



# ALLIANCE

COLLEGE-READY PUBLIC SCHOOLS

**Alliance Leichtman-Levine Family Foundation  
Environmental Science High School**



ALLIANCE LEICHTMAN-LEVINE  
ENVIRONMENTAL SCIENCE  
HIGH SCHOOL

**Glassell Park  
Los Angeles Unified School District**

**Charter Renewal Petition  
Submitted July 18, 2025**

**Request for Five-Year Renewal Term  
July 1, 2026 to June 30, 2031**

# 2024-25 Network Charter Renewal Petition Template

<b>Assurances, Affirmations, and Declarations .....</b>	<b>7</b>
<b>Element 1 - The Educational Program .....</b>	<b>9</b>
General Information.....	12
Data Table - General Information .....	12
Community Need for Charter School.....	13
School's Academic Performance .....	13
Success of Key and/or Innovative Features of the Educational Program .....	28
Success of School's Educational Program in Meeting Needs of Student Population .....	30
Areas of Challenge and Improvement, Plans for Improvement .....	32
Student Population to be Served.....	33
Target Student Population .....	33
Goals and Philosophy .....	35
Vision Statement .....	35
Mission Statement.....	35
Characteristics of an Educated Person in the 21st Century .....	36
How Learning Best Occurs .....	36
Life-Long Learners .....	37
LCFF State Priorities .....	38
Instructional Design.....	56
Curricular and Instructional Design.....	56
Innovative Components of the Educational Program .....	57
Curriculum and Instruction.....	58
Description of Curriculum .....	58
Curriculum Tables by Subject Area .....	59
Independent Study .....	62
Current Comprehensive Course List.....	62
Course Descriptions .....	64
Graduation Requirements (HS Only) .....	81
WASC Accreditation .....	83
Transferability of Courses.....	83
Academic Calendar and Schedules.....	84
Academic Calendar .....	84
Bell Schedules.....	84
Instructional Days and Minutes Calculator .....	84
Early College and Middle College High Schools Attendance Requirements .....	85
Professional Development.....	85

Ongoing Professional Development .....	85
Teacher Recruitment .....	86
Meeting the Needs of All Students .....	87
English Learners .....	87
• Identification and Assessment .....	87
• Instructional Program .....	87
• Reclassification Criteria and Exiting.....	87
• Staffing English Learner Programs and Teams .....	87
• Professional Development for All Teachers Who Work With English Learners .....	87
• Parent Engagement .....	87
• Program Evaluation.....	87
Process for Identifying English Learners.....	87
Educational Program(s) for English Language Acquisition.....	89
English Language Proficiency Assessment for California (ELPAC) .....	91
Full Curriculum Access .....	92
Annual Evaluation of EL Program.....	94
EL Reclassification .....	96
Progress Monitoring .....	98
Gifted and Talented (GATE) Students and Students Achieving Above Grade Level .....	99
Students Achieving Below Grade Level .....	100
Socioeconomically Disadvantaged/Low Income Students .....	100
Students with Disabilities .....	101
Students in Other Student Groups.....	101
<b>ELEMENT 2: Measurable Pupil Outcomes and .....</b>	<b>103</b>
<b>ELEMENT 3: Method by which Pupil Progress Toward Outcomes will be Measured .....</b>	<b>103</b>
Measurable Goals of the Educational Program .....	104
Annual Goals.....	104
Unique Educational Goals or Objectives.....	104
Measurable Performance Outcomes: Summative Assessment Performance Targets .....	104
Performance Targets Aligned to State Priorities .....	104
Other Performance Targets .....	104
Method for Measuring Pupil Progress Toward Outcomes: Formative Assessment.....	105
Student Progress Monitoring .....	105
Data Analysis and Reporting .....	107
Data Table.....	107
Data Use to Improve Programs and Operations .....	108
Data Use to Inform Stakeholders.....	108
Grading, Progress Reporting, and Promotion/Retention .....	109
Grading Policy .....	109
Type and Frequency of Progress Reporting .....	110
Promotion/Retention Policy and Procedures.....	111

<b>ELEMENT 4: Governance .....</b>	<b>113</b>
Governance Structure .....	116
Organizational Chart.....	116
Major Roles and Responsibilities.....	117
Governing Board Composition and Member Selection .....	130
Board Composition .....	130
Board Members.....	133
Governance Procedures and Operations .....	134
Meeting Location and Frequency.....	134
Annual Calendar Process and Timeline.....	135
Posting Locations .....	135
Brown Act Compliance .....	136
Quorum Requirements .....	137
Board Action (Voting) Requirements .....	137
Abstention and Teleconference Participation.....	137
Stakeholder Involvement.....	138
Role of Parents and Staff in Governance.....	138
Stakeholder LCAP Consultation .....	138
Stakeholder Educational Program Consultation.....	139
Goals of the SSAC Process:.....	139
Key Steps in the SSAC Process: .....	139
Benefits of the SSAC Process: .....	140
Website Support of Stakeholder Involvement.....	140
Composition, Selection, and Operating Procedures for Parent Organizations or Committees .....	141
<b>ELEMENT 5: Employee Qualifications.....</b>	<b>144</b>
Employee Positions and Qualifications.....	144
Job Description and Qualifications.....	145
<b>ELEMENT 6: Health and Safety Procedures.....</b>	<b>190</b>
<b>ELEMENT 7: Means to Achieve Racial and Ethnic, Special Education, and English Learners, including Redesignated Fluent English Proficient Pupils Balance .....</b>	<b>195</b>
Plan to Achieve and Maintain LAUSD Ethnic Balance Goal.....	195
Annual Outreach and Recruitment Activities.....	196
Outreach and Recruitment Materials and Methods .....	196
Language(s) of Outreach.....	197
Plan to Achieve LAUSD Ratio of Special Education, English Learners, and Redesignated Fluent English Proficient Pupils.....	197
<b>ELEMENT 8: Admission Policies and Procedures.....</b>	<b>198</b>
Admission Requirements .....	199
Student Recruitment.....	200
Lottery Preferences and Procedures .....	200
Lottery Preferences .....	200

Lottery Procedures .....	201
<b>ELEMENT 9: Annual Financial Audits .....</b>	<b>203</b>
Annual Audit Procedures.....	203
Audit Responsibilities .....	203
Process to Resolve Audit Findings .....	204
<b>ELEMENT 10: Suspension and Expulsion Procedures .....</b>	<b>205</b>
School Climate and Student Discipline System .....	208
School-Wide Positive Behavior Intervention and Support (SWPBIS) .....	208
Tiered Behavior Intervention.....	209
Restorative Justice Practices.....	209
Alternatives to Suspension .....	210
Using Data .....	211
Grounds for Suspension and Expulsion.....	211
Disciplinary Jurisdiction .....	211
Non-Discretionary Suspension .....	211
Discretionary Suspension.....	212
Procedures for Suspension and Expulsion .....	213
Mandatory Recommendation for Expulsion .....	217
Discretionary Recommendation for Expulsion .....	218
In-School Suspension .....	219
Location, Supervision, and Student Instruction .....	219
Student Supports.....	220
Family Notification .....	220
Maximum Days of Suspension .....	220
Response to Offenses Precluded From In-School Suspension.....	221
Out-of-School Suspension Procedures.....	221
Fair and Thorough Investigation .....	221
Authorization to Suspend.....	221
Adequate Notice to Student.....	221
Adequate Notice to Parent(s) .....	222
Appeal of Suspension.....	222
Maximum Days of Suspension .....	223
Access to Education .....	223
Rules and Procedures Pending Outcome of Expulsion Process .....	223
Expulsion Procedures .....	224
Adequate Notice of Reason to Student and Parent.....	224
Authority to Recommend Expulsion.....	224
Adequate Notice of Recommendation and Hearing to Student and Parent.....	224
Interim Placement .....	225
Authority to Make Expulsion Decision.....	225
Expulsion Hearing .....	225

Record of Proceedings .....	227
Appeal of Decision.....	227
Post-Expulsion Support .....	228
Rehabilitation Plans.....	228
<b>ELEMENT 11: Employee Retirement Systems .....</b>	<b>229</b>
Certificated Staff Members .....	229
Classified Staff Members .....	229
Other Staff Members .....	230
<b>ELEMENT 12: Public School Attendance Alternatives .....</b>	<b>231</b>
<b>ELEMENT 13: Rights of District Employees.....</b>	<b>232</b>
<b>ELEMENT 14: Mandatory Dispute Resolution.....</b>	<b>233</b>
<b>ELEMENT 15: Charter School Closure Procedures.....</b>	<b>237</b>
Financial Close-Out.....	241
Disposition of Liabilities and Assets.....	242
<b>Additional Provisions .....</b>	<b>244</b>

# **Assurances, Affirmations, and Declarations**

Alliance Leichtman-Levine Family Foundation Environmental Science High School (also referred to herein as “Leichtman-Levine” 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.

## General Information

*Due to extensive use of tables and graphs within this petition, it is recommended that “Web Layout” is enabled to remove page breaks. This can be enabled in Microsoft Word under the “View” menu by selecting the “Web Layout” button in the top left of the screen.*

### Data Table - General Information

<b>GENERAL INFORMATION</b>	
The contact person for the Charter School is: [Name and Title]	Talin Darkjian, Principal
The contact address for Charter School is:	Talin Darkjian 2930 Fletcher Dr Los Angeles, CA 90065
The contact phone number for Charter School is:	(323) 739-0560
The current address(es) of the Charter School is/are: (Please note: As charter schools’ eligibility for and allocation of Proposition 39 facilities are determined on an annual basis, a charter school’s current occupancy of Proposition 39 facilities is subject to change in subsequent schools years.)	2930 Fletcher Dr Los Angeles, CA 90065
Location(s) is/are in the LAUSD Board District:	5
Location(s) is/are in the LAUSD Region:	W
The grade configuration of Charter School is:	9-12
The number of students in the first year (should align with that for Year 1 of the budget, as well as the rollout plan in the petition, if applicable) will be:	376
The grade level(s) are:	9-12
The total enrollment capacity will be: (Enrollment capacity is defined as the total number of students who may be enrolled in Charter School.)	550
The type of instructional calendar (e.g., traditional/year-round, single track/multi-track, extended day/year) will be:	Traditional
The regular bell schedule will be:	8:30 am - 3:10 pm
The term of this Charter for Middle and High performing schools <sup>1</sup> :	July 1, 2026 – June 30, 2031
If approved, the term of this Charter for Low performing schools (ensure term consistency throughout the document e.g., rollout plan, LCFF, etc.):	July 1, 2026 – June 30, 2028

<sup>1</sup> The rollout plan should be aligned with the charter term as identified above.

## Community Need for Charter School

### School's Academic Performance

Since its founding, Leichtman-Levine has had a student-centered focus on providing high-quality education and opportunities to historically underserved communities. Evidence of our school's strong performance in that mission can be seen in a wide variety of verified data provided by the state, including the SBAC Distance From Standard (DFS) metric, and multiple metrics from the California School Dashboard. As per the [LAUSD Policy and Procedures for Charter Schools](#) document, we have provided a "comparison to Resident Schools' performance on the measures of academic performance" (p. 37) where possible. This analysis was created by using LAUSD's [Resident School Identifier](#) tool. Because we currently do not have access to the Resident Schools Median data from LAUSD, despite multiple requests to CSD and the Office of Data and Accountability that these data be provided, we have provided data for this "Local Schools Median" below to provide longitudinal local school data. This "Local Schools Median" is calculated as the median of the two LAUSD home schools for Leichtman-Levine's physical address.

Beyond the growth evident in these data, Leichtman-Levine is contributing to hundreds of scholars finding postsecondary success after they leave our walls. Despite the well-documented and systemic challenges faced by communities like the one we serve, our school provides high-quality supports that lead our scholars to attend, persist, and graduate from college at a significantly higher rate than their peers across the nation. Year after year, National Student Clearinghouse data clearly shows that graduates of Leichtman-Levine surpass their national averages, in all the above metrics, as students who are predominantly English Learners, Socioeconomically Disadvantaged, Students With Disabilities, Black and African-American, or Latine. Indeed, many of our students navigate the intersection of multiple backgrounds, facing complex challenges that require the support of a dedicated community of learners to overcome and thrive. Leichtman-Levine commits to continuing to improve our program in support of these scholars and our community, rigorously and holistically preparing them to gain acceptance to and graduate from college, and to ultimately become valuable contributors to their communities and families. As demonstrated by the evidence below of Leichtman-Levine's strong student growth performance and the unique needs of our community, our school meets the renewal criteria under Section 47607.2(b), and must be granted a renewal term of five years.

### Demographics Comparison

#### **Higher Percentage of English Learners and Socioeconomically Disadvantaged Scholars**

Since its founding, our school's mission has been to make the College-Ready Promise with

the historically underserved communities in the greater Los Angeles area. Because of this, the community we serve has significantly higher rates of students with barriers to success, including Socioeconomically Disadvantaged backgrounds. In addition, we serve higher rates of Students With Disabilities than the LAUSD and State averages, although our rate of English Learners is lower. It is well-documented that scholars from these backgrounds face additional challenges to success at all levels of education. In fact, recent data from the National Student Clearinghouse reveals that graduates from high-poverty high schools enroll in college at only two-thirds the rate of their peers from low-poverty schools, and graduate from college at less than half the rate.

<b>Subgroup Percentage - 2024</b>			
<b>Subgroup</b>	<b>Leichtman-Levine</b>	<b>LAUSD</b>	<b>State</b>
<b>Socioeconomically Disadvantaged</b>	88.6%	81.6%	65.1%
<b>English Learners</b>	9.5%	21.6%	19.7%
<b>Students with Disabilities</b>	19.8%	16.0%	15.0%

**Scholars Arrive at Our School Significantly Behind in ELA and Math**

The above demographic realities lead to significantly lower academic performance by scholars in the years before they attend Leichtman-Levine. The data below shows the average DFS for scholars in the year preceding their attendance at our school, in both ELA and Math, and compares these scores to the State and LAUSD averages for the same grade level and years. In Spring 2024, scholars who would go on to attend Leichtman-Levine as 9th graders in the 2024-25 school year scored 2.2 DFS points lower in their 8th grade ELA SBAC assessments than 8th grade scholars in LAUSD as a whole, and 16.5 DFS points lower than other 8th graders across the State. In math, our incoming 9th graders also scored 22.9 DFS points lower on their 8th grade Math SBAC than LAUSD 8th graders and 41.9 DFS points lower than 8th graders across the State. This means that our scholars enter our schools in 8th grade already demonstrating performance lower in ELA and Math when compared to their peers entering 8th grade in LAUSD or schools across the State. Despite entering our schools further behind, our data below demonstrates that, overall, our scholars show significant academic growth every year they attend our school.

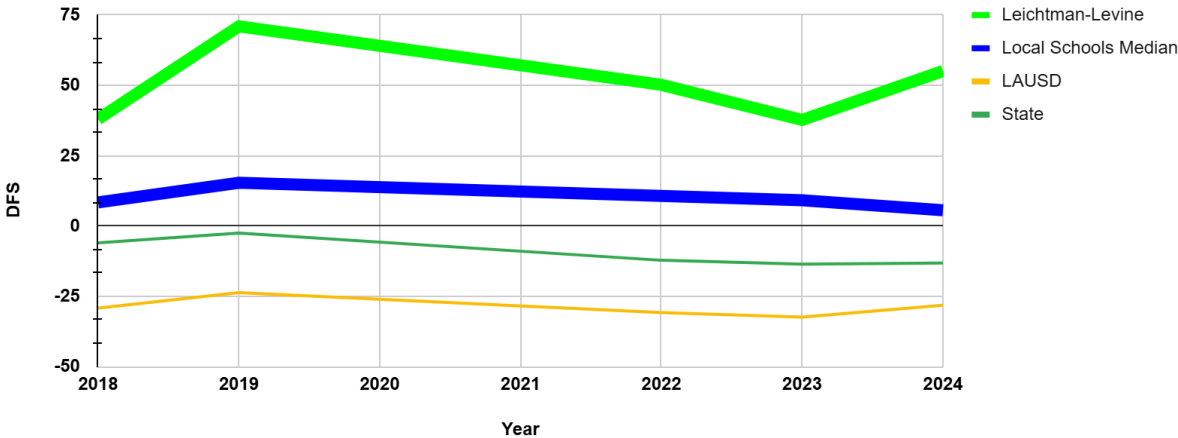
<b>Pre-Attendance Scholar Performance Comparison Grade 8 - All Students - 2024</b>			
<b>LEA</b>	<b>Grade</b>	<b>ELA</b>	<b>Math</b>
Leichtman-Levine	8	-34.8	-103.6
LAUSD	8	-32.6	-80.7
State	8	-18.3	-61.7

## ELA DFS Performance

### ELA Performance Above Local Schools, LAUSD, and the State

Scholars at Leichtman-Levine have demonstrated years of DFS performance that exceed local schools, LAUSD, and the state.

**ELA - All Students**



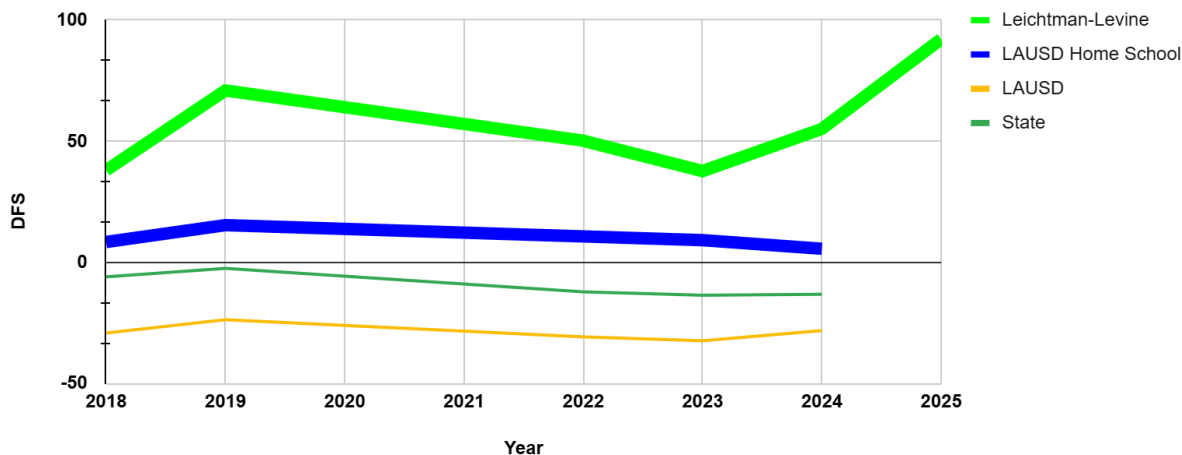
### ELA Subgroup Performance Exceeds Local Schools, LAUSD, and the State

This strong performance continues when subgroups from 2024 are analyzed. As seen in the table below, all numerically significant subgroups at Leichtman-Levine outperformed their peers in local schools, LAUSD, and the State as a whole.

ELA - DFS Score by Subgroup - 2024					
School	All Students	EL	SWD	Latine	SocEcon Disadv
Leichtman-Levine	55.1	-41.6	-85.5	47.5	49.1
Local Schools Median	5.6	-114.55	-93.85	-16.35	-12.35
LAUSD	-28.2	-78.7	-106.9	-38.9	-40.2
State	-13.2	-67.6	-95.6	-39.3	-40.9

### Preliminary 2025 DFS Data Indicates Strong Growth

Preliminary data from testing in Spring 2025 indicate that our school-wide DFS average grew to 92.2 in 2025. This represents a growth of 37.1 DFS points since 2024 and marks the second straight year of strong growth, as seen in the graph below.



