabilitation Act of 1973 ("Section 504") is subject to the same grounds for suspension and expulsion and is accorded the same due process procedures applicable to general education students except when federal and state law mandates additional or different procedures. The Charter School will follow all applicable federal and state laws including but not limited to the California Education Code, when imposing any form of discipline on a student identified as an individual with disabilities or for whom the Charter School has a basis of knowledge of a suspected disability or who is otherwise qualified for such services or protections in according due process to such students.

Procedures

A. Grounds for Suspension and Expulsion of Students

A student may be suspended or expelled for prohibited misconduct if the act is related to school activity or school attendance occurring at any time including but not limited to: a) while on school grounds; b) while going to or coming from school; c) during the lunch period, whether on or off the school campus; or d) during, going to, or coming from a school-sponsored activity.

B. Enumerated Offenses

1. Discretionary Suspension Offenses: Students may be suspended or recommended for expulsion for any of the following acts when other means of correction and additional student supports continue to fail to bring about proper student conduct:
 - a) Caused, attempted to cause, or threatened to cause physical injury to another person.
 - b) Willfully used force or violence upon the person of another, except self-defense.
 - c) Unlawfully possessed, used, or otherwise furnished, or was under the influence of any controlled substance; as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage, or intoxicant of any kind.
 - d) Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.
 - e) Committed or attempted to commit robbery of another person's property or school property or extortion.
 - f) Caused or attempted to cause damage to school property or private property, which includes but is not limited to, electronic files and databases.

- g) Stole or attempted to steal school property or private property, which includes but is not limited to, electronic files and databases.
- h) Possessed or used tobacco or products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This section does not prohibit the use of a student's own prescription products by a student.
- i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.
- k) Knowingly received stolen school property or private property, which includes but is not limited to, electronic files and databases.
- l) Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- m) Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
- n) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- o) Engaged in, or attempted to engage in, hazing. For the purposes of this policy, "hazing" means a method of initiation or preinitiation into a student organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective student. For purposes of this policy, "hazing" does not include athletic events or school-sanctioned events.
- p) Made terroristic threats against school officials and/or school property, which includes but is not limited to, electronic files and databases. For purposes of this policy, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a

threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for their own safety or for their immediate family's safety, or for the protection of school property, which includes but is not limited to, electronic files and databases, or the personal property of the person threatened or their immediate family.

- q) Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this policy, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This provision shall apply to students in any of grades 4 to 12, inclusive.
 - r) Caused, attempted to cause, threatened to cause or participated in an act of hate violence, as defined in Education Code Section 233(e). This provision shall apply to students in any of grades 4 to 12 inclusive.
 - s) Intentionally harassed, threatened or intimidated school personnel or volunteers and/or a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading the rights of either school personnel or volunteers and/or student(s) by creating an intimidating or hostile educational environment. This provision shall apply to students in any of grades 4 to 12 inclusive.
 - t) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.
- 1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a student or group of students which would be deemed hate violence or harassment, threats, or intimidation, which are directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:
- i. Placing a reasonable student (defined as a student, including, but is not limited to, a student with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of their age, or for a person of their age with exceptional needs) or students in fear of harm to that student's or those students' person or property.
 - ii. Causing a reasonable student to experience a substantially detrimental effect on their physical or mental health.

- iii. Causing a reasonable student to experience substantial interference with their academic performance.
 - iv. Causing a reasonable student to experience substantial interference with their ability to participate in or benefit from the services, activities, or privileges provided by the Charter School.
- 2) “Electronic Act” means the creation or transmission originated on or off the schoolsite, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
- i. A message, text, sound, video, or image.
 - ii. A post on a social network Internet Web site including, but not limited to:
 - (a) Posting to or creating a burn page. A “burn page” means an Internet Web site created for the purpose of having one or more of the effects as listed in subparagraph (1) above.
 - (b) Creating a credible impersonation of another actual student for the purpose of having one or more of the effects listed in subparagraph (1) above. “Credible impersonation” means to knowingly and without consent impersonate a student for the purpose of bullying the student and such that another student would reasonably believe, or has reasonably believed, that the student was or is the student who was impersonated.
 - (c) Creating a false profile for the purpose of having one or more of the effects listed in subparagraph (1) above. “False profile” means a profile of a fictitious student or a profile using the likeness or attributes of an actual student other than the student who created the false profile.
 - iii. An act of cyber sexual bullying.
 - (a) For purposes of this policy, “cyber sexual bullying” means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a student to another student or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (i) to (iv), inclusive, of paragraph (1). A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.
 - (b) For purposes of this policy, “cyber sexual bullying” does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

- 3) Notwithstanding subparagraphs (1) and (2) above, an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.
 - u) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to expulsion.
 - v) Possessed, sold, or otherwise furnished any knife or other dangerous object of no reasonable use to the student unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Principal or designee's concurrence.
2. Non-Discretionary Suspension Offenses: Students must be suspended and recommended for expulsion when it is determined the pupil:
- a) Possessed, sold, or otherwise furnished any firearm, explosive, or other destructive device unless, in the case of possession of any device of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Principal or designee's concurrence.
 - b) Brandished a knife at another person.
 - c) Unlawfully sold a controlled substance listed in Health and Safety Code Section 11053, et seq.
 - d) Committing or attempting to commit a sexual assault or committing a sexual battery as defined in Education Code Section 48900(n).
3. Discretionary Expellable Offenses: Students may be recommended for expulsion for any of the following acts when it has been determined that other means of correction and additional student supports have repeatedly failed to bring about proper student conduct:
- a) Caused, attempted to cause, or threatened to cause physical injury to another person.
 - b) Willfully used force or violence upon the person of another, except self-defense.
 - c) Unlawfully possessed, used, or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage, or intoxicant of any kind.
 - d) Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.
 - e) Committed or attempted to commit robbery or extortion.

- f) Caused or attempted to cause damage to school property or private property, which includes but is not limited to, electronic files and databases.
- g) Stole or attempted to steal school property or private property, which includes but is not limited to, electronic files and databases.
- h) Possessed or used tobacco or products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This section does not prohibit the use of his or her own prescription products by a pupil.
- i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.
- k) Knowingly received stolen school property or private property, which includes but is not limited to, electronic files and databases.
- l) Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- m) Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
- n) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- o) Engaged in, or attempted to engage in hazing. For the purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this section, "hazing" does not include athletic events or school-sanctioned events.
- p) Made terroristic threats against school officials and/or school property, which includes but is not limited to, electronic files and databases. For purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school property, which includes but is not limited to, electronic files and

databases, or the personal property of the person threatened or his or her immediate family.

- q) Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this section, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- r) Caused, attempted to cause, threatened to cause or participated in an act of hate violence, as defined in subdivision (e) of Section 233 of the Education Code. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- s) Intentionally harassed, threatened or intimidated school personnel or volunteers and/or a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading the rights of either school personnel or volunteers and/or student(s) by creating an intimidating or hostile educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- t) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.
 - 1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a student or group of students which would be deemed hate violence or harassment, threats, or intimidation, which are directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:
 - i. Placing a reasonable student (defined as a student, including, but is not limited to, a student with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with exceptional needs) or students in fear of harm to that student's or those students' person or property.
 - ii. Causing a reasonable student to experience a substantially detrimental effect on his or her physical or mental health.
 - iii. Causing a reasonable student to experience substantial interference with his or her academic performance.
 - iv. Causing a reasonable student to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by the Charter School.
 - 2) "Electronic Act" means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device,

computer, or pager, of a communication, including, but not limited to, any of the following:

- i. A message, text, sound, video, or image.
- ii. A post on a social network Internet Web site including, but not limited to:
 - (a) Posting to or creating a burn page. A “burn page” means an Internet Web site created for the purpose of having one or more of the effects as listed in subparagraph (1) above.
 - (b) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in subparagraph (1) above. “Credible impersonation” means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
 - (c) Creating a false profile for the purpose of having one or more of the effects listed in subparagraph (1) above. “False profile” means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
- iii. An act of cyber sexual bullying.
 - (a) For purposes of this clause, “cyber sexual bullying” means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (i) to (iv), inclusive, of paragraph (1). A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.
 - (b) For purposes of this clause, “cyber sexual bullying” does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.
- 3) Notwithstanding subparagraphs (1) and (2) above, an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.
- u) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension,

but not expulsion, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (3)(a)-(b).

- v) Possessed, sold, or otherwise furnished any knife unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Principal or designee's concurrence.

4. Non-Discretionary Expellable Offenses: Students must be recommended for expulsion for any of the following acts when it is determined pursuant to the procedures below that the pupil:

- a) Possessed, sold, or otherwise furnished any firearm, explosive, or other dangerous object unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Principal or designee's concurrence.
- b) Brandishing a knife at another person.
- c) Unlawfully selling a controlled substance listed in Health and Safety Code Section 11053, et seq.
- d) Committing or attempting to commit a sexual assault or committing a sexual battery as defined in Education Code Section 48900(n)

If it is determined by the Expulsion Hearing Panel that a student has brought a firearm or destructive device, as defined in Section 921 of Title 18 of the United States Code, on to campus or to have possessed a firearm or destructive device on campus, the student shall be expelled for one year, pursuant to the Federal Gun Free Schools Act of 1994. In such instances, the student shall be provided due process rights of notice and a hearing as required in this policy.

The Charter School will use the following definitions:

- The term "knife" means (A) any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing; (B) a weapon with a blade fitted primarily for stabbing; (C) a weapon with a blade longer than 3½ inches; (D) a folding knife with a blade that locks into place; or (E) a razor with an unguarded blade.
- The term "firearm" means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device. Such term does not include an antique firearm.
- The term "destructive device" means any explosive, incendiary, or poison gas, including but not limited to: (A) bomb; (B) grenade; (C) rocket having a propellant charge of more than four ounces; (D) missile having an explosive or incendiary charge of more than one-quarter ounce; (E) mine; or (F) device similar to any of the devices described in the preceding clauses.

C. Suspension Procedure

All Suspensions shall be initiated according to the following procedures:

1. Conference

Suspension shall be preceded, if possible, by a conference conducted by the Principal or the Assistant Principal, as a designee of the Principal, with the student and his or her parent and, whenever practical, the teacher, supervisor or Charter School employee who referred the student to the Principal or designee.

The conference may be omitted if the Principal or designee determines that an emergency situation exists. An "emergency situation" involves a clear and present danger to the lives, safety or health of students or Charter School personnel. If a student is suspended without this conference, both the parent/guardian and student shall be notified of the student's right to return to school for the purpose of a conference.

At the conference, the pupil shall be informed of the reason for the disciplinary action and the evidence against him or her and shall be given the opportunity to present his or her version and evidence in his or her defense, in accordance with Education Code Section 47605(c)(5)(J)(i). This conference shall be held within two (2) school days, unless the pupil waives this right or is physically unable to attend for any reason including, but not limited to, incarceration or hospitalization.

No penalties may be imposed on a pupil for failure of the pupil's parent or guardian to attend a conference with Charter School officials. Reinstatement of the suspended pupil shall not be contingent upon attendance by the pupil's parent or guardian at the conference.

2. Notice to Parents/Guardians

At the time of the suspension, an administrator or designee shall make a reasonable effort to contact the parent/guardian in person, by email, or by telephone. Whenever a student is suspended, the parent/guardian shall be notified in writing of the suspension and the date of return following suspension. This notice shall state the specific offense(s) committed by the student as well as the date the student may return to school following the suspension. If Charter School officials wish to ask the parent/guardian to confer regarding matters pertinent to the suspension, the notice may request that the parent/guardian respond to such requests without delay.

3. Suspension Time Limits/Recommendation for Expulsion

The length of the suspension and decision for In-School or Out-of-School suspension will be determined by the Principal based on the severity of the offense(s), as evidenced by a fair and thorough investigation including witness statements, physical evidence, and other relevant factors, such as contributing life events and circumstances, and whether other means of correction can adequately reduce the length or suspension. For students with IEPs, the Inclusive Education Specialist and/or Director of Inclusive Education will counsel the Principal on additional factors that are relevant to making the determination. The length of suspension for students may not exceed a period of 5 consecutive days unless an administrative recommendation has been made and agreed to by the student's

parent/guardian. If a student is recommended for a period of suspension exceeding 5 continuous days, a second conference will be scheduled between the parent/guardian and the school to discuss the progress of the suspension upon the completion of the additional term of the suspension. A suspension exceeding 5 days would occur in the event that the Principal does not believe, based upon the offense and conference with student and family, that the student is willing or able to return without significant risk of harm to themselves or other students. The total number of days for which a pupil may be suspended from school shall not exceed 20 school days in any school year, unless for purposes of adjustment, a pupil enrolls in or is transferred to another regular school, an opportunity school or class, or a continuation education school or class, in which case the total number of school days for which the pupil may be suspended shall not exceed 30 days in any school year. In the event the student is suspended the Principal or designee will determine if they are placed in an interim school-based educational setting, or an Alternative Education Placement will be requested through LAUSD COP.

Upon a recommendation of expulsion by the Principal or Principal's designee, which shall be a credentialed Assistant Principal, the pupil and the pupil's parent/guardian or representative will be invited to a conference to determine if the suspension for the pupil should be extended, not to exceed a maximum of 20 school days, pending an expulsion hearing. In such instances when the Principal of the Charter School has determined a suspension period shall be extended, such extension shall be made only after a conference is held with the pupil or the pupil's parents, unless the pupil and the pupil's parents fail to attend the conference.

The decision to make a recommendation for expulsion of a pupil for a discretionary expellable offense shall be based on a finding of one or both of the following:

- (1) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
- (2) Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

This determination will be made by the Principal or designee upon either of the following: 1) the pupil's presence will be disruptive to the education process; or 2) the pupil poses a threat or danger to others. Upon either determination, the pupil's suspension will be extended pending the results of an expulsion hearing.

The Teacher or Counselor of the suspended student will collect and provide the student with classroom material and current assignments to be completed at home during the length of the suspension. Written notification listing all required assignments will be sent to the student's parents and all needed materials will be left in the front office.

The suspension of a student will be at the discretion of the Principal, Assistant Principal (as a designee of the Principal). A suspension appeal may be made in writing to the Principal within the term of the suspension. Within 48 business hours, a decision will be made by the Senior Vice President of Leadership Development regarding the appeal of the student suspension, and this decision will be considered final.

4. Homework Assignments During Suspension

The Advisor of the suspended student will collect and provide the student with classroom material and current assignments to be completed at home during the length of the suspension. Missed tests will also be coordinated to be completed either at home or upon return. Written notification listing all required assignments will be sent to the student's parents and all needed materials will be left in the front office.

D. Authority to Expel

Consistent with Education Code Section 47605(c)(5)(J)(ii), students recommended for expulsion are entitled to a hearing adjudicated by a neutral officer to determine whether the student should be expelled. The procedures herein provide for such a hearing and the notice of said hearing.

A student may be expelled either by a panel ("Expulsion Hearing Panel") appointed by the Chief Executive Officer (CEO) following a hearing before it. An Expulsion Hearing Panel appointed by the CEO shall consist of at least three (3) members who are Bright Star Principals or Assistant Principals from different school(s) or central office. School-based leaders should not be from the school cluster that the student attends. The Expulsion Hearing Panel shall make the final determination regarding the expulsion of any student found to have committed an expellable offense.

E. Expulsion Procedures

If an expulsion is recommended by the Principal or Assistant Principal (as the Principal designee), the following procedures apply. Students recommended for expulsion are entitled to a hearing to determine whether the student should be expelled. Unless postponed for good cause, the hearing shall be held within thirty (30) school days after the Principal or designee determines that the student has committed an expellable offense and recommends the student for expulsion.

The Expulsion Hearing Panel will conduct an evidentiary due process hearing in a confidential setting (complying with all student confidentiality rules under the Family Educational Rights and Privacy Act "FERPA") and consider evidence and/or testimony, as it deems appropriate and will provide a written finding that shall be in the best interest of the student and the Charter School.

The student shall have the right to be represented by counsel or an advocate at the hearing before the Expulsion Hearing Panel, to present evidence on their own behalf, and to confront and cross-examine adverse witnesses and Charter School representatives.

The student must be given written notice of the proposed expulsion and of the reasons. The written notice to the student of the proposed disciplinary action must advise the student of the above-listed rights, and contain the information listed below. Written notice of the hearing shall be forwarded to the student and the student's parent/guardian at least ten (10) calendar days before the date of the hearing. Upon mailing the notice, it shall be deemed served upon the student. The notice shall include:

1. The date and place of the expulsion hearing.
2. A statement of the specific fact(s), charge(s) and offense(s) upon which the proposed expulsion is based.
3. A copy of the Charter School's disciplinary rules which relate to the alleged violation.
4. Notification of the student's or parent/guardian's obligation to provide information about the student's status at the Charter School to any other school district or school to which the student seeks enrollment.

5. An explanation of the opportunity for the student and/or the student's parent/guardian to appear in person or to employ and be represented by counsel or a non-attorney advisor.
6. An explanation of the right to inspect and obtain copies of all documents to be used at the hearing.
7. An explanation of the opportunity to confront and question all witnesses who testify at the hearing.
8. An explanation of the opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf including witnesses.

Reasonable accommodations and language support will be made available at the hearing, upon request, in the event that any party involved in the hearing has a primary language other than English.

F. Special Procedures for Expulsion Hearings Involving Sexual Assault or Battery Offenses

The Charter School may, upon a finding of good cause, determine that the disclosure of either the identity of the witness or the testimony of that witness at the hearing, or both, would subject the witness to an unreasonable risk of psychological or physical harm. Upon this determination, the testimony of the witness may be presented at the hearing in the form of sworn declarations that shall be examined only by the Charter School Principal or Principal designee, or the Expulsion Hearing Panel. Copies of these sworn declarations, edited to delete the name and identity of the witness, shall be made available to the pupil.

1. The complaining witness in any sexual assault or battery case must be provided with a copy of the applicable disciplinary rules and advised of their right to (a) receive five (5) days' notice of their scheduled testimony; (b) have up to two (2) adult support persons of their choosing present in the hearing at the time the complaining witness testifies, which may include a parent/guardian or legal counsel; and (c) elect to have the hearing closed while testifying.
2. The Charter School must also provide the victim a room separate from the hearing room for the complaining witness' use prior to and during breaks in testimony.
3. At the discretion of the Expulsion Hearing Panel, the complaining witness shall be allowed periods of relief from examination and cross-examination during which the complaining witness may leave the hearing room.
4. The Expulsion Hearing Panel may also arrange the seating within the hearing room to facilitate a less intimidating environment for the complaining witness.
5. The Expulsion Hearing Panel may also limit time for taking the testimony of the complaining witness to the hours the complaining witness is normally in school, if there is no good cause to take the testimony during other hours.
6. Prior to a complaining witness testifying, the support persons must be admonished that the hearing is confidential. Nothing in the law precludes the entity presiding over the hearing from removing a support person whom the presiding person finds is disrupting the hearing. The Expulsion Hearing Panel may permit any one of the support persons for the complaining witness to accompany the complaining witness to the witness stand.

7. If one or both of the support persons is also a witness, the Charter School must present evidence that the witness' presence is both desired by the witness and will be helpful to the Charter School. The expulsion hearing panel presiding over the hearing shall permit the witness to stay unless it is established that there is a substantial risk that the testimony of the complaining witness would be influenced by the support person, in which case the presiding official shall admonish the support person or persons not to prompt, sway, or influence the witness in any way. Nothing shall preclude the expulsion hearing panel from exercising their discretion to remove a person from the hearing whom they believe is prompting, swaying, or influencing the witness.
8. The testimony of the support person shall be presented before the testimony of the complaining witness and the complaining witness shall be excluded from the hearing room during that testimony.
9. Evidence of specific instances of a complaining witness' prior sexual conduct is presumed inadmissible and shall not be heard absent a determination by the entity conducting the hearing that extraordinary circumstances exist requiring the evidence be heard. Before such a determination regarding extraordinary circumstances can be made, the witness shall be provided notice and an opportunity to present opposition to the introduction of the evidence. In the hearing on the admissibility of the evidence, the complaining witness shall be entitled to be represented by a parent, legal counsel, or other support person. Reputation or opinion evidence regarding the sexual behavior of the complaining witness is not admissible for any purpose.

G. Record of Hearing

A record of the hearing shall be made and may be maintained by any means, including electronic video recording, as long as a reasonably accurate and complete record of the proceedings can be made. This record will be kept confidential.

H. Presentation of Evidence

While technical rules of evidence do not apply to expulsion hearings, evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. A decision by the Expulsion Hearing Panel to expel must be supported by substantial evidence that the student committed an expellable offense. Findings of fact shall be based solely on the evidence at the hearing. While hearsay evidence is admissible, no decision to expel shall be based solely on hearsay. Sworn declarations may be admitted as testimony from witnesses of whom the Hearing Officer or Expulsion Hearing Panel determines that disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm.

I. Expulsion Decision

The decision of the Expulsion Hearing Panel shall be in the form of written findings of fact. Hearing Officer or Expulsion Hearing Panel will make a determination regarding the expulsion within ten (10) school days following the conclusion of the hearing, or as soon thereafter as is practicable.

If the Expulsion Hearing Panel decides not to expel, the student shall immediately be returned to their previous educational program.

The Expulsion Hearing Panel may also determine to suspend the enforcement of the expulsion order for a period of not more than one (1) calendar year from the date of the expulsion hearing and return the student to the student's previous educational program under a probationary status and rehabilitation plan to be determined by the Expulsion Hearing Panel. During the period of the suspension of the expulsion order, the student is deemed to be on probationary status. The CEO may revoke the suspension of an expulsion order under this section if the student commits any of the enumerated offenses listed above or violates any of the Charter School's rules and regulations governing student conduct during the period of the suspension of the expulsion order. If the CEO revokes the suspension of an expulsion order, the student may be expelled under the terms of the original expulsion order.

J. Written Notice to Expel

The Principal or designee, following a decision of the Expulsion Hearing Panel to expel, shall send written notice of the decision to expel, including the Expulsion Hearing Panel's adopted findings of fact, to the student and student's parent/guardian. This notice shall also include the following: (a) notice of the specific offense committed by the student; and (b) notice of the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the Charter School (c) information on how to appeal; and (d) a rehabilitation plan and readmission process

The Principal or designee shall send a copy of the written notice of the decision to expel to the chartering authority. This notice shall include the following: (a) The notification of charter school expulsions; (b) expulsion findings of fact; (c) parental notice of hearing; (d) expulsion notice; (e) pre-expulsion IEP if applicable;

K. Appeal

Students who are expelled may appeal the decision of the Expulsion Hearing Panel to the Charter School's Board of Directors, which will evaluate the process and make a determination as to whether the process was fair and impartial, and whether evidence supports the expulsion. The appeal is not a second hearing. The parent may appeal by providing a written request with the Lead Executive Officer no later than the fifth (5th) business after the Principal or designee sends the written notice to expel. If no appeal is requested, the expulsion is final. Board meetings are noticed in compliance with the Brown Act, the parent/guardian will have statutory notice of the meeting (E.g. 72 hours for regular meetings), but Bright Star would provide notice as soon as it is scheduled. Pursuant to the Government Code, the parent/guardian may address the board before it takes any action on the appeal consideration. Reasonable accommodations and language support will be provided.

L. Disciplinary Records

The Charter School shall maintain records of all student suspensions and expulsions at the Charter School. Such records shall be made available to the chartering authority upon request.

M. Expelled Students/Alternative Education

Students who are expelled shall be responsible for seeking alternative education programs including, but not limited to, programs within the County or their school district of residence. The Charter School shall work cooperatively with parents/guardians as requested by parents/guardians or by the school

district of residence to assist with locating alternative placements during expulsion. Charter School will continue to maintain the Placement MOU with LAUSD.

N. Rehabilitation Plans

Students who are expelled from the Charter School shall be given a rehabilitation plan upon expulsion as developed by the Expulsion Hearing Panel at the time of the expulsion order, which may include, but is not limited to, periodic review as well as assessment at the time of review for readmission. The rehabilitation plan should include a date not later than one (1) year from the date of expulsion when the student may reapply to the Charter School for readmission.

O. Readmission or Admission of Previously Expelled Student

The decision to readmit a student after the end of the student's expulsion term or to admit a previously expelled student from another school district or charter school who has not been readmitted/admitted to another school or school district after the end of the student's expulsion term, shall be in the sole discretion of the Expulsion Hearing Panel following a meeting with the Principal or designee and the student and student's parent/guardian to determine whether the student has successfully completed the rehabilitation plan and to determine whether the student poses a threat to others or will be disruptive to the school environment. The Principal or designee shall make a recommendation to the Hearing Officer or Expulsion Hearing Panel following the meeting regarding the Principal's or designee's determination. The Expulsion Hearing Panel shall then make a final decision regarding readmission or admission of the student. The student's readmission is also contingent upon the Charter School's capacity at the time the student seeks readmission or admission to the Charter School.

P. Notice to Teachers

The Charter School shall notify teachers of each pupil who has engaged in or is reasonably suspected to have engaged in any of the acts listed in Education Code Section 49079 and the corresponding enumerated offenses set forth above.

Q. Special Procedures for the Consideration of Suspension and Expulsion or Involuntary Removal of Students with Disabilities

For special education students, all procedures and disciplinary actions shall comport with applicable state and federal law; e.g., conducting a manifestation determination prior to any expulsion recommendation.

1. Notification of SELPA

The Charter School shall immediately notify the SELPA and coordinate the procedures in this policy with the SELPA of the discipline of any student with a disability or student that the Charter School or the SELPA would be deemed to have knowledge that the student had a disability.

2. Services During Suspension

Students suspended for more than ten (10) school days in a school year shall continue to receive services so as to enable the student to continue to participate in the general education curriculum, although in another setting (which could constitute a change of

placement and the student's IEP would reflect this change), and to progress toward meeting the goals set out in the child's IEP/504 Plan; and receive, as appropriate, a functional behavioral assessment and behavioral intervention services and modifications, that are designed to address the behavior violation so that it does not recur. These services may be provided in an interim alternative educational setting.

3. Procedural Safeguards/Manifestation Determination

Within ten (10) school days of a recommendation for expulsion or any decision to change the placement of a child with a disability because of a violation of a code of student conduct, the Charter School, the parent, and relevant members of the IEP/504 Team shall review all relevant information in the student's file, including the child's IEP/504 Plan, any teacher observations, and any relevant information provided by the parent/guardian to determine:

- a. If the conduct in question was caused by, or had a direct and substantial relationship to, the child's disability; or
- b. If the conduct in question was the direct result of the local educational agency's failure to implement the IEP/504 Plan.

If the Charter School, the parent/guardian, and relevant members of the IEP/504 Team determine that either of the above is applicable for the child, the conduct shall be determined to be a manifestation of the child's disability.

If the Charter School, the parent, and relevant members of the IEP/504 Team make the determination that the conduct was a manifestation of the child's disability, the IEP/504 Team shall:

- a. Conduct a functional behavioral assessment and implement a behavioral intervention plan for such child, provided that the Charter School had not conducted such assessment prior to such determination before the behavior that resulted in a change in placement;
- b. If a behavioral intervention plan has been developed, review the behavioral intervention plan if the child already has such a behavioral intervention plan, and modify it, as necessary, to address the behavior; and
- c. Return the child to the placement from which the child was removed, unless the parent/guardian and the Charter School agree to a change of placement as part of the modification of the behavioral intervention plan.

If the Charter School, the parent/guardian, and relevant members of the IEP/504 Team determine that the behavior was not a manifestation of the student's disability and that the conduct in question was not a direct result of the failure to implement the IEP/504 Plan, then the Charter School may apply the relevant disciplinary procedures to children with disabilities in the same manner and for the same duration as the procedures would be applied to students without disabilities.

4. Due Process Appeals

The parent/guardian of a child with a disability who disagrees with any decision regarding placement, or the manifestation determination, or the Charter School believes that maintaining the current placement of the child is substantially likely to result in injury to the child or to others, may request an expedited administrative hearing through the Special Education Unit of the Office of Administrative Hearings or by utilizing the dispute provisions of the 504 Policy and Procedures.

When an appeal relating to the placement of the student or the manifestation determination has been requested by either the parent/guardian or the Charter School, the student shall remain in the interim alternative educational setting pending the decision of the hearing officer in accordance with state and federal law, including 20 U.S.C. Section 1415(k), until the expiration of the forty-five (45) day time period provided for in an interim alternative educational setting, unless the parent/guardian and the Charter School agree otherwise.

In accordance with 20 U.S.C. Section 1415(k)(3), if a parent/guardian disagrees with any decision regarding placement, or the manifestation determination, or if the Charter School believes that maintaining the current placement of the child is substantially likely to result in injury to the child or to others, the parent/guardian or Charter School may request a hearing.

In such an appeal, a hearing officer may: (1) return a child with a disability to the placement from which the child was removed; or (2) order a change in placement of a child with a disability to an appropriate interim alternative educational setting for not more than 45 school days if the hearing officer determines that maintaining the current placement of such child is substantially likely to result in injury to the child or to others.

5. Special Circumstances

Charter School personnel may consider any unique circumstances on a case-by-case basis when determining whether to order a change in placement for a child with a disability who violates a code of student conduct.

The Principal or designee may remove a student to an interim alternative educational setting for not more than forty-five (45) school days without regard to whether the behavior is determined to be a manifestation of the student's disability in cases where a student:

- a. Carries or possesses a weapon, as defined in 18 U.S.C. Section 930, to or at school, on school premises, or to or at a school function;
- b. Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function; or
- c. Has inflicted serious bodily injury, as defined by 20 U.S.C. Section 1415(k)(7)(D), upon a person while at school, on school premises, or at a school function.

6. Interim Alternative Educational Setting

The student's interim alternative educational setting shall be determined by the student's IEP/504 Team. SECA has an Alternative Placement MOU with LAUSD to assist in Interim Alternative Educational Placement.

7. Procedures for Students Not Yet Eligible for Special Education Services

A student who has not been identified as an individual with disabilities pursuant to IDEA and who has violated the Charter School's disciplinary procedures may assert the procedural safeguards granted under this administrative regulation only if the Charter School had knowledge that the student was disabled before the behavior occurred.

The Charter School shall be deemed to have knowledge that the student had a disability if one of the following conditions exists:

- a. The parent/guardian has expressed concern in writing, or orally if the parent/guardian does not know how to write or has a disability that prevents a written statement, to Charter School supervisory or administrative personnel, or to one of the child's teachers, that the student is in need of special education or related services.
- b. The parent/guardian has requested an evaluation of the child.
- c. The child's teacher, or other Charter School personnel, has expressed specific concerns about a pattern of behavior demonstrated by the child, directly to the director of special education or to other Charter School supervisory personnel.

If the Charter School knew or should have known the student had a disability under any of the three (3) circumstances described above, the student may assert any of the protections available to IDEA-eligible children with disabilities, including the right to stay-put.

If the Charter School had no basis for knowledge of the student's disability, it shall proceed with the proposed discipline. The Charter School shall conduct an expedited evaluation if requested by the parents; however, the student shall remain in the education placement determined by the Charter School pending the results of the evaluation.

The Charter School shall not be deemed to have knowledge that the student had a disability if the parent/guardian has not allowed an evaluation, refused services, or if the student has been evaluated and determined to not be eligible.

Element 11 – Employee Retirement Systems

“The manner by which staff members of the charter schools will be covered by the State Teachers’ Retirement System, the Public Employees’ Retirement System, or federal social security.” (Ed. Code § 47605(c)(5)(K).)

Charter School shall comply in a timely manner with all applicable federal and state laws and regulations, as they may change from time to time, including but not limited to Internal Revenue Code section 414(d) and related regulations, governing Charter School's participation in, and/or coverage of its staff members by, the State Teachers’ Retirement System (CalSTRS), the Public Employees’ Retirement System (CalPERS), and/or federal social security.

If Charter School participates in, or otherwise covers its staff members by enrolling or continuing their enrollment in, a “government plan” governed by section 414(d) (e.g., CalPERS), upon dissolution or final liquidation of Charter School, and/or its nonprofit public benefit corporation, notwithstanding any provision in Element 15 to the contrary, Charter School shall distribute its net assets in accordance with section 414(d), related regulations, and the government plan’s requirements.

If Charter School participates in CalSTRS and/or CalPERS, Charter School shall continue such participation for the duration of Charter School's existence under the same CDS code, if mandated by applicable legal and retirement plan requirements.

11.1: Employee Retirement Systems

The Bright Star Schools Board of Directors shall determine which school-sponsored retirement plans will be available to various types of staff (e.g., certificated staff, Part-time staff, etc.), in consultation with the LAUSD Charter School Division.

All staff members in certificated positions of Charter School participate in the California State Teachers’ Retirement System (CalSTRS). Charter School shall work directly with the Los Angeles County Office of Education to forward in a timely fashion any required payroll deductions and related data required for CalSTRS or similar programs. All withholdings from employees and Charter School will be forwarded to the CalSTRS Fund as required. Charter School shall continue participation in STRS for the duration of the charter school’s existence under the same CDS code, or as otherwise required by law.

Non-certificated, classified employees will participate in the federal Social Security system in accordance with applicable law.

Charter School shall comply in a timely manner with all applicable federal and state laws and regulations, as they may change from time to time, including but not limited to Internal Revenue

Code section 414(d) and related regulations, governing Charter School's participation in, and/or coverage of its staff members by, the State Teachers' Retirement System (CalSTRS), the Public Employees' Retirement System (CalPERS), and/or federal social security.

Charter Schools also has an optional 403B plan that both certificated and classified employees can participate in. The certificated employees do not receive any match from the employer for the 403B plan. Only classified full time employees receive a match up to 4% of their contributions.

In other words,

- Certificated employees participate in CalSTRS retirement system.
- Classified employees participate in the federal Social Security System. Classified employees do not participate in CalPERS.
- Both Certificated and Classified employees can participate in the optional 403(b) retirement system. Only Classified employees get up to a 4% employer match.

The Vice President of Human Resources will ensure the appropriate arrangements for coverage have been made and will be sustained.

Element 12 – Public School Attendance Alternatives

“The public school attendance alternatives for pupils residing within the school district who choose not to attend charter schools.” (Ed. Code § 47605(c)(5)(L).)

Pupils of Charter School do not have or gain any right to admission in a particular school of any school district, or program of any school district, as a consequence of applying to or enrolling in Charter School, except to the extent that such a right is extended by the school district.

A pupil who chooses not to attend Charter School may attend a public school within the pupil's school district of residence in accordance with applicable law and that school district's policies and procedures. The pupil alternatively may seek to enroll in another charter school in accordance with applicable law and the terms of the school's charter. If LAUSD is the pupil's school district of residence, an eligible pupil may pursue an inter-district transfer, if available, in accordance with the admission, enrollment, and transfer policies and procedures of the District, as they may change from time to time.

12.1: Public School Attendance Alternatives

As a public school of choice, Charter School does not have restrictive enrollment based on residence, etc. Parents and students will be informed of their public school attendance alternatives during the enrollment process.

Parents and students will be informed of alternatives to their public school attendance and how to access the information. This may include access to the school finder website, a phone call from the enrollment team, or consultation with a school counselor.

Element 13 – Rights of District Employees

“The rights of an employee of the school district upon leaving the employment of the school district to work in a charter school, and of any rights of return to the school district after employment at a charter school.” (Ed. Code § 47605(c)(5)(M).)

Employees of the District who choose to leave the employment of the District to work at Charter School shall have no automatic rights of return to the District after employment at Charter School unless specifically granted by the District through a leave of absence or other agreement or policy of the District as aligned with the collective bargaining agreements of the District. Leave and return rights for District union-represented employees and former employees who accept employment with Charter School will be administered in accordance with applicable collective bargaining agreements and any applicable judicial rulings.

Element 14 – Mandatory Dispute Resolution

“The procedures to be followed by the charter school and the entity granting the charter to resolve disputes relating to provisions of the charter.” (Ed. Code § 47605(c)(5)(N).)

GENERAL PROVISIONS

Any claim, controversy or dispute between the District and Charter School arising out of, or relating to, this Charter, except for any claim, controversy or dispute related to the authorization, non-renewal, revision, and/or revocation of this Charter, (“Dispute”) shall be resolved pursuant to the terms of this Element 14.

Notwithstanding any other provision of law, each party shall bear and be solely responsible for all of its own attorneys’ fees, costs and expenses associated with any Dispute, including, but not limited to, any written/oral communication, meeting, Issues Conference, mediation, arbitration, administrative and/or civil action (including all levels of appeal), and no party shall be ordered to pay, or be awarded, any other party’s attorneys’ fees, costs or expenses in connection therewith, regardless of who may be deemed the prevailing party. Any fees, costs and expenses charged by a mediator or arbitrator (including all associated administration fees, costs and expenses) shall be shared equally by the parties regardless of the outcome or award. To that effect, any order or award of attorneys’ fees, costs and/or expenses, or mediator’s or arbitrator’s fees, costs or expenses (including any associated administration fees, costs and expenses), issued by a mediator, arbitrator, judicial officer (including all levels of appeal) or jury in any Dispute shall be deemed invalid as a matter of law and unenforceable by one party against the other party.

PROPOSITION 39 DISPUTES

Any Dispute related to or arising out of Education Code section 47614 and/or its implementing regulations set forth in California Code of Regulations, title 5, section 11969 et seq. (“Proposition 39”), shall be resolved in accordance with the procedures set forth below:

- 1) Any Dispute shall be communicated in writing (“Written Notification”). The Written Notification must identify the nature of the Dispute and all supporting facts. The Written Notification shall be tendered to the other party by personal delivery, by facsimile or e-mail, or by certified mail. The Written Notification shall be deemed received (a) if personally delivered, upon date of delivery to the address of the person to receive such notice if delivered by 5:00 p.m., or otherwise on the business day following personal delivery; (b) if by facsimile or e-mail, upon electronic confirmation of receipt; or (c) if by certified mail, two (2) business days after deposit in the U.S. Mail.

Unless directed otherwise, all Written Notifications to the District and Charter School shall be addressed respectively as follows:

Director

Charter Schools Division

Los Angeles Unified School District

333 South Beaudry Avenue, 20th Floor

Los Angeles, California 90017

Gene Castro

Stella Elementary Charter Academy

2636 Mansfield Ave., Los Angeles, CA 90016

- 2) A written response ("Written Response") shall be tendered to the other party within fifteen (15) business days from the date of receipt of the Written Notification or other date as determined by mutual agreement of the parties. The Written Response shall be tendered to the other party by personal delivery, by facsimile or e-mail, or by certified mail. The Written Response shall be deemed received (a) if personally delivered, upon date of delivery to the address of the person to receive such communication if delivered by 5:00 p.m., or otherwise on the business day following personal delivery; (b) if by facsimile or e-mail, upon electronic confirmation of receipt; or (c) if by certified mail, two (2) business days after deposit in the U.S. Mail.
- 3) If the Dispute has not been resolved by mutual agreement from the Written Response, the parties agree to schedule a conference to discuss the Dispute identified in the Written Notice ("Issue Conference"). The Issue Conference shall take place within fifteen (15) business days from the date on which the Written Response is received by the other party or other date as determined by mutual agreement of the parties.
- 4) If the Dispute has not been resolved by mutual agreement at the Issue Conference, either party may then request that the Dispute be resolved by mediation. Within fifteen (15) business days of the date of the request for mediation or other date as determined by mutual agreement of the parties, the parties shall mutually agree upon the selection of a mediator. If the parties are unable to mutually agree upon the selection of a mediator, the mediator shall be selected from a list of mediators prepared and provided by the American Arbitration Association. Mediation proceedings shall commence within thirty (30) business days of the date of the request for mediation or other date as determined by mutual agreement of the parties, and conclude within forty (40) business days of the date of the request for mediation or other date as determined by mutual agreement of the parties. Unless the parties mutually agree otherwise, mediation proceedings shall be administered in accordance with the commercial mediation procedures of the American Arbitration Association.
- 5) If the mediation is not successful, either party may then initiate a civil action. Venue for any civil action between the parties shall be the Los Angeles County Superior Court.

NON-PROPOSITION 39 DISPUTES

Any Dispute not related to or arising out of Proposition 39 shall be resolved in accordance with the procedures set forth below:

- 1) Any Dispute shall be communicated in writing ("Written Notification"). The Written Notification must identify the nature of the Dispute and any supporting facts. The Written Notification shall be tendered to the other party by personal delivery, by facsimile, or by certified mail. The Written Notification shall be deemed received (a) if personally delivered, upon date of delivery to the address of the person to receive such notice if delivered by 5:00 p.m., or otherwise on the business day following personal delivery; (b) if by facsimile, upon electronic confirmation of receipt; or (c) if by mail, two (2) business days after deposit in the U.S. Mail.

Unless directed otherwise all Written Notifications to the District and Charter School shall be addressed respectively as follows:

Director

Charter Schools Division

Los Angeles Unified School District

333 South Beaudry Avenue, 20th Floor

Los Angeles, California 90017

Gene Castro

Stella Elementary Charter Academy

2636 Mansfield Ave., Los Angeles, CA 90016

- 2) A written response ("Written Response") shall be tendered to the other party within twenty (20) business days from the date of receipt of the Written Notification or other date as determined by mutual agreement of the parties. The Written Response shall be tendered to the other party by personal delivery, by facsimile or e-mail, or by certified mail. The Written Response shall be deemed received (a) if personally delivered, upon date of delivery to the address of the person to receive such communication if delivered by 5:00 p.m., or otherwise on the business day following personal delivery; (b) if by facsimile or e-mail, upon electronic confirmation of receipt; or (c) if by certified mail, two (2) business days after deposit in the U.S. Mail.
- 3) If the Dispute has not been otherwise resolved by mutual agreement, the parties agree to schedule a conference to discuss the Dispute identified in the Written Notice ("Issue Conference"). The Issue Conference shall take place within fifteen (15) business days from the date from the date on which the Written Response is received by the other party or other date as determined by mutual agreement of the parties.