**ELA Verified Data**

**Strong CORE Growth Results in ELA**

CORE Growth Reports are generated through data analysis of hundreds of schools across the state. CORE member districts include Los Angeles Unified, Fresno Unified, Garden Grove Unified, Long Beach Unified, Oakland Unified, Sacramento City Unified, San Francisco Unified, San Jose Unified, and Santa Ana Unified. Taken together, these districts include more than 1 million students. Post-Covid growth data is available starting in the 2022-23 school year.

The CORE growth model reports a growth percentile, which is a 0 to 100 scale that compares a school to other schools serving similar students. Each percentile represents where a school stands in a group of 100 other schools like it. For example, a school at the 75th percentile grows its scholars better than 74 out of 100 schools. According to CORE, 50th percentile growth represents a typical year of growth for students in the school in question. A score of above 50th percentile indicates that scholars at this school show greater growth than at most other schools like it.

In ELA, the 2023-24 CORE Growth Reports place our school significantly above the typical schools across the state, demonstrating the positive impacts of our educational program in ELA and the outstanding impact of our program on scholars' ELA growth. These data demonstrate that, despite our students arriving with significant learning gaps, we consistently grow their academic performance faster than most schools across the state.

**CORE Growth Report - ELA**

2022-23		2023-24	
Growth Estimate	88th percentile	Growth Estimate	98th percentile

## **Practices Supporting Growth and Achievement**

Our English Language Arts teachers consistently use the SpringBoard curriculum across all grade levels. This curriculum includes rigorous, standards-aligned texts and tasks, including text-dependent questions that promote engaging deeply with the text and critical thinking. Teachers regularly analyze data during and after the lessons by reviewing student performance from daily exit tickets and interim assessments, as well as real-time academic monitoring. Based on this data, they adjust their teaching and provide targeted reteaching of standards to reinforce the skills students need additional practice in. Our English teachers also support all learners in accessing rigorous texts by implementing the phases of close reading. This method guides students through a structured progression of understanding a text: 1. Literal, 2. Analytical, and 3. Conceptual. Once students have a solid understanding of the literal meaning, they can dive deeper into analyzing the text's craft and purpose. This method also helps our scholars to be able to effectively respond to complex prompts and develop essential skills for independently tackling more challenging texts, including other rigorous academic content

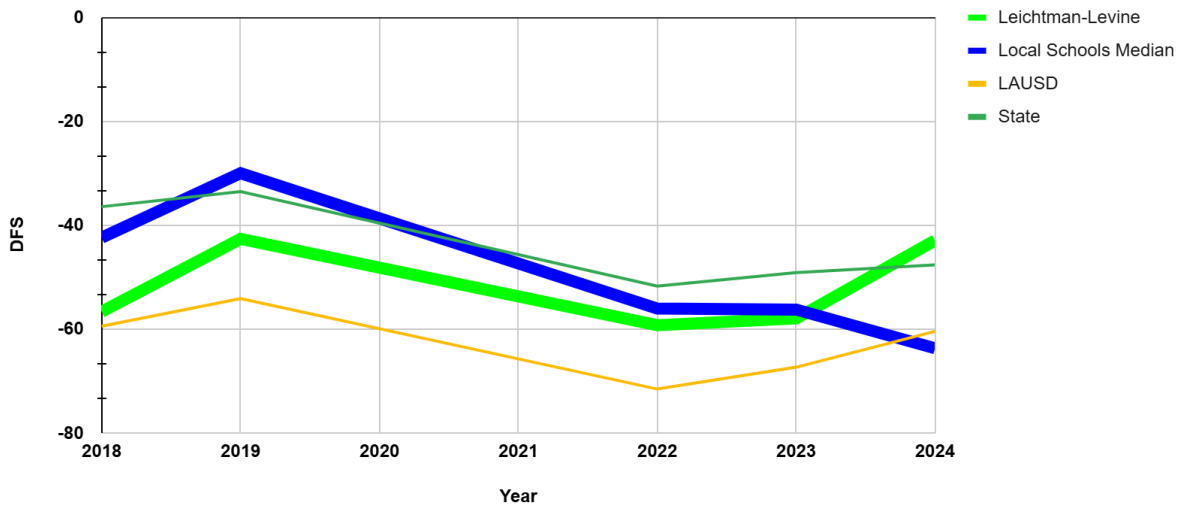
In addition to this focus on leveraging curricula, we also use targeted interventions to provide academic supports for our scholars. Based on i-Ready results and recommendations from ELA teachers, English Learners and students reading below grade level are placed in the ELA intervention class, High School Success. The class utilizes the Springboard ELD curriculum, which mirrors the topics and texts of the standard Springboard curriculum used in their regular ELA classes. This approach provides students with additional time to practice the same skills they're working on in their ELA classes, but with extra scaffolding to support their learning. Scholars with Disabilities receive additional ELA support in our Resource class, which is led by an RSP teacher. In this class, the teacher follows the ELA standards being taught in students' general education classes, offering 1-on-1 support to address current ELA assignments while filling in any gaps and misconceptions. Students are selected for this class based on their specific needs and the recommendations of their case manager.

## **Math DFS Performance**

### **Math Performance Exceeds Local Schools, LAUSD and the State**

Leichtman-Levine scholars consistently demonstrate achievement in Math competitive with local schools and the state, while exceeding the LAUSD average. Due to the exemplary growth our scholars experienced in 2024, they now perform better in Math than local schools, LAUSD, and even the State as a whole.

**Math - All Students**



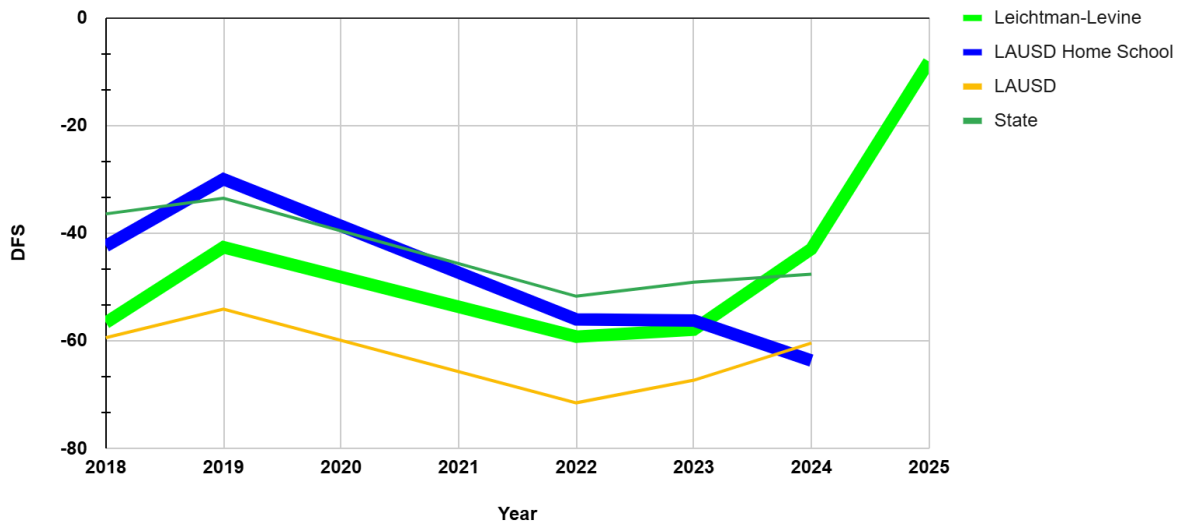
**Latine and Socioeconomically Disadvantaged Subgroup Performance Higher than Local Schools, LAUSD, and the State**

Latine and Socio-economically Disadvantaged students, who comprise the largest subgroups at our school, outperformed local schools, LAUSD, and the state as a whole by a wide margin in 2024. Our Latine scholars outperformed local schools by 47 DFS points, LAUSD by 28 DFS points, and the state by 34.6 DFS points. Our Socioeconomically Disadvantaged scholars outperformed local schools by 42.65 DFS points, LAUSD by 25.8 DFS points, and the state by 31.4 DFS points.

Math - DFS Score by Subgroup - 2024		
School	Latine	SocEcon Disadv
Leichtman-Levine	-44.6	-46.8
Local Schools Median	-91.65	-89.45
LAUSD	-72.6	-72.6
State	-79.2	-78.2

**Preliminary 2025 DFS Data Indicates Strong Growth**

Preliminary data from testing in Spring 2025 indicate that our school-wide DFS average grew to -8.1 in 2025. This represents a growth of 34.8 DFS points since 2024 and marks the second straight year of strong growth, as seen in the graph below.



**Math Verified Data**

**Strong CORE Growth Results in Math**

CORE Growth Reports are generated through data analysis of hundreds of schools across the state. CORE member districts include Los Angeles Unified, Fresno Unified, Garden Grove Unified, Long Beach Unified, Oakland Unified, Sacramento City Unified, San Francisco Unified, San Jose Unified, and Santa Ana Unified. Taken together, these districts include more than 1 million students. Post-Covid growth data is available starting in the 2022-23 school year.

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In Math, the 2023-24 CORE Growth Reports place our school significantly above the typical schools across the state, demonstrating the positive impacts of our educational program in Math and the outstanding impact of our program on scholars' Math growth.

**CORE Growth Report - Math**

2022-23		2023-24	
Growth Estimate	96th percentile	Growth Estimate	99th percentile

## **Practices Supporting Growth and Achievement**

Over the years, we have worked with different curricula, but have settled on College Preparatory Mathematics (CPM) as the curriculum for our Integrated Math 1 through Integrated Math 3 mathematics classes. When facilitated well, CPM offers a balance of exploratory, concept-first learning and procedural fluency. The rigorous, standards-aligned tasks give students a chance to construct meaning, but also practice mathematical skills. Recently, we have begun to implement standards-based quick checks and other vetted resources, such as CAASPP IABs, to target reteaches and track student progress towards grade-level mastery. We have also been deliberate in our coaching of math teachers to ensure progress monitoring culminating in an Exit Ticket each class period.

This year, we also added an additional section of our Math Support class. These math support classes have multiple staff members in the room, which allows for small group pre-teaching, re-teaching, and support with grade-level content. We use this class, in tandem with math tutoring, to create a support system for subgroups who need extra math help. As we move forward, we will continue to use this tiered approach to support subgroups - those listed above, but also English Learners and Students with Disabilities.

In addition to these interventions, during the Spring semester of 2023, we launched high-dosage math tutoring with an online tutoring partner. The implementation was rocky, as we worked to integrate a new support class into our master schedule in the middle of the year. We maintained this partnership for the following year, in order to have a full year of implementation to more completely gauge its impact on student learning. As we engaged with teachers, scholars, and families in Spring 2024, it was clear that there was consensus in wanting to continue to have high-dosage math tutoring, but needing the support to take place in person to increase engagement and access to the content.

To respond to this feedback, we partnered with a local tutoring agency, Kokoro Tutoring, for the 2024-25 school year. The tutors join our two sections of math support in person twice per week, and the tutoring lead connects with our math teacher to align on lessons to teach.

We are monitoring the growth of students in our two support classes (one for students in grades 9-10 and the second for students in 11th grade) in order to determine the impact that Kokoro tutoring is having on their academic outcomes. We will continue to provide support to our students who are 3+ years behind in math through high-dosage math tutoring, and will continue to evaluate the efficacy of the partnership we have identified for this support.

## **College Matriculation, Persistence, and Completion - Verified Data**

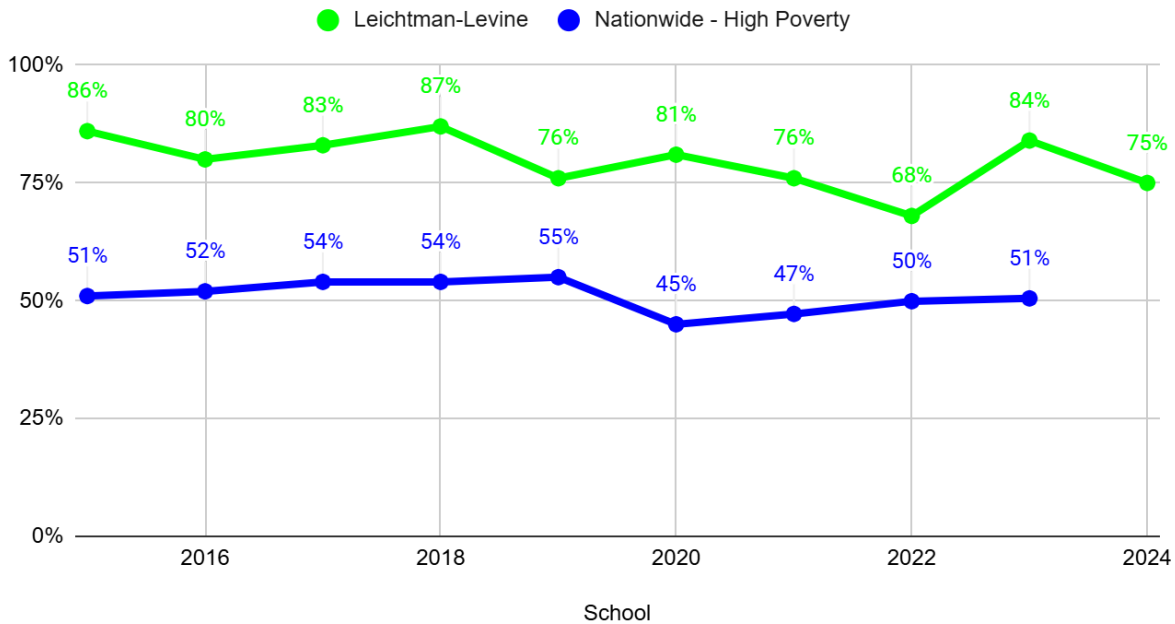
### **Matriculation: National Student Clearinghouse Enrollment Rate Higher Than Peers Across the Nation**

This is a metric produced by the National Student Clearinghouse (NSC). The data below are produced from school-specific reports for Leichtman-Levine, as well as from [Annual Reports](#). Although the best comparison for our school would be with a High-Minority and High-Poverty

subgroup, the NSC does not provide data aggregated for that combination of characteristics. Because of this, we must compare our school with High-Poverty-only schools, a subgroup that almost certainly has higher matriculation rates than a more appropriate subgroup. However, despite this, Leichtman-Levine shows better matriculation rates than these schools for every year in the past decade.

College Matriculation Rates by Graduating Classes										
School	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Leichtman-Levine	86%	80%	83%	87%	76%	81%	76%	68%	84%	75%
Nationwide - High Poverty	51%	52%	54%	54%	55%	45%	47%	50%	51%	

*\*Although the best comparison for our school would be with a High-Minority and High-Poverty subgroup, the NSC does not provide data aggregated for that combination of characteristics. Because of this, we must compare our school with High-Poverty-only schools, a subgroup that almost certainly has higher graduation rates than a data point that also factors in race/ethnicity.*



**Persistence: College-Going Rate for HS Completers Exceeds Local Schools, LAUSD, and the State**

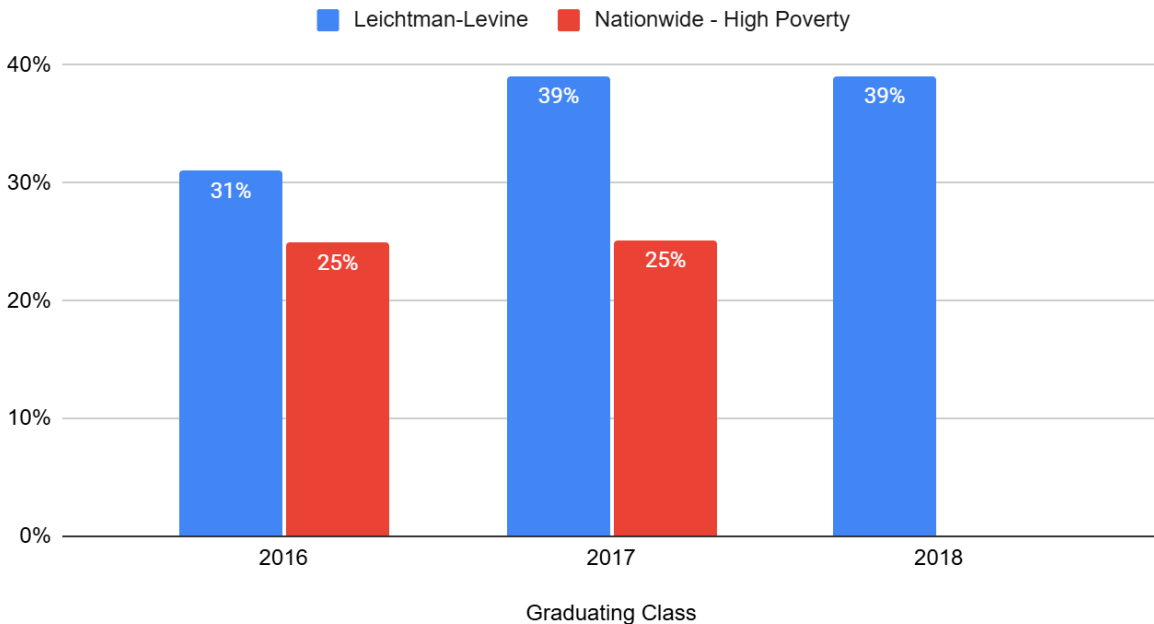
This is a metric produced by the [California Department of Education](#). It uses National Student Clearinghouse data to assess the percentage of a graduating class that is still attending college after 16 months. Due to the 2-year longitudinal nature of this metric, data for the graduating class of 2022 is the most recent data available from the CDE. This metric demonstrates years of graduating classes who attend college at a greater rate, and with greater persistence, than local schools, LAUSD as a whole, and across the State for every graduating class except 2022. In addition, we have seen growth in this metric post-Covid, demonstrating the resilience of our scholars and school community as a whole.

CDE College-Going Rate for HS Completers (16-Month) - All Students			
School	2020	2021	2022
<b>Leichtman-Levine</b>	<b>81.9%</b>	<b>79.4%</b>	<b>68.1%</b>
LAUSD	57.8%	57.5%	57.0%
State	62.7%	62.2%	62.0%
Local Schools Median	73.3%	70.4%	70.8%

**Completion: National Student Clearinghouse 6-Year Completion Rate Competitive With Nationwide High-Poverty Schools**

When our school is compared with Nationwide High-Poverty schools, our school remains competitive with that group (even though a better comparator for our schools would be Nationwide High-Poverty and High-Minority schools, if it were available). Given the positive trends in persistence noted above, we strongly believe that this data will improve in the future. We also believe that if there were a metric comparing High-Poverty and High-Minority scholars, our rates would be comparable or better. Due to the 6-year longitudinal nature of this metric, data for the graduating class of 2018 is the most recent data available for our school, which we gather from the National Student Clearinghouse StudentTracker Aggregate Report available each Spring. The national data set for the class of 2018 will not be available until the National Student Clearinghouse releases the High School Benchmarks report in Fall 2025.

**6-Year College Completion Rates by HS Graduating Class**



Our counseling team implements many strong practices to inform and support students through the process of applying to, being accepted to, and finally going to college. This starts

in 9th grade, with 1-on-1 graduation checks once per year. These checks are repeated in 10th grade, and then increase to twice per year in 11th and 12th grade. Parents are also invited and encouraged to attend these meetings, which often also act as individualized family engagement and education sessions. These checks are detailed 30-45 minute meetings that carefully explain and analyze the student’s current academic and extracurricular standing, as well as a review of the supports available to them, including financial aid and academic interventions. As seniors, students and their families are encouraged to attend numerous workshops about applications, letters of recommendation, financial aid, and the process of being accepted into college. Counselors take a very personal and individualized approach to supporting each student. As we rebound from the Covid pandemic, we expect these rates to grow significantly. We are also optimistic about the impact that our new Dual Enrollment program will have on many of our scholars, who may graduate with 10 to 50 transferable college credits, as well as first-hand experience with college-level coursework and expectations.

**California School Dashboard**

Many metrics on the California School Dashboard also demonstrate the success our students are experiencing at our school. Despite the historically underserved nature of our community, our scholars have shown tremendous resilience and have performed well in a variety of metrics.