- 4) If the Dispute has not been resolved by mutual agreement at the Issue Conference, either party may then request that the Dispute be resolved by mediation. Within fifteen (15) business days of the date of the request for mediation or other date as determined by mutual agreement of the parties, the parties shall mutually agree upon the selection of a mediator. If the parties are unable to mutually agree upon the selection of a mediator, the mediator shall be selected from a list of mediators prepared and provided by the American Arbitration Association. Mediation proceedings shall commence within thirty (30) business days of the date of the request for mediation or other date as determined by mutual agreement of the parties. Unless the parties mutually agree otherwise, mediation proceedings shall be administered in accordance with the commercial mediation procedures of the American Arbitration Association.
- 5) If the mediation is not successful, then the parties agree to resolve the Dispute by binding arbitration conducted by a single arbitrator. Unless the parties mutually agree otherwise, arbitration proceedings shall be administered in accordance with the commercial arbitration rules of the American Arbitration Association. The arbitrator must be an active member of the State Bar of California or a retired judge of the state or federal judiciary of California.

Element 15 – Charter School Closure Procedures

“The procedures to be used if the charter school closes. The procedures shall ensure a final audit of the charter school to determine the disposition of all assets and liabilities of the charter school, including plans for disposing of any net assets and for the maintenance and transfer of pupil records.” (Ed. Code § 47605(c)(5)(O).)

REVOCATION OF THE CHARTER

The District may revoke the Charter pursuant to the provisions set forth in the Charter Schools Act of 1992, as they may be amended from time to time. The District may revoke the Charter of Charter School if the District finds, through a showing of substantial evidence, that Charter School did any of the following:

- Charter School committed a material violation of any of the conditions, standards, or procedures set forth in the Charter.
- Charter School failed to meet or pursue any of the pupil outcomes identified in the Charter.
- Charter School failed to meet generally accepted accounting principles, or engaged in fiscal mismanagement.
- Charter School violated any provision of law.

Prior to revocation, and in accordance with Education Code section 47607(g) and state regulations, the LAUSD Board of Education will notify Charter School in writing of the specific violation, and give Charter School a reasonable opportunity to cure the violation, unless the LAUSD Board of Education determines, in writing, that the violation constitutes a severe and imminent threat to the health or safety of the pupils. Revocation proceedings are not subject to the dispute resolution provisions set forth in this Charter.

Pursuant to Education Code section 47607.3, a charter school identified for needing assistance and provided advice and assistance from the California Collaborative for Educational Excellence based on failure to satisfy state evaluation rubrics may be subject to revocation.

CLOSURE ACTION

The decision to close Charter School, by the governing board of Charter School must be documented in a “Closure Action”. A Closure Action shall be deemed to have been automatically taken when any of the following occur: the Charter is revoked (subject to the provisions of Education Code section 47607(f)) or non-renewed by the LAUSD Board of Education and Charter School has exhausted its revocation or non-renewal administrative appeal rights pursuant to Education Code sections 47605(k) and 47607(j), or its administrative appeal rights have lapsed, or the charter school voluntarily closes at any stage of the administrative appeal process; the governing board of Charter School votes to close Charter School; or the Charter lapses.

CLOSURE PROCEDURES

The procedures for charter school closure set forth below are guided by Education Code sections 47604.32, 47605, and 47607 as well as California Code of Regulations, title 5, sections 11962 and 11962.1, and are based on “Charter Schools Closure - Requirements and Recommendations”

posted on the California Department of Education website. All references to “Charter School” apply to Charter School, including its nonprofit corporation and governing board.

DESIGNATION OF RESPONSIBLE PERSON(S) AND FUNDING OF CLOSURE

Prior to or at the time of the taking of a Closure Action by either the governing board of Charter School or the LAUSD Board of Education, the governing board of Charter School shall designate a person or persons responsible for conducting and overseeing all closure-related procedures and activities, and allocate sufficient funding for, or otherwise determine how Charter School will fund, these activities.

NOTIFICATION OF CLOSURE ACTION

Upon the taking of a Closure Action, Charter School shall send written notice of its closure to:

1. The LAUSD Charter Schools Division (CSD). Charter School shall provide the CSD with written notice of (1) the person(s) designated to be responsible for conducting and overseeing all closure activities, and (2) the source, location, and management of the funding for such activities. If the Closure Action is an act of Charter School, Charter School shall provide the CSD with a copy of the governing board resolution or minutes that documents its Closure Action.
2. Parents/guardians of all students, and all majority age and emancipated minor students, currently enrolled in Charter School within 72 hours of the Closure Action. Charter School shall simultaneously provide a copy of the written parent notification to the CSD.
3. Los Angeles County Office of Education (LACOE). Charter School shall send written notification of the Closure Action to LACOE by registered mail within 72 hours of the Closure Action. Charter School shall simultaneously provide a copy of this notification to the CSD.
4. The Special Education Local Plan Area (SELPA) in which Charter School participates. Charter School shall send written notification of the Closure Action to the SELPA in which Charter School participates by registered mail within 72 hours of the Closure Action. Charter School shall simultaneously provide a copy of this notification to the CSD.
5. The retirement systems in which Charter School's employees participate. Within fourteen (14) calendar days of the Closure Action, Charter School shall notify, as applicable, the State Teachers Retirement System (STRS), Public Employees Retirement System (PERS), the Social Security Administration, and the Los Angeles County Office of Education of the Closure Action, and follow their respective procedures for dissolving contracts and reporting. Charter School shall provide a copy of these notifications and correspondence to the CSD.
6. The California Department of Education (CDE). Charter School shall send written notification of the Closure Action to the CDE by registered mail within 72 hours of the Closure Action. Charter School shall provide a copy of this notification to the CSD.
7. Any school district that may be responsible for providing education services to the former students of Charter School. Charter School shall send written notification of the Closure

Action within 72 hours of the Closure Action. This notice must include a list of potentially returning students and their home schools based on student residence. Charter School shall provide a copy of these notifications, if any, to the CSD.

8. All Charter School employees and vendors within 72 hours of the Closure Action. Charter School shall simultaneously provide a copy of the written employee and vendor notification, with any attachments, to the CSD.

Notification of all the parties above, with the exception of employees and vendors, must include but is not limited to the following information:

1. The effective date of the closure of Charter School
2. The name(s) and contact information for the person(s) handling inquiries regarding the closure
3. The students' school districts of residence
4. How parents/guardians of all students, and all majority age and emancipated minor students, may obtain copies of student records and transcripts, including specific information on completed courses and credits that meet graduation requirements

In addition to the four required items above, notification of the CDE shall also include:

1. A description of the circumstances of the closure
2. The location of student and personnel records

In addition to the four required items above, notification of parents/guardians of all students, and all majority age and emancipated minor students, shall also include:

1. Information on how to enroll or transfer the student to an appropriate school
2. A certified packet of student information that includes closure notice, a copy of the student's cumulative record and other records, including but not limited to grade reports, discipline records, immunization records, completed coursework, credits that meet graduation requirements, a transcript, and state testing results
3. Information on student completion of college entrance requirements, for all high school students affected by the closure

Notification of employees and vendors shall include:

1. The effective date of the closure of Charter School
2. The name(s) and contact information for the person(s) handling inquiries regarding the closure
3. The date and manner, which shall be no later than 30 days from the effective date of the closure of Charter School, by which Charter School shall provide employees with written verification of employment

Within 30 calendar days of the effective date of closure, Charter School shall provide all employees with written verification of employment. Charter School shall send copies of all such employee verification letters to the CSD.

RECORDS RETENTION AND TRANSFER

Charter School shall comply with all applicable laws as well as District policies and procedures, as they may change from time to time, regarding the transfer and maintenance of Charter School records, including student records. These requirements include:

1. Charter School shall provide the District with all original student cumulative files and behavior records, pursuant to District policy and applicable District handbook(s) regarding cumulative records for secondary and elementary schools, for all students, both active and inactive, of Charter School. Transfer of the complete and organized original student records to the District, in accordance with District procedures applicable at the time of closure, shall occur within seven (7) calendar days of the effective date of closure.
2. Charter School's process for transferring copies of student records to receiving schools shall be in accordance with applicable law and LAUSD procedures for students moving from one school to another.
3. Charter School shall prepare and provide an electronic master list of all students to the Charter Schools Division in accordance with the District procedures applicable at the time of closure. This list shall include the student's identification number, Statewide Student Identifier (SSID), birthdate, grade, full name, address, home school/school district, enrollment date, exit code, exit date, parent/guardian name(s), and phone number(s). If the Charter School closure occurs before the end of the school year, the list also shall indicate the name of the school to which each student is transferring, if known. This electronic master list shall be delivered to the CSD in the form of a CD or otherwise in accordance with District procedures.
4. Charter School must organize the original cumulative files for delivery to the District in two categories: active students and inactive students. Charter School will coordinate with the CSD for the delivery and/or pickup of student records.
5. Charter School must update all student records in the California Longitudinal Pupil Achievement Data System (CALPADS) prior to closing.
6. Charter School must provide to the CSD a copy of student attendance records, teacher gradebooks, and Title I records (if applicable).
7. Charter School must provide to the CSD the name, title, and contact information of the person designated to maintain all Charter School personnel records after the closure. Personnel records to be transferred to and maintained by the designee must include any and all employee records, including but not limited to, records related to performance and grievance. Charter School must provide to the CSD and the designee a list of all active and inactive employees and their periods of service. Both Charter School and the designee, individually and separately, shall inform the CSD immediately upon the transfer of Charter School's employee records to the designee.

8. Charter School shall ensure that all records are boxed and clearly labeled by classification of documents and the required duration of storage in accordance with District procedures.
9. Charter School shall provide to the responsible person(s) designated by the governing board of Charter School to conduct all closure-related activities a list of students in each grade level and, for each student, a list of classes completed and the student's district of residence.

FINANCIAL CLOSE-OUT

After receiving notification of closure, the California Department of Education (CDE) will notify Charter School and the authorizing entity of any liabilities Charter School owes the state, which may include overpayment of apportionments, unpaid revolving fund loans or grants, and/or similar liabilities. The CDE may ask the county office of education to conduct an audit of the charter school if it has reason to believe that the school received state funding for which it was not eligible.

Charter School shall ensure completion of an independent final audit within six months after the closure of Charter School that includes:

1. An accounting of all financial assets. These may include cash and accounts receivable and an inventory of property, equipment, and other items of material value.
2. An accounting of all liabilities. These may include accounts payable or reduction in apportionments due to loans, unpaid staff compensation, audit findings, or other investigations.
3. An assessment of the disposition of any restricted funds received by or due to Charter School.

This audit may serve as Charter School's annual audit if it meets all of the requirements of the annual audit.

Charter School shall pay for the financial closeout audit of Charter School. This audit will be conducted by a neutral, independent licensed CPA who will employ generally accepted accounting principles. Any liability or debt incurred by Charter School will be the responsibility of Charter School and not LAUSD. Charter School understands and acknowledges that Charter School will cover the outstanding debts or liabilities of Charter School. Any unused monies at the time of the audit will be returned to the appropriate funding source. Charter School understands and acknowledges that only unrestricted funds will be used to pay creditors. Any unused AB 602 funds will be returned to the District SELPA or the SELPA in which Charter School participates, and other categorical funds will be returned to the source of funds.

Charter School shall ensure the completion and filing of any annual reports required. These reports include but are not necessarily limited to:

1. Preliminary budgets
2. Interim financial reports
3. Second interim financial reports

4. Final unaudited reports

These reports must be submitted to the CDE and the authorizing entity in the form required. These reports should be submitted as soon as possible after the Closure Action, but no later than the required deadline for reporting for the fiscal year.

For apportionment of categorical programs, the CDE will count the prior year average daily attendance (ADA) or enrollment data of the closed Charter School with the data of the authorizing entity. This practice will occur in the first year after the closure and will continue until CDE data collection processes reflect ADA or enrollment adjustments for all affected LEAs due to the charter closure.

DISPOSITION OF LIABILITIES AND ASSETS

The closeout audit must identify the disposition of all liabilities of Charter School. Charter School closure procedures must also ensure appropriate disposal, in accordance with the District Required Language provisions in Element 11 of this Charter, Charter School's governing board bylaws, fiscal procedures, and any other applicable laws and regulations, of any net assets remaining after all liabilities of Charter School have been paid or otherwise addressed. Such disposal includes, but is not limited to:

1. Charter School, at its cost and expense, shall return to the District any and all property, furniture, equipment, supplies, and other assets provided to Charter School by or on behalf of the District. The District discloses that the California Education Code sets forth the requirements for the disposition of the District's personal property and Charter School shall bear responsibility and liability for any disposition in violation of statutory requirements.
2. The return of any donated materials and property in accordance with any terms and conditions set when the donations were accepted.
3. The return of any grant and restricted categorical funds to their sources according to the terms of the grant or state and federal law.
4. The submission of final expenditure reports for any entitlement grants and the filing of Final Expenditure Reports and Final Performance Reports, as appropriate.

If Charter School is operated as or by a nonprofit corporation, and if the corporation does not have any functions other than operation of Charter School, the corporation shall be dissolved according to its bylaws.

Charter School shall retain sufficient staff, as deemed appropriate by the Charter School governing board to complete all necessary tasks and procedures required to close the school and transfer records in accordance with these closure procedures.

Charter School's governing board shall adopt a plan for wind-up of Charter School and, if necessary, the corporation, in accordance with the requirements of the Corporations Code.

Charter School shall provide LAUSD within fourteen (14) calendar days of the Closure Action with written notice of any outstanding payments due to staff and the time frame and method by which Charter School will make the payments.

Prior to final close-out, Charter School shall complete all actions required by applicable law, including but not limited to the following:

- a. File all final federal, state, and local employer payroll tax returns and issue final W-2s and Form 1099s by the statutory deadlines.
- b. Make final federal tax payments (employee taxes, etc.)
- c. Complete and submit all required federal and state filings and notices to the State of California, the Internal Revenue Service, and the Department of the Treasury, including but not limited to final tax returns and forms (e.g., Form 990 and related Schedules).

This Element 15 shall survive the revocation, expiration, termination, cancellation of this Charter, or any other act or event that would end Charter School's authorization to operate as a charter school or cause Charter School to cease operation. Charter School agrees that, due to the nature of the property and activities that are the subject of this Charter, the District and public shall suffer irreparable harm should Charter School breach any obligation under this Element 15. The District therefore reserves the right to seek equitable relief to enforce any right arising under this Element 15 or any provision of this Element 15 or to prevent or cure any breach of any obligation undertaken, without in any way prejudicing any other legal remedy available to the District. Such legal relief shall include, without limitation, the seeking of a temporary or permanent injunction, restraining order, or order for specific performance, and may be sought in any appropriate court.

The Principal and their designees will serve as the charter school's closure agents in the event the charter school closes.

Additional Provisions

FACILITIES

Charter School shall comply with all geographic and site limitations and related requirements set forth in Education Code sections 47605.1, 47602(a), and 47605(a).

DISTRICT-OWNED FACILITIES

If Charter School is using District facilities as of the date of the submission of this charter petition or takes occupancy of District facilities prior to the approval of this charter petition, Charter School shall execute an agreement provided by the District for the use of the District facilities as a condition of the approval of the charter petition. If at any time after the approval of this charter petition Charter School will occupy and use any District facilities, Charter School shall execute an agreement provided by the District for the use of the District facilities prior to occupancy and commencing use. Charter School shall implement and otherwise comply with the terms of any and all applicable facilities use agreements between Charter School and the District.

The circumstances of Charter School's occupancy of District facilities may change over time such as, but not limited to, enrollment, programs, and the conditions of facilities, and the District has a vested interest in having an agreement that is appropriate for the situation.

For a Sole Occupant Agreement or any other use agreement that is not a Proposition 39 Single Year Co-location Use Agreement or a lease issued through the Notice of Intent and bid process, the term may be co-terminous with the approved Charter, as permitted by law. Charter School and the District shall negotiate any modifications of the agreement with the goal of such amendment or new agreement being considered by the LAUSD Board of Education with the renewal of the charter petition. If Charter School and the District cannot execute an agreement in time for such to be considered by the Board of Education with the renewal of the charter petition, the approval of the renewal of the charter petition shall be conditioned upon Charter School and the District executing an amendment to the existing use agreement or a new agreement no later than May 1st or within nine (9) months of the date of the Board of Education's approval of the renewal of the charter petition. During such time period Charter School shall be permitted to remain in occupancy of the District facilities under the terms and conditions of the immediately preceding, executed use agreement; provided, that if Charter School and the District cannot agree upon and execute an amendment or new use agreement by said deadline, Charter School shall vacate the District facilities on or before June 30th of said school year.

Charter School acknowledges and agrees that occupancy and use of District facilities shall be in compliance with applicable laws and District policies for the operation and maintenance of District facilities and furnishings and equipment. Charter School shall comply with all District health, safety, and emergency procedures and requirements and shall be subject to inspection by the District's Facilities Services Division, OEHS, and other District offices in the same manner as other LAUSD campuses. All District facilities (i.e., schools) will remain subject to those laws applicable to public schools.

In the event of an emergency, all District facilities (i.e., schools) are available for use by the American Red Cross and public agencies as emergency locations, which may disrupt or prevent Charter School from conducting its educational programs. If Charter School will share the use of District facilities with other District user groups, Charter School agrees that it will participate in and observe all District safety policies (e.g., emergency chain of information and participation in safety drills).

The use agreements provided by the District for District facilities shall contain terms and conditions addressing issues such as, but not limited to, the following:

- Use: Charter School will be restricted to using the District facilities for the operation of a public school providing educational instruction to public school students consistent with the terms of the Charter and incidental related uses. Separate and apart from its right as authorizer to observe and inspect any part of the charter school at any time pursuant to Education Code 47607(a)(1), the District shall have and reserves the right to inspect District facilities upon reasonable notice to Charter School.
- Furnishings and Equipment: The District shall retain ownership of any furnishings and equipment, including technology, ("F&E") that it provides to Charter School for use. Charter School, at its sole cost and expense, shall provide maintenance and other services for the good and safe operation of the F&E.
- Leasing; Licensing: Use of the District facilities by any person or entity other than Charter School shall be administered by the District. The parties may agree to an alternative arrangement in the use agreement.
- Programs, Services, and Activities Outside Instructional Program; Third Party Vendors:

- (i) Any program, service, or activity provided outside the instructional program shall be subject to the terms and provisions of the use agreement, and, additionally, may require a license, permit, or additional agreement issued by the District. The term “instructional program” is defined, per Education Code section 47612 and 5 CCR section 11960, as those required educational activities that generate funding based on “average daily attendance” and includes those extracurricular programs, services, and/or activities that students are required to participate in and do not require the payment of any consideration or fee.
 - (ii) Any program, service, or activity requiring the payment of any consideration or fee or provided by a third party vendor (defined as any person or entity other than Charter School), whether paid or volunteer and regardless of whether such may be within the instructional program, shall be subject to the terms and provisions of the use agreement and such third party vendor shall be required to obtain a license, permit, or additional agreement from the District.
- Minimum Payments or Charges to be Paid to District Arising from the Facilities:
 - (i) Pro Rata Share: The District shall collect, and Charter School shall pay a Pro Rata Share for facilities costs as provided in the Charter Schools Act of 1992 and its regulations. The parties may agree to an alternative arrangement regarding facilities costs in the use agreement; and
 - (ii) Taxes; Assessments: Generally, Charter School shall pay any assessment or fee imposed upon or levied on the LAUSD facilities that it is occupying or Charter School's legal or equitable interest created by the use agreement.
- Maintenance & Operations Services: In the event the District agrees to allow Charter School to perform any of the operation and maintenance services, the District shall have the right to inspect the District facilities, and the costs incurred in such inspection shall be paid by Charter School.
 - (i) Co-Location: If Charter School is co-locating or sharing the District facilities with another user, the District shall provide the operations and maintenance services for the District facilities and Charter School shall pay the Pro Rata Share. The parties may agree to an alternative arrangement regarding performance of the operations and maintenance services and payment for such in the use agreement.
 - (ii) Sole Occupant: If Charter School is a sole occupant of District facilities, the District shall allow Charter School, at its sole cost and expense, to provide some operations and maintenance services for the District facilities in accordance with applicable laws and LAUSD's policies on operations and maintenance services for facilities and F&E. NOTWITHSTANDING THE FOREGOING, the District shall provide all services for regulatory inspections which as the owner of the real property it is required to submit, and deferred maintenance, and Charter School shall pay LAUSD for the cost and expense of providing those services. The parties may agree to an alternative arrangement regarding performance of the operations and maintenance services and payment for such services in the use agreement.
- Real Property Insurance: Prior to occupancy, Charter School shall satisfy requirements to participate in LAUSD's property insurance or, if Charter School is the sole occupant of

LAUSD facilities, obtain and maintain separate property insurance for the LAUSD facilities. Charter School shall **not** have the option of obtaining and maintaining separate property insurance for the LAUSD facility IF Charter School is co-locating or sharing the LAUSD facility with another user.

NON-DISTRICT-OWNED FACILITIES

Occupancy and Use of the Site: Prior to occupancy or use of any school site or facility, Charter School shall provide the CSD with a current Certificate of Occupancy or equivalent document issued by the applicable permitting agency that allows Charter School to use and occupy the site as a charter school. Charter School shall not exceed the operating capacity of the site and shall operate within any limitations or requirements provided by the Certificate of Occupancy and any applicable permit. Charter School may not open or operate without providing a copy of an appropriate Certificate of Occupancy to the CSD. If Charter School intends to move or expand to another facility during the term of this Charter, Charter School shall adhere to any and all District policies and procedures regarding charter material revision and non-material amendment. Prior to occupancy or use of any such additional or changed school site, Charter School shall provide an appropriate Certificate of Occupancy to the CSD for such facility. Notwithstanding any language to the contrary in this Charter, the interpretation, application, and enforcement of this provision are not subject to the Dispute Resolution Process outlined in Element 14.

Facility Compliance: Prior to occupancy or use of any non-District-owned school site and/or facility, Charter School shall ensure that the site and/or facility complies with all applicable building codes, standards and regulations adopted by the city and/or county agencies responsible for building and safety standards for the city in which Charter School is to be located, federal and state accessibility requirements (including the Americans with Disabilities Act (ADA) and Section 504), and all other applicable fire, health, and structural safety and access requirements. This requirement shall also apply to the construction, reconstruction, alteration of or addition to the facility. Charter School shall resolve in a timely manner any and all corrective actions, orders to comply, and notices issued by any authorized building and safety agency. Charter School cannot exempt itself from applicable building and zoning codes, ordinances, and ADA/Section 504 requirements. Charter School shall maintain on file readily accessible records that document facilities compliance and shall promptly provide such documentation to the CSD upon request.

Pest Management: Charter School shall comply with the Healthy Schools Act, Education Code section 17608, which details pest management requirements for schools.

Asbestos Management: Charter School shall comply with the asbestos requirement as cited in the Asbestos Hazard Emergency Response Act (AHERA), 40 C.F.R. 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.

INSURANCE

INSURANCE REQUIREMENTS

No coverage shall be provided to Charter School by the District under any of the District's self-insured programs or commercial insurance policies. Charter School shall secure and maintain, at a minimum, insurance as set forth below with insurance companies acceptable to the District [A.M. Best A-, VII or better] or the equivalent provided through a California Joint Powers Authority self-insurance program to protect Charter School from claims which may arise from its

operations. Each Charter School location shall meet the below insurance requirements individually.

It shall be Charter School's responsibility, not the District's, to monitor its vendors, contractors, partners, and/or sponsors for compliance with the insurance requirements.

The following insurance policies are required:

1. Commercial General Liability, including Fire Legal Liability, coverage of \$5,000,000 per Occurrence and in the Aggregate. The policy shall be endorsed to name the Los Angeles Unified School District and its Board of Education as named additional insureds and shall provide specifically that any insurance carried by the District which may be applicable to any claims or loss shall be deemed excess and Charter School's insurance shall be primary despite any conflicting provisions in Charter School's policy. Coverage shall be maintained with no Self-Insured Retention above \$15,000 without the prior written approval of the Division of Risk Management and Insurance Services for the LAUSD.
2. Workers' Compensation Insurance in accordance with provisions of the California Labor Code adequate to protect Charter School from claims that may arise from its operations pursuant to the Workers' Compensation Act (Statutory Coverage). The Workers' Compensation Insurance coverage must also include Employers Liability coverage with limits of \$1,000,000/\$1,000,000/\$1,000,000.
3. Commercial Auto Liability, including Owned, Leased, Hired, and Non-owned, coverage with limits of \$1,000,000 Combined Single Limit per Occurrence if Charter School does not operate a student transportation service. If Charter School provides student transportation services, the required coverage limit is \$5,000,000 Combined Single Limit per Occurrence.
4. Crime Insurance or Fidelity Bond coverage shall be maintained by Charter School to cover all Charter School employees who handle, process or otherwise have responsibility for Charter School funds, supplies, equipment, or other assets. Minimum amount of coverage shall be \$1,000,000 per occurrence/\$1,000,000 aggregate, with deductible that is acceptable to the Los Angeles Unified School District.
5. Cyber Liability insurance coverage with minimum limits of \$500,000 per occurrence and \$500,000 general aggregate.
6. Professional Educators Errors and Omissions liability coverage with minimum limits of \$5,000,000 per occurrence and \$5,000,000 general aggregate.
7. Sexual Molestation and Abuse coverage with minimum limits of \$5,000,000 per occurrence and \$5,000,000 general aggregate. Coverage may be held as a separate policy or included by endorsement in the Commercial General Liability or the Errors and Omissions Policy. Whether this coverage is separately issued or included by endorsement to another policy, such coverage shall be endorsed to name the Los Angeles Unified School District and Its Board of Education as named additional insureds and shall provide specifically that any insurance carried by the District which may be

applicable to any claims or loss shall be deemed excess and Charter School's insurance shall be primary despite any conflicting provisions in Charter School's policy.

8. Employment Practices Legal Liability coverage with limits of \$5,000,000 per occurrence and \$5,000,000 general aggregate.
9. Excess/Umbrella Liability insurance with limits of not less than \$10,000,000 is required of all high schools and any other school that participates in competitive interscholastic or intramural sports programs.

Coverages and limits of insurance may be accomplished through individual primary policies or through a combination of primary and excess policies and alternative methods of coverage as approved by the District. Where specifically required above, and with respect to any other coverage for which such endorsements and/or provisions are available, each policy shall be endorsed to name the Los Angeles Unified School District and Its Board of Education as named additional insureds and shall provide specifically that any insurance carried by the District which may be applicable to any claims or loss shall be deemed excess and Charter School's insurance shall be primary despite any conflicting provisions in Charter School's policy.

Evidence of Insurance

Charter School shall furnish to the District's Division of Risk Management and Insurance Services located at 333 S. Beaudry Ave, 28th Floor, Los Angeles CA 90017 at the outset of the Charter agreement and within 30 calendar days of the inception or effective date of any new policies, renewals, or changes, certificates of insurance evidencing such coverage and signed by authorized representatives of the insurance carrier. Certificates shall be endorsed as follows:

"Charter school shall be required to provide LAUSD with 30 days prior written notice by certified mail, return receipt requested, if the insurance afforded by this policy shall be suspended, cancelled, reduced in coverage limits or non-renewed."

With respect to the coverages for which additional insured status is required as set forth above, the certificate(s) of insurance shall reflect Los Angeles Unified School District's and Its Board of Education's status as named additional insureds thereunder, and shall attach a copy of the endorsement(s) extending such coverage.

Facsimile or reproduced signatures may be acceptable upon review by the Division of Risk Management and Insurance Services. However, the District reserves the right to require certified copies of any required insurance policies.

Should Charter School deem it prudent and/or desirable to have insurance coverage for damage or theft to Charter School, employee or student property, for student accident, or any other type of insurance coverage not listed above, such insurance shall not be provided by the District and its purchase shall be the responsibility of Charter School.

Hold Harmless/Indemnification Provision

To the fullest extent permitted by law, Charter School does hereby agree, at its own expense, to indemnify, defend and hold harmless the LAUSD and the Board of Education and their members,

officers, directors, agents, representatives, employees and volunteers from and against any and all claims, damages, losses and expenses including but not limited to attorneys' fees, brought by any person or entity whatsoever, arising out of, or relating to, this Charter agreement. Charter School further agrees to the fullest extent permitted by law, at its own expense, to indemnify, defend, and hold harmless the LAUSD and the Board of Education and their members, officers, directors, agents, representatives, employees and volunteers from and against any and all claims, damages, losses and expenses including but not limited to attorneys' fees, brought by any person or entity whatsoever for claims, damages, losses and expenses arising from or relating to acts or omission of acts committed by Charter School and/or its officers, directors, employees or volunteers. Moreover, Charter School agrees to indemnify, defend and hold harmless the LAUSD and the Board of Education and their members, officers, directors, agents, representatives, employees and volunteers, for any contractual liability resulting from third party contracts with Charter School's vendors, contractors, partners or sponsors.

FISCAL MATTERS

District Oversight Costs

The District may charge for the actual costs of oversight of Charter School not to exceed 1% of Charter School's revenue, or the District may charge for the actual costs of oversight of Charter School not to exceed 3% if Charter School is able to obtain substantially rent free facilities from the District. Notwithstanding the foregoing, the District may charge the maximum oversight fee allowed under the law as it may change from time to time. The oversight fee provided herein is separate and distinct from the charges arising under charter school facilities use agreements.

Cash Reserves

Charter School acknowledges that the recommended cash reserve is 5% of expenditures, as provided in section 15450, title 5 of the California Code of Regulations.

Third Party Contracts

Charter School shall ensure that all third party contracts, whether oral or written, for supplies, equipment, goods and/or services, for the direct or indirect benefit of, or otherwise related to the operation of, Charter School, require compliance with and otherwise conform to all applicable local, state, and federal policies, regulations, laws, and guidelines, including but not limited to licensing and permit requirements as well as requirements related to protection of health and safety.

Special Education Revenue Adjustment/Payment for Services

In the event that Charter School owes funds to the District for the provision of agreed upon or fee for service or special education services or as a result of the State's adjustment to allocation of special education revenues from Charter School, Charter School authorizes the District to deduct any and all of the in lieu property taxes that Charter School otherwise would be eligible to receive under section 47635 of the Education Code to cover such owed amounts. Charter School further understands and agrees that the District shall make appropriate deductions from the in lieu property tax amounts otherwise owed to Charter School. Should this revenue stream be insufficient in any fiscal year to cover any such costs, Charter School agrees that it will reimburse the District for the additional costs within forty-five (45) business days of being notified of the amounts owed.

Student Body Funds

Charter School shall supervise and manage any and all student body funds in a manner consistent with the provisions of Education Code sections 48930-48938. Charter School shall include and address student body funds in its financial reports, and ensure that such funds are included and addressed in Charter School's annual audit as a stand-alone item.

Audit and Inspection of Records

Charter School agrees to observe and abide by the following terms and conditions as a requirement for receiving and maintaining its charter authorization:

- Charter School is subject to District oversight.
- The District's statutory oversight responsibility continues throughout the life of the Charter and requires that the District, among other things, monitors the fiscal condition of Charter School.
- The District is authorized to revoke this Charter for, among other reasons, the failure of Charter School to meet generally accepted accounting principles or if Charter School engages in fiscal mismanagement.

Accordingly, the District hereby reserves the right, pursuant to its oversight responsibility, to audit Charter School books, records, data, processes and procedures through the District Office of the Inspector General or other means. The audit may include, but is not limited to, the following areas:

- Compliance with terms and conditions prescribed in the Charter agreement,
- Internal controls, both financial and operational in nature,
- The accuracy, recording and/or reporting of Charter School's financial information,
- Charter School's debt structure,
- Governance policies, procedures and history,
- The recording and reporting of attendance data,
- Charter School's enrollment process,
- Compliance with safety plans and procedures, and
- Compliance with applicable grant requirements.

Charter School shall cooperate fully with such audits and shall make available any and all records necessary for the performance of the audit upon 30 days' notice to Charter School. When 30 days' notice may defeat the purpose of the audit, the District may conduct the audit upon 24-hours' notice.

Fiscal Policies and Procedures

Charter School shall establish, maintain, and implement sound fiscal policies and procedures, including but not limited to internal controls governing all financial and business-related activities.

Apportionment Eligibility for Students Over 19 Years of Age

Charter School acknowledges that, in order for a pupil over nineteen (19) years of age to remain eligible for generating charter school apportionment, the pupil shall be continuously enrolled in public school and make satisfactory progress toward award of a high school diploma. (Ed. Code § 47612(b).)

Local Control and Accountability Plan

In accordance with California Education Code sections 47604.33 and 47606.5, Charter School shall include in its annual update a “listing and description of the expenditures for the fiscal year implementing the specific actions included in the charter as a result of the reviews and assessment required by paragraph (1)” of section 47606.5(a). (Ed. Code § 47606.5(b).)

ADDENDUM

Assurances, Affirmations, and Declarations

Stella Elementary Charter Academy (also referred to herein as “Charter School”) shall:

- Be nonsectarian in its programs, admission policies, employment practices, and all other operations. (California Education Code (hereinafter “Ed. Code”) § 47605(e)(1).)
- Not charge tuition. (Ed. Code § 47605(e)(1).)
- Not discriminate against any pupil on the basis of disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in section 422.55 of the Penal Code, including immigration status. (Ed. Code § 47605(e)(1); Ed. Code § 220.)
- Except as provided in Education Code section 47605(e)(2), admission to a charter school shall not be determined according to the place of residence of the pupil, or of his or her parent or legal guardian, within this state, except that an existing public school converting partially or entirely to a charter school under this part shall adopt and maintain a policy giving admission preference to pupils who reside within the former attendance area of that school. (Ed. Code § 47605(e)(1).)
- Admit all pupils who wish to attend Charter School. (Ed. Code § 47605(e)(2)(A).)
- Except for existing pupils of Charter School, determine attendance by a public random drawing if the number of pupils who wish to attend Charter School exceeds Charter School’s capacity. Preference shall be extended to pupils currently attending Charter School and pupils who reside in the Los Angeles Unified School District (also referred to herein as “LAUSD” and “District”). Preferences shall not result in limiting enrollment access for 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, and shall not require mandatory parental volunteer hours as a criterion for admission or continued enrollment. (Ed. Code § 47605(e)(2)(B).)
- 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 Education Code section 47605(e)(2)(B)(iii). (Ed. Code § 47605(e)(4).)
- If a pupil is expelled or leaves Charter School without graduating or completing the school year for any reason, 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 a transcript of grades or report card, and health information. (Ed. Code § 47605(e)(3).)

- Meet all statewide standards and conduct the pupil assessments required pursuant to Education Code sections 60605 and 60851 and any other statewide standards authorized in statute or pupil assessments applicable to pupils in non-charter public schools. (Ed. Code § 47605(d)(1).)
- Consult, on a regular basis, with Charter School's parents, legal guardians, and teachers regarding the school's educational programs. (Ed. Code § 47605(d)(2).)

Charter School hereby declares that Charter School, operated as or by its nonprofit public benefit corporation, is and shall be the exclusive public school employer of Charter School's employees for the purposes of the Educational Employment Relations Act (EERA), Chapter 10.7 (commencing with Section 3540) of Division 4 of Title I of the Government Code. Charter School shall comply with all provisions of the EERA and shall act independently from LAUSD for collective bargaining purposes. In accordance with the EERA, employees may join and be represented by an organization of their choice for collective bargaining purposes.

NOTE: This Charter contains specific "Federal, State and District Required Language" (FSDRL), including the *Assurances, Affirmations, and Declarations* section above. The FSDRL should be highlighted in gray within each Charter element or section. The final section of the Charter provides a consolidated addendum of the FSDRL. This intentional redundancy facilitates efficient charter petition review while ensuring ready access to the FSDRL for any given section of the Charter. To the extent that any inconsistency may exist between any provision contained within the body of the Charter and the FSDRL contained in the addendum, the provisions of the FSDRL addendum shall control.

Element 1 – The Educational Program

"The educational program of the charter school, designed, among other things, to identify those whom the charter school is attempting to educate, what it means to be an "educated person" in the 21st century, and how learning best occurs. The goals identified in that program shall include the objective of enabling pupils to become self-motivated, competent, and lifelong learners." (Ed. Code § 47605(c)(5)(A)(i).)

"The annual goals for the charter school for all pupils and for each subgroup of pupils identified pursuant to Section 52052, to be achieved in the state priorities, as described in subdivision (d) of Section 52060, that apply for the grade levels served, and specific annual actions to achieve those goals. A charter petition may identify additional school priorities, the goals for the school priorities, and the specific annual actions to achieve those goals." (Ed. Code § 47605(c)(5)(A)(ii).)

"If the proposed charter school will serve high school pupils, a description of the manner in which the charter school will inform parents about the transferability of courses to other public high schools and the eligibility of courses to meet college entrance requirements. Courses

offered by the charter school that are accredited by the Western Association of Schools and Colleges may be considered transferable and courses approved by the University of California or the California State University as creditable under the “A” to “G” admissions criteria may be considered to meet college entrance requirements.” (Ed. Code § 47605(c)(5)(A)(iii).)

LOCAL CONTROL FUNDING FORMULA (LCFF) AND LOCAL CONTROL AND ACCOUNTABILITY PLAN (LCAP)

Charter School acknowledges and agrees that it must comply with all applicable laws and regulations related to AB 97 (2013) (Local Control Funding Formula), as they may be amended from time to time, which include the requirement that Charter School shall annually submit a Local Control and Accountability Plan (LCAP)/annual update to the Los Angeles County Superintendent of Schools and the Charter Schools Division (CSD) on or before July 1. In accordance with Education Code sections 47604.33 and 47606.5, Charter School shall annually update its goals and annual actions to achieve those goals identified in the charter pursuant to Education Code section 47605(c)(5)(A)(ii), using the Local Control and Accountability Plan template adopted by the State Board of Education, as it may be changed from time to time. Charter School shall comply with all requirements of Education Code section 47606.5, including but not limited to the requirement that Charter School “shall consult with teachers, principals, administrators, other school personnel, parents, and pupils in developing the local control and accountability plan and annual update to the local control and accountability plan.” (Ed. Code § 47606.5(d).)

ACADEMIC CALENDAR AND SCHEDULES

Charter School shall offer, at a minimum, the number of minutes of instruction set forth in Education Code section 47612.5, and the number of school days required by *California Code of Regulations*, title 5, section 11960.

MATHEMATICS PLACEMENT

Charter School shall comply with all applicable requirements of the California Mathematics Placement Act of 2015.

TRANSITIONAL KINDERGARTEN

Charter School shall comply with all applicable requirements regarding transitional kindergarten. For purposes of admission to Charter School, transitional kindergarten shall be considered a part of kindergarten, and therefore students enrolled in transitional kindergarten at Charter School shall be considered existing students of Charter School for purposes of Charter School’s admissions, enrollment, and lottery.

WASC ACCREDITATION

If Charter School serves students in grades 9-12, before Charter School graduates its first class of students, Charter School shall obtain, and thereafter maintain, Western Association of Schools and Colleges (WASC) accreditation.

ENGLISH LEARNERS

Charter School shall identify potential English Learners in a timely manner in accordance with all applicable legal requirements. Charter School must provide all English Learners with an effective English language acquisition program that also affords meaningful and equitable access to Charter School's core academic curriculum. Instructional plans for English Learners must be (1) based on sound educational theory; (2) adequately supported with trained teachers and appropriate materials and resources; and (3) periodically evaluated to make sure the program is successful and modified when the program is not successful.

On an annual basis, upon request, Charter School shall submit a certification to the LAUSD Charter Schools Division (CSD) that certifies that Charter School has adopted and is implementing either the LAUSD Master Plan for English Learners and Standard English Learners or Charter School's own English Learner (EL) Master Plan. If Charter School chooses to implement its own EL Master Plan, the plan shall provide a detailed description of Charter School's EL program, and shall address the following:

- How Charter School's EL Master Plan provides all of its English Learners, including but not limited to Long Term English Learners (LTELs) with an effective English language acquisition program as well as meaningful and equitable access to Charter School's core academic curriculum
- How English Learners' specific needs will be identified
- What services will be offered
- How, where, and by whom the services will be provided
- How Charter School will evaluate its EL program each year, and how the results of this evaluation will be used to improve the program, including the provision of EL services

Each year, Charter School shall provide to the CSD a report on its annual evaluation of the effectiveness of its EL program. Upon request, Charter School shall provide a copy of its current EL Master Plan to the CSD.

Charter School shall administer the CELDT/ELPAC annually in accordance with federal and state requirements.

Charter School shall reclassify English Learners in accordance with federal and state requirements.

Charter School shall provide parent outreach services and meaningfully inform parents with limited English proficiency of important information regarding Charter School matters to the same extent as other parents.