**English Learner Progress Indicator Higher than LAUSD and the State**

On the English Learner Progress metric, our school demonstrates stronger growth than comparable subgroups in LAUSD, across the state, and in local schools. The strength of this growth clearly demonstrates the success of our program to support the growth of English Learners, a very valuable strength given the importance of language acquisition in supporting all other aspects of our educational program and our scholars’ opportunities in the future.

<b>English Learner Progress - % Met Target Growth - 2024</b>		
<b>School</b>	<b>EL</b>	<b>LTEL</b>
<b>Leichtman-Levine</b>	<b>58.8%</b>	<b>63.6%</b>
<b>Local Schools Median</b>	<b>49.7%</b>	<b>49.4%</b>
<b>LAUSD</b>	<b>47.5%</b>	<b>50.4%</b>
<b>State</b>	<b>45.7%</b>	<b>45.8%</b>

Our English Learners (ELs) receive support to help them academically and build their language skills. They receive support in their English Language Development class in the form of small group instruction (a class size maximum of 20 scholars) where they use the Springboard ELD curriculum. Because this curriculum aligns with the same texts and standards taught in their ELA classes, they receive intentionally scaffolded supports in their general education classrooms. These smaller ELD classes provide a space where scholars

receive encouragement from both their teacher and peers to participate in group work and academic discussions. The teacher reinforces a growth mindset that helps them embrace challenges, and the small class size allows for direct, individualized feedback from their teacher, ensuring that students receive the guidance they need to build their language proficiency. Our teachers also receive ongoing pedagogical support from the ELD Coordinator, equipping them with strategies to support English Learners and ensuring continued growth for all English Learners at our school.

The ELD Coordinator also pushes into their general education classrooms to provide one-on-one assistance, including translating lessons, answering questions, and encouraging participation. Additionally, to support scholars who may be struggling, the ELD Coordinator leads a monthly Friday clinic where she collaborates with teachers to develop strategies for supporting EL scholars who are not passing their classes. Through these multifaceted supports, our school fosters an encouraging and structured environment where EL scholars can thrive.

**Graduation Rate Exceeds LAUSD and the State**

When comparing Graduation Rates at Leichtman-Levine to peers, a subgroup analysis reveals that all numerically significant subgroups outperform LAUSD, and the State as a whole. These data further demonstrate the effectiveness of our scholar supports and interventions, enabling them to succeed in our school’s rigorous academic program.

Graduation Rate - by Subgroup (HS Only)					
School	All Students	EL	SWD	Latine	SocEcon Disadv
Leichtman-Levine	93.8%	81.8%	92.9%	93.1%	93.3%
LAUSD	86.7%	71.5%	71.4%	86.6%	86.7%
State	86.7%	77.9%	74.4%	85.3%	84.4%

In addition to the graduation checks described above, our counseling team provides scholars with a comprehensive Multi-Tiered System of Supports (MTSS), targeted summer school opportunities, and robust Social-Emotional Learning (SEL) services. Clinical Counselors and our School Social Worker offer more intensive, individualized interventions to ensure that as many scholars as possible meet graduation requirements.

Our school is deeply committed to fostering a college-going culture - one that celebrates each milestone on a scholar’s postsecondary journey. Counselors conduct in-class workshops at least twice per year, covering essential topics such as career exploration, résumé development, transcript literacy, and the structure of college systems. Each May, we host “Future Endeavors Day,” a schoolwide event that highlights our graduating seniors as they proudly share their post-graduation plans with the entire community. Additionally, we invite alumni back twice per year to speak with current students, offering personal insights and guidance on navigating college.

Together, these supports and events work in tandem to inspire our scholars, promote college

readiness, and drive increased graduation rates.

**College/Career Prepared Rate Higher Than LAUSD and the State in All Subgroups**

Our graduating scholars outperform local schools, LAUSD, and the State as a whole in all numerically significant subgroups, a testament to the rigorous academic program present at our school and to the dedication of our scholars.

College/Career Prepared Rate - by Subgroup - 2024					
School	All Students	EL	SWD	Latinx	SocEcon Disadv
Leichtman-Levine	59.3%	27.3%	28.6%	55.6%	57.3%
Local Schools Median	57.4%	13.8%	13.2%	52.1%	51.9%
LAUSD	45.4%	19.3%	15.9%	44.3%	44.1%
State	45.3%	17.2%	13.5%	37.4%	37.4%

This data reflects the sustained efforts our school has made to increase access to rigorous academic opportunities, including AP and Honors courses, CAASPP preparation, and most recently, Dual Enrollment. Our small school environment allows for more individualized support, enabling us to reach a higher percentage of scholars compared to local resident schools.

Looking ahead to 2025–26 and beyond, we plan to expand our Dual Enrollment offerings, with the goal of ensuring that a growing number of scholars not only enroll in but also successfully complete these courses. Per state accountability guidelines, passing two semesters of an academic Dual Enrollment course qualifies a student as “prepared” on the College/Career Indicator. Our goal is for all, or nearly all, scholars to meet this benchmark within their four years at our site.

Suspension Rate - Metric by Subgroup						
School	All Students	AA/Black	EL	SWD	Latine	SocEcon Disadv
Leichtman- Levine	1.1%	0.0%	2.9%	1.4%	1.2%	1.3%
State	3.2%	8.4%	3.4%	5.4%	3.4%	4.0%

**Suspension Rate Lower Than the State**

These school supports are further demonstrated by suspension rates at Leichtman-Levine, as our school supports all students with counseling, social-emotional learning, and a well-implemented system of Positive Behavioral Interventions and Supports. In a subgroup analysis, the suspension rate at Leichtman-Levine is lower than the state as a whole for all numerically significant subgroups.

This data accurately reflects suspension-level behaviors and illustrates the effectiveness of a strong, student-centered discipline system - one that intentionally avoids punitive, traditional approaches.

In recent years, we have expanded our implementation of restorative practices, including reflective and educational activities, peer mediations, community service, and other alternatives to suspension. These strategies have led to a measurable reduction in repeat behavioral incidents and, consequently, a decrease in overall suspension rates.

Collectively, this data affirms the success of our team's efforts to provide historically underserved students with a high-quality education and meaningful pathways to postsecondary success.

**Social Emotional Learning:** Since returning to school after the Covid-19 pandemic, the increase in trauma and difficulties faced by our scholars has been measurable. We are taking various steps to address these challenges, which are impacting our community, including:

- **Expanding our Mental Health Team:** For the first time, we hired a school social worker to lead our mental health work on site, enabling our counselors to focus on academic counseling. Our school social worker meets one-on-one with students and their families for intake meetings and to set them up with services, and also provides counseling to students on both an individual basis as well as in small groups. We have also increased the number of clinical counseling interns at our site annually and have started to host social worker and psychologist interns to further expand our reach.
- **Panorama Survey:** In order to ensure we have a more complete understanding of the socio-emotional needs of our students, we implement the Panorama Survey 3 times a year. This provides us with valuable insights into key themes, such as teacher/ student relationships, overall sense of belonging, and more. We analyze this data both in smaller leadership/ administrative teams, as well as with our whole staff, to make meaning of the data and land on actionable next steps. Most recently, teachers and staff each selected 1 student who indicated strong feelings of dissociation from the community and committed to using at least 1 relationship-building strategy with that student on a regular basis.
- **Professional Development for All Teachers + Staff:** It was also critical to ensure that all of our staff have a foundational understanding of trauma and trauma-informed practices, so we have provided whole staff professional development on these topics. We monitor whether teachers are using these strategies through informal walkthroughs.
- **No Place for Hate:** A major need that has been clear post-Covid is the attention to a rise in hate speech. Through our No Place for Hate program, we have a student leader for each advisory, who meets with a school staff member to plan activities that they then lead for their advisory.
- **Youth in Power:** Another area of need has been in substance use prevention and

harm reduction. Through a partnership with Children’s Hospital Los Angeles, we have a group of student leaders who are working to become student leaders in providing education to their peers.

**Our School Meets Criteria for Renewal Under Assembly Bill No. 1505**

As the above data demonstrate, Leichtman-Levine has achieved the statutory criteria for renewal under AB 1505. First, our school has “achieved measurable increases in academic achievement, as defined by at least one year’s progress for each year in school” as stated in 47607.2 (b)(3)(A). This has been shown through DFS performance exceeding the Resident Schools Median, LAUSD, and the State as a whole in both ELA and Math, but also the CORE reports that show our scholars outpaced growth in ELA and Math for 2022-23 and the 2023-24 school year compared to similar scholars across the State of California. Given our school’s performance described above, it is evident that our school continues to be an important and outstanding school of choice within its neighborhood. However, we as a school community will continue our efforts to improve every year to ensure our scholars receive the education they deserve. We will continue to work strategically to continue to close the achievement gap that so many of our scholars come to us with, to ensure they leave ready to get to and through college.

In addition, our school demonstrates “strong postsecondary outcomes, as defined by college enrollment, persistence, and completion rates equal to similar peers” as stated in 47607.2 (b)(3)(B). This is shown in matriculation and graduation rates that exceed nationwide averages for High-Poverty schools, and persistence rates that exceed LAUSD and the State as measured by the National Student Clearinghouse.

Under the above-verified data and language from AB 1505, as well as the requirement written in 47607.2 (b)(2) that, “the chartering authority shall provide greater weight to performance on measurements of academic performance in determining whether to grant a charter renewal,” Leichtman-Levine has met all criteria for renewal and must be granted a renewal term of five years.

**Success of Key and/or Innovative Features of the Educational Program**

The success of the below features has been analyzed above under School’s Academic Performance.

Key or Innovative features of the Alliance educational program are as follows:

- 1. High Expectations for All Students** - All students, including students in historically underachieving communities, can successfully learn at high levels and have a

fundamental right to high expectations and quality instruction that prepare them to enter and succeed in college. All students must pass the A-G college entrance course requirements with a grade of C or better to graduate and be at least proficient in core academic standards (reading, writing, math, science, history/social science) to be ready for success in college.

- 2. Small Personalized Schools and Classrooms** - Students learn best in small learning communities where their education is personalized so that students know their teachers and are well known as individuals by all adults in the school. Blended-learning classrooms, like those at Bloomfield, offer even more personalized and individualized instruction that targets individual student learning needs, takes them from where they are and accelerates their learning to where they need to be in order to graduate ready for success in college.
- 3. Increased Instructional Time** - All students must have sufficient time in school to learn successfully. The school offers a longer school year and ongoing opportunities for extended learning time through intervention or enrichment to meet individual student needs. Daily learning time is structured in longer instructional blocks of time to allow for focused in-depth learning. Students will also have access to online resources, be able to replay online content, and access other features allowed by using technology, creating many out-of-classroom learning opportunities. Research demonstrates how increased learning time can lead to higher achievement.
- 4. Highly Qualified Principals and Teachers** – All Alliance schools must have exemplary principals who are capable instructional leaders and entrepreneurs in managing resources, and who are given opportunities for ongoing leadership training. Knowing that students learn best with teachers who know their subject field, are well trained to deliver rigorous instruction, and can attend to the diverse needs of individual students, these skills are at the forefront when selecting and developing teachers. Our teachers work in collaborative teams with common planning time, where lessons are studied as a learning community and where accountability for student success is a shared responsibility.
- 5. Working with Parents as Partners** - Parents at all Alliance schools are meaningfully and actively engaged in their children’s education. They have the right to choose to send their children to excellent high performing schools. Parents must be responsible and accountable for supporting their children’s learning at school and at home. They must understand what it will take to prepare their children for college, and they are encouraged to support the goals of the school through their voice and through volunteering.

## Success of School’s Educational Program in Meeting Needs of Student Population

The success of the below program elements has been analyzed above under School’s

## Academic Performance.

The educational program at Leichtman-Levine is designed to ensure that all students, including those in numerically significant student groups (low-achieving, socioeconomically disadvantaged, students with disabilities, and students from other subgroups), receive the support necessary to meet or exceed academic standards.

### **Identification and Support for Low-Achieving Students:**

- **Early Identification and Monitoring:** The school identifies low-achieving students through diagnostic assessments, state testing, and grades, with a focus on students earning below a C or showing academic deficiencies. Teachers and school leadership teams actively monitor this data, and interventions are put in place based on interim assessments and progress reports.
- **Tailored Interventions:** Low-achieving students are provided with targeted support in core subjects, such as English Language Arts (ELA) and math. Remediation and support classes are offered; and teachers use online digital content providers to supplement one-on-one instruction, alongside high dosage tutoring. This personalized approach allows the school to address the specific academic gaps of each student.
- **Outcome Tracking:** Success is measured through ongoing assessments, including state exams and formative assessments, with regular data analysis to evaluate the effectiveness of interventions. For example, over the past year, students in remediation and support classes demonstrated a 10% increase in proficiency rates in math and ELA compared to the previous year.

### **Support for Socioeconomically Disadvantaged and Low-Income Students:**

- **High Proportion of Low-Income Students:** Approximately 88.6% of students at Leichtman-Levine qualify for the federal lunch program, reflecting a student population that is predominantly socioeconomically disadvantaged.
- **Targeted Academic Support:** The school uses standards-based grading, scaffolded and differentiated learning, and after-school tutoring to ensure that low-income students receive the necessary academic support to succeed. Programs are designed to meet the needs of students who enter the school behind grade level, with progress tracked through interim assessments and state exams.
- **Academic Performance Monitoring:** In addition to academic support programs, students' progress is evaluated through regular interim assessments, college readiness exams, and state exams. These measures help track student performance and inform necessary adjustments in instruction.
- **Student Support Teams:** To ensure that all students receive the support they need, the school utilizes a structured support process, led by a designated team or staff member, to identify and address the needs of students requiring additional assistance. This process is guided by multiple forms of data, including formative, summative, and standardized assessments, as well as input from teachers, staff, and administrators. The team regularly monitors student progress, collaborates to implement appropriate interventions and supports, and ensures ongoing communication and partnership with families throughout the process.

### **Support for Students with Disabilities:**

- **Child Find Obligation:** Under the Individuals with Disabilities Education Act (IDEA), the school actively identifies, locates, and evaluates children who may have disabilities and require special education services. This process, known as Child Find, includes outreach to families, screening procedures, and collaboration with teachers to ensure early identification. If a student is suspected of having a disability, the school follows district protocols to initiate evaluations and determine eligibility for services.
- **Specialized Services:** Students with disabilities are provided with accommodations and support based on their Individualized Education Programs (IEPs). The school ensures that these students are supported through differentiated instruction, small group interventions, and specialized services, as outlined in district-required language.
- **Inclusion Strategies:** Students with disabilities participate in general education classrooms with appropriate accommodations or modifications. Teachers are trained in inclusive practices and differentiated instruction to ensure that students with disabilities can access the general curriculum effectively.
- **Data Monitoring and Adjustment:** Student progress is monitored regularly through IEP meetings, formative assessments, and teacher observations. This data helps guide the adjustments in instructional methods and support services, ensuring continuous growth for students with disabilities.

**Support for Students from Other Subgroups (Foster Youth, Homeless Students, etc.):**

- **Identification and Coordination of Services:** Foster youth, homeless students, and other related subgroups are identified during the enrollment process, and the school works closely with community agencies to provide tailored support. This includes tutoring, counseling, transportation, and coordination of services.
- **COST Process for Tailored Support:** The Coordination of Services Team (COST) process is used to develop individualized support plans for these students, involving school administrators, counselors, teachers, and relevant staff members. The team ensures that students receive the resources and assistance they need, including emotional and academic support.
- **Regular Academic Evaluations:** Academic performance for students in these subgroups is reviewed regularly. Adjustments to support services or curriculum are made as necessary, ensuring that students' specific needs are being met.

**Support for English Learners:**

- Supports for English Learners are outlined in the English Language Learner Network Plan

The educational program at Leichtman-Levine successfully meets the needs of its diverse student population through early identification of at-risk students, personalized academic support, and a coordinated approach involving teachers, families, and community resources. With a strong focus on data-driven decision-making, targeted interventions, and continuous professional development, the school has seen measurable improvements in student outcomes across all subgroups. As a result, the charter school's educational program is effectively addressing the specific needs of its student population, including numerically significant groups, ensuring that all students have the opportunity to succeed academically.

## Areas of Challenge and Improvement, Plans for Improvement

### **Continued Growth in Math and ELA**

Continued improvement in the area of Math and ELA continues to be one of the primary foci of our school as we move through the post-Covid years. Although our schools experienced significant learning loss during Covid, as is seen in the graphs below, we have begun to experience significant growth due to the effort and dedication of our teachers, instructional coaches, and instructional support team at our home office.

Although our academic scores compare well with the State and LAUSD averages, our goal in the future will be to continue this growth, with a dedicated focus on growth for our subgroups, specifically our English Learners and Students with Disabilities. As always, our goal is to ensure our scholars experience the same opportunities as those from other, more privileged, communities, and we will continue to develop and evolve our educational program to improve our supports towards that goal.

Over the past years, we have been able to improve growth in math and English through the following practices, which we will continue to prioritize as we work to strengthen our instructional outcomes:

- **Practices for intellectual preparation:** We have worked with our instructional leadership team (department leads, coordinators, and administrators) to name the criteria for success for strong internalization of existing curriculum, model the process for and share examples of strong preparation with teachers, and provide consistent time to collaborate on lesson preparation.
- **Providing quality instructional coaching:** Our principal meets with our assistant principals of instruction (who directly coach some teachers and coach our department instructional leads) weekly to provide development on the implementation of our instructional work. Our coaches are also trained through Relay, a graduate-level curriculum that provides a framework for observation and feedback.
- **Progress monitoring:** In order to ensure that all of our work is being consistently executed, we progress monitor both the completion of our core commitments as well as the quality of their implementation through bi-weekly 4DX meetings with our administrative team.
- **Calibration Walkthroughs:** A key part of strong coaching is ensuring that all of our instructional leads - department leads, coordinators, and administrators - are aligned in how we understand our instructional rubric and how we identify strengths and gaps in classrooms. We achieve this alignment through calibration walkthroughs in 1 on 1 coaching meetings as well as quarterly interdisciplinary walkthroughs.

For our special education subgroup specifically, we have focused on the following practices:

- **Co-planning and co-teaching in math and ELA classes:** Over the past 3 years, we have increasingly prioritized co-teaching in our instructional model. First, we have moved to a content specialization model for our resource specialists, where each resource specialist co-teaches both block periods in no more than 2 separate classes

of the same content area (math or ELA). This means that the resource specialist can attend the same content PD throughout the year that their co-teacher participates in, to strengthen their content knowledge and ability to effectively support the classes. This also provides them the opportunity to integrate more fully into the culture of the classroom and serve as a more authentic co-teacher. Additionally, the design of our master schedule ensures general education teachers and their special education counterparts have a common planning period every week, and the expectation for co-planning is set, coached, and monitored.

- **Practice clinics:** In the past year, our special education coordinator has worked with our ELD coordinator to conduct regular audits of student grades. Together, they identify courses that have a higher rate of not-passing grades for our diverse learners, and use this to signal teachers who need additional support with accommodations. On a monthly basis, these teachers are invited to practice clinics, where they receive additional models of effective accommodations and targeted practice time with our coordinators to accommodate upcoming lessons.

## Student Population to be Served

### Target Student Population

Leichtman-Levine currently serves 309 students in the 2024-2025 school year. The student population is 89.3% Hispanic/Latino, 1% Black/African-American, 4% Asian, and 3% White. 8.3% of the students are English Language Learners, and 21% are Students With Disabilities. On average, the students we serve start their academic careers with us three grade levels behind in academic achievement.

Leichtman-Levine is an independent charter high school that serves students in grades 9-12, providing an alternative choice of quality education in the community of Glassell Park, but also drawing students from the larger Northeast Los Angeles community, and beyond. In our last analysis of student zip codes, over half of our students traveled from outside our immediate neighborhood to attend our school.

Serving Glassell Park and the surrounding Northeast Los Angeles community, and being able to create a high-performing high school for this community has been a great source of pride for our school community. Glassell Park is a working-class neighborhood in Los Angeles with about 25,000 residents. The neighborhood is considered moderately diverse for both the city and county of Los Angeles, and contains a notably high percentage of both Asian and Latino residents. 66.1% of Glassell Park residents are Latino, 17.4% are Asian, 13.7% are White, 1.4% are Black, and 1.4% are other. Of the 51.5% of residents who were born outside of the United States, 49.3% were born in Mexico, and 16.2% were born in the Philippines.

There has been an influx of middle-class residents since the early 2000s, and ongoing gentrification of the neighborhood. According to the Los Angeles Times, Glassell Park continues to face demographic changes along with increased property values and redevelopment of its historic homes and commercial corridors. In fact, Zillow reports that home prices in Glassell Park rose to an average value of \$1,100,209 as of January 2022, almost a doubling of costs in an 8-year window.

As a school, we have heard countless stories from our students and their families over the past few years about being priced out of their neighborhood and forced to move elsewhere, which adds to the mixed nature of where our scholars and their families reside. Despite this influx of money and development, our school still predominantly serves students who are first-generation college-goers and those whose families are socio-economically disadvantaged (as illustrated by our socio-economically disadvantaged rate, which was 91% in the 2023-24 school year).

Leichtman-Levine provides a sound educational program for all students in attendance through its rigorous standards-based curriculum, culture of high expectations, highly effective and qualified teachers, and principal leadership in a small, personalized learning environment where students know their teachers well and are known by adults.

Leichtman-Levine offers its students a college-ready education by providing comprehensive A-G course offerings, including Advanced Placement courses across multiple content areas and grade levels. In collaboration with both Los Angeles Community College and Los Angeles Trade Tech, we have also expanded our dual enrollment offerings in the past year. During the 2024-25 school year, we are offering 6 sections of college courses per semester, including Counseling 20, Art 250, English 101, and more. Our approach is unique in that we have 2 dedicated full-time staff members who are supporting this program, enabling us to bridge the gap between the high school's culture and expectations and the college professors who instruct the courses.

In addition to advancement opportunities, Leichtman-Levine students have access to support classes in Math and English to ensure they are provided with the appropriate support to meet their academic needs. In general education classes, roughly 50% of our English and math classes are co-taught for 80% or more of the week. This model enables us to provide a more complete approach to inclusion, where co-teachers learn and can support the needs of all students in the classroom and build a more authentic partnership with the lead teacher.

Our school also ensures that all students have access to individual computing devices in the classroom and at home, which are utilized to complete coursework and develop 21st-century skills, bridging the digital gap experienced so often by socio-economically disadvantaged communities.

Outside of our academic program, we pride ourselves on being a small school that is able to provide students with a wide range of athletics, extracurriculars, and socio-emotional supports. We offer at least 2 CIF sports per season, have anywhere from 1-5 after-school clubs taking place daily, and have a full team of staff dedicated to on-site mental health supports.

Through our community schools grant, we have also been able to expand the services we provide to our scholars and families. We partnered with the Parent Education Bridge for

Student Achievement Foundation (PEBSAF) in Spring 2025 to offer 2 workshop series to our families, both English as a Second Language (at the conversational level) and a Google Technology series (including workshops on how to write emails, and more). We also offered various other community services, including a mobile health clinic on site. Our community schools coordinator and school social worker both support families and scholars when we are made aware of any financial or other need the family is facing, including connecting them with food banks and helping to put them in touch with other community organizations with the specific services they are in need of. Our approach is that we are responsible for attending to the needs of the whole child, which includes not only their own academic and socio-emotional needs, but also those of their family members and support systems.

## **Goals and Philosophy**

### **Vision Statement**

Alliance Leichtman Levine is an inclusive and equitable school, where each scholar is prepared to succeed in college, motivated to build a fulfilling career, and inspired to positively impact their community and the environment.

### **Mission Statement**

Our teachers and staff promote academic and socio-emotional success for all scholars through:

- Instruction that is rigorous, relevant, and accessible for all learners in every classroom, every day.
- Regularly collecting and analyzing data to make informed decisions and provide the right levels of support for each scholar.
- Explicitly teaching and practicing social and emotional skills.
- Educating scholars about and guiding them through the process of selecting and applying to colleges
- Partnering with families and the community to leverage their assets and resources in support of our school's vision.

### **Characteristics of an Educated Person in the 21st Century**

A well-educated person in the 21st Century must be highly proficient in a rigorous set of competencies in language, reasoning/problem solving, reading, writing, computation, interpersonal relationships, social/ economic studies, the use of technology, and personal work habits in order to succeed in a modern college education and in a career within the global economy.

A well-educated person recognizes that the world is constantly changing, and is a self-directed lifelong learner prepared to continually adapt to changes that require new skills and competencies to be successful in their lifetime. An educated person understands that creative thinking leads to opportunity, that talent can be turned into true skill, and that all human beings are equal and important.

The Leichtman-Levine curriculum, instructional methodology, and environment are designed to instill and develop these skills in our students so that they can achieve success in college and in their chosen careers, and can continue to be self-directed learners, highly skilled critical thinkers, and effective communicators throughout their lives.

## How Learning Best Occurs

At Leichtman-Levine, we believe that exceptional teaching is at the heart of student success in high school, college, and beyond. Every day, with every student, we exemplify this belief through the academic commitments below. We believe learning occurs best when classrooms are characterized by the attributes below, as described in our Alliance Core Rubric:

**CULTURE OF LEARNING:** Our students thrive in classrooms that are joyful, inclusive, and affirming.

- Teachers create a learning environment where every student feels respected and seen, supported by clear expectations, positive routines, and culturally responsive practices.
- Students are engaged from start to finish, taking part in a learning community that values their identities and voices.
- Students feel a sense of belonging and bring their full selves into the classroom, confidently collaborating with peers and actively participating in their learning.

**ESSENTIAL CONTENT:** Our students grow when challenged with rigorous, relevant content, building strong learning habits and life skills.

- Teachers design instruction aligned to grade-level standards and language objectives, using high-quality materials that reflect the diversity of their students. Through multiple access points and consistent language development, instruction supports all learners in engaging deeply with complex ideas.
- Teachers use data to strategically tailor instruction based on what their students need, keeping the bar for academic rigor high.
- Students build academic vocabulary, make meaning across content areas, and see their cultures and languages reflected in what they learn.

**SCHOLAR OWNERSHIP:** Through meaningful peer interaction and use of academic

language, our students are empowered to express and refine their thinking while learning from one another.

- Teachers structure lessons so that students take on the cognitive lift - reading, writing, problem-solving, discussing, and analyzing with purpose.
- Students engage in rigorous work, productively collaborate, and take responsibility for their learning by grappling with challenges and building on feedback.
- Students employ a variety of tools and strategies, including technology, to accelerate their learning, build knowledge and skills, and obtain feedback on their performance.

**DEMONSTRATION OF LEARNING:** Our students succeed when they can show what they know and use feedback to grow.

- Teachers design learning experiences that allow students to demonstrate understanding through academic language, writing, and performance tasks.
- Teachers provide ongoing feedback that celebrates progress and clarifies next steps toward mastery.
- Students reflect on their learning, revise their thinking, and use multiple forms of evidence to show their progress toward rigorous content and language goals.

## Life-Long Learners

LCAP Goal	Become and Remain Self-Motivated, Competent, and Lifelong Learners
Goal 1: All scholars have access to the personnel and resources that they need to support learning, including quality teachers and administrators, in-classroom assistance, well-maintained facilities, and a well-operated school environment	In order to support students' academic growth and socioemotional wellbeing, they must have access to the necessary learning environment and resources.
Goal 2: All scholars have access to a robust instructional program that supports scholar achievement.	In order to allow our students to meet their potential, they must have access to a strong instructional program.
Goal 3: All parents are provided meaningful involvement opportunities to support their child's education at home and at school.	By engaging parents in their children's school experience, they are able to provide valuable insights to support learning and emotional wellbeing.
Goal 4: All scholars and staff have a voice and feel supported within their school community through a shared decision-making process, clear expectations, and a discipline process grounded in positive behavior interventions.	By ensuring all students feel engaged and supported, our school enables them to grow to their potential.
Goal 5: Promote a college-going culture with a focus on supporting each scholar's journey to and through college	By focusing on a college-going culture, rather than just academics, our school enables our students to gain the tools for long-term success

**LCFF State Priorities**

**LCFF STATE PRIORITIES  
(Charter Term Commencing July 1, 2026)**

GOAL #1

**Basic Services** - All scholars have access to the personnel and resources that they need to support learning, including quality teachers and administrators, in-classroom assistance, well-maintained facilities, and a well-operated school environment. (Aligned to Basic Services State priority)

Related State Priorities:

- |                                       |                            |                            |
|---------------------------------------|----------------------------|----------------------------|
| <input checked="" type="checkbox"/> 1 | <input type="checkbox"/> 4 | <input type="checkbox"/> 7 |
| <input type="checkbox"/> 2            | <input type="checkbox"/> 5 | <input type="checkbox"/> 8 |
| <input type="checkbox"/> 3            | <input type="checkbox"/> 6 |                            |

Local Priorities:

- :

Specific Annual Actions to Achieve Goal

1. **Instructional Materials and Technology** - Ensure that all scholars have access to rigorous, standards-aligned instructional materials and technology to support academic achievement.
2. **Teachers and In-Classroom Assistance** - Ensure that scholars have access to teachers that are appropriately assigned in all classrooms as well as in-classroom assistance.
3. **Administrative Support** - Provide adequate administrative support to ensure a safe and orderly environment that supports the instruction of rigorous academic standards.
4. **Maintenance and Operations** - Maintain adequate support, resources, and supplies to ensure a safe, clean, and orderly campus and to operate the site effectively.
5. **Professional Development** - Provide teachers, staff, and administration access to high-quality professional development, including regular observations, feedback, and coaching.
6. **Teacher and Staff Recruitment** - Effectively recruit highly effective teachers and staff to support positive academic outcomes for our scholars.
7. **Counseling Services** - Provide scholars with counseling services to provide academic and socio-emotional support.
8. **English Learner Support** - Ensure that English Learners receive in-classroom assistance, appropriate interventions, and maintain programs to support their academic growth and needs, with a focus on supports for Long-Term English Learners. Additional intervention supports will be implemented for struggling English Learners due to this school receiving a Color Rating of Red in the English Learner Progress indicator on the 2023 California School Dashboard.
9. **Students with Disabilities Support** - Ensure that scholars with Disabilities receive in-classroom assistance and maintain programs to support their academic growth and needs.
10. **Improved Student to Certificated Staff Ratio** - Ensure that scholars are provided with reduced class sizes and a high level of direct support from site administrators other certificated staff.

**Expected Annual Measurable Outcomes**

**Outcome #1: Access to Standards-Aligned Instructional Materials**

**Metric/Method for Measuring:** Percentage of Students with Access to Standards-Aligned Instructional Materials (as of November)

APPLICABLE STUDENT GROUPS	Baseline	Year 1 of Term	Year 2 of Term	Year 3 of Term	Year 4 of Term	Year 5 of Term
All Students (Schoolwide)	100%	100%	100%	100%	100%	100%
English Learners	100%	100%	100%	100%	100%	100%
Long-Term English Learner Students	100%	100%	100%	100%	100%	100%
Socioeconomically Disadvantaged Students	100%	100%	100%	100%	100%	100%
Foster Youth	*	*	*	*	*	*
Students with Disabilities	100%	100%	100%	100%	100%	100%
African American Students	*	*	*	*	*	*
American Indian/Alaska Native Students	*	*	*	*	*	*
Asian Students	*	*	*	*	*	*
Filipino Students	*	*	*	*	*	*
Latino Students	100%	100%	100%	100%	100%	100%
Native Hawaiian/Pacific Islander Students	*	*	*	*	*	*
Students of Two or More Races	*	*	*	*	*	*
White Students	*	*	*	*	*	*

**Outcome #2: Facilities in Good Repair**

**Metric/Method for Measuring:** Number of Instances in which Facilities Do Not Meet the "Good Repair" Standard

APPLICABLE STUDENT GROUPS	Baseline	Year 1 of Term	Year 2 of Term	Year 3 of Term	Year 4 of Term	Year 5 of Term
All Students (Schoolwide)	0	0	0	0	0	0
English Learners	0	0	0	0	0	0
Long-Term English Learner Students	0	0	0	0	0	0
Socioeconomically Disadvantaged Students	0	0	0	0	0	0
Foster Youth	*	*	*	*	*	*
Students with Disabilities	0	0	0	0	0	0
African American Students	*	*	*	*	*	*
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	*	*	*	*	*	*
White Students	*	*	*	*	*	*

**Outcome #3: Teachers Fully Credentialed**

<b>Metric/Method for Measuring: Percentage of Fully-Credentialed Teachers (as of November)</b>						
APPLICABLE STUDENT GROUPS	Baseline	Year 1 of Term	Year 2 of Term	Year 3 of Term	Year 4 of Term	Year 5 of Term
All Students (Schoolwide)	100%	100%	100%	100%	100%	100%
English Learners	100%	100%	100%	100%	100%	100%
Long-Term English Learner Students	100%	100%	100%	100%	100%	100%
Socioeconomically Disadvantaged Students	100%	100%	100%	100%	100%	100%
Foster Youth	*	*	*	*	*	*
Students with Disabilities	100%	100%	100%	100%	100%	100%
African American Students	*	*	*	*	*	*
American Indian/Alaska Native Students	*	*	*	*	*	*
Asian Students	*	*	*	*	*	*
Filipino Students	*	*	*	*	*	*
Latino Students	100%	100%	100%	100%	100%	100%
Native Hawaiian/Pacific Islander Students	*	*	*	*	*	*
Students of Two or More Races	*	*	*	*	*	*
White Students	*	*	*	*	*	*

**Outcome #4: Teachers Appropriately Assigned**  
**Metric/Method for Measuring: Percentage of Appropriately Assigned Teachers (as of November)**

APPLICABLE STUDENT GROUPS	Baseline	Year 1 of Term	Year 2 of Term	Year 3 of Term	Year 4 of Term	Year 5 of Term
All Students (Schoolwide)	88.24%	95%	95%	95%	95%	95%
English Learners	88.24%	95%	95%	95%	95%	95%
Long-Term English Learner Students	88.24%	95%	95%	95%	95%	95%
Socioeconomically Disadvantaged Students	88.24%	95%	95%	95%	95%	95%
Foster Youth	*	*	*	*	*	*
Students with Disabilities	88.24%	95%	95%	95%	95%	95%
African American Students	*	*	*	*	*	*
American Indian/Alaska Native Students	*	*	*	*	*	*
Asian Students	*	*	*	*	*	*
Filipino Students	*	*	*	*	*	*
Latino Students	88.24%	95%	95%	95%	95%	95%
Native Hawaiian/Pacific Islander Students	*	*	*	*	*	*
Students of Two or More Races	*	*	*	*	*	*
White Students	*	*	*	*	*	*

**GOAL #2**

<b>Instructional Program</b> - All scholars have access to a robust instructional program and broad course of study that supports achievement (Aligned to Pupil Achievement, Course Access, and State Standards State priorities)	Related State Priorities:		
	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 4	<input checked="" type="checkbox"/> 7
	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 5	<input type="checkbox"/> 8
	<input type="checkbox"/> 3	<input type="checkbox"/> 6	

Local Priorities:

:

:

Specific Annual Actions to Achieve Goal

1. **Mathematical Instructional Strategy** - Ensure that, each day, scholars are working toward a clearly identified mathematical concept through 1-2 core tasks for each lesson, all of which are identified in intellectual preparation, and are actively discussing the math with their peers. Moreover, Math teachers will structure and guide the discussion of core tasks so that scholars demonstrate mastery of the mathematical concept by the end of the lesson as well as provide scaffolds and supports that allow English Learners, scholars with Disabilities, and struggling scholars to access the core tasks and participate in academic discussions in a meaningful way.
2. **English Language Arts Instructional Strategies** - Ensure that, each day, scholars read and analyze grade-level complex texts and engage, through discussion and/or writing, with strategically sequenced text-dependent questions (“TDQ”) that lead them to the big ideas and key understandings of the text, topic, and/or author’s craft. Moreover, ELA teachers will provide scaffolds and supports that allow English Learners, scholars with Disabilities, and struggling scholars to access the text and participate in academic discussions in a meaningful way.
3. **Instructional Materials and Technology** - Ensure that all scholars have access to rigorous, standards-aligned instructional materials and technology to support academic achievement.
4. **A-G Course Access** - Ensure that all scholars have access to A-G courses and are on track to meet A-G requirements by their senior year of high school. Intervention supports will be provided to students as appropriate
5. **Additional Academic Supports** - Provide scholars with additional academic support outside of their core classes.
6. **Accelerated Courses and Enrichment Opportunities** - Ensure all scholars have access to a robust offering of accelerated courses and enrichment opportunities.
7. **Academic Rewards and Incentives** - Provide scholars with rewards and incentives to promote positive academic performance.