STUDENTS WITH DISABILITIES

Federal Law Compliance

Charter School shall adhere to all provisions of federal law related to students with disabilities including, but not limited to, section 504 of the Rehabilitation Act of 1973, Title II of the

Americans with Disabilities Act of 1990, and the Individuals with Disabilities Education Improvement Act of 2004.

Special Education Program

Charter School shall ensure that no student otherwise eligible to enroll in Charter School shall be denied, directly or indirectly, admission due to a disability or to Charter School's inability to provide necessary services. Charter School acknowledges that policies and procedures are in place to ensure the recruitment, enrollment, service, and retention of students with disabilities at LAUSD-authorized charter schools, including Charter School.

Prior to LAUSD Board of Education approval of an initial Charter petition, and if a renewing Charter School intends to operate as a "school of the district" for special education services, Charter School shall execute a Memorandum of Understanding ("MOU") by and between LAUSD and Charter School regarding the provision and funding of special education services consistent with applicable state law and the LAUSD Special Education Local Plan Area ("SELPA") Local Plan for Special Education and shall be considered a "public school of the District" for purposes of Special Education pursuant to Education Code section 47641(b). However, Charter School reserves the right to make written verifiable assurances that it may become an independent local educational agency (LEA) and join a SELPA pursuant to Education Code section 47641(a) either on its own or with a grouping of charter school LEAs as a consortium following the requirements of Education Code section 56195.3(b). In this instance, Charter School will execute a MOU with LAUSD on provisions of special education as a member of a non-LAUSD SELPA.

SELPA Reorganization

The Los Angeles Unified School District is approved to operate as a single-District SELPA under the provisions of Education Code section 56195.1(a). As a single-District SELPA, the District has created two charter school sections (District-operated Programs and Charter-operated Programs) under the administration of one single Administrative Unit pursuant to a reorganization plan approved by the Board of Education on January 4, 2011 (149/10-11). Full implementation of the reorganized LAUSD SELPA commenced in the 2013-2014 school year requiring all District-authorized charter schools to elect one of the three options available under the LAUSD SELPA. Prior to an option election, all District-authorized charter schools were required to participate as a school of the District under the District-Operated Programs Unit. Prior to the beginning of the 2013-2014 school year, all District-authorized charter schools, other than those that had previously executed an Option 3 Memorandum of Understanding ("MOU"), were required to execute a new MOU setting forth the LAUSD SELPA option election for the remainder of the charter petition term. The Charter-operated Program schools do not have LEA status for the purposes of special education but will function in a similar role in that each charter school will be responsible for all special education requirements, including but not limited to services, placement, due process, related services, special education classes, and special education supports. Charter schools that have elected to participate in a District-operated programs option may apply for membership in the Charter-operated Program section of the SELPA. Charter

schools accepted for participation in the Charter-operated Programs section receive support from a Special Education Director for the Charter-operated Programs.

Use of District's Special Education Policies and Procedures and Data Systems

All charter schools approved by the LAUSD Board of Education are bound by and must adhere to the terms, conditions and requirements of orders imposed upon the District pertaining to special education. All charter schools are required to use the District's Special Education Policies and Procedures Manual and Welligent, the District-wide web-based software system used for online Individualized Education Programs ("IEPs") and tracking of related services provided to students during the course of their education.

All charter schools are required to interface with My Integrated Student Information System (MiSiS) via a web based Application Programming Interface (API). MiSiS is a suite of applications which is designed to capture all student data. .

Element 2 – Measurable Pupil Outcomes and Element 3 – Method by which Pupil Progress Toward Outcomes will be Measured

“The measurable pupil outcomes identified for use by the charter school. “Pupil outcomes,” for purposes of this part, means the extent to which all pupils of the school demonstrate that they have attained the skills, knowledge, and attitudes specified as goals in the school’s educational program. Pupil outcomes shall include outcomes that address increases in pupil academic achievement both schoolwide and for all pupil subgroups served by the charter school, as that term is defined in subdivision (a) of Section 52052. The pupil outcomes shall align with the state priorities, as described in subdivision (d) of Section 52060, that apply for the grade levels served by the charter school.” (Ed. Code § 47605(c)(5)(B).)

“The method by which pupil progress in meeting those pupil outcomes is to be measured. To the extent practicable, the method for measuring pupil outcomes for state priorities shall be consistent with the way information is reported on a school accountability report card.” (Ed. Code § 47605(c)(5)(C).)

MEASURABLE GOALS OF THE EDUCATIONAL PROGRAM

Charter School shall meet all statewide content and performance standards and targets. (Ed. Code §§ 47605(d)(1), 60605.)

Charter School shall comply with all applicable laws and regulations related to AB 97 (2013) (Local Control Funding Formula) and AB 484 (2013), as they may be amended from time to time, including all requirements pertaining to pupil outcomes.

STANDARDIZED TESTING

Charter School agrees to comply with state requirements for participation and administration of all state-mandated tests, including computer-based assessments. Charter School shall submit and maintain complete, accurate, and up-to-date California Longitudinal Pupil Achievement Data System (CALPADS) data in accordance with the requirements of California Code of Regulations, title 5, section 861. Charter School hereby grants authority to the State of California to provide a copy of all test results directly to the District as well as Charter School. Upon request, Charter School shall submit, in the requested format (e.g., CD), a copy of the results of all state-mandated tests to the District.

Element 4 – Governance

“The governance structure of the charter school, including, but not limited to, the process to be followed by the charter school to ensure parental involvement.” (Ed. Code § 47605(c)(5)(D).)

GENERAL PROVISIONS

As an independent charter school, Charter School, operated as or by its nonprofit public benefit corporation, is a separate legal entity and shall be solely responsible for the debts and obligations of Charter School.

Charter School shall not be operated as, or be operated by, a for-profit corporation, a for-profit educational management organization, or a for-profit charter management organization. (Ed. Code § 47604.)

Charter School shall ensure that, at all times throughout the term of the Charter, the bylaws of its governing board and/or nonprofit corporation are and remain consistent with the provisions of this Charter. In the event that the governing board and/or nonprofit corporation operating Charter School amends the bylaws, Charter School shall provide a copy of the amended bylaws to CSD within 30 days of adoption.

Charter School shall comply with the Ralph M. Brown Act (“Brown Act”). All meetings of the Charter School’s governing board shall be called, held and conducted in accordance with the terms and provisions of Education Code section 47604.1 and the Brown Act including, but not limited to, those related to meeting access and recording, notice, agenda preparation, posting and reporting.

Charter School shall send to the CSD copies of all governing board meeting agendas at the same time that they are posted in accordance with the Brown Act. Charter School shall also send to the CSD copies of all board meeting minutes within one week of governing board approval of the minutes. Timely posting of agendas and minutes on Charter School’s website will satisfy this requirement.

The District reserves the right to appoint a single representative to the Charter School governing board pursuant to Education Code section 47604(c).

LEGAL AND POLICY COMPLIANCE

Charter School shall comply with all applicable federal, state, and local laws and regulations, and District policies as it relates to charter schools adopted through Board action.

Charter School shall comply with all applicable federal and state reporting requirements, including but not limited to the requirements of CBEDS, CALPADS, the Public Schools Accountability Act of 1999, and Education Code section 47604.33.

Charter School shall comply with the Brown Act and the California Public Records Act.

The Charter School shall comply with Government Code Section 1090, et seq., as set forth in Education Code section 47604.1.

Charter School shall comply with the Political Reform Act of 1974. (Gov. Code § 81000 et seq.)

Charter School and all employees and representatives of Charter School, including members of Charter School's governing board, members of Charter School or governing board committees and councils, Charter School administrators, and managers, shall comply with federal and state laws, nonprofit integrity standards, and LAUSD charter school policy, regarding ethics and conflicts of interest. Charter School shall enter into all transactions and conduct business with all persons and entities at arm's length or, in the case of otherwise permissible related party transactions, in a manner equivalent to arm's length.

Charter School shall notify parents, guardians, and teachers in writing within 72 hours of the issuance of a Notice of Violation, Notice of Intent to Revoke, Final Decision to Revoke, Notice of Non-Renewal, or equivalent notice, by the LAUSD Board of Education.

TITLE IX, SECTION 504, AND UNIFORM COMPLAINT PROCEDURES

Charter School shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under Title IX of the Education Amendments of 1972 (Title IX) and section 504 of the Rehabilitation Act of 1973 ("Section 504"), including any investigation of any complaint filed with Charter School alleging its noncompliance with these laws or alleging any actions which would be prohibited by these laws. Charter School shall notify all of its students and employees of the name, office address, and telephone number of the designated employee or employees.

Charter School shall adopt and publish complaint procedures providing for prompt and equitable resolution of student and employee complaints alleging any action that would be prohibited by Title IX or Section 504.

Charter School shall adopt and implement specific and continuing procedures for notifying applicants for admission and employment, students and parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Charter School, that Charter School does not discriminate on the basis of sex or mental or physical disability in the educational programs or activities which it operates, and that it is required by Title IX and Section 504 not to discriminate on any such basis.

Charter School shall establish and provide a uniform complaint procedure in accordance with applicable federal and state laws and regulations, including but not limited to all applicable requirements of *California Code of Regulations*, title 5, section 4600 et seq.

Charter School shall adhere to all applicable federal and state laws and regulations regarding pupil fees, including Education Code sections 49010 - 49013, and extend its uniform complaint procedure to complaints filed pursuant to Education Code section 49013.

Charter School shall extend its uniform complaint procedure to complaints filed pursuant to the Local Control Funding Formula legislation provisions set forth in Education Code section 52075.

RESPONDING TO INQUIRIES

Charter School, including its nonprofit corporation shall promptly respond to all reasonable inquiries, including but not limited to inquiries regarding financial records from the District, and shall cooperate with the District regarding any inquiries. Charter School acknowledges that Charter School, including but not limited to its nonprofit corporation, is subject to audit by LAUSD, including, without limitation, audit by the District Office of the Inspector General. Charter School shall provide the District with current, complete, and accurate contact information for Charter School, Charter School administrators, and Board members.

If an allegation or other evidence of waste, fraud, abuse, or other material violation of law related to Charter School's operations, or breach of the Charter, is received or discovered by the District, Charter School, including but not limited to its nonprofit corporation, employees, and representatives, shall cooperate with any resulting inquiry and/or investigation undertaken by the District and/or the Office of the Inspector General Investigations Unit.

Charter School acknowledges and agrees that persons and entities that directly exercise control over the expenditure of Charter School's public funds shall be subject to all necessary and appropriate District charter school oversight.

NOTIFICATION OF THE DISTRICT

Charter School shall notify the Charter Schools Division (CSD) in writing of any citations or notices of workplace hazards, investigations by outside governmental regulatory or investigative agencies, lawsuits, changes in corporate or legal status (e.g., loss of IRS 501(c)(3) status), or other formal complaints or notices, within one week of receipt of such notices by Charter School. Unless prohibited by law, Charter School shall notify the CSD in writing of any internal investigations within one week of commencing investigation. Charter School shall notify the CSD within 24 hours of any dire emergency or serious threat to the health and safety of students or staff.

STUDENT RECORDS

Upon receipt of a student records request from a receiving school/school district, Charter School shall transfer a copy of the student's complete cumulative record within ten (10) school days in accordance with Education Code section 49068 and all student confidentiality and privacy laws including compliance with the Family Educational Rights and Privacy Act (FERPA). Charter School shall comply with the requirements of California Code of Regulations, title 5, section 3024, regarding the transfer of student special education records. In the event Charter School closes, Charter School shall comply with the student records transfer provisions in Element 15. Charter School shall comply with the requirements of Education Code section 49060 et seq., which include provisions regarding rights to access student records and transfer of records for youth in foster care.

PARENT ENGAGEMENT

Charter School shall not require a parent or legal guardian of a prospective or enrolled student to perform volunteer service hours, or make payment of fees or other monies, goods, or services in lieu of performing volunteer service, as a condition of his/her child's admission, continued enrollment, attendance, or participation in the school's educational activities, or otherwise discriminate against a student in any manner because his/her parent cannot, has not, or will not provide volunteer service to Charter School.

The Charter School may encourage parental involvement, but shall notify the parents and guardians of applicant students and currently enrolled students that parental involvement is not a requirement for acceptance to, or continued enrollment at, the Charter School. (Ed. Code § 47605(n).)

FEDERAL PROGRAM COMPLIANCE

As a recipient of federal funds, Charter School has agreed to meet all applicable programmatic, fiscal and other regulatory requirements of the Elementary and Secondary Education Act (ESEA, also known as Every Student Succeeds Act (ESSA)) and other applicable federal programs. Charter School understands that it is a local educational agency (LEA) for purposes of federal compliance and reporting purposes. Charter School agrees that it will keep and make available to the District any documentation necessary to demonstrate compliance with the requirements of ESEA and other applicable federal programs. Charter School also acknowledges that, as part of its oversight of Charter School, the District may conduct program review for federal as well as state compliance.

Element 5 – Employee Qualifications

“The qualifications to be met by individuals to be employed by the charter school.” (Ed. Code § 47605(c)(5)(E).)

EQUAL EMPLOYMENT OPPORTUNITY

Charter School acknowledges and agrees that all persons are entitled to equal employment opportunity. Charter School shall not discriminate against applicants or employees on the basis of race, color, religion, sex, gender, gender expression, gender identity, sexual orientation, pregnancy, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, genetic information, military and veteran status, or any other characteristic protected by California or federal law. Equal employment opportunity shall be extended to all aspects of the employer-employee relationship, including but not limited to recruitment, selection, hiring, upgrading, training, promotion, transfer, discipline, layoff, recall, and dismissal from employment.

ESEA/ESSA AND CREDENTIALING REQUIREMENTS

Charter School shall adhere to all requirements of the Elementary and Secondary Education Act (ESEA, also known as Every Student Succeeds Act (ESSA)) that are applicable to teachers and paraprofessional employees. Charter School shall ensure that all teachers are appropriately

assigned and fully credentialed in accordance with applicable state requirements for certificated employment, including but not limited to the provisions of Education Code section 47605(l). Charter School shall maintain current copies of all teacher credentials and make them readily available for inspection.

Element 6 – Health and Safety Procedures

“The procedures that the charter school will follow to ensure the health and safety of pupils and staff. These procedures shall require all of the following:

(i) That each employee of the charter school furnish it with a criminal record summary as described in Section 44237

(ii) For all schools, the development of a school safety plan, which shall include the safety topics listed in subparagraphs (A) to (K), inclusive, of paragraph (2) of subdivision (a) of Section 32282. For schools serving pupils in any of grades 7 to 12, inclusive, the development of a school safety plan shall also include the safety topic listed in subparagraph (L) of paragraph (2) of subdivision (a) of Section 32282 (iii) That the school safety plan be reviewed and updated by March 1 of every year by the charter school.” (Ed. Code § 47605(c)(5)(F).)

HEALTH, SAFETY AND EMERGENCY PREPAREDNESS PLAN

Charter School shall comply with all applicable federal, state, and local requirements related to school and student health, safety, and emergency preparedness.

If Charter School occupies and/or operates on a District facility, Charter School shall comply with all District health, safety, and emergency procedures and requirements applicable to District facilities and related operations, and shall be subject to inspection by the District’s Facilities Services Division, Office of Environmental Health and Safety, and other District offices in the same manner as other LAUSD campuses.

Charter School shall adopt, implement, and maintain at all times a current, comprehensive, and site-specific Health, Safety, and Emergency Preparedness Plan (“Plan”), which must include but is not limited to provisions for building and site emergency evacuation, the acquisition and maintenance of adequate onsite emergency supplies. The Plan must include Charter School’s requirements and procedures for protecting student health and safety during off-campus school-sponsored activities, including but not limited to field trips and transportation. Charter School shall ensure that all staff members receive annual training on Charter School’s health, safety, and emergency procedures, including but not limited to training on bloodborne pathogens, and shall maintain a calendar for, and conduct, emergency response drills for students and staff.

Charter School shall periodically review, and update and/or modify as necessary, its Health, Safety, and Emergency Preparedness Plan, and keep it readily available for on-site use. Charter School shall provide a copy of the Health, Safety, and Emergency Preparedness Plan for review upon CSD request.

Comprehensive School Safety Plan

The Charter School shall adopt a Comprehensive School Safety Plan, to be reviewed and updated by March 1 of every year, which shall include, but not be limited to: (1) an assessment of the current status of school crime committed on Charter School facilities and at Charter School-related functions; and (2) identifying appropriate strategies and programs that will provide or maintain a high level of school safety and address the Charter School's procedures for complying with applicable laws related to school safety, which shall include the development of all of the following pursuant to Education Code section 32282(a)(2)(A)-(J):

- Child abuse reporting procedures
- Routine and emergency disaster procedures
- Policies for students who committed an act under Section 48915 and other Charter School-designated serious acts leading to suspension, expulsion, or mandatory expulsion recommendations
- Procedures to notify teachers of dangerous students pursuant to Education Code section 49079
- A discrimination and harassment policy consistent with Education Code section 200
- Provisions of any schoolwide dress code that prohibits students from wearing "gang-related apparel" if applicable
- Procedures for safe ingress and egress of pupils, parents, and employees to and from the Charter School
- A safe and orderly environment conducive to learning at the Charter School
- The rules and procedures on Charter School discipline
- Procedures for conducting tactical responses to criminal incidents, including procedures related to individuals with guns on Charter School campus(es) and at school-related functions.

CHILD ABUSE AND NEGLECT MANDATED REPORTER TRAINING

Charter School shall provide all employees, and other persons working on behalf of Charter School who are mandated reporters, with annual training on child abuse detection and reporting, which shall occur within the first six weeks of each school year, or within the first six weeks of a person's employment if employed after the beginning of the school year, in accordance with the requirements of Education Code section 44691.

Medication in School

The Charter School will adhere to Education Code section 49423 regarding administration of medication in school. Charter School shall stock and maintain the required number and type of emergency epinephrine auto-injectors onsite and provide training to employee volunteers in the storage and use of the epinephrine auto-injector as required by Education Code section 49414 and section 4119.2 of the Business and Professions Code, as they may be amended from time to time.

ATHLETIC PROGRAMS

Charter School shall comply with the requirements of Education Code section 49475, with respect to any athletic program (as defined in Education Code section 49475) offered by or on behalf of Charter School.

If the Charter School offers an interscholastic athletic program, it shall develop and post a written emergency action plan that describes procedures to be followed in the event of sudden cardiac arrest and other medical emergencies, acquire and regularly test and maintain at least one automated external defibrillator (AED) for the Charter School, and make the AED available at on-campus athletic activities or events according to the requirements of Education Code sections 35179.4 and 35179.6.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Charter School, including its employees, officers, and representatives, shall comply with the Family Educational Rights and Privacy Act (FERPA) and Education Code section 49060 et seq. at all times.

CRIMINAL BACKGROUND CLEARANCES AND FINGERPRINTING

Charter School shall comply with all requirements of Education Code sections 44237 and 45125.1. Charter School shall designate and maintain at all times at least one Custodian of Records duly authorized by the California Department of Justice.

Charter School shall maintain on file and available for inspection evidence that (1) Charter School has performed criminal background checks and cleared for employment all employees prior to employment; (2) Charter School has obtained certification from each of its contracting entities/independent contractors that the entity/contractor has conducted required criminal background clearances for its employees prior to provision of schoolsite services and/or any contact with students, and has requested subsequent arrest notification service; and (3) Charter School has performed criminal background checks and cleared for service all volunteers not directly supervised by staff and who may have contact with students. Charter School shall also ensure that it requests and receives subsequent arrest notifications from the California Department of Justice for all employees and volunteers not directly supervised by staff. Upon request, Charter School shall provide a copy of Department of Justice confirmation of Custodian of Records status for each Custodian of Records. Charter School, including its administrators and officers, shall comply with the requirements of Education Code section 44030.5.

All teachers in Charter School shall obtain a certificate of clearance and satisfy the requirements for professional fitness pursuant to Education Code sections 44339, 44340, and 44341.

TRANSPORTATION SERVICES

Effective July 1, 2025, Charter School shall comply with the requirements of Education Code Section 39875(c), if applicable, relating to background checks and testing for individuals providing transportation services for students.

WORKPLACE VIOLENCE PREVENTION PLAN

Effective July 1, 2024, Charter School shall establish, implement, and maintain, at all times in all work areas, an effective workplace violence prevention plan, consistent with the requirements of Labor Code Section 6401.9.

HOMICIDE THREATS

Charter School shall comply with all requirements under Education Code sections 49390-49395 regarding mandatory reporting in response to homicidal threats. All Charter School employees and governing board members who are alerted to or who observe any threat or perceived threat in writing or through an action of a student that creates a reasonable suspicion that the student is preparing to commit a homicidal act related to school or a school activity shall make a report to law enforcement.