Expected Annual Measurable Outcomes

**Outcome #1:** Implement State Standards

**Metric/Method for Measuring:** Percentage of Implemented or Fully Implemented Standards on the California Dashboard Reflection Tool Regarding the Implementation of Academic Standards

APPLICABLE STUDENT GROUPS	Baseline	Year 1 of Term	Year 2 of Term	Year 3 of Term	Year 4 of Term	Year 5 of Term
All Students (Schoolwide)	100%	100%	100%	100%	100%	100%
English Learners	100%	100%	100%	100%	100%	100%
Long-Term English Learner Students	100%	100%	100%	100%	100%	100%
Socioeconomically Disadvantaged Students	100%	100%	100%	100%	100%	100%
Foster Youth	*	*	*	*	*	*
Students with Disabilities	100%	100%	100%	100%	100%	100%

African American Students	*	*	*	*	*	*
American Indian/Alaska Native Students	*	*	*	*	*	*
Asian Students	*	*	*	*	*	*
Filipino Students	*	*	*	*	*	*
Latino Students	100%	100%	100%	100%	100%	100%
Native Hawaiian/Pacific Islander Students	*	*	*	*	*	*
Students of Two or More Races	*	*	*	*	*	*
White Students	*	*	*	*	*	*

**Outcome #2: English Language Arts**

**Metric/Method for Measuring:** California Dashboard English Language Arts (ELA) Indicator Status

APPLICABLE STUDENT GROUPS	Baseline	Year 1 of Term	Year 2 of Term	Year 3 of Term	Year 4 of Term	Year 5 of Term
All Students (Schoolwide)	Green	Green	Green	Green	Green	Green
English Learners	Orange	Orange	Yellow	Yellow	Green	Green
Long-Term English Learner Students	Green	Green	Green	Green	Green	Green
Socioeconomically Disadvantaged Students	Green	Green	Green	Green	Green	Green
Foster Youth	*	*	*	*	*	*
Students with Disabilities	Red	Red	Orange	Orange	Yellow	Yellow
African American Students	*	*	*	*	*	*
American Indian/Alaska Native Students	*	*	*	*	*	*
Asian Students	*	*	*	*	*	*
Filipino Students	*	*	*	*	*	*
Latino Students	Green	Green	Green	Green	Green	Green
Native Hawaiian/Pacific Islander Students	*	*	*	*	*	*
Students of Two or More Races	*	*	*	*	*	*
White Students	*	*	*	*	*	*

**Outcome #3: Mathematics**

**Metric/Method for Measuring:** California Dashboard Mathematics Indicator Status

APPLICABLE STUDENT GROUPS	Baseline	Year 1 of Term	Year 2 of Term	Year 3 of Term	Year 4 of Term	Year 5 of Term
All Students (Schoolwide)	Yellow	Yellow	Green	Green	Green	Green
English Learners	Red	Red	Orange	Orange	Green	Green
Long-Term English Learner Students	*	*	*	*	*	*
Socioeconomically Disadvantaged Students	Yellow	Yellow	Green	Green	Green	Green
Foster Youth	*	*	*	*	*	*
Students with Disabilities	Red	Red	Orange	Orange	Green	Green
African American Students	*	*	*	*	*	*
American Indian/Alaska Native Students	*	*	*	*	*	*
Asian Students	*	*	*	*	*	*
Filipino Students	*	*	*	*	*	*

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

**Outcome #4: Science**

**Metric/Method for Measuring:** Percentage of Students Meeting or Exceeding Standards on the California Science Test (CAST)

APPLICABLE STUDENT GROUPS	Baseline	Year 1 of Term	Year 2 of Term	Year 3 of Term	Year 4 of Term	Year 5 of Term
All Students (Schoolwide)	37.23%	40%	40%	45%	45%	50%
English Learners	*	*	*	*	*	*
Long-Term English Learner Students	*	*	*	*	*	*
Socioeconomically Disadvantaged Students	35.29%	40%	40%	45%	45%	50%
Foster Youth	*	*	*	*	*	*
Students with Disabilities	9.52%	15%	15%	20%	20%	25%
African American Students	*	*	*	*	*	*
American Indian/Alaska Native Students	*	*	*	*	*	*
Asian Students	*	*	*	*	*	*
Filipino Students	*	*	*	*	*	*
Latino Students	31.77%	35%	35%	40%	40%	45%
Native Hawaiian/Pacific Islander Students	*	*	*	*	*	*
Students of Two or More Races	*	*	*	*	*	*
White Students	*	*	*	*	*	*

**Outcome #5: A-G Completion**

**Metric/Method for Measuring:** Percentage of Graduates Meeting University of California (UC)/California State University (CSU) Requirements

APPLICABLE STUDENT GROUPS	Baseline	Year 1 of Term	Year 2 of Term	Year 3 of Term	Year 4 of Term	Year 5 of Term
All Students (Schoolwide)	85.19%	90%	90%	95%	95%	95%
English Learners	54.55%	55%	55%	60%	60%	65%
Long-Term English Learner Students	51.2%	55%	55%	60%	60%	65%
Socioeconomically Disadvantaged Students	85.33%	90%	95%	95%	95%	95%
Foster Youth	*	*	*	*	*	*
Students with Disabilities	50%	55%	55%	60%	60%	65%
African American Students	*	*	*	*	*	*
American Indian/Alaska Native Students	*	*	*	*	*	*
Asian Students	*	*	*	*	*	*
Filipino Students	*	*	*	*	*	*
Latino Students	83.33%	90%	95%	95%	95%	95%
Native Hawaiian/Pacific Islander Students	*	*	*	*	*	*
Students of Two or More Races	*	*	*	*	*	*

White Students	*	*	*	*	*	*
<b>Outcome #6: English Learner Progress</b>						
<b>Metric/Method for Measuring:</b> California Dashboard English Learner Progress Indicator Status						
APPLICABLE STUDENT GROUPS	Baseline	Year 1 of Term	Year 2 of Term	Year 3 of Term	Year 4 of Term	Year 5 of Term
All Students (Schoolwide)	*	*	*	*	*	*
English Learners	Blue	Green	Green	Green	Green	Green
Long-Term English Learner Students	Blue	Green	Green	Green	Green	Green
Socioeconomically Disadvantaged Students	*	*	*	*	*	*
Foster Youth	*	*	*	*	*	*
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	*	*	*	*	*	*
<b>Outcome #7: Advanced Placement</b>						
<b>Metric/Method for Measuring:</b> Percentage of Students Passing Two or More Advanced Placement (AP) Exams with a Score of 3 or Higher						
APPLICABLE STUDENT GROUPS	Baseline	Year 1 of Term	Year 2 of Term	Year 3 of Term	Year 4 of Term	Year 5 of Term
All Students (Schoolwide)	37.5%	40%	40%	45%	45%	50%
English Learners	0%	5%	5%	10%	10%	15%
Long-Term English Learner Students	*	*	*	*	*	*
Socioeconomically Disadvantaged Students	34.9%	40%	40%	45%	45%	50%
Foster Youth	*	*	*	*	*	*
Students with Disabilities	0%	5%	5%	10%	10%	15%
African American Students	*	*	*	*	*	*
American Indian/Alaska Native Students	*	*	*	*	*	*
Asian Students	*	*	*	*	*	*
Filipino Students	*	*	*	*	*	*
Latino Students	32.5%	40%	40%	45%	45%	50%
Native Hawaiian/Pacific Islander Students	*	*	*	*	*	*
Students of Two or More Races	*	*	*	*	*	*
White Students	*	*	*	*	*	*
<b>Outcome #8: Early Assessment Program - English</b>						
<b>Metric/Method for Measuring:</b> Percentage of College Ready Students as Measured by the Early Assessment Program (EAP)						

APPLICABLE STUDENT GROUPS	Baseline	Year 1 of Term	Year 2 of Term	Year 3 of Term	Year 4 of Term	Year 5 of Term
All Students (Schoolwide)	75.86%	80%	80%	85%	85%	90%
English Learners	*	*	*	*	*	*
Long-Term English Learner Students	*	*	*	*	*	*
Socioeconomically Disadvantaged Students	75.95%	80%	80%	85%	85%	90%
Foster Youth	*	*	*	*	*	*
Students with Disabilities	33.33%	35%	35%	40%	40%	45%
African American Students	*	*	*	*	*	*
American Indian/Alaska Native Students	*	*	*	*	*	*
Asian Students	*	*	*	*	*	*
Filipino Students	*	*	*	*	*	*
Latino Students	73.08%	75%	75%	80%	80%	85%
Native Hawaiian/Pacific Islander Students	*	*	*	*	*	*
Students of Two or More Races	*	*	*	*	*	*
White Students	*	*	*	*	*	*

**Outcome #9: Early Assessment Program - Math**

**Metric/Method for Measuring:** Percentage of College Ready Students as Measured by the Early Assessment Program (EAP)

APPLICABLE STUDENT GROUPS	Baseline	Year 1 of Term	Year 2 of Term	Year 3 of Term	Year 4 of Term	Year 5 of Term
All Students (Schoolwide)	34.44%	40%	40%	45%	45%	50%
English Learners	*	*	*	*	*	*
Long-Term English Learner Students	*	*	*	*	*	*
Socioeconomically Disadvantaged Students	32.09%	35%	35%	40%	40%	45%
Foster Youth	*	*	*	*	*	*
Students with Disabilities	4.76%	10%	10%	15%	15%	20%
African American Students	*	*	*	*	*	*
American Indian/Alaska Native Students	*	*	*	*	*	*
Asian Students	*	*	*	*	*	*
Filipino Students	*	*	*	*	*	*
Latino Students	33.33%	35%	35%	40%	40%	45%
Native Hawaiian/Pacific Islander Students	*	*	*	*	*	*
Students of Two or More Races	*	*	*	*	*	*
White Students	*	*	*	*	*	*

**Outcome #10: Course Access**

**Metric/Method for Measuring:** Percentage of Students with Disabilities Who Are in the General Education for at Least 80% of the Day

APPLICABLE STUDENT GROUPS	Baseline	Year 1 of Term	Year 2 of Term	Year 3 of Term	Year 4 of Term	Year 5 of Term
All Students (Schoolwide)	*	*	*	*	*	*

English Learners	*	*	*	*	*	*
Long-Term English Learner Students	*	*	*	*	*	*
Socioeconomically Disadvantaged Students	*	*	*	*	*	*
Foster Youth	*	*	*	*	*	*
Students with Disabilities	100%	100%	100%	100%	100%	100%
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	*	*	*	*	*	*

**GOAL #3**

<p><b>Families as Partners</b> - All parents are provided meaningful involvement opportunities to support their child's education at home and at school. (Aligned to Parental Involvement State priority)</p>	Related State Priorities:		
	<input type="checkbox"/> 1	<input type="checkbox"/> 4	<input type="checkbox"/> 7
	<input type="checkbox"/> 2	<input type="checkbox"/> 5	<input type="checkbox"/> 8
	<input checked="" type="checkbox"/> 3	<input type="checkbox"/> 6	
Local Priorities:			
<input type="checkbox"/> :			
<input type="checkbox"/> :			

**Specific Annual Actions to Achieve Goal**

1. **Parent Engagement Resources** - Provide support and resources for parent engagement events and parent communication
2. **Educational Partner Decision-Making** - Parents are invited to attend and take part in decision-making and governance structures, including the parents of English Learners, scholars with Disabilities, and special subgroups
3. **Parent Engagement Specialist** - Maintain a Parent Engagement Specialist to provide support to parents, including translation and communication about engagement events
4. **Parent Engagement for Academic Performance** - Parents are informed of academic performance and are engaged meaningfully in methods to support their scholars' academic achievement
5. **Parent Engagement for College and Career Readiness** - Parents are engaged meaningfully in supporting their scholars to be college and career ready through a variety of engagement activities
6. **Parent Engagement for Extracurricular Involvement** - Parents attend activities supporting their child's extracurricular involvement
7. **Parent Engagement for Behavior, Attendance, and Academic Interventions** - Parents are invited to engage with school staff to support scholar behavior and attendance as well as academic interventions

**Expected Annual Measurable Outcomes**

**Outcome #1: Parent Engagement****Metric/Method for Measuring:** Percentage of Households Attending 2 or More Parent Engagement Events

APPLICABLE STUDENT GROUPS	Baseline	Year 1 of Term	Year 2 of Term	Year 3 of Term	Year 4 of Term	Year 5 of Term
All Students (Schoolwide)	58.54%	60%	60%	65%	65%	70%
English Learners	55.2%	60%	60%	65%	65%	70%
Long-Term English Learner Students	54.7%	60%	60%	65%	65%	70%
Socioeconomically Disadvantaged Students	58.32%	60%	60%	65%	65%	70%
Foster Youth	*	*	*	*	*	*
Students with Disabilities	52.91%	60%	60%	65%	65%	70%
African American Students	*	*	*	*	*	*
American Indian/Alaska Native Students	*	*	*	*	*	*
Asian Students	*	*	*	*	*	*
Filipino Students	*	*	*	*	*	*
Latino Students	58.92%	60%	60%	65%	65%	70%
Native Hawaiian/Pacific Islander Students	*	*	*	*	*	*
Students of Two or More Races	*	*	*	*	*	*
White Students	*	*	*	*	*	*

**Outcome #2: Parent Engagement****Metric/Method for Measuring:** Number of Parent Engagement Events Offered by the School

APPLICABLE STUDENT GROUPS	Baseline	Year 1 of Term	Year 2 of Term	Year 3 of Term	Year 4 of Term	Year 5 of Term
All Students (Schoolwide)	34	34	34	34	34	34
English Learners	34	34	34	34	34	34
Long-Term English Learner Students	34	34	34	34	34	34
Socioeconomically Disadvantaged Students	34	34	34	34	34	34
Foster Youth	*	*	*	*	*	*
Students with Disabilities	34	34	34	34	34	34
African American Students	*	*	*	*	*	*
American Indian/Alaska Native Students	*	*	*	*	*	*
Asian Students	*	*	*	*	*	*
Filipino Students	*	*	*	*	*	*
Latino Students	34	34	34	34	34	34
Native Hawaiian/Pacific Islander Students	*	*	*	*	*	*
Students of Two or More Races	*	*	*	*	*	*
White Students	*	*	*	*	*	*

**Outcome #3: Parent Satisfaction****Metric/Method for Measuring:** Percentage of Respondents who Indicated that They Agreed or Strongly Agreed on the Parent Satisfaction Survey that This School Provides Regular Opportunities (e.g Workshops) for Them to Learn How to Help their Child Succeed in School

APPLICABLE STUDENT GROUPS	Baseline	Year 1 of Term	Year 2 of Term	Year 3 of Term	Year 4 of Term	Year 5 of Term
All Students (Schoolwide)	94%	95%	95%	95%	95%	95%
English Learners	*	*	*	*	*	*
Long-Term English Learner Students	*	*	*	*	*	*
Socioeconomically Disadvantaged Students	*	*	*	*	*	*
Foster Youth	*	*	*	*	*	*
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: Parent Satisfaction**

**Metric/Method for Measuring:** Percentage of Respondents who Indicated that They Agreed or Strongly Agreed on the Parent Satisfaction Survey that They Would Recommend this School to Another Family and/or to Someone Else they Care About

APPLICABLE STUDENT GROUPS	Baseline	Year 1 of Term	Year 2 of Term	Year 3 of Term	Year 4 of Term	Year 5 of Term
All Students (Schoolwide)	93%	95%	95%	95%	95%	95%
English Learners	*	*	*	*	*	*
Long-Term English Learner Students	*	*	*	*	*	*
Socioeconomically Disadvantaged Students	*	*	*	*	*	*
Foster Youth	*	*	*	*	*	*
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: Parent Satisfaction**

**Metric/Method for Measuring:** Percentage of Respondents who Indicated that They Agreed or Strongly Agreed on the Parent Satisfaction Survey that the School Solicits their Input for Important Decisions

APPLICABLE STUDENT GROUPS	Baseline	Year 1 of Term	Year 2 of Term	Year 3 of Term	Year 4 of Term	Year 5 of Term
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All Students (Schoolwide)	93%	95%	95%	95%	95%	95%
English Learners	*	*	*	*	*	*
Long-Term English Learner Students	*	*	*	*	*	*
Socioeconomically Disadvantaged Students	*	*	*	*	*	*
Foster Youth	*	*	*	*	*	*
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	*	*	*	*	*	*

**GOAL #4**

**Scholar Culture, Staff Culture, and Engagement** - All scholars and staff are supported through a positive school culture and are engaged with meaningfully. (Aligned to Pupil Engagement and School Climate State priorities, which are categorized under Engagement)

Related State Priorities:

- 1       4       7  
 2       5       8  
 3       6

Local Priorities:

- :  
:

**Specific Annual Actions to Achieve Goal**

- Scholar and Staff Voice and Decision-Making** - Maintain a focus on school culture through agreed upon norms, routines, and systems to capture scholar and staff voice in the decision-making process. Students who struggle with attendance will be supported with appropriate interventions
- Uniforms** - Provide uniforms to all scholars to promote an inclusive and equitable school environment
- Socio-Emotional and Academic Needs Support** - Maintain personnel to support the socio-emotional and academic needs of scholars and to promote a positive school environment. Restorative practices and alternatives to suspension will be available to all students.
- Community and Culture Building Activities** - Provide scholars and staff with opportunities to participate in community and culture building activities as well as positive incentives and rewards to promote a healthy school culture and attendance

**Expected Annual Measurable Outcomes**

**Outcome #1:** Attendance

**Metric/Method for Measuring:** Average Daily Attendance Rate

APPLICABLE STUDENT GROUPS	Baseline	Year 1 of Term	Year 2 of Term	Year 3 of Term	Year 4 of Term	Year 5 of Term
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All Students (Schoolwide)	93.3%	95%	95%	95%	95%	95%
English Learners	90.6%	93%	93%	95%	95%	95%
Long-Term English Learner Students	90.1%	93%	93%	95%	95%	95%
Socioeconomically Disadvantaged Students	93.3%	95%	95%	95%	95%	95%
Foster Youth	*	*	*	*	*	*
Students with Disabilities	92.9%	95%	95%	95%	95%	95%
African American Students	*	*	*	*	*	*
American Indian/Alaska Native Students	*	*	*	*	*	*
Asian Students	*	*	*	*	*	*
Filipino Students	*	*	*	*	*	*
Latino Students	93.5%	95%	95%	95%	95%	95%
Native Hawaiian/Pacific Islander Students	*	*	*	*	*	*
Students of Two or More Races	*	*	*	*	*	*
White Students	*	*	*	*	*	*

**Outcome #2: Chronic Absenteeism**

**Metric/Method for Measuring: Chronic Absenteeism Rate**

APPLICABLE STUDENT GROUPS	Baseline	Year 1 of Term	Year 2 of Term	Year 3 of Term	Year 4 of Term	Year 5 of Term
All Students (Schoolwide)	18.43%	16%	16%	14%	14%	12%
English Learners	25.9%	24%	24%	22%	22%	20%
Long-Term English Learner Students	25.2%	24%	24%	22%	22%	20%
Socioeconomically Disadvantaged Students	19.9%	16%	16%	14%	14%	12%
Foster Youth	*	*	*	*	*	*
Students with Disabilities	22.4%	20%	20%	18%	18%	16%
African American Students	*	*	*	*	*	*
American Indian/Alaska Native Students	*	*	*	*	*	*
Asian Students	*	*	*	*	*	*
Filipino Students	*	*	*	*	*	*
Latino Students	19.3%	16%	16%	14%	14%	12%
Native Hawaiian/Pacific Islander Students	*	*	*	*	*	*
Students of Two or More Races	*	*	*	*	*	*
White Students	*	*	*	*	*	*

**Outcome #3: High School Dropout**

**Metric/Method for Measuring: Cohort Dropout Rate**

APPLICABLE STUDENT GROUPS	Baseline	Year 1 of Term	Year 2 of Term	Year 3 of Term	Year 4 of Term	Year 5 of Term
All Students (Schoolwide)	1.23%	1%	1%	0.5%	0.5%	0.2%
English Learners	9.09%	8%	8%	6%	6%	5%
Long-Term English Learner Students	9.26%	8%	8%	6%	6%	5%
Socioeconomically Disadvantaged Students	1.33%	1%	1%	0.5%	0.5%	0.2%

Foster Youth	*	*	*	*	*	*
Students with Disabilities	7.14%	6%	6%	5%	5%	4%
African American Students	*	*	*	*	*	*
American Indian/Alaska Native Students	*	*	*	*	*	*
Asian Students	*	*	*	*	*	*
Filipino Students	*	*	*	*	*	*
Latino Students	1.39%	1%	1%	0.5%	0.5%	0.2%
Native Hawaiian/Pacific Islander Students	*	*	*	*	*	*
Students of Two or More Races	*	*	*	*	*	*
White Students	*	*	*	*	*	*

**Outcome #4: High School Graduation**

**Metric/Method for Measuring: California Dashboard Graduation Indicator Status**

APPLICABLE STUDENT GROUPS	Baseline	Year 1 of Term	Year 2 of Term	Year 3 of Term	Year 4 of Term	Year 5 of Term
All Students (Schoolwide)	Green	Green	Green	Green	Green	Green
English Learners	*	*	*	*	*	*
Long-Term English Learner Students	*	*	*	*	*	*
Socioeconomically Disadvantaged Students	Green	Green	Green	Green	Green	Green
Foster Youth	*	*	*	*	*	*
Students with Disabilities	*	*	*	*	*	*
African American Students	*	*	*	*	*	*
American Indian/Alaska Native Students	*	*	*	*	*	*
Asian Students	*	*	*	*	*	*
Filipino Students	*	*	*	*	*	*
Latino Students	Green	Green	Green	Green	Green	Green
Native Hawaiian/Pacific Islander Students	*	*	*	*	*	*
Students of Two or More Races	*	*	*	*	*	*
White Students	*	*	*	*	*	*

**Outcome #5: Suspension**

**Metric/Method for Measuring: California Dashboard Suspension Indicator Status**

APPLICABLE STUDENT GROUPS	Baseline	Year 1 of Term	Year 2 of Term	Year 3 of Term	Year 4 of Term	Year 5 of Term
All Students (Schoolwide)	Green	Green	Green	Green	Green	Green
English Learners	Green	Green	Green	Green	Green	Green
Long-Term English Learner Students	Green	Green	Green	Green	Green	Green
Socioeconomically Disadvantaged Students	Green	Green	Green	Green	Green	Green
Foster Youth	*	*	*	*	*	*
Students with Disabilities	Green	Green	Green	Green	Green	Green
African American Students	*	*	*	*	*	*
American Indian/Alaska Native Students	*	*	*	*	*	*

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

**Outcome #6: Expulsion**

**Metric/Method for Measuring: Expulsion Rate**

APPLICABLE STUDENT GROUPS	Baseline	Year 1 of Term	Year 2 of Term	Year 3 of Term	Year 4 of Term	Year 5 of Term
All Students (Schoolwide)	0%	0%	0%	0%	0%	0%
English Learners	0%	0%	0%	0%	0%	0%
Long-Term English Learner Students	0%	0%	0%	0%	0%	0%
Socioeconomically Disadvantaged Students	0%	0%	0%	0%	0%	0%
Foster Youth	*	*	*	*	*	*
Students with Disabilities	0%	0%	0%	0%	0%	0%
African American Students	*	*	*	*	*	*
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	*	*	*	*	*	*
White Students	*	*	*	*	*	*

**Outcome #7: Staff Satisfaction**

**Metric/Method for Measuring: Percentage of Staff who Indicated that They Agreed or Strongly Agreed Overall on the End of Year Staff Satisfaction Survey**

APPLICABLE STUDENT GROUPS	Baseline	Year 1 of Term	Year 2 of Term	Year 3 of Term	Year 4 of Term	Year 5 of Term
All Students (Schoolwide)	79%	81%	81%	83%	83%	85%
English Learners	*	*	*	*	*	*
Long-Term English Learner Students	*	*	*	*	*	*
Socioeconomically Disadvantaged Students	*	*	*	*	*	*
Foster Youth	*	*	*	*	*	*
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: Scholar Satisfaction**

**Metric/Method for Measuring:** Percentage of Scholars who Indicated that They Agreed or Strongly Agreed Overall That They Would Recommend this School to Another Student

APPLICABLE STUDENT GROUPS	Baseline	Year 1 of Term	Year 2 of Term	Year 3 of Term	Year 4 of Term	Year 5 of Term
All Students (Schoolwide)	69%	74%	74%	79%	79%	84%
English Learners	*	*	*	*	*	*
Long-Term English Learner Students	*	*	*	*	*	*
Socioeconomically Disadvantaged Students	*	*	*	*	*	*
Foster Youth	*	*	*	*	*	*
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	*	*	*	*	*	*

**GOAL #5**

**College Success** - Promote a college-going culture with a focus on supporting each scholar's journey to and through college. (Aligned to Other Pupil Outcomes State priority)

Related State Priorities:

- 1       4       7  
 2       5       8  
 3       6

Local Priorities:

- :  
:

**Specific Annual Actions to Achieve Goal**

- College Preparation** - Ensure that scholars are prepared to apply and matriculate to their best match schools by grade 12, representing the culmination of preparation from grades 6-11. Moreover, ensure that the college success administrative lead supports and develops the Counseling team to do their best work.
- College Tours/Field Trips** - Provide scholars with the opportunity to participate in college tours/field trips in order to promote a college-going culture
- College-Focused Resources and Enrichment Activities** - Provide scholars with access to resources and enrichment activities to support college awareness and their process toward college admissions

**4. College Support Staff - Maintain staff to provide support and guidance around college matriculation process**

Expected Annual Measurable Outcomes

**Outcome #1: College/Career Readiness**

**Metric/Method for Measuring:** California Dashboard College/Career Indicator Status

APPLICABLE STUDENT GROUPS	Baseline	Year 1 of Term	Year 2 of Term	Year 3 of Term	Year 4 of Term	Year 5 of Term
All Students (Schoolwide)	High	High	High	High	High	High
English Learners	Low	Low	Medium	Medium	Medium	Medium
Long-Term English Learner Students	Low	Low	Medium	Medium	Medium	Medium
Socioeconomically Disadvantaged Students	High	High	High	High	High	High
Foster Youth	*	*	*	*	*	*
Students with Disabilities	Low	Low	Medium	Medium	Medium	Medium
African American Students	*	*	*	*	*	*
American Indian/Alaska Native Students	*	*	*	*	*	*
Asian Students	*	*	*	*	*	*
Filipino Students	*	*	*	*	*	*
Latino Students	High	High	High	High	High	High
Native Hawaiian/Pacific Islander Students	*	*	*	*	*	*
Students of Two or More Races	*	*	*	*	*	*
White Students	*	*	*	*	*	*

**Outcome #2: Parent Satisfaction**

**Metric/Method for Measuring:** Percentage of Respondents who Indicated that They Agreed or Strongly Agreed on the Parent Satisfaction Survey that the School Prepares their Child for Success in College

APPLICABLE STUDENT GROUPS	Baseline	Year 1 of Term	Year 2 of Term	Year 3 of Term	Year 4 of Term	Year 5 of Term
All Students (Schoolwide)	96%	96%	96%	96%	96%	96%
English Learners	*	*	*	*	*	*
Long-Term English Learner Students	*	*	*	*	*	*
Socioeconomically Disadvantaged Students	*	*	*	*	*	*
Foster Youth	*	*	*	*	*	*
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: Scholar Satisfaction**

**Metric/Method for Measuring:** Percentage of Scholars who Indicated that They Agreed or Strongly Agreed on the End of Year Scholar Satisfaction Survey that the School is Preparing them for Success in College

APPLICABLE STUDENT GROUPS	Baseline	Year 1 of Term	Year 2 of Term	Year 3 of Term	Year 4 of Term	Year 5 of Term
All Students (Schoolwide)	89%	91%	91%	93%	93%	95%
English Learners	*	*	*	*	*	*
Long-Term English Learner Students	*	*	*	*	*	*
Socioeconomically Disadvantaged Students	*	*	*	*	*	*
Foster Youth	*	*	*	*	*	*
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	*	*	*	*	*	*

## Instructional Design

### Curricular and Instructional Design

The educational model for curriculum and instruction at Leichtman-Levine is guided by our key program elements, our beliefs about how learning best occurs and by best practices researched in high performing high schools<sup>2</sup> that consistently produce well-educated students prepared to successfully enter and succeed in college. The philosophical base and the organizational structure for Leichtman-Levine’s curriculum are student-centered and are in accordance with accountability for meeting or exceeding grade-level Common Core, Next Generation Science Standards, ELD, and other state college readiness standards.

Each school year, students are enrolled in a variety of core and non-core classes that support their academic growth and success. Each class is purposely designed to provide appropriate

<sup>2</sup> Aguilar, E. (2020). *Coaching for Equity: Conversations that Change Practice*. Hoboken, New Jersey: Jossey-Bass, a Wiley Brand.

academic intervention or foundation or an opportunity to explore interests and skills. Core and non-core classes are developed to support student success beyond Leichtman-Levine. As a result, per grade level, all students are enrolled in core classes, such as English, math, science, and history per California Education code. Students also enroll in non-core classes such as math and English support classes that provide appropriate intervention for students who are falling behind in math or English, as well as World Languages, Art, social studies, and other electives.

Specifically, Leichtman-Levine employs a standards-aligned curriculum that prepares students to excel academically, with an increased focus on Math and English scores. Research from ACT's seminal study<sup>3</sup> on college readiness found that students' ability to comprehend complex text is the factor that differentiates college-ready readers from their non-ready peers. The study also highlighted the importance of reading across the curriculum, given that of the students not meeting the ACT Reading Benchmark, only 5% met the ACT Science benchmark. In addition, research consistently shows that building student knowledge via informational text is crucial to developing students' literacy ability. Finally, in order to access grade-level, complex texts, students must have repeated exposure and practice with complex text through close reading across content areas that requires reading, speaking, and writing grounded in evidence<sup>456</sup>.

Given this strong body of research, Leichtman-Levine's educational program positions literacy skills as the gateway skills that provide for student success across all content areas. In every course, students are required to analyze complex text, cite textual evidence through discussion and writing, and justify their thinking. In Science and Social Studies, students engage in informational texts, such as primary source documents (e.g., the US Constitution) or domain-specific texts (e.g. scientific journal articles), which demand careful reading and analysis to make meaning. In Mathematics, students engage in daily tasks that require solving real-world problems and justifying (orally and through writing) their mathematical thinking. Finally, across all subjects, all students are pushed to carry the cognitive and intellectual thinking required by the Common Core State Standards (CCSS) and Next Generation Science Standards (NGSS), as well as the English Language Development (ELD) Standards/Framework<sup>7</sup>.

Leichtman-Levine attests that each pupil in the school will have sufficient instructional materials in each subject area.

Each spring, the Principal, in consultation with staff, identifies areas of need and orders materials for the following year. Recent studies published by the Center for American Progress, Brown Center on Educational Policy at Brookings Institute, and RAND

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<sup>3</sup> Hammond, Z. & Jackson, Y. (2015). *Culturally Responsive Teaching and the Brain : Promoting Authentic Engagement and Rigor Among Culturally and Linguistically Diverse Students*. Thousand Oaks, California: Corwin, a SAGE Company.

<sup>4</sup> Stemberge, A. (2020). *Culturally Responsive Education In the Classroom: An Equity Approach for Pedagogy*. New York, NY, Routledge.

<sup>5</sup>TNTP. (2018). *The Opportunity Myth: What Students Can Show Us About How School Is Letting Them Down – and How to Fix It*. <https://tntp.org/publications/view/the-opportunity-myth>

<sup>6</sup>TNTP (2024): *The Opportunity Makers: How a Diverse Group of Public Schools Helps Students Catch Up- And How Far More Can*. <https://tntp.org/publication/the-opportunity-makers/>

<sup>7</sup> California ELD Framework <https://www.cde.ca.gov/ci/rl/cf/documents/elaeldfwchapter2.pdf>

Corporation<sup>89</sup> consistently find that the quality of instructional materials teachers use in the classroom has a measurable impact on student performance. Curriculum materials are selected based on their alignment to the CCSS/NGSS/ELD standards and instructional shifts and materials must prepare students to graduate ready for college.

In alignment to the Leichtman-Levine’s educational program, curriculum materials across content areas provide students with daily assignments that require careful reading of complex text as well as writing and discussion grounded in evidence. In accordance with the CCSS instructional shifts in English Language Arts, a variety of genres and text types are used, with the majority of texts being informational texts. Additionally, across content areas teachers use a number of instructional strategies like multiple reads, text-dependent questions, and annotation to ensure all students have access to the material. In mathematics, curriculum materials focus deeply on student mastery of California Common Core State Standards through problem-based lessons. Finally, in every course, teachers carefully align daily objectives, activities, and formative assessments to the standards and monitor progress against the standards through our standards-based grading system.

## **Innovative Components of the Educational Program**

IMPORT FROM SCHOOL-SPECIFIC PETITION

## **Curriculum and Instruction**

### **Description of Curriculum**

In addition to the methods and strategies described in the “Innovative Components of the Educational Program” section, our schools implement the below:

Students learn best when there are rigorous standards-based curricula where students lead the cognitive thinking of challenging content that builds strong learning habits and life skills; when students enthusiastically read, write, analyze, discuss, research, experiment and solve challenging problems; when students participate in robust scholar to scholar academic discussions that deepen their understanding of challenging content; when students employ a variety of tools and strategies, including technology, to accelerate their learning, build skills and obtain feedback on their performance.

<sup>8</sup> <https://cdn.americanprogress.org/wp-content/uploads/2015/10/06111518/CurriculumMatters-report.pdf>

<sup>9</sup> [https://www.brookings.edu/wp-content/uploads/2016/06/0410\\_curriculum\\_chingos\\_whitehurst.pdf](https://www.brookings.edu/wp-content/uploads/2016/06/0410_curriculum_chingos_whitehurst.pdf)

Instructional methods and strategies include, but are not limited to, students engaging in close reading of complex texts across a variety of genres, applying mathematical concepts to real-world problems, researching and analyzing primary sources, and conducting laboratory experiments that deepen their understanding of a scientific phenomenon. All academic experiences build the skills and knowledge students need to be successful in college and beyond.

Leichtman-Levine has fully implemented Common Core State Standards, using a CCSS-aligned curriculum. Next Generation Science Standards are being implemented in Science. The Social Studies/History Common Core literacy standards are integrated into History/Social Science courses. The California History and Social Science standards are also integrated into History/Social Science courses. In addition, the ELD standards are integrated throughout all content area instruction. The instructional methodologies, curriculum, and instructional materials have been chosen as they align with the CCSS and are designed to ensure student mastery of the standards.

Leichtman-Levine is focused on deepening teachers' understanding of the expectations of CCSS and NGSS through ongoing professional support in instructional planning, interim data analysis and feedback on instructional practice. New teachers to the school also receive professional development on the CCSS and NGSS standards and instructional shifts as part of their onboarding.

**Advance Placement Courses** Finally, Leichtman-Levine strives to prepare students to take and pass Advanced Placement courses during their high school careers in preparation for college. All AP teachers have been certified to teach the course and use curricula that meets the needs of their students.

**Dual Enrollment** Leichtman-Levine looks to provide opportunities for scholars to experience college-level courses while still in a familiar and supportive high school environment by providing dual enrollment courses. These courses are offered in partnership with local community colleges and are taught by a college professor using curricula that meets the needs of scholars, allowing the opportunity for Alliance scholars to gain college credit, earn certificates, and/or earn an Associates degree prior to high school graduation

## Curriculum Tables by Subject Area

English Language Arts			
Course	Grade	Curriculum and Publisher	Core/College Prep
COMMON CORE ENGLISH 9A/B	9	SpringBoard CollegeBoard	Yes
COMMON CORE ENGLISH 10A/B	10	SpringBoard CollegeBoard	Yes
COMMON CORE ENGLISH 11A/B	11	SpringBoard CollegeBoard	Yes

COMMON CORE ENGLISH 12A/B	12	SpringBoard CollegeBoard	Yes
COMMON CORE ENGLISH HONORS 10A/B	10	SpringBoard CollegeBoard	Yes
AP ENGLISH LANGUAGE & COMPOSITION A/B	11	Ideas in Argument: Building Skills and Understanding for the AP® English Language Course Bedford, Freeman, and Worth	Yes
AP ENGLISH LITERATURE & COMPOSITION A/B	12	"The Norton Introduction to Literature Fourteenth High School Edition" Norton	Yes
<b>English Language Development</b>			
<b>Course</b>	<b>Grade</b>	<b>Curriculum and Publisher</b>	<b>Core/College Prep</b>
COMMON CORE HIGH SCHOOL SUCCESS- ELD 9A/B	9	SpringBoard ELD 9 CollegeBoard	Yes
COMMON CORE HIGH SCHOOL SUCCESS- ELD 10A/B	10	SpringBoard ELD 10 CollegeBoard	Yes
COMMON CORE HIGH SCHOOL SUCCESS- ELD 11A/B	11	SpringBoard ELD 11 CollegeBoard	Yes
COMMON CORE HIGH SCHOOL SUCCESS- ELD 12A/B	12	SpringBoard ELD 12 CollegeBoard	Yes
<b>Math</b>			
<b>Course</b>	<b>Grade</b>	<b>Curriculum and Publisher</b>	<b>Core/College Prep</b>
COMMON CORE INTEGRATED MATH 1A/B	9	CPM Educational Programming	Yes
COMMON CORE INTEGRATED MATH 2A/B	10	CPM Educational Programming	Yes
COMMON CORE INTEGRATED MATH 3A/B	11	CPM Educational Programming	Yes
PRE-CALCULUS A/B	12	Precalculus Enhanced with Graphing Utilities Pearson Prentice Hall	Yes
AP CALCULUS AB A/B	11-12	Stewart Single Variable Calculus: 7th Edition	Yes
AP CALCULUS BC A/B	12	Stewart Single Variable Calculus: 7th Edition	Yes
<b>Science</b>			
<b>Course</b>	<b>Grade</b>	<b>Curriculum and Publisher</b>	<b>Core/College Prep</b>
THE LIVING EARTH A/B	9	California The Living Earth Discovery Education	Yes

CHEMISTRY IN EARTH SYSTEMS A/B	10	California Chemistry in the Earth Systems Discovery Education	Yes
ENVIRONMENTAL SCIENCE A/B	11-12	Environmental Science, 3rd Edition Biozone	Yes
PHYSICS OF THE UNIVERSE A/B	11-12	California Physics of the Universe Discovery Education	Yes
AP BIOLOGY A/B	11-12	Campbell Biology, 11th Edition Pearson	Yes
AP ENVIRONMENTAL SCIENCE A/B	11-12	Environmental Science for the AP Course, 3rd Edition Bedford, Freeman, and Worth	Yes
AP PHYSICS 1A/B	11-12	College Physics for AP Courses OpenStax	Yes
AP CHEMISTRY A/B	11-12	Chemistry, The Central Science, 13th Edition Pearson	Yes
ANATOMY & PHYSIOLOGY A/B	12	Anatomy & Physiology, 2nd Edition, Biozone.	Yes
AP PHYSICS 2 A/B	12	College Physics for AP Courses, Volume 2, OpenStax	Yes
<b>Social Studies</b>			
<b>Course</b>	<b>Grade</b>	<b>Curriculum and Publisher</b>	<b>Core/College Prep</b>
WORLD HISTORY A/B	10	Stanford History Education Group Digital Inquiry Group	Yes
AP WORLD HISTORY A/B	10	AP Edition Work History: Modern [1200 to present] AMSCO	Yes
UNITED STATES HISTORY A/B	11	History Alive: Pursuing American Ideals Teachers' Curriculum Institute	Yes
AP UNITED STATES HISTORY A/B	11	Fabric of a Nation Bedford, Freeman, and Worth	Yes
AP GOVERNMENT AND POLITICS U.S.	12	AMSCO Advanced Placement Edition: United States Government & Politics David Wolfford; Perfection Learning	Yes
UNITED STATES GOVERNMENT	12	IMPACT California G12 Student Edition Principles of American Democracy McGraw Hill	Yes
ECONOMICS	12	IMPACT: California, Grade 12, Student Edition, Principles of Economics McGraw Hill	Yes
<b>World Languages</b>			

Course	Grade	Curriculum and Publisher	Core/College Prep
SPANISH 1 A/B	9	Avancemos! Level 1 Houghton Mifflin Harcourt	Yes
SPANISH 2 A/B	10	Avancemos! Level 2 Houghton Mifflin Harcourt	Yes
AP SPANISH LANGUAGE & CULTURE A/B	11	Temas, 2nd Edition Vista Higher Learning	Yes

**Elective/Other**

Course	Grade	Curriculum and Publisher	Core/College Prep
ART 1A/B	9-12	Teacher-Created	Yes
ADVANCED ART 1A/B	11-12	Teacher-Created	No
CRIMINAL JUSTICE A/B	12	Teacher-Created	No
COMMON CORE INTEGRATED MATH SUPPORT 1 A/B	9-12	Teacher-Created	No
COMMON CORE INTEGRATED MATH SUPPORT 2 A/B	9-12	Teacher-Created	No
COMMON CORE INTEGRATED MATH SUPPORT 3 A/B	9-12	Teacher-Created	No
MECHATRONICS & ROBOTICS ENGINEERING A/B	11-12	Teacher-Created	No
RESOURCE LAB A/B	9-12	Teacher-Created	No
PLAY PRODUCTION A/B	10-12	Teacher-Created	No
ETHNIC STUDIES A/B	9-12	Teacher-Created	Yes
College Courses	9-12	Professor-Created	Yes

**Integral Features and Components of the Educational Program**

In addition to the components referenced in the Instructional Design section, our educational program focuses on access to accelerated and intervention classes as appropriate for all scholars at our school. This open access represents a key component of our student-centered and personalized educational program.

**Intervention and Enrichment Programs**

For Mathematics, our Math Support classes provide intervention support for scholars who are identified as far below grade level, as defined by the i-Ready test. These Math Support classes are led by a credentialed math teacher with support from a Tutoring agency that has 2 team members present at each class. These 3 adults then break scholars into small groups based on need, and work on pre-teaching, practice on current content mastery, and re-teaching.