IMMUNIZATION AND HEALTH SCREENING REQUIREMENTS

Charter School shall require all employees, and any volunteer or vendor/contracting entity employee who may have frequent or prolonged contact with students, to undergo a risk assessment and/or be examined and determined to be free of active tuberculosis (TB) within the period of 60 days prior to employment/service, or otherwise meet the requirements of Education Code section 49406. Charter School shall maintain TB clearance records and certificates on file.

Charter School shall comply with all federal and state legal requirements related to student immunization, health examination, and health screening, including but not limited to screening for vision, hearing, and scoliosis pursuant to Education Code section 49450 et seq, to the same extent as would be required if the students were attending a non-charter public school. Charter School shall maintain student immunization, health examination, and health screening records on file.

MENTAL HEALTH EDUCATION

If Charter School offers one or more courses in health education to students in middle or high school, Charter School shall include in those courses instruction in mental health that meets the requirements of Education Code section 51925, *et seq.*

MENTAL HEALTH INFORMATION

Charter School shall create and post a poster at the schoolsite identifying approaches and resources addressing student mental health in compliance with Education Code section 49428.5. The poster shall be displayed in English and any primary language spoken by 15 percent or more of students enrolled at the schoolsite as determined pursuant to Education Code section 48985. The poster shall be prominently and conspicuously displayed in appropriate public areas that are accessible to, and commonly frequented by, students at the schoolsite. The poster shall also be digitized and distributed online to students through social media, internet websites, portals, and learning platforms at the beginning of each school year.

SAFE PLACE TO LEARN ACT

Charter School shall comply with all applicable requirements of the Safe Place to Learn Act, Education Code section 234 et seq.

GUN SAFETY NOTICE

Pursuant to Education Code section 49392, at the beginning of the first semester of each school year, Charter School shall distribute a notice to the parents/guardians of each student addressing California's child gun access prevention laws and laws related to firearm safety utilizing the most updated model language published by the California Department of Education.

SUICIDE PREVENTION POLICY

If Charter School serves students in any grades Transitional Kindergarten/Kindergarten through 12, Charter School shall comply with the requirements of AB 2246 (2016) and AB 1767, codified in Education Code section 215, including but not limited to the requirement that the school's pupil suicide prevention policy shall be developed in consultation with school and community stakeholders, school-employed mental health professionals, and suicide prevention experts and adopted at a regular public hearing. The Charter School shall review, at a minimum every fifth year, its policy on pupil suicide prevention and, if necessary, update its policy. Charter School shall provide the CSD with a copy of its pupil suicide prevention policy for review upon request.

HUMAN TRAFFICKING PREVENTION RESOURCES

If the Charter School serves students in any grades 6-12, it shall identify and implement the most appropriate methods of informing parents/guardians of human trafficking prevention resources as required by Education Code section 49381.

FEMININE HYGIENE PRODUCTS

If the Charter School maintains any combination of classes in grades 6-12 that meets the 40% pupil poverty threshold required to operate a schoolwide program pursuant to Section 6314(a)(1)(A) of Title 20 of the United States Code, then it shall stock at least 50% of its restrooms with feminine hygiene products at all times, and shall not charge students for these products, as required by Education Code section 35292.6.

ALL GENDER RESTROOMS

Pursuant to Education Code section 35292.5, on or before July 1, 2026, Charter School shall provide and maintain at least one all-gender restroom for voluntary student use at each of its schoolsites that has more than one female restroom and more than one male restroom designated exclusively for student use. The restroom shall have signage identifying the bathroom as being open to all genders, it shall remain unlocked, unobstructed, and easily accessible by any student, and be available during school hours and school functions when students are present. Charter School shall designate a staff member to serve as a point of contact and to post a notice regarding these requirements.

NUTRITIONALLY ADEQUATE FREE OR REDUCED-PRICE MEAL

The Charter School shall provide each needy student, as defined in Education Code section 49552, with one nutritionally adequate free or reduced-price meal, as defined in Education Code section 49553(a), during each school day.

RECESS

Except where a field trip or other educational program is taking place, if the Charter School provides recess, to the extent required by Education Code section 49056, Charter School shall provide supervised and unstructured recess, distinct from physical education courses and mealtimes, for at least 30 minutes on regular instructional days and at least 15 minutes on early release days. Charter School shall not restrict a student's recess unless there is an immediate threat to the physical safety of the student or one or more of their peers.

CALIFORNIA HEALTHY YOUTH ACT

The Charter School shall teach sexual health education and human immunodeficiency virus ("HIV") prevention education to students in grades 7-12, at least once in middle school and at least once in high school, pursuant to the California Healthy Youth Act. (Ed. Code § 51930, et seq.)

BULLYING PREVENTION

Charter School shall adopt procedures for preventing acts of bullying, including cyberbullying, and shall annually make available the online training module developed by the California Department of Education pursuant to Education Code section 32283.5(a) to certificated schoolsite employees and all other schoolsite employees who have regular interaction with pupils.

LGBTQ RESOURCES TRAINING

Charter School recognizes that it is encouraged to use schoolsite and community resources developed by the State Department of Education for the support of lesbian, gay, bisexual, transgender, queer, and questioning (LGBTQ) pupils to provide training at least once every 2 years to teachers and other certificated employees at each Charter School schoolsite that serves pupils in grades 7 to 12, to increase support for LGBTQ pupils and thereby improve overall school climate. (Ed. Code § 218.)

TRANSPORTATION SAFETY PLAN

The Charter School shall develop and maintain a transportation safety plan that includes procedures to ensure that a student is not left unattended on a school bus, student activity bus, youth bus, or child care motor vehicle and procedures and standards for designating an adult chaperone, other than the driver, to accompany students on a school activity bus. In addition, the Charter School shall ensure that each school bus, student activity bus, youth bus, or child care motor vehicle is equipped with a child safety alert system that requires the driver to either manually contact or scan the device, thereby prompting the driver to inspect the entirety of the interior of the vehicle before exiting, unless the student activity bus is exempted by law. (Ed. Code § 39831.3; Veh. Code § 28160.)

Element 7 – Means to Achieve Racial and Ethnic, Special Education, and English Learner, including Redesignated Fluent English Proficient Pupils Balance

“The means by which the 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.” (Ed. Code § 47605(c)(5)(G).)

COURT-ORDERED INTEGRATION

Charter School shall comply with all requirements of the *Crawford v. Board of Education, City of Los Angeles* court order and the LAUSD Integration Policy adopted and maintained pursuant to the Crawford court order by the District’s Student Integration Services (collectively the “Court-ordered Integration Program”). The Court-ordered Integration Program applies to all schools within or chartered through LAUSD.

Charter School has set forth below its initial plan for achieving and maintaining the LAUSD’s Racial and Ethnic Balance goal of a 70:30 or 60:40 ratio. (*Ratio represents the percentage of Predominantly Hispanic Black Asian Other (PHBAO) compared to Other White (OW)*). The written plan lists specific dates and locations of recruitment activities that Charter School will undertake in order to achieve the District’s Racial and Ethnic Balance goal. Charter School shall monitor the implementation and outcomes of the initial plan, and modify it as necessary throughout the term of the Charter to achieve the District’s goal. Upon request, Charter School shall provide the District with a copy of its current written plan.

The District receives neither average daily attendance allocations nor Court-ordered Integration Program cost reimbursements for charter school students. The District may receive the Targeted Instructional Improvement Block Grant (TIIBG) for its Court-ordered Integration Program. The District retains sole discretion over the allocation of TIIBG funding, where available, and cannot guarantee the availability of this funding.

Element 8 – Admission Policies and Procedures

“Admission policies and procedures, consistent with subdivision (e).” (Ed. Code § 47605(c)(5)(H).)

DOCUMENTATION OF ADMISSIONS AND ENROLLMENT PROCESSES

Charter School shall maintain complete and accurate records of its annual admissions and enrollment processes, including but not limited to documentation of implementation of lottery and waitlist criteria and procedures in accordance with the terms of the Charter. These records shall be made available to the District upon request.

HOMELESS AND FOSTER YOUTH

Charter School shall adhere to the provisions of the federal McKinney-Vento Homeless Assistance Act and ensure that each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education as provided to other children and

youths. Charter School shall provide specific information, in its outreach materials, websites, at community meetings, open forums, and regional center meetings, that notifies parents that Charter School will enroll and provide services for all students, and provides a standard District contact number for access to additional information regarding enrollment.

Charter School shall comply with all applicable federal and state laws regarding homeless and foster youth, including but not limited to the provisions of AB 379 (2015) and Chapter 5.5 (commencing with Section 48850) of Part 27 of Division 4 of Title 2 of the Education Code, as amended from time to time. Charter School shall extend its uniform complaint procedure to complaints filed pursuant to the applicable provisions of AB 379.

NON-DISCRIMINATION

Charter School shall not require a parent/legal guardian/student to provide information regarding a student's disability, gender, gender identity, gender expression, nationality, legal or economic status, primary language or English Learner status, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in section 422.55 of the Penal Code, including immigration status, or any other information that would violate federal or state law, prior to admission, participation in any admissions or attendance lottery, or pre-enrollment event or process, or as a condition of admission or enrollment. Charter School may request, at the time of, and as part of, conducting its lottery process, the provision of information necessary to apply specific admissions preferences set forth in this Charter.

Charter School shall not request or require submission of a student's IEP, Section 504 Plan, or any other record or related information prior to admission, participation in any admissions or attendance lottery, or pre-enrollment event or process, or as a condition of admission or enrollment.

Charter School shall not discourage a student from enrolling or seeking to enroll in the Charter School, nor encourage a current student from disenrolling, for any reason, including, but not limited to, the student's academic performance, nationality, race, ethnicity, or sexual orientation or because the student is a student with disabilities, academically low achieving, an English learner, neglected or delinquent, homeless, economically disadvantaged, or a foster youth. The Charter School shall not request or require a student's records to be submitted before enrollment. The Charter School shall post on its web site the California Department of Education notice of these requirements and shall provide the notice to parents/guardians or students age 18 and older when the parent/guardian or student inquiries about enrollment, before conducting an enrollment lottery, and before disenrollment of a student. (Ed. Code §§ 47605, 47605.6)

Charter School shall adopt policy that is consistent with the model policy developed by the California Attorney General addressing the Charter School's response to immigration enforcement, notify parents/guardians of their children's right to a free public education regardless of immigration status or religious beliefs, prohibit the collection of information or documents regarding the immigration status of students or their family members, and fulfill other requirements of Education Code section 234.7.

PREGNANT AND PARENTING STUDENT ACCOMMODATIONS

Charter School shall provide specified accommodations to pregnant and parenting students, including, but not limited to, the provision of parental leave and reasonable accommodations on campus to a lactating student to express breast milk, breastfeed an infant child, or address other needs related to breastfeeding. The Charter School shall notify pregnant and parenting students and parents/guardians of the rights and options available to pregnant and parenting students. (Ed. Code §§ 222, 222.5, 46015.)

SEXUAL HARASSMENT POLICY NOTICE

The Charter School shall create a poster that notifies students of the applicable policy on sexual harassment in accordance with Education Code section 231.6, and shall prominently and conspicuously display the poster in each bathroom and locker room at each schoolsite and in public areas at each schoolsite.

If the charter school offers competitive athletics, annually post on the school's web site or on the web site of the charter operator the total enrollment of the school classified by gender, the number of students who participate in competitive athletics classified by gender, and the number of boys' and girls' teams classified by sport and by competition level. If Charter School operates multiple school sites, this information shall be disaggregated by school site. (Ed. Code § 221.9.)

Element 9 – Annual Financial Audits

“The manner in which annual, independent financial audits shall be conducted, which shall employ generally accepted accounting principles, and the manner in which audit exceptions and deficiencies shall be resolved to the satisfaction of the chartering authority.” (Ed. Code § 47605(c)(5)(I).)

Charter School shall provide for an annual audit that shall be conducted in compliance with applicable state and federal laws, including but not limited to the requirements of Education Code sections 47605(b)(c)(I) and 41020 as they may be amended from time to time. Charter School shall ensure compliance with the requirements of section 41020(f)(2), which makes it unlawful, absent an Education Audits Appeal Panel waiver, for a public accounting firm to provide audit services to a local educational agency if the lead audit partner, or coordinating audit partner, having primary responsibility for the audit, or the audit partner responsible for reviewing the audit, has performed audit services for that local educational agency in each of the six previous years.

The following reports will be submitted to LAUSD, in the required format and within timelines to be specified by LAUSD, each year:

- a. Provisional Budget – Spring prior to operating fiscal year
- b. Final Budget – July of the budget fiscal year
- c. First Interim Projections – November of operating fiscal year
- d. Second Interim Projections – February of operating fiscal year

- e. Unaudited Actuals – July following the end of the fiscal year
 - f. Audited Actuals – December 15 following the end of the fiscal year
 - g. Classification Report – monthly according to Charter School’s Calendar
 - h. Statistical Report – monthly according to Charter School’s Calendar of Reports
- In addition:
- P1, first week of January
 - P2, first week of April
- i. Instructional Calendar – annually five weeks prior to first day of instruction
 - j. Other reports as requested by the District

Element 10 – Suspension and Expulsion Procedures

“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.

(iii) Contain a clear statement that no pupil shall be involuntarily removed by the charter school for any reason unless the parent or guardian of the pupil has been provided written notice of intent to remove the pupil no less than five schooldays before the effective date of the action. The written notice shall be in the native language of the pupil or the pupil’s parent or guardian or, if the pupil is a foster child or youth or a homeless child or youth, the pupil’s educational rights holder, and shall inform the pupil, the pupil’s parent or guardian, or the pupil’s educational rights holder of the right to initiate the procedures specified in clause (ii) before the effective date of the action. If the pupil’s parent, guardian, or educational rights holder initiates the procedures specified in clause (ii), the pupil shall remain enrolled and shall not be removed until the charter school issues a final decision. For purposes of this clause, “involuntarily removed” includes disenrolled, dismissed, transferred, or terminated, but does not include suspensions specified in clauses (i) and (ii).

(iv) A foster child’s educational rights holder, attorney, and county social worker and an Indian child’s tribal social worker and, if applicable, county social worker shall have the same rights a parent or guardian of a child has to receive a suspension notice, expulsion notice, manifestation determination notice, involuntary transfer notice, and other documents and related information.” (Ed. Code § 47605(c)(5)(J).)

GENERAL PROVISIONS

Charter School shall provide due process for all students, including adequate and timely notice to parents/guardians and students of the grounds for all suspension and expulsion recommendations and decisions and their due process rights regarding suspension and expulsion, including rights of appeal.

Charter School shall ensure that its policies and procedures regarding suspension and expulsion will be periodically reviewed, and modified as necessary, in order to conform to changes in state law.

Charter School shall ensure that its staff is knowledgeable about and complies with the District's Discipline Foundation Policy and/or current equivalent policy.. Charter School shall comply with the terms of the School Discipline Policy and School Climate Bill of Rights resolution adopted by the LAUSD Board of Education on May 6, 2013.

Charter School shall be responsible for the appropriate interim placement of students during and pending the completion of Charter School's student expulsion process and shall facilitate the post-expulsion placement of expelled students.

Charter School shall document and implement the alternatives to suspension and expulsion that Charter School utilizes in response to attendance-related concerns, e.g. truancy or excessive tardiness.

No student shall be involuntarily removed by the Charter School for any reason unless the parent or guardian of the student has been provided written notice of intent to remove the student no less than five schooldays before the effective date of the action. The written notice shall be in the native language of the student or the student's parent or guardian or, if the student is a foster child or youth or a homeless child or youth, the student's educational rights holder, and shall inform him or her of the basis for which the pupil is being involuntarily removed and his or her right to request a hearing to challenge the involuntary removal. If a parent, guardian, or educational rights holder requests a hearing, the Charter School shall utilize the same hearing procedures specified below for expulsions, before the effective date of the action to involuntarily remove the student. If the student's parent, guardian, or educational rights holder requests a hearing, the student shall remain enrolled and shall not be removed until the Charter School issues a final decision. As used herein,

"involuntarily removed" includes disenrolled, dismissed, transferred, or terminated, but does not include removals for misconduct which may be grounds for suspension or expulsion as enumerated in this section.

HOMEWORK TO SUSPENDED STUDENTS

For any student who has been suspended from school for two or more schooldays, Charter School shall provide student with the homework the student would otherwise have been assigned if requested by the student or student's parent/guardian. If a homework assignment is requested and turned in to the student's teacher either upon the student's return to school from suspension

or within the timeframe originally prescribed by the teacher, whichever is later, but it is not graded before the end of the academic term, then that assignment shall not be included in the calculation of the pupil's overall grade in the class. (Ed. Code § 48913.5)

STUDENTS WITH DISABILITIES

Charter School shall establish and implement policies and procedures to ensure full compliance with federal and state laws and regulations regarding the discipline of students with disabilities. If a student is recommended for expulsion and the student receives or is eligible for special education, pending the completion of the expulsion process, Charter School shall identify and provide special education programs and services at an appropriate interim educational placement determined in coordination with the LAUSD Division of Special Education.

In the case of a student who has an Individualized Education Program ("IEP"), or a student who has a Section 504 Plan, Charter School shall ensure that it follows correct disciplinary procedures to comply with the mandates of state and federal laws, including IDEA and section 504 of the Rehabilitation Plan of 1973. As set forth in the MOU regarding special education between the District and Charter School, an IEP team will meet to conduct a manifestation determination and to discuss alternative placement utilizing the District's Special Education Policies and Procedures Manual. Prior to recommending expulsion for a student with a Section 504 Plan, Charter School's administrator will convene a Link Determination meeting to ask the following two questions:

- A. Was the misconduct caused by, or directly and substantially related to the student's disability?
- B. Was the misconduct a direct result of the Charter School's failure to implement Section 504?

NOTIFICATION OF THE DISTRICT

Upon expelling any student, Charter School shall notify the Charter Schools Division by submitting an expulsion packet to the CSD immediately or as soon as practicable, which shall contain:

- Completed "Notification of Charter School Expulsion" [form available from the CSD website or office], including attachments as required on the form
- Documentation of the expulsion proceeding, including statement of specific facts supporting the expulsion and documentation that Charter School's policies and procedures were followed
- Copy of parental notice of expulsion hearing
- Copy of expulsion notice provided to parent stating reason for expulsion, term of expulsion, rehabilitation plan, reinstatement notice with eligibility date and instructions for providing proof of student's compliance for reinstatement, appeal process, and options for enrollment
- If the student is eligible for Special Education, documentation related to expulsion in compliance with IDEA including the Expulsion Analysis page of the pre-expulsion IEP

- If the student is eligible for Section 504 accommodations, documentation that Charter School conducted a Link Determination meeting to address two questions:
 - A. Was the misconduct caused by, or directly and substantially related to the student's disability?
 - B. Was the misconduct a direct result of Charter School's failure to implement Section 504 Plan?

Notwithstanding and apart from the documentation sent to the Charter Schools Division as indicated above, if the student is a resident of a school district other than LAUSD, Charter School must notify the superintendent of the student's district of residence within 30 days of the expulsion. Additionally, upon request of the receiving school district, Charter School shall forward student records no later than 10 school days from the date of the request as stated in Education Code section 49068 (a) and (b).

OUTCOME DATA

Charter School shall gather and maintain all data related to placement, tracking, and monitoring of student suspensions, expulsions, involuntary removals, and reinstatements, and make such outcome data readily available to the District upon request.

REHABILITATION PLANS

Pupils who are expelled from Charter School shall be given a rehabilitation plan upon expulsion as developed by Charter School's governing board at the time of the expulsion order, which may include, but is not limited to, periodic review as well as assessment at the time of review for readmission. Terms of expulsion should be reasonable and fair with the weight of the expelling offense taken into consideration when determining the length of expulsion. Therefore, the rehabilitation plan should include a date not later than one (1) year from the date of expulsion when the pupil may apply to Charter School for readmission. Charter School shall inform parents in writing of its processes for reinstatement and applying for expungement of the expulsion record.

READMISSION

Charter School's governing board shall adopt rules establishing a procedure for the filing and processing of requests for readmission and the process for the required review of all expelled pupils for readmission. Upon completion of the readmission process, Charter School's governing board shall readmit the pupil, unless Charter School's governing board makes a finding that the pupil has not met the conditions of the rehabilitation plan or continues to pose a danger to campus safety. A description of the procedure shall be made available to the pupil and the pupil's parent or guardian at the time the expulsion order is entered and the decision of the governing board, including any related findings, must be provided to the pupil and the pupil's parent/guardian within a reasonable time.

REINSTATEMENT

Charter School's governing board shall adopt rules establishing a procedure for processing reinstatements, including the review of documents regarding the rehabilitation plan. Charter School is responsible for reinstating the student upon the conclusion of the expulsion period in a timely manner.