For English, some scholars are put into ELA support classes, as identified again by the i-Ready test. These scholars are given supports and strategies to build up their Lexile scores and gain skills that will help them across all of their classes.

These intervention classes are specifically targeted to help scholars who aren't already receiving other support classes, such as Resource Lab and English Language Development.

## Independent Study

Independent Study may be offered to students at Leichtman-Levine as an optional alternative instructional strategy. The Independent Study program is designed to meet the needs of scholars whose educational objectives may be better achieved through a personalized approach outside of the traditional classroom setting, consistent with the applicable law. Key features include:

1. **Participation:** Independent study should only be used in very limited circumstances to ensure that scholars receive the benefit of in-person instruction when possible. Independent study is only allowable in limited circumstances such as extended medical leaves, traveling out of the country for emergencies, or other extended absences. A parent/guardian must request independent study for their scholar.
2. **IEP Compliance:** Scholars with exceptional needs may participate if their IEP allows.
3. **Equitable Access:** Scholars receive the same resources and support as those in traditional classrooms.
4. **Rigorous Standards:** Content aligns with grade-level standards and includes A-G courses for high school graduation.
5. **Written Agreement:** Agreements detail objectives, supports, and expectations, signed by required parties.
6. **Progress Evaluation:** Regular reviews ensure scholar success or recommend program transitions if needed.

This program offers a flexible, compliant alternative to traditional classroom instruction, under limited circumstances, as applicable under the Alliance Independent Study Policy.

## Current Comprehensive Course List

Comprehensive Course List								
Subject Area	9 <sup>th</sup> Grade		10 <sup>th</sup> Grade		11 <sup>th</sup> Grade		12 <sup>th</sup> Grade	
	1 <sup>st</sup> Semester	2 <sup>nd</sup> Semester	1 <sup>st</sup> Semester	2 <sup>nd</sup> Semester	1 <sup>st</sup> Semester	2 <sup>nd</sup> Semester	1 <sup>st</sup> Semester	2 <sup>nd</sup> Semester
<b>English/ Language Arts</b>	COMMON CORE ENGLISH 9A COMMON CORE ENGLISH HONORS 9A	COMMON CORE ENGLISH 9B COMMON CORE ENGLISH HONORS 9B	COMMON CORE ENGLISH 10A COMMON CORE ENGLISH HONORS 10A	COMMON CORE ENGLISH 10B COMMON CORE ENGLISH HONORS 10B	COMMON CORE ENGLISH 11A  AP ENGLISH LANGUAGE & COMPOSITI ON A	COMMON CORE ENGLISH 11B  AP ENGLISH LANGUAGE & COMPOSITI ON B	COMMON CORE ENGLISH 12A  AP ENGLISH LITERATUR E & COMPOSITI ON A	COMMON CORE ENGLISH 12B  AP ENGLISH LITERATUR E & COMPOSITI ON B
<b>English Language Developmen t</b>	COMMON CORE HIGH SCHOOL SUCCESS- ELD 9A	COMMON CORE HIGH SCHOOL SUCCESS- ELD 9B	COMMON CORE HIGH SCHOOL SUCCESS- ELD 10A	COMMON CORE HIGH SCHOOL SUCCESS- ELD 10B	COMMON CORE HIGH SCHOOL SUCCESS- ELD 11A	COMMON CORE HIGH SCHOOL SUCCESS- ELD 11B	COMMON CORE HIGH SCHOOL SUCCESS- ELD 12A	COMMON CORE HIGH SCHOOL SUCCESS- ELD 12B

<b>Special Education Resource Lab</b>	RESOURCE LAB A RESOURCE LAB 2A	RESOURCE LAB B RESOURCE LAB 2B	RESOURCE LAB A RESOURCE LAB 2A	RESOURCE LAB B RESOURCE LAB 2B	RESOURCE LAB A RESOURCE LAB 2A	RESOURCE LAB B RESOURCE LAB 2B	RESOURCE LAB A RESOURCE LAB 2A	RESOURCE LAB B RESOURCE LAB 2B
<b>Mathematics</b>	COMMON CORE INTEGRATED MATH 1A	COMMON CORE INTEGRATED MATH 1B	COMMON CORE INTEGRATED MATH 2A	COMMON CORE INTEGRATED MATH 2B	COMMON CORE INTEGRATED MATH 3A STATISTICS A AP CALCULUS AB -A	COMMON CORE INTEGRATED MATH 3B STATISTICS B AP CALCULUS BC A PRE-CALCULUS A	STATISTICS A AP CALCULUS AB -A AP CALCULUS BC A PRE-CALCULUS A	STATISTICS B AP CALCULUS AB -B AP CALCULUS BC B PRE-CALCULUS B
<b>History/Social Science</b>			WORLD HISTORY A AP WORLD HISTORY A	WORLD HISTORY B AP WORLD HISTORY A	UNITED STATES HISTORY A AP UNITED STATES HISTORY A	UNITED STATES HISTORY B AP UNITED STATES HISTORY B	UNITED STATES GOVERNMENT AP GOVERNMENT AND POLITICS U.S.	ECONOMICS
<b>Science</b>	THE LIVING EARTH A	THE LIVING EARTH B	CHEMISTRY IN EARTH SYSTEMS A	CHEMISTRY IN EARTH SYSTEMS B	ENVIRONMENTAL SCIENCE A AP ENVIRONMENTAL SCIENCE A PHYSICS OF THE UNIVERSE A ANATOMY AND PHYSIOLOGY A AP BIOLOGY A AP PHYSICS 1A AP CHEMISTRY A	ENVIRONMENTAL SCIENCE B AP ENVIRONMENTAL SCIENCE B PHYSICS OF THE UNIVERSE B ANATOMY AND PHYSIOLOGY B AP BIOLOGY B AP PHYSICS 1B AP CHEMISTRY B	ENVIRONMENTAL SCIENCE A AP ENVIRONMENTAL SCIENCE A PHYSICS OF THE UNIVERSE A AP PHYSICS A ANATOMY AND PHYSIOLOGY A AP BIOLOGY A AP PHYSICS 1A AP PHYSICS 2A ANATOMY & PHYSIOLOGY A	ENVIRONMENTAL SCIENCE B AP ENVIRONMENTAL SCIENCE B PHYSICS OF THE UNIVERSE B AP PHYSICS B ANATOMY AND PHYSIOLOGY B AP BIOLOGY B AP PHYSICS 1B AP PHYSICS 2B ANATOMY & PHYSIOLOGY B
<b>Visual and Performing Arts</b>	ART 1A	ART 1B	ART 1A	ART 1B	ART 1A ADVANCED ART A	ART 1B ADVANCED ART B	ART 1A ADVANCED ART A	ART 1B ADVANCED ART B
<b>World Languages (Grades 7-12)</b>	SPANISH 2 A	SPANISH 2 B	SPANISH 2 A SPANISH 3 A	SPANISH 2 B SPANISH 3 B	SPANISH 3 A AP SPANISH LANGUAGE & CULTURE A	SPANISH 3 B AP SPANISH LANGUAGE & CULTURE B	AP SPANISH LANGUAGE & CULTURE A	AP SPANISH LANGUAGE & CULTURE B
<b>Electives &amp; Other Courses</b>	MATH SUPPORT A ETHNIC STUDIES A	MATH SUPPORT B ETHNIC STUDIES B	MATH SUPPORT A PLAY PRODUCTION A ETHNIC STUDIES A	MATH SUPPORT B PLAY PRODUCTION B ETHNIC STUDIES B	MATH SUPPORT A ROBOTICS A PLAY PRODUCTION A ETHNIC STUDIES A	MATH SUPPORT B ROBOTICS B PLAY PRODUCTION B ETHNIC STUDIES B	MATH SUPPORT A CRIMINAL JUSTICE A ROBOTICS A PLAY PRODUCTION A ETHNIC STUDIES A	MATH SUPPORT B CRIMINAL JUSTICE B ROBOTICS B PLAY PRODUCTION B ETHNIC STUDIES B

## Course Descriptions

### **COMMON CORE ENGLISH 9A- 321301**

### **COMMON CORE ENGLISH 9B- 321302**

(Year) Freshman

**Network-wide UC Approved (B)**

*Prerequisite: None*

**Credential Requirement: Single Subject in English**

In CC English 9, scholars develop their reading, writing and communication skills in alignment with CCSS for ELA/Literacy. As readers, scholars read a variety of classic, contemporary and multicultural texts (ex: essays, myths, non-fiction, novels, plays, poems, and short stories) and apply analytic and critical thinking skills to their interpretation. Writing instruction extends scholars' understanding of the writing process in the development of informational and argumentative writing forms. Scholars engage in a variety of speaking and listening activities such as classroom discussions, evaluating point of view, and presenting to the class.

### **COMMON CORE ENGLISH 10A - 321311**

### **COMMON CORE ENGLISH 10B - 321312**

(Year) Sophomore

**Network-wide UC Approved (B)**

*Prerequisite: None*

**Credential Requirement: Single Subject in English**

Scholars in English 10 build on their CCSS aligned reading, writing, and communication skills. Scholars read broadly and engage in critical analysis and discussion of a variety of literary and informational texts, including world and multicultural texts. As writers, scholars deepen their informational and argumentation and research writing skills when they solidify their understanding of the writing process to produce well-organized and well-supported writing projects that address a clear target audience. Scholars further refine their speaking and listening skills through classroom discourse, collaborative projects, and presentations.

### **COMMON CORE ENGLISH HONORS 10A - 321306**

### **COMMON CORE ENGLISH HONORS 10B - 321307**

(Year) Sophomore

**Network-wide UC Approved (B)**

*Prerequisite: None*

**Credential Requirement: Single Subject in English**

This course will focus on reading, writing, and speaking, and will be more reading and writing intensive than the regular level course. Scholars will read and analyze prose written in a variety of periods, disciplines, and rhetorical contexts. Scholars will write and speak in a variety of rhetorical modes, namely argument, expository, and

narration. Scholars will formulate skillful judgments of their own and deliver focused and coherent presentations that convey clear perspectives and solid reasoning. Scholars will develop the conventions of standard English grammar and usage when writing or speaking.

**COMMON CORE ENGLISH 11A- 321321**

**COMMON CORE ENGLISH 11B- 321322**

(Year) Junior

**Network-wide UC Approved (B)**

*Prerequisite: None*

**Credential Requirement: Single Subject in English**

English 11 scholars read widely from foundational and contemporary works of American literature, as well as nonfiction texts of historical or literary significance. (ex: essays, poetry, short stories, novels, historic speeches, and other informational texts). As scholars explore trends and traditions in American literature, analytical reading instruction will extend scholars' understanding of literary devices, elements, and language. Scholars continue to write in a variety of styles – informational and argumentative – with greater sophistication, as well as engage in effective discourse, collaboration, and reflection on learning. English 11 provides scholars with the final preparations for Smarter Balanced and additional college-readiness assessments.

**COMMON CORE ENGLISH 12A - 321331**

**COMMON CORE ENGLISH 12B - 321332**

(Year) Senior

**Network-wide UC Approved (B)**

*Prerequisite: None*

**Credential Requirement: Single Subject in English**

College-ready scholars in English 12 continue to build upon their knowledge of language and literature with continued practice critically reading classic and contemporary texts with universal and timeless themes. From medieval classics to essays that reflect current public discourse, scholars immerse themselves in the issues and conversations that have stood the test of time. Additionally, scholars push themselves to write clearer, more polished writings in a variety of modes and for a variety of audiences. English 12 provides scholars with the final preparations for their continued success in college-level English coursework and beyond.

**AP ENGLISH LANGUAGE & COMPOSITION A - 230125**

**AP ENGLISH LANGUAGE & COMPOSITION B - 230126**

(Year) Junior & Senior

**Network-wide UC Approved (B)**

**Credential Requirement: Single Subject in English**

An AP English Language and Composition course cultivates the reading and writing skills that scholars need for college success and for intellectually responsible civic engagement. The course guides scholars in becoming curious, critical, and responsive readers of diverse texts, and becoming flexible, reflective writers of texts addressed to diverse audiences for diverse purposes. The reading and writing

scholars do in the course should deepen and expand their understanding of how written language functions rhetorically: to communicate writers' intentions and elicit readers' responses in particular situations. The course cultivates the rhetorical understanding and use of written language by directing scholars' attention to writer/reader interactions in their reading and writing of various formal and informal genres (e.g., memos, letters, advertisements, political satires, personal narratives, scientific arguments, cultural critiques, research reports).

Reading and writing activities in the course also deepen scholars' knowledge and control of formal conventions of written language (e.g., vocabulary, diction, syntax, spelling, punctuation, paragraphing, genre). The course helps scholars understand that formal conventions of the English language in its many written and spoken dialects are historically, culturally, and socially produced; that the use of these conventions may intentionally or unintentionally contribute to the effectiveness or ineffectiveness of a piece of writing in a particular rhetorical context; and that a particular set of language conventions defines Standard Written English, the preferred dialect for academic discourse.

**AP ENGLISH LITERATURE & COMPOSITION A - 230117**

**AP ENGLISH LITERATURE AND COMPOSITION B - 230118**

(Year) Junior & Senior

**Network-wide UC Approved (B)**

**Credential Requirement:** Single Subject in English

The AP English Literature and Composition course engages scholars in the careful reading and critical analysis of imaginative literature and is intended to give scholars the experience of a typical introductory college literature course. Through the close reading of selected texts, scholars deepen their understanding of the ways writers use language to create meaning. It includes intensive study of representative works from various genres, periods, and cultures, concentrating on works of recognized literary merit. Scholars will learn to read deliberately and thoroughly, taking time to understand a work's complexity, to absorb its richness of meaning, and to analyze how that meaning is embodied in literary form. Scholars learn to consider a work's structure, style, and themes, as well as smaller-scale elements such as the use of figurative language, imagery, symbolism, and tone. Scholars will also learn to consider the social and historical values a work reflects and embodies. Writing is also an integral part of the AP English Literature and Composition course. Writing assignments in the course will address the critical analysis of literature and will include expository, analytical, and argumentative essays. In addition, creative-writing assignments will help scholars see from the inside how literature is written. The goal of both types of writing assignments is to increase scholars' ability to explain clearly and cogently what they understand about literary works and how they interpret them.

**COMMON CORE HIGH SCHOOL SUCCESS- ELD 9A - 921006**

**COMMON CORE HIGH SCHOOL SUCCESS- ELD 9B - 921007**

(Year) Freshman

**Network-wide UC Approved (G)**

**Credential Requirement:** Single Subject, Multiple Subject or Education Specialist Credential with the appropriate EL Authorization: ELA1, BA\*\*, R1WL/ELD, S22/S-22, R-3/R3B, S6/S-6, S14

This course is designed to accelerate the reading, writing, speaking, and listening skills for English learners entering Alliance high schools reading below grade level. In it, scholars engage in close reading of rich prose and poetry by authors such as O. Henry, Luis J. Rodriguez, William Shakespeare, and Audre Lorde; they analyze seminal texts such as Martin Luther King, Jr.'s *Letter from Birmingham Jail*; and they read a wide variety of essays, editorials, and articles to build background knowledge and foster discussion on themes such as coming of age, civil resistance, and the relevance of classic literature in a rapidly changing world. The course, based on the Springboard ELD curriculum, will be most effective when taken in parallel with Springboard ELA, but it may also be taken as a stand-alone course.

**COMMON CORE HIGH SCHOOL SUCCESS- ELD 10A - 921004**

**COMMON CORE HIGH SCHOOL SUCCESS- ELD 10B - 921005**

(Year) Sophomore

**Network-wide UC Approved (G)**

**Credential Requirement:** Single Subject, Multiple Subject or Education Specialist Credential with the appropriate EL Authorization: ELA1, BA\*\*, R1WL/ELD, S22/S-22, R-3/R3B, S6/S-6, S14

This course is designed to accelerate the reading, writing, speaking, and listening skills for English learners entering Alliance high schools reading below grade level. In it, scholars engage in close reading of rich prose and poetry by authors such as O. Henry, Luis J. Rodriguez, William Shakespeare, and Audre Lorde; they analyze seminal texts such as Martin Luther King, Jr.'s *Letter from Birmingham Jail*; and they read a wide variety of essays, editorials, and articles to build background knowledge and foster discussion on themes such as coming of age, civil resistance, and the relevance of classic literature in a rapidly changing world. The course, based on the Springboard ELD curriculum, will be most effective when taken in parallel with Springboard ELA, but it may also be taken as a stand-alone course.

**COMMON CORE HIGH SCHOOL SUCCESS- ELD 11A - 921010**

**COMMON CORE HIGH SCHOOL SUCCESS- ELD 11B - 921011**

(Year) Junior

**Network-wide UC Approved (G)**

**Credential Requirement:** Single Subject, Multiple Subject or Education Specialist Credential with the appropriate EL Authorization: ELA1, BA\*\*, R1WL/ELD, S22/S-22, R-3/R3B, S6/S-6, S14

This course is designed to accelerate the reading, writing, speaking, and listening skills for 11th grade English learners. In it, scholars engage in close reading of rich prose and poetry by authors such as Arthur Miller, Kesaya Noda, Henry David Thoreau, and Zore Neale Hurston ; they analyze seminal texts such as *Speech to the Virginia Convention* by Patrick Henry and *The Gettysburg Address* by Abraham

Lincoln; and they read a wide variety of essays, editorials, and articles to build background knowledge and foster discussion on themes such as the American Dream, the use of satire in persuasive writing, and the Harlem Renaissance. The course, based on the Springboard ELD curriculum, will be most effective when taken in parallel with Springboard ELA, but it may also be taken as a stand-alone course.

**COMMON CORE HIGH SCHOOL SUCCESS- ELD 12A - 921014**

**COMMON CORE HIGH SCHOOL SUCCESS- ELD 12B - 921015**

(Year) Senior

**Network-wide UC Approved (G)**

**Credential Requirement:** Single Subject, Multiple Subject or Education Specialist Credential with the appropriate EL Authorization: ELA1, BA\*\*, R1WL/ELD, S22/S-22, R-3/R3B, S6/S-6, S14

This course is designed to accelerate the reading, writing, speaking, and listening skills for 12th grade English learners. In it, scholars engage in close reading of rich prose and poetry by authors such as Amy Tan, Ovid, George Bernard Shaw, and Emma Lazarus; they engage in a deep literary analysis of Shakespeare's *Othello*; and they read a wide variety of essays, editorials, and articles to build background knowledge and foster discussion on being an outsider, Hurricane Katrina, and the experience of the immigrant in the United States. The course, based on the Springboard ELD curriculum, will be most effective when taken in parallel with Springboard ELA, but it may also be taken as a stand-alone course.

**COMMON CORE INTEGRATED MATH 1A - 324255**

**COMMON CORE INTEGRATED MATH 1B - 324256**

(Year) Freshman

**Network-wide UC approved (C)**

**Prerequisite:** Successful completion of Common Core 8 or Honors Common Core Math 7 (accelerated course)

**Credential Requirement:** Single Subject in Mathematics; or Single Subject in Foundational-Level Mathematics

Integrated Math 1 is the first of a sequence of three courses from Integrated Math 1, 2, and 3. The first half of the course focuses on functions, algebra, and the number system. It uses functions as models of real situations and spends most of the time on linear functions, linear equations, and linear inequalities. The second half of the course is focused on Geometry: defining and constructing geometric constructs, using rigid motions to develop proofs of congruence and other geometric properties, and using geometric shapes to model natural objects. The second half also includes Statistics: scholars summarize, represent, and interpret various types of data.