GUN-FREE SCHOOLS ACT

Charter School shall comply with the federal Gun-Free Schools Act.

Element 11 – Employee Retirement Systems

“The manner by which staff members of the charter schools will be covered by the State Teachers’ Retirement System, the Public Employees’ Retirement System, or federal social security.” (Ed. Code § 47605(c)(5)(K).)

Charter School shall comply in a timely manner with all applicable federal and state laws and regulations, as they may change from time to time, including but not limited to Internal Revenue Code section 414(d) and related regulations, governing Charter School's participation in, and/or coverage of its staff members by, the State Teachers' Retirement System (CalSTRS), the Public Employees' Retirement System (CalPERS), and/or federal social security.

If Charter School participates in, or otherwise covers its staff members by enrolling or continuing their enrollment in, a “government plan” governed by section 414(d) (e.g., CalPERS), upon dissolution or final liquidation of Charter School, and/or its nonprofit public benefit corporation, notwithstanding any provision in Element 15 to the contrary, Charter School shall distribute its net assets in accordance with section 414(d), related regulations, and the government plan's requirements.

If Charter School participates in CalSTRS and/or CalPERS, Charter School shall continue such participation for the duration of Charter School's existence under the same CDS code, if mandated by applicable legal and retirement plan requirements.

Element 12 – Public School Attendance Alternatives

“The public school attendance alternatives for pupils residing within the school district who choose not to attend charter schools.” (Ed. Code § 47605(c)(5)(L).)

Pupils of Charter School do not have or gain any right to admission in a particular school of any school district, or program of any school district, as a consequence of applying to or enrolling in Charter School, except to the extent that such a right is extended by the school district.

A pupil who chooses not to attend Charter School may attend a public school within the pupil's school district of residence in accordance with applicable law and that school district's policies and procedures. The pupil alternatively may seek to enroll in another charter school in accordance with applicable law and the terms of the school's charter. If LAUSD is the pupil's school district of residence, an eligible pupil may pursue an inter-district transfer, if available, in accordance

with the admission, enrollment, and transfer policies and procedures of the District, as they may change from time to time.

Element 13 – Rights of District Employees

“The rights of an employee of the school district upon leaving the employment of the school district to work in a charter school, and of any rights of return to the school district after employment at a charter school.” (Ed. Code § 47605(c)(5)(M).)

Employees of the District who choose to leave the employment of the District to work at Charter School shall have no automatic rights of return to the District after employment at Charter School unless specifically granted by the District through a leave of absence or other agreement or policy of the District as aligned with the collective bargaining agreements of the District. Leave and return rights for District union-represented employees and former employees who accept employment with Charter School will be administered in accordance with applicable collective bargaining agreements and any applicable judicial rulings.

Element 14 – Mandatory Dispute Resolution

“The procedures to be followed by the charter school and the entity granting the charter to resolve disputes relating to provisions of the charter.” (Ed. Code § 47605(c)(5)(N).)

GENERAL PROVISIONS

Any claim, controversy or dispute between the District and Charter School arising out of, or relating to, this Charter, except for any claim, controversy or dispute related to the authorization, non-renewal, revision, and/or revocation of this Charter, (“Dispute”) shall be resolved pursuant to the terms of this Element 14.

Notwithstanding any other provision of law, each party shall bear and be solely responsible for all of its own attorneys’ fees, costs and expenses associated with any Dispute, including, but not limited to, any written/oral communication, meeting, Issues Conference, mediation, arbitration, administrative and/or civil action (including all levels of appeal), and no party shall be ordered to pay, or be awarded, any other party’s attorneys’ fees, costs or expenses in connection therewith, regardless of who may be deemed the prevailing party. Any fees, costs and expenses charged by a mediator or arbitrator (including all associated administration fees, costs and expenses) shall be shared equally by the parties regardless of the outcome or award. To that effect, any order or award of attorneys’ fees, costs and/or expenses, or mediator’s or arbitrator’s fees, costs or expenses (including any associated administration fees, costs and expenses), issued by a mediator, arbitrator, judicial officer (including all levels of appeal) or jury in any Dispute shall be deemed invalid as a matter of law and unenforceable by one party against the other party.

PROPOSITION 39 DISPUTES

Any Dispute related to or arising out of Education Code section 47614 and/or its implementing regulations set forth in California Code of Regulations, title 5, section 11969 et seq. ("Proposition 39"), shall be resolved in accordance with the procedures set forth below:

- 1) Any Dispute shall be communicated in writing ("Written Notification"). The Written Notification must identify the nature of the Dispute and all supporting facts. The Written Notification shall be tendered to the other party by personal delivery, by facsimile or e-mail, or by certified mail. The Written Notification shall be deemed received (a) if personally delivered, upon date of delivery to the address of the person to receive such notice if delivered by 5:00 p.m., or otherwise on the business day following personal delivery; (b) if by facsimile or e-mail, upon electronic confirmation of receipt; or (c) if by certified mail, two (2) business days after deposit in the U.S. Mail.

Unless directed otherwise, all Written Notifications to the District and Charter School shall be addressed respectively as follows:

Director
Charter Schools Division
Los Angeles Unified School District
333 South Beaudry Avenue, 20th Floor
Los Angeles, California 90017

Director/Principal
[Charter School Name]
[Charter School Address]

- 2) A written response ("Written Response") shall be tendered to the other party within fifteen (15) business days from the date of receipt of the Written Notification or other date as determined by mutual agreement of the parties. The Written Response shall be tendered to the other party by personal delivery, by facsimile or e-mail, or by certified mail. The Written Response shall be deemed received (a) if personally delivered, upon date of delivery to the address of the person to receive such communication if delivered by 5:00 p.m., or otherwise on the business day following personal delivery; (b) if by facsimile or e-mail, upon electronic confirmation of receipt; or (c) if by certified mail, two (2) business days after deposit in the U.S. Mail.
- 3) If the Dispute has not been resolved by mutual agreement from the Written Response, the parties agree to schedule a conference to discuss the Dispute identified in the Written Notice ("Issue Conference"). The Issue Conference shall take place within fifteen (15) business days from the date on which the Written Response is received by the other party or other date as determined by mutual agreement of the parties.
- 4) If the Dispute has not been resolved by mutual agreement at the Issue Conference, either party may then request that the Dispute be resolved by mediation. Within fifteen (15) business days of the date of the request for mediation or other date as determined by mutual agreement of the parties, the parties shall mutually agree upon the selection of a mediator.

If the parties are unable to mutually agree upon the selection of a mediator, the mediator shall be selected from a list of mediators prepared and provided by the American Arbitration Association. Mediation proceedings shall commence within thirty (30) business days of the date of the request for mediation or other date as determined by mutual agreement of the parties, and conclude within forty (40) business days of the date of the request for mediation or other date as determined by mutual agreement of the parties. Unless the parties mutually agree otherwise, mediation proceedings shall be administered in accordance with the commercial mediation procedures of the American Arbitration Association.

- 5) If the mediation is not successful, either party may then initiate a civil action. Venue for any civil action between the parties shall be the Los Angeles County Superior Court.

NON-PROPOSITION 39 DISPUTES

Any Dispute not related to or arising out of Proposition 39 shall be resolved in accordance with the procedures set forth below:

- 1) Any Dispute shall be communicated in writing (“Written Notification”). The Written Notification must identify the nature of the Dispute and any supporting facts. The Written Notification shall be tendered to the other party by personal delivery, by facsimile, or by certified mail. The Written Notification shall be deemed received (a) if personally delivered, upon date of delivery to the address of the person to receive such notice if delivered by 5:00 p.m., or otherwise on the business day following personal delivery; (b) if by facsimile, upon electronic confirmation of receipt; or (c) if by mail, two (2) business days after deposit in the U.S. Mail.

Unless directed otherwise all Written Notifications to the District and Charter School shall be addressed respectively as follows:

Director
Charter Schools Division
Los Angeles Unified School District
333 South Beaudry Avenue, 20th Floor
Los Angeles, California 90017

Director/Principal
[Charter School]
[Charter School Address]

- 2) A written response (“Written Response”) shall be tendered to the other party within twenty (20) business days from the date of receipt of the Written Notification or other date as determined by mutual agreement of the parties. The Written Response shall be tendered to the other party by personal delivery, by facsimile or e-mail, or by certified mail. The Written Response shall be deemed received (a) if personally delivered, upon date of delivery to the address of the person to receive such communication if delivered by 5:00 p.m., or otherwise on the business day following personal delivery; (b) if by facsimile or e-mail, upon

electronic confirmation of receipt; or (c) if by certified mail, two (2) business days after deposit in the U.S. Mail.

- 3) If the Dispute has not been otherwise resolved by mutual agreement, the parties agree to schedule a conference to discuss the Dispute identified in the Written Notice (“Issue Conference”). The Issue Conference shall take place within fifteen (15) business days from the date from the date on which the Written Response is received by the other party or other date as determined by mutual agreement of the parties.
- 4) If the Dispute has not been resolved by mutual agreement at the Issue Conference, either party may then request that the Dispute be resolved by mediation. Within fifteen (15) business days of the date of the request for mediation or other date as determined by mutual agreement of the parties, the parties shall mutually agree upon the selection of a mediator. If the parties are unable to mutually agree upon the selection of a mediator, the mediator shall be selected from a list of mediators prepared and provided by the American Arbitration Association. Mediation proceedings shall commence within thirty (30) business days of the date of the request for mediation or other date as determined by mutual agreement of the parties. Unless the parties mutually agree otherwise, mediation proceedings shall be administered in accordance with the commercial mediation procedures of the American Arbitration Association.
- 5) If the mediation is not successful, then the parties agree to resolve the Dispute by binding arbitration conducted by a single arbitrator. Unless the parties mutually agree otherwise, arbitration proceedings shall be administered in accordance with the commercial arbitration rules of the American Arbitration Association. The arbitrator must be an active member of the State Bar of California or a retired judge of the state or federal judiciary of California.

Element 15 – Charter School Closure Procedures

“The procedures to be used if the charter school closes. The procedures shall ensure a final audit of the charter school to determine the disposition of all assets and liabilities of the charter school, including plans for disposing of any net assets and for the maintenance and transfer of pupil records.” (Ed. Code § 47605(c)(5)(O).)

REVOCATION OF THE CHARTER

The District may revoke the Charter pursuant to the provisions set forth in the Charter Schools Act of 1992, as they may be amended from time to time. The District may revoke the Charter of Charter School if the District finds, through a showing of substantial evidence, that Charter School did any of the following:

- Charter School committed a material violation of any of the conditions, standards, or procedures set forth in the Charter.
- Charter School failed to meet or pursue any of the pupil outcomes identified in the Charter.

- Charter School failed to meet generally accepted accounting principles, or engaged in fiscal mismanagement.
- Charter School violated any provision of law.

Prior to revocation, and in accordance with Education Code section 47607(g) and state regulations, the LAUSD Board of Education will notify Charter School in writing of the specific violation, and give Charter School a reasonable opportunity to cure the violation, unless the LAUSD Board of Education determines, in writing, that the violation constitutes a severe and imminent threat to the health or safety of the pupils. Revocation proceedings are not subject to the dispute resolution provisions set forth in this Charter.

Pursuant to Education Code section 47607.3, a charter school identified for needing assistance and provided advice and assistance from the California Collaborative for Educational Excellence based on failure to satisfy state evaluation rubrics may be subject to revocation.

CLOSURE ACTION

The decision to close Charter School, by the governing board of Charter School must be documented in a “Closure Action”. A Closure Action shall be deemed to have been automatically taken when any of the following occur: the Charter is revoked (subject to the provisions of Education Code section 47607(f)) or non-renewed by the LAUSD Board of Education and Charter School has exhausted its revocation or non-renewal administrative appeal rights pursuant to Education Code sections 47605(k) and 47607(j), or its administrative appeal rights have lapsed, or the charter school voluntarily closes at any stage of the administrative appeal process; the governing board of Charter School votes to close Charter School; or the Charter lapses.

CLOSURE PROCEDURES

The procedures for charter school closure set forth below are guided by Education Code sections 47604.32, 47605, and 47607 as well as California Code of Regulations, title 5, sections 11962 and 11962.1, and are based on “Charter Schools Closure - Requirements and Recommendations” posted on the California Department of Education website. All references to “Charter School” apply to Charter School, including its nonprofit corporation and governing board.

Designation of Responsible Person(s) and Funding of Closure

Prior to or at the time of the taking of a Closure Action by either the governing board of Charter School or the LAUSD Board of Education, the governing board of Charter School shall designate a person or persons responsible for conducting and overseeing all closure-related procedures and activities, and allocate sufficient funding for, or otherwise determine how Charter School will fund, these activities.

Notification of Closure Action

Upon the taking of a Closure Action, Charter School shall send written notice of its closure to:

1. The LAUSD Charter Schools Division (CSD). Charter School shall provide the CSD with written notice of (1) the person(s) designated to be responsible for conducting and overseeing all closure activities, and (2) the source, location, and management of the funding for such activities. If the Closure Action is an act of Charter School, Charter School shall provide the CSD with a copy of the governing board resolution or minutes that documents its Closure Action.
2. Parents/guardians of all students, and all majority age and emancipated minor students, currently enrolled in Charter School within 72 hours of the Closure Action. Charter School shall simultaneously provide a copy of the written parent notification to the CSD.
3. Los Angeles County Office of Education (LACOE). Charter School shall send written notification of the Closure Action to LACOE by registered mail within 72 hours of the Closure Action. Charter School shall simultaneously provide a copy of this notification to the CSD.
4. The Special Education Local Plan Area (SELPA) in which Charter School participates. Charter School shall send written notification of the Closure Action to the SELPA in which Charter School participates by registered mail within 72 hours of the Closure Action. Charter School shall simultaneously provide a copy of this notification to the CSD.
5. The retirement systems in which Charter School's employees participate. Within fourteen (14) calendar days of the Closure Action, Charter School shall notify, as applicable, the State Teachers Retirement System (STRS), Public Employees Retirement System (PERS), the Social Security Administration, and the Los Angeles County Office of Education of the Closure Action, and follow their respective procedures for dissolving contracts and reporting. Charter School shall provide a copy of these notifications and correspondence to the CSD.
6. The California Department of Education (CDE). Charter School shall send written notification of the Closure Action to the CDE by registered mail within 72 hours of the Closure Action. Charter School shall provide a copy of this notification to the CSD.
7. Any school district that may be responsible for providing education services to the former students of Charter School. Charter School shall send written notification of the Closure Action within 72 hours of the Closure Action. This notice must include a list of potentially returning students and their home schools based on student residence. Charter School shall provide a copy of these notifications, if any, to the CSD.
8. All Charter School employees and vendors within 72 hours of the Closure Action. Charter School shall simultaneously provide a copy of the written employee and vendor notification, with any attachments, to the CSD.

Notification of all the parties above, with the exception of employees and vendors, must include but is not limited to the following information:

1. The effective date of the closure of Charter School
2. The name(s) and contact information for the person(s) handling inquiries regarding the closure
3. The students' school districts of residence
4. How parents/guardians of all students, and all majority age and emancipated minor students, may obtain copies of student records and transcripts, including specific information on completed courses and credits that meet graduation requirements

In addition to the four required items above, notification of the CDE shall also include:

1. A description of the circumstances of the closure
2. The location of student and personnel records

In addition to the four required items above, notification of parents/guardians of all students, and all majority age and emancipated minor students, shall also include:

1. Information on how to enroll or transfer the student to an appropriate school
2. A certified packet of student information that includes closure notice, a copy of the student's cumulative record and other records, including but not limited to grade reports, discipline records, immunization records, completed coursework, credits that meet graduation requirements, a transcript, and state testing results
3. Information on student completion of college entrance requirements, for all high school students affected by the closure

Notification of employees and vendors shall include:

1. The effective date of the closure of Charter School
2. The name(s) and contact information for the person(s) handling inquiries regarding the closure
3. The date and manner, which shall be no later than 30 days from the effective date of the closure of Charter School, by which Charter School shall provide employees with written verification of employment

Within 30 calendar days of the effective date of closure, Charter School shall provide all employees with written verification of employment. Charter School shall send copies of all such employee verification letters to the CSD.

Records Retention and Transfer

Charter School shall comply with all applicable laws as well as District policies and procedures, as they may change from time to time, regarding the transfer and maintenance of Charter School records, including student records. These requirements include:

1. Charter School shall provide the District with all original student cumulative files and behavior records, pursuant to District policy and applicable District handbook(s) regarding cumulative records for secondary and elementary schools, for all students, both active and inactive, of Charter School. Transfer of the complete and organized original student records to the District, in accordance with District procedures applicable at the time of closure, shall occur within seven (7) calendar days of the effective date of closure.
2. Charter School's process for transferring copies of student records to receiving schools shall be in accordance with applicable law and LAUSD procedures for students moving from one school to another.
3. Charter School shall prepare and provide an electronic master list of all students to the Charter Schools Division in accordance with the District procedures applicable at the time of closure. This list shall include the student's identification number, Statewide Student Identifier (SSID), birthdate, grade, full name, address, home school/school district, enrollment date, exit code, exit date, parent/guardian name(s), and phone number(s). If the Charter School closure occurs before the end of the school year, the list also shall indicate the name of the school to which each student is transferring, if known. This electronic master list shall be delivered to the CSD in the form of a CD or otherwise in accordance with District procedures.
4. Charter School must organize the original cumulative files for delivery to the District in two categories: active students and inactive students. Charter School will coordinate with the CSD for the delivery and/or pickup of student records.
5. Charter School must update all student records in the California Longitudinal Pupil Achievement Data System (CALPADS) prior to closing.
6. Charter School must provide to the CSD a copy of student attendance records, teacher gradebooks, and Title I records (if applicable).
7. Charter School must provide to the CSD the name, title, and contact information of the person designated to maintain all Charter School personnel records after the closure. Personnel records to be transferred to and maintained by the designee must include any and all employee records, including but not limited to, records related to performance and grievance. Charter School must provide to the CSD and the designee a list of all active and inactive employees and their periods of service. Both Charter School and the designee, individually and separately, shall inform the CSD immediately upon the transfer of Charter School's employee records to the designee.
8. Charter School shall ensure that all records are boxed and clearly labeled by classification of documents and the required duration of storage in accordance with District procedures.

9. Charter School shall provide to the responsible person(s) designated by the governing board of Charter School to conduct all closure-related activities a list of students in each grade level and, for each student, a list of classes completed and the student's district of residence.

Financial Close-Out

After receiving notification of closure, the California Department of Education (CDE) will notify Charter School and the authorizing entity of any liabilities Charter School owes the state, which may include overpayment of apportionments, unpaid revolving fund loans or grants, and/or similar liabilities. The CDE may ask the county office of education to conduct an audit of the charter school if it has reason to believe that the school received state funding for which it was not eligible.

Charter School shall ensure completion of an independent final audit within six months after the closure of Charter School that includes:

1. An accounting of all financial assets. These may include cash and accounts receivable and an inventory of property, equipment, and other items of material value.
2. An accounting of all liabilities. These may include accounts payable or reduction in apportionments due to loans, unpaid staff compensation, audit findings, or other investigations.
3. An assessment of the disposition of any restricted funds received by or due to Charter School.

This audit may serve as Charter School's annual audit if it meets all of the requirements of the annual audit.

Charter School shall pay for the financial closeout audit of Charter School. This audit will be conducted by a neutral, independent licensed CPA who will employ generally accepted accounting principles. Any liability or debt incurred by Charter School will be the responsibility of Charter School and not LAUSD. Charter School understands and acknowledges that Charter School will cover the outstanding debts or liabilities of Charter School. Any unused monies at the time of the audit will be returned to the appropriate funding source. Charter School understands and acknowledges that only unrestricted funds will be used to pay creditors. Any unused AB 602 funds will be returned to the District SELPA or the SELPA in which Charter School participates, and other categorical funds will be returned to the source of funds.

Charter School shall ensure the completion and filing of any annual reports required. These reports include but are not necessarily limited to:

1. Preliminary budgets
2. Interim financial reports

3. Second interim financial reports
4. Final unaudited reports

These reports must be submitted to the CDE and the authorizing entity in the form required. These reports should be submitted as soon as possible after the Closure Action, but no later than the required deadline for reporting for the fiscal year.

For apportionment of categorical programs, the CDE will count the prior year average daily attendance (ADA) or enrollment data of the closed Charter School with the data of the authorizing entity. This practice will occur in the first year after the closure and will continue until CDE data collection processes reflect ADA or enrollment adjustments for all affected LEAs due to the charter closure.

Disposition of Liabilities and Assets

The closeout audit must identify the disposition of all liabilities of Charter School. Charter School closure procedures must also ensure appropriate disposal, in accordance with the District Required Language provisions in Element 11 of this Charter, Charter School's governing board bylaws, fiscal procedures, and any other applicable laws and regulations, of any net assets remaining after all liabilities of Charter School have been paid or otherwise addressed. Such disposal includes, but is not limited to:

1. Charter School, at its cost and expense, shall return to the District any and all property, furniture, equipment, supplies, and other assets provided to Charter School by or on behalf of the District. The District discloses that the California Education Code sets forth the requirements for the disposition of the District's personal property and Charter School shall bear responsibility and liability for any disposition in violation of statutory requirements.
2. The return of any donated materials and property in accordance with any terms and conditions set when the donations were accepted.
3. The return of any grant and restricted categorical funds to their sources according to the terms of the grant or state and federal law.
4. The submission of final expenditure reports for any entitlement grants and the filing of Final Expenditure Reports and Final Performance Reports, as appropriate.

If Charter School is operated as or by a nonprofit corporation, and if the corporation does not have any functions other than operation of Charter School, the corporation shall be dissolved according to its bylaws.

Charter School shall retain sufficient staff, as deemed appropriate by the Charter School governing board to complete all necessary tasks and procedures required to close the school and transfer records in accordance with these closure procedures.

Charter School's governing board shall adopt a plan for wind-up of Charter School and, if necessary, the corporation, in accordance with the requirements of the Corporations Code.

Charter School shall provide LAUSD within fourteen (14) calendar days of the Closure Action with written notice of any outstanding payments due to staff and the time frame and method by which Charter School will make the payments.

Prior to final close-out, Charter School shall complete all actions required by applicable law, including but not limited to the following:

- a. File all final federal, state, and local employer payroll tax returns and issue final W-2s and Form 1099s by the statutory deadlines.
- b. Make final federal tax payments (employee taxes, etc.)
- c. Complete and submit all required federal and state filings and notices to the State of California, the Internal Revenue Service, and the Department of the Treasury, including but not limited to final tax returns and forms (e.g., Form 990 and related Schedules).

This Element 15 shall survive the revocation, expiration, termination, cancellation of this Charter, or any other act or event that would end Charter School's authorization to operate as a charter school or cause Charter School to cease operation. Charter School agrees that, due to the nature of the property and activities that are the subject of this Charter, the District and public shall suffer irreparable harm should Charter School breach any obligation under this Element 15. The District therefore reserves the right to seek equitable relief to enforce any right arising under this Element 15 or any provision of this Element 15 or to prevent or cure any breach of any obligation undertaken, without in any way prejudicing any other legal remedy available to the District. Such legal relief shall include, without limitation, the seeking of a temporary or permanent injunction, restraining order, or order for specific performance, and may be sought in any appropriate court.

Additional Provisions

FACILITIES

Charter School shall comply with all geographic and site limitations and related requirements set forth in Education Code sections 47605.1, 47602(a), and 47605(a).

District-Owned Facilities

If Charter School is using District facilities as of the date of the submission of this charter petition or takes occupancy of District facilities prior to the approval of this charter petition, Charter School shall execute an agreement provided by the District for the use of the District facilities as a condition of the approval of the charter petition. If at any time after the approval of this charter petition Charter School will occupy and use any District facilities, Charter School shall execute an agreement provided by the District for the use of the District facilities prior to occupancy and

commencing use. Charter School shall implement and otherwise comply with the terms of any and all applicable facilities use agreements between Charter School and the District.

The circumstances of Charter School's occupancy of District facilities may change over time such as, but not limited to, enrollment, programs, and the conditions of facilities, and the District has a vested interest in having an agreement that is appropriate for the situation.

For a Sole Occupant Agreement or any other use agreement that is not a Proposition 39 Single Year Co-location Use Agreement or a lease issued through the Notice of Intent and bid process, the term may be co-terminous with the approved Charter, as permitted by law. Charter School and the District shall negotiate any modifications of the agreement with the goal of such amendment or new agreement being considered by the LAUSD Board of Education with the renewal of the charter petition. If Charter School and the District cannot execute an agreement in time for such to be considered by the Board of Education with the renewal of the charter petition, the approval of the renewal of the charter petition shall be conditioned upon Charter School and the District executing an amendment to the existing use agreement or a new agreement no later than May 1st or within nine (9) months of the date of the Board of Education's approval of the renewal of the charter petition. During such time period Charter School shall be permitted to remain in occupancy of the District facilities under the terms and conditions of the immediately preceding, executed use agreement; provided, that if Charter School and the District cannot agree upon and execute an amendment or new use agreement by said deadline, Charter School shall vacate the District facilities on or before June 30th of said school year.

Charter School acknowledges and agrees that occupancy and use of District facilities shall be in compliance with applicable laws and District policies for the operation and maintenance of District facilities and furnishings and equipment. Charter School shall comply with all District health, safety, and emergency procedures and requirements and shall be subject to inspection by the District's Facilities Services Division, OEHS, and other District offices in the same manner as other LAUSD campuses. All District facilities (i.e., schools) will remain subject to those laws applicable to public schools.

In the event of an emergency, all District facilities (i.e., schools) are available for use by the American Red Cross and public agencies as emergency locations, which may disrupt or prevent Charter School from conducting its educational programs. If Charter School will share the use of District facilities with other District user groups, Charter School agrees that it will participate in and observe all District safety policies (e.g., emergency chain of information and participation in safety drills).

The use agreements provided by the District for District facilities shall contain terms and conditions addressing issues such as, but not limited to, the following:

- Use: Charter School will be restricted to using the District facilities for the operation of a public school providing educational instruction to public school students consistent with the terms of the Charter and incidental related uses. Separate and apart from its right as authorizer to observe and inspect any part of the charter school at any time pursuant to Education Code

47607(a)(1), the District shall have and reserves the right to inspect District facilities upon reasonable notice to Charter School.

- Furnishings and Equipment: The District shall retain ownership of any furnishings and equipment, including technology, (“F&E”) that it provides to Charter School for use. Charter School, at its sole cost and expense, shall provide maintenance and other services for the good and safe operation of the F&E.
- Leasing; Licensing: Use of the District facilities by any person or entity other than Charter School shall be administered by the District. The parties may agree to an alternative arrangement in the use agreement.
- Programs, Services, and Activities Outside Instructional Program; Third Party Vendors:
 - (i) Any program, service, or activity provided outside the instructional program shall be subject to the terms and provisions of the use agreement, and, additionally, may require a license, permit, or additional agreement issued by the District. The term “instructional program” is defined, per Education Code section 47612 and 5 CCR section 11960, as those required educational activities that generate funding based on “average daily attendance” and includes those extracurricular programs, services, and/or activities that students are required to participate in and do not require the payment of any consideration or fee.
 - (ii) Any program, service, or activity requiring the payment of any consideration or fee or provided by a third party vendor (defined as any person or entity other than Charter School), whether paid or volunteer and regardless of whether such may be within the instructional program, shall be subject to the terms and provisions of the use agreement and such third party vendor shall be required to obtain a license, permit, or additional agreement from the District.
- Minimum Payments or Charges to be Paid to District Arising from the Facilities:
 - (i) Pro Rata Share: The District shall collect, and Charter School shall pay a Pro Rata Share for facilities costs as provided in the Charter Schools Act of 1992 and its regulations. The parties may agree to an alternative arrangement regarding facilities costs in the use agreement; and
 - (ii) Taxes; Assessments: Generally, Charter School shall pay any assessment or fee imposed upon or levied on the LAUSD facilities that it is occupying or Charter School’s legal or equitable interest created by the use agreement.
- Maintenance & Operations Services: In the event the District agrees to allow Charter School to perform any of the operation and maintenance services, the District shall have the right to inspect the District facilities, and the costs incurred in such inspection shall be paid by Charter School.

- (i) Co-Location: If Charter School is co-locating or sharing the District facilities with another user, the District shall provide the operations and maintenance services for the District facilities and Charter School shall pay the Pro Rata Share. The parties may agree to an alternative arrangement regarding performance of the operations and maintenance services and payment for such in the use agreement.
- (ii) Sole Occupant: If Charter School is a sole occupant of District facilities, the District shall allow Charter School, at its sole cost and expense, to provide some operations and maintenance services for the District facilities in accordance with applicable laws and LAUSD's policies on operations and maintenance services for facilities and F&E. NOTWITHSTANDING THE FOREGOING, the District shall provide all services for regulatory inspections which as the owner of the real property it is required to submit, and deferred maintenance, and Charter School shall pay LAUSD for the cost and expense of providing those services. The parties may agree to an alternative arrangement regarding performance of the operations and maintenance services and payment for such services in the use agreement.
- Real Property Insurance: Prior to occupancy, Charter School shall satisfy requirements to participate in LAUSD's property insurance or, if Charter School is the sole occupant of LAUSD facilities, obtain and maintain separate property insurance for the LAUSD facilities. Charter School shall **not** have the option of obtaining and maintaining separate property insurance for the LAUSD facility IF Charter School is co-locating or sharing the LAUSD facility with another user.

Non-District-Owned Facilities

Occupancy and Use of the Site: Prior to occupancy or use of any school site or facility, Charter School shall provide the CSD with a current Certificate of Occupancy or equivalent document issued by the applicable permitting agency that allows Charter School to use and occupy the site as a charter school. Charter School shall not exceed the operating capacity of the site and shall operate within any limitations or requirements provided by the Certificate of Occupancy and any applicable permit. Charter School may not open or operate without providing a copy of an appropriate Certificate of Occupancy to the CSD. If Charter School intends to move or expand to another facility during the term of this Charter, Charter School shall adhere to any and all District policies and procedures regarding charter material revision and non-material amendment. Prior to occupancy or use of any such additional or changed school site, Charter School shall provide an appropriate Certificate of Occupancy to the CSD for such facility. Notwithstanding any language to the contrary in this Charter, the interpretation, application, and enforcement of this provision are not subject to the Dispute Resolution Process outlined in Element 14.

Facility Compliance: Prior to occupancy or use of any non-District-owned school site and/or facility, Charter School shall ensure that the site and/or facility complies with all applicable building codes, standards and regulations adopted by the city and/or county agencies responsible for building and safety standards for the city in which Charter School is to be located, federal and state accessibility requirements (including the Americans with Disabilities Act (ADA) and Section 504), and all other applicable fire, health, and structural safety and access requirements.

This requirement shall also apply to the construction, reconstruction, alteration of or addition to the facility. Charter School shall resolve in a timely manner any and all corrective actions, orders to comply, and notices issued by any authorized building and safety agency. Charter School cannot exempt itself from applicable building and zoning codes, ordinances, and ADA/Section 504 requirements. Charter School shall maintain on file readily accessible records that document facilities compliance and shall promptly provide such documentation to the CSD upon request.

Pest Management: Charter School shall comply with the Healthy Schools Act, Education Code section 17608, which details pest management requirements for schools.

Asbestos Management: Charter School shall comply with the asbestos requirement as cited in the Asbestos Hazard Emergency Response Act (AHERA), 40 C.F.R. 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.

INSURANCE

Insurance Requirements

No coverage shall be provided to Charter School by the District under any of the District's self-insured programs or commercial insurance policies. Charter School shall secure and maintain, at a minimum, insurance as set forth below with insurance companies acceptable to the District [A.M. Best A-, VII or better] or the equivalent provided through a California Joint Powers Authority self-insurance program to protect Charter School from claims which may arise from its operations. Each Charter School location shall meet the below insurance requirements individually.

It shall be Charter School's responsibility, not the District's, to monitor its vendors, contractors, partners, and/or sponsors for compliance with the insurance requirements.

The following insurance policies are required:

1. Commercial General Liability, including Fire Legal Liability, coverage of \$5,000,000 per Occurrence and in the Aggregate. The policy shall be endorsed to name the Los Angeles Unified School District and its Board of Education as named additional insureds and shall provide specifically that any insurance carried by the District which may be applicable to any claims or loss shall be deemed excess and Charter School's insurance shall be primary despite any conflicting provisions in Charter School's policy. Coverage shall be maintained with no Self-Insured Retention above \$15,000 without the prior written approval of the Division of Risk Management and Insurance Services for the LAUSD.
2. Workers' Compensation Insurance in accordance with provisions of the California Labor Code adequate to protect Charter School from claims that may arise from its operations pursuant to the Workers' Compensation Act (Statutory Coverage). The Workers'

Compensation Insurance coverage must also include Employers Liability coverage with limits of \$1,000,000/\$1,000,000/\$1,000,000.

3. Commercial Auto Liability, including Owned, Leased, Hired, and Non-owned, coverage with limits of \$1,000,000 Combined Single Limit per Occurrence if Charter School does not operate a student transportation service. If Charter School provides student transportation services, the required coverage limit is \$5,000,000 Combined Single Limit per Occurrence.
4. Crime Insurance or Fidelity Bond coverage shall be maintained by Charter School to cover all Charter School employees who handle, process or otherwise have responsibility for Charter School funds, supplies, equipment, or other assets. Minimum amount of coverage shall be \$1,000,000 per occurrence/\$1,000,000 aggregate, with deductible that is acceptable to the Los Angeles Unified School District.
5. Cyber Liability insurance coverage with minimum limits of \$500,000 per occurrence and \$500,000 general aggregate.
6. Professional Educators Errors and Omissions liability coverage with minimum limits of \$5,000,000 per occurrence and \$5,000,000 general aggregate.
7. Sexual Molestation and Abuse coverage with minimum limits of \$5,000,000 per occurrence and \$5,000,000 general aggregate. Coverage may be held as a separate policy or included by endorsement in the Commercial General Liability or the Errors and Omissions Policy. Whether this coverage is separately issued or included by endorsement to another policy, such coverage shall be endorsed to name the Los Angeles Unified School District and Its Board of Education as named additional insureds and shall provide specifically that any insurance carried by the District which may be applicable to any claims or loss shall be deemed excess and Charter School's insurance shall be primary despite any conflicting provisions in Charter School's policy.
8. Employment Practices Legal Liability coverage with limits of \$5,000,000 per occurrence and \$5,000,000 general aggregate.
9. Excess/Umbrella Liability insurance with limits of not less than \$10,000,000 is required of all high schools and any other school that participates in competitive interscholastic or intramural sports programs.

Coverages and limits of insurance may be accomplished through individual primary policies or through a combination of primary and excess policies and alternative methods of coverage as approved by the District. Where specifically required above, and with respect to any other coverage for which such endorsements and/or provisions are available, each policy shall be endorsed to name the Los Angeles Unified School District and Its Board of Education as named additional insureds and shall provide specifically that any insurance carried by the District which

may be applicable to any claims or loss shall be deemed excess and Charter School's insurance shall be primary despite any conflicting provisions in Charter School's policy.

Evidence of Insurance

Charter School shall furnish to the District's Division of Risk Management and Insurance Services located at 333 S. Beaudry Ave, 28th Floor, Los Angeles CA 90017 at the outset of the Charter agreement and within 30 calendar days of the inception or effective date of any new policies, renewals, or changes, certificates of insurance evidencing such coverage and signed by authorized representatives of the insurance carrier. Certificates shall be endorsed as follows:

“Charter school shall be required to provide LAUSD with 30 days prior written notice by certified mail, return receipt requested, if the insurance afforded by this policy shall be suspended, cancelled, reduced in coverage limits or non-renewed.”

With respect to the coverages for which additional insured status is required as set forth above, the certificate(s) of insurance shall reflect Los Angeles Unified School District's and Its Board of Education's status as named additional insureds thereunder, and shall attach a copy of the endorsement(s) extending such coverage.

Facsimile or reproduced signatures may be acceptable upon review by the Division of Risk Management and Insurance Services. However, the District reserves the right to require certified copies of any required insurance policies.

Should Charter School deem it prudent and/or desirable to have insurance coverage for damage or theft to Charter School, employee or student property, for student accident, or any other type of insurance coverage not listed above, such insurance shall not be provided by the District and its purchase shall be the responsibility of Charter School.

Hold Harmless/Indemnification Provision

To the fullest extent permitted by law, Charter School does hereby agree, at its own expense, to indemnify, defend and hold harmless the LAUSD and the Board of Education and their members, officers, directors, agents, representatives, employees and volunteers from and against any and all claims, damages, losses and expenses including but not limited to attorneys' fees, brought by any person or entity whatsoever, arising out of, or relating to, this Charter agreement. Charter School further agrees to the fullest extent permitted by law, at its own expense, to indemnify, defend, and hold harmless the LAUSD and the Board of Education and their members, officers, directors, agents, representatives, employees and volunteers from and against any and all claims, damages, losses and expenses including but not limited to attorneys' fees, brought by any person or entity whatsoever for claims, damages, losses and expenses arising from or relating to acts or omission of acts committed by Charter School and/or its officers, directors, employees or volunteers. Moreover, Charter School agrees to indemnify, defend and hold harmless the LAUSD and the Board of Education and their members, officers, directors, agents, representatives,

employees and volunteers, for any contractual liability resulting from third party contracts with Charter School's vendors, contractors, partners or sponsors.

FISCAL MATTERS

District Oversight Costs

The District may charge for the actual costs of oversight of Charter School not to exceed 1% of Charter School's revenue, or the District may charge for the actual costs of oversight of Charter School not to exceed 3% if Charter School is able to obtain substantially rent free facilities from the District. Notwithstanding the foregoing, the District may charge the maximum oversight fee allowed under the law as it may change from time to time. The oversight fee provided herein is separate and distinct from the charges arising under charter school facilities use agreements.

Cash Reserves

Charter School acknowledges that the recommended cash reserve is 5% of expenditures, as provided in section 15450, title 5 of the California Code of Regulations.

Third Party Contracts

Charter School shall ensure that all third party contracts, whether oral or written, for supplies, equipment, goods and/or services, for the direct or indirect benefit of, or otherwise related to the operation of, Charter School, require compliance with and otherwise conform to all applicable local, state, and federal policies, regulations, laws, and guidelines, including but not limited to licensing and permit requirements as well as requirements related to protection of health and safety.

Special Education Revenue Adjustment/Payment for Services

In the event that Charter School owes funds to the District for the provision of agreed upon or fee for service or special education services or as a result of the State's adjustment to allocation of special education revenues from Charter School, Charter School authorizes the District to deduct any and all of the in lieu property taxes that Charter School otherwise would be eligible to receive under section 47635 of the Education Code to cover such owed amounts. Charter School further understands and agrees that the District shall make appropriate deductions from the in lieu property tax amounts otherwise owed to Charter School. Should this revenue stream be insufficient in any fiscal year to cover any such costs, Charter School agrees that it will reimburse the District for the additional costs within forty-five (45) business days of being notified of the amounts owed.

Student Body Funds

Charter School shall supervise and manage any and all student body funds in a manner consistent with the provisions of Education Code sections 48930-48938. Charter School shall include and

address student body funds in its financial reports, and ensure that such funds are included and addressed in Charter School's annual audit as a stand-alone item.

Audit and Inspection of Records

Charter School agrees to observe and abide by the following terms and conditions as a requirement for receiving and maintaining its charter authorization:

- Charter School is subject to District oversight.
- The District's statutory oversight responsibility continues throughout the life of the Charter and requires that the District, among other things, monitors the fiscal condition of Charter School.
- The District is authorized to revoke this Charter for, among other reasons, the failure of Charter School to meet generally accepted accounting principles or if Charter School engages in fiscal mismanagement.

Accordingly, the District hereby reserves the right, pursuant to its oversight responsibility, to audit Charter School books, records, data, processes and procedures through the District Office of the Inspector General or other means. The audit may include, but is not limited to, the following areas:

- Compliance with terms and conditions prescribed in the Charter agreement,
- Internal controls, both financial and operational in nature,
- The accuracy, recording and/or reporting of Charter School's financial information,
- Charter School's debt structure,
- Governance policies, procedures and history,
- The recording and reporting of attendance data,
- Charter School's enrollment process,
- Compliance with safety plans and procedures, and
- Compliance with applicable grant requirements.

Charter School shall cooperate fully with such audits and shall make available any and all records necessary for the performance of the audit upon 30 days' notice to Charter School. When 30 days' notice may defeat the purpose of the audit, the District may conduct the audit upon 24-hours' notice.

Fiscal Policies and Procedures

Charter School shall establish, maintain, and implement sound fiscal policies and procedures, including but not limited to internal controls governing all financial and business-related activities.

Apportionment Eligibility for Students Over 19 Years of Age

Charter School acknowledges that, in order for a pupil over nineteen (19) years of age to remain eligible for generating charter school apportionment, the pupil shall be continuously enrolled in public school and make satisfactory progress toward award of a high school diploma. (Ed. Code § 47612(b).)

Local Control and Accountability Plan

In accordance with California Education Code sections 47604.33 and 47606.5, Charter School shall include in its annual update a “listing and description of the expenditures for the fiscal year implementing the specific actions included in the charter as a result of the reviews and assessment required by paragraph (1)” of section 47606.5(a). (Ed. Code § 47606.5(b).)