**COMMON CORE INTEGRATED MATH 2A - 324265**

**COMMON CORE INTEGRATED MATH 2B - 324266**

(Year) Sophomore

**Network-wide UC approved (C)**

**Prerequisite:** Successful completion of Common Core Integrated Math 1

**Credential Requirement:** Single Subject in Mathematics; or Single Subject in Foundational-Level Mathematics

Integrated Math 2 is the second of a sequence of three courses: Integrated Math 1, 2, and 3. The first half of the course explores algebraic representations of geometric figures and quadratic functions and equations, including complex numbers. It uses quadratic functions as models of real situations and explores graphs, functions, and equations. The second half of the course focuses on similarity, exponential functions, probability, and geometric models.

**COMMON CORE INTEGRATED MATH 3A - 324275**

**COMMON CORE INTEGRATED MATH 3B - 324276**

(Year) Junior

**Network-wide UC approved (C)**

**Prerequisite:** Successful completion of Common Core Integrated Math 2

**Credential Requirement:** Single Subject in Mathematics

Integrated Math 3 is the third of a sequence of three courses, Integrated Math 1, 2, and 3. The first half of the course extends previous work with geometry to circular objects and trigonometry. It uses trigonometric functions as models of real situations and explores them as graphs, functions, and equations. The second half of the course focuses on volume, general principles about polynomials and rational expressions, functions, and making conclusions about a population from sample data.

**PRE-CALCULUS A- 310505**

**PRE-CALCULUS B- 310506**

(Year) Sophomore, Junior, Senior

**Network-wide UC Approved (C)**

**Credential Requirement:** Single Subject in Mathematics

Pre-Calculus Non-Honors begins the year with an in-depth review of some of the topics of Algebra II such as: conic sections, exponential and logarithmic functions, sequences and series, statistics and probability, and matrices and determinants. Vectors, polar and parametric equations, and limits are also introduced. The second semester studies Trigonometry including triangle trigonometry, trigonometric graphs and identities, and trigonometric applications. This course is designed for those scholars who will be taking Calculus in college.

**AP CALCULUS AB –A - 310701**

**AP CALCULUS AB –B - 310702**

(Year) Junior, Senior

**Network-wide UC Approved (C)**

**Prerequisite:** Integrated Math 3 Honors or Pre-Calculus with a minimum of a “C” average.

**Credential Requirement:** Single Subject in Mathematics

This class is the beginning of calculus. Topics covered include functions, limits, continuity, and differentiation rules for elementary functions, trig functions, logarithmic

and exponential functions. Applications of the derivative are covered extensively. An introduction to the definite integral and integration are also included.

**AP CALCULUS BC –A - 310705**

**AP CALCULUS BC –B - 310706**

(Year) Selected Senior

**Network-wide UC Approved (C)**

*Prerequisite:* AP Calculus AB with a C or better

**Credential Requirement:** Single Subject in Mathematics

This course is designed for scholars with a strong background in mathematics who want the challenge of a rigorous and fast-paced course in calculus. The content of the course is closely aligned to the College Board course description outline of topics. The course is equivalent to the first 2 courses (whether semester or quarters) of a college sequence Calculus course.

**THE LIVING EARTH A - 361313**

**THE LIVING EARTH B - 361314**

(Year) Freshman, Sophomore

**Network-wide UC Approved (D)**

*Prerequisite:* None

**Credential Requirement:** Single Subject in Science: Biological Sciences; or Single Subject in Life Science

This course replaces Biology A&B. The sequence presented here spirals in scale, starting with ecosystems as a whole (looking at both living and nonliving components), progressing into connections within ecosystems describing the cycling of matter in two important life processes, photosynthesis and respiration, while also emphasizing the nonliving parts of these cycles. Then the course moves into evolution (where evidence is based in both living and non-living systems) and then links evolution to the study of heredity. From there the course zooms in more (progressing to smaller scales) on what defines characteristics of life from the cell to multicellular organisms. The course ends by coming back full circle to ecosystems and the impacts that humans have on them especially in relationship to climate change. A culminating project for this course should present a synthesis of how life on Earth is dependent on both biotic and abiotic factors.

**CHEMISTRY IN EARTH SYSTEMS A - 361411**

**CHEMISTRY IN EARTH SYSTEMS B - 361412**

(Year) Freshman, Sophomore, Junior, Senior

**Network-wide UC Approved (D)**

*Prerequisite:* Completion of Integrated Math with “C” or higher in both semesters (“B” or higher is recommended)

**Credential Requirement:** Single Subject in Science: Chemistry; or Single Subject in Physical Science

The sequence of this course is based on a specific storyline about climate change with a tangible example of combustion and food calorimetry. The combustion of fossil fuels and release of heat, carbon dioxide, and water is a fundamental thread that ties

together most of the sections of the course and ensures that chemistry concepts are able to be placed in the context of Earth's systems. In the end, scholars will have explored the fundamentals of chemistry and essential roles that these processes play in Earth's solid geosphere, its liquid hydrosphere, and its gaseous atmosphere.

**AP ENVIRONMENTAL SCIENCE A - 360507**

**AP ENVIRONMENTAL SCIENCE B - 360508**

(Year) 10-12

**Network-wide UC Approved (D)**

*Prerequisite: Biology, Chemistry, Teacher recommendation AND completion of Pre-Calculus with a "B" or higher.*

**Credential Requirement:** As aligned to Primary Content Area (more than 50%): Single Subject in Science: Biological Sciences; or Science: Chemistry; or Science: Geosciences; or Science: Physics

This is the equivalent of a first year college course in environmental science and is designed to prepare the scholars for the Advanced Placement Environmental Science test. Scholars will cover the following topics: ecological principles, geological principles, renewable and non-renewable resources, environmental quality (air, water, & soil pollution), human population dynamics, global changes and their consequences and interdependence of earth's system (e.g. cycling of matter, biosphere, solid earth, atmosphere, etc.)

**AP PHYSICS 1A - 361507**

**AP PHYSICS 1B - 361508**

(Year) 11-12

**Network-wide UC Approved (D)**

*Prerequisite: Integrated Math II (Prerequisite)*

*Integrated Math III (Corequisite)*

**Credential Requirement:** Single Subject in Science: Physics; or, Specific Supplementary Auth: Physics; or, Specific Subject Matter Auth: Physics

AP Physics 1 is structured around the "big ideas" of physics, which encompass core scientific principles, theories, and processes of the discipline. The framework encourages instruction that allows scholars to make connections across domains through a broader way of thinking about the physical world. Big ideas cut across the traditional physics principles and are supported with enduring understandings, which incorporate the core concepts that scholars should retain from their learning experiences. Scholars will cultivate their understanding of physics and science practices as they explore the following topics: kinematics, dynamics, circular motion and universal gravitation, simple harmonic motion, linear momentum, energy and conservation of energy, rotational motion, mechanical waves, electrostatics, and DC circuitry. Laboratory work is a key component of the course, with an emphasis on inquiry-based investigations that provide scholars with opportunities to demonstrate the foundational physics principles and apply all seven science practices defined in the curriculum framework.

**ANATOMY AND PHYSIOLOGY A - 361005**

**ANATOMY AND PHYSIOLOGY B - 361006**

(Year) Sophomore, Junior, Senior

**Network-wide UC Approved (D)**

*Prerequisite: Biology*

**Credential Requirement:** Single Subject in Science: Biological Sciences; or, Specific Supplementary Auth: Biological Science

Anatomy and Physiology is a rigorous second year Biology course for scholars interested in biology, medicine and its related professions. Scholars will be introduced to many lab exercises that will help them to understand both the human body and the importance of correct laboratory procedures.

The major concepts of Anatomy and Physiology include homeostasis, energy, and growth and development. These three thematic units will be used as an outline to investigate the 11 human body systems as sub-units.

**THE LIVING EARTH A - 361313****THE LIVING EARTH B - 361314**

(Year) Freshman, Sophomore

**Network-wide UC Approved (D)**

*Prerequisite: None*

**Credential Requirement:** Single Subject in Science: Biological Sciences; or Single Subject in Life Science

This course replaces Biology A&B. The sequence presented here spirals in scale, starting with ecosystems as a whole (looking at both living and nonliving components), progressing into connections within ecosystems describing the cycling of matter in two important life processes, photosynthesis and respiration, while also emphasizing the nonliving parts of these cycles. Then the course moves into evolution (where evidence is based in both living and non-living systems) and then links evolution to the study of heredity. From there the course zooms in more (progressing to smaller scales) on what defines characteristics of life from the cell to multicellular organisms. The course ends by coming back full circle to ecosystems and the impacts that humans have on them especially in relationship to climate change. A culminating project for this course should present a synthesis of how life on Earth is dependent on both biotic and abiotic factors.

**CHEMISTRY IN EARTH SYSTEMS A - 361411****CHEMISTRY IN EARTH SYSTEMS B - 361412**

(Year) Freshman, Sophomore, Junior, Senior

**Network-wide UC Approved (D)**

*Prerequisite: Completion of Integrated Math with "C" or higher in both semesters ("B" or higher is recommended)*

**Credential Requirement:** Single Subject in Science: Chemistry; or Single Subject in Physical Science

The sequence of this course is based on a specific storyline about climate change with a tangible example of combustion and food calorimetry. The combustion of fossil fuels and release of heat, carbon dioxide, and water is a fundamental thread that ties together most of the sections of the course and ensures that chemistry concepts are

able to be placed in the context of Earth's systems. In the end, scholars will have explored the fundamentals of chemistry and essential roles that these processes play in Earth's solid geosphere, its liquid hydrosphere, and its gaseous atmosphere.

**ANATOMY AND PHYSIOLOGY A - 361005**

**ANATOMY AND PHYSIOLOGY B - 361006**

(Year) Sophomore, Junior, Senior

**Network-wide UC Approved (D)**

*Prerequisite: Biology*

**Credential Requirement:** Single Subject in Science: Biological Sciences; or, Specific Supplementary Auth: Biological Science

Anatomy and Physiology is a rigorous second year Biology course for scholars interested in biology, medicine and its related professions. Scholars will be introduced to many lab exercises that will help them to understand both the human body and the importance of correct laboratory procedures.

The major concepts of Anatomy and Physiology include homeostasis, energy, and growth and development. These three thematic units will be used as an outline to investigate the 11 human body systems as sub-units.

**ENVIRONMENTAL SCIENCE - A 360510**

**ENVIRONMENTAL SCIENCE - B 360511**

(Year) 9-12

**Network-wide UC Approved (D)**

**Credential Requirement:** As aligned to Primary Content Area (more than 50%): Single Subject in Science: Biological Sciences; or Science: Chemistry; or Science: Geosciences; or Science: Physics

The goal of environmental science is to provide scholars with concepts, scientific principles, and methodologies required to understand the interrelationships of the natural world, to identify and analyze environmental problems of both natural and human-made, to evaluate the relative risks associated with these problems, and to examine alternative solutions for resolving and/or preventing them.

**PHYSICS OF THE UNIVERSE A - 361513**

**PHYSICS OF THE UNIVERSE B - 361514**

(Year) 9-12

**Network-wide UC Approved (D)**

*Corequisite: Integrated Mathematics 1*

**Credential Requirement:** Single Subject in Science: Physics; or Single Subject in Physical Science

This course is about discovering the laws and mysteries of the physical world. This class provides the framework to understand everyday phenomena through hands-on activities, model building and experimentation. The course of study includes: Newtonian mechanics (motion, conservation of energy and momentum, forces and motion) waves, vibrations, sound, electrostatics, magnetism, heat and light (reflection, refraction, diffraction and interference). This course emphasizes the Next Generation Science Standards and combines the traditional physics principles with earth and

space concepts. The laboratory work will provide scholars with sound laboratory techniques and engineering practices to ensure that scholars develop reasoning power and the ability to apply physics principles to their course work in preparation for their college experiences.

**AP BIOLOGY A - 360707**

**AP BIOLOGY B- 360708**

(Year) Junior, Senior

**Network-wide UC Approved (D)**

*Prerequisite: Completion of Biology with a minimum of a "B" in both semesters; Completion of Chemistry highly recommended.*

**Credential Requirement: Single Subject in Science: Biological Sciences**

AP Biology is designed to be equivalent to a first year college-level general biology course. Scholars will study materials presented in a rigorous, biochemical oriented introductory college biology course. Required laboratory experiments are part of the course. Scholars are expected to be independent learners and to devote extensive studying beyond the basic concepts. Details of molecules, Chemistry, cells, genetics, evolution, organisms and populations are included in this course. Scholars will be prepared to take the Advanced Placement Biology exam in May.

**AP ENVIRONMENTAL SCIENCE A - 360507**

**AP ENVIRONMENTAL SCIENCE B - 360508**

(Year) 10-12

**Network-wide UC Approved (D)**

*Prerequisite: Biology, Chemistry, Teacher recommendation AND completion of Pre-Calculus with a "B" or higher.*

**Credential Requirement: As aligned to Primary Content Area (more than 50%): Single Subject in Science: Biological Sciences; or Science: Chemistry; or Science: Geosciences; or Science: Physics**

This is the equivalent of a first year college course in environmental science and is designed to prepare the scholars for the Advanced Placement Environmental Science test. Scholars will cover the following topics: ecological principles, geological principles, renewable and non-renewable resources, environmental quality (air, water, & soil pollution), human population dynamics, global changes and their consequences and interdependence of earth's system (e.g. cycling of matter, biosphere, solid earth, atmosphere, etc.)

**AP PHYSICS 1A - 361507**

**AP PHYSICS 1B - 361508**

(Year) 11-12

**Network-wide UC Approved (D)**

*Prerequisite: Integrated Math II (Prerequisite)  
Integrated Math III (Corequisite)*

**Credential Requirement: Single Subject in Science: Physics; or, Specific Supplementary Auth: Physics; or, Specific Subject Matter Auth: Physics**

AP Physics 1 is structured around the “big ideas” of physics, which encompass core scientific principles, theories, and processes of the discipline. The framework encourages instruction that allows scholars to make connections across domains through a broader way of thinking about the physical world. Big ideas cut across the traditional physics principles and are supported with enduring understandings, which incorporate the core concepts that scholars should retain from their learning experiences. Scholars will cultivate their understanding of physics and science practices as they explore the following topics: kinematics, dynamics, circular motion and universal gravitation, simple harmonic motion, linear momentum, energy and conservation of energy, rotational motion, mechanical waves, electrostatics, and DC circuitry. Laboratory work is a key component of the course, with an emphasis on inquiry-based investigations that provide scholars with opportunities to demonstrate the foundational physics principles and apply all seven science practices defined in the curriculum framework.

**WORLD HISTORY A -370127**

**WORLD HISTORY B - 370128**

(Year) Freshman, Sophomore

**Network-wide UC Approved (A)**

**Credential Requirement:** Single Subject in Social Science

Scholars study major turning points that shaped the modern world, from the late 18<sup>th</sup> century through the present. Scholars trace the rise of democratic ideas and develop an understanding of the historical roots of current world issues. Scholars will develop an understanding of current world issues and relate them to historical, geographic, political, economic, and cultural contexts. Assignments focus on historical methods and critical thinking skills by analyzing a variety of primary resource documents, visuals, artifacts, and maps.

**UNITED STATES HISTORY A - 370129**

**UNITED STATES HISTORY B - 370130**

(Year) Junior

**Network-wide UC Approved (A)**

**Credential Requirement:** Single Subject in Social Science

This course traces the development of the United States from the Spanish American War to the present. Scholars will review the significant factors responsible for the emergence of the United States as a major world leader.

**UNITED STATES GOVERNMENT - 370670**

(Semester) Senior

**Network-wide UC Approved (A)**

**Credential Requirement:** Single Subject in Social Science

This course is a survey of the government with an emphasis on the National level, including elements of State and local government as well. Scholars study the U.S. Constitution and examine American political, social, economic and legal systems. The economic and political systems of the major countries of the world are compared and contrasted with those of the U.S.

**ECONOMICS - 370905**

(Semester) Senior

**Network-wide UC Approved (G)**

**Credential Requirement:** Single Subject in Social Science

Scholars study fundamental economic concepts such as scarcity, opportunity costs and trade-offs, productivity, economic systems, economic institutions and incentives. The course will also include such microeconomics concepts as market and prices, supply and demand, competition and market structure, income distribution and the role of government. Macroeconomics concepts include international trade, unemployment, inflation and deflation, and fiscal and monetary policy.

**AP WORLD HISTORY A - 370133****AP WORLD HISTORY B - 370134**

(Year) Sophomore

**Network-wide UC Approved (A)**

**Prerequisite:** None

**Credential Requirement:** Single Subject in Social Science

AP World History is the equivalent of a college-level survey course in world history. This World History course provides a way to understand history and a foundation from which to view the complexities of today's world. Its emphasis is on encounters and interactions. The long-term objective is for scholars to demonstrate an understanding of how the big picture of world history assists in understanding the complexities of today's world. Scholars, who complete this course and perform successfully on the Advanced Placement Exam in May, have the ability to earn college credit from a participating college or university.

**AP UNITED STATES HISTORY A - 370111****AP UNITED STATES HISTORY B - 370112**

(Year) Junior

**Network-wide UC Approved (A)**

**Prerequisite:** A minimum of a "B" in World History and a "B" in 1<sup>st</sup> semester Sophomore English.

**Credential Requirement:** Single Subject in Social Science

AP U.S. History prepares the academically-accelerated college-bound scholar for the College Board's AP national exam. AP U.S. History engages scholars in a detailed study of American history from our earliest origins to the present day. Emphasis is placed on understanding themes, cause/effect relationships and broad examinations of social, political, cultural and economic issues that have shaped our nation. AP U.S. History is an advanced college level course, which emphasizes research, writing, and discussion. Scholars will be expected to keep up with a rigorous reading schedule that averages 50+ pages per week.

**AP GOVERNMENT AND POLITICS U.S. - 370605**

(Semester) Senior

**Network-wide UC Approved (A)**

**Prerequisite:** Minimum of “B” in 1st semester AP or Honors US History; minimum of “B” in 1st semester Junior AP English.

**Credential Requirement:** Single Subject in Social Science

This is an accelerated college-level course focusing on the United States Government. Scholars will undergo a thorough examination of The Constitution, fundamental rights, political system and major governmental institutions. Scholars will engage in critical analysis of contemporary political events and will be encouraged to begin to develop their own involvement in both social and political institutions. The course prepares scholars for the May Advanced Placement American Government Exam.

**SPANISH 1 A - 256011**

**SPANISH 1 B - 256012**

(Year) Freshman, Sophomore, Junior

**Network-wide UC Approved (E)**

**Prerequisite:** None

**Credential Requirement:** Single Subject in Foreign Language: Spanish

Scholars will be introduced to the basic language and culture of the Spanish-speaking world. Language and culture are acquired through meaningful communicative activities centered on real life situations involving everyday common topics. Scholars develop linguistic proficiency as they perform relevant tasks in the new language.

**SPANISH 2 A - 256013**

**SPANISH 2 B - 256014**

(Year) Freshman, Sophomore, Junior

**UC Approved (E)**

**Prerequisite:** Spanish 1 with a minimum of a “C” average.

**Credential Requirement:** Single Subject in Foreign Language: Spanish

Spanish 2 continues the process of developing the speaking, listening, reading and writing introduced in Spanish 1. Scholars will increase the number of language functions and expand their knowledge of grammar. Vocabulary and knowledge of culture will expand with authentic materials and real-life situations allowing scholars to function comfortably as they express themselves in the new language.

**AP SPANISH LANGUAGE & CULTURE A - 256023**

**AP SPANISH LANGUAGE & CULTURE B - 256024**

(Year) Senior or others with instructor’s approval

**Network-wide UC Approved (E)**

**Prerequisite:** Instructor’s approval

**Credential Requirement:** Single Subject in Foreign Language: Spanish

The AP Spanish Language course should help prepare scholars to demonstrate their level of Spanish proficiency across three communicative modes (Interpersonal [Interactive communication], Interpretive [receptive communication], and Presentational [productive communication]), and the five goal areas outlined in the Standards for Foreign Language Learning in the 21st Century (Communication, Cultures, Connections, Comparisons and Communities). The course is equivalent to

an intermediate level college course in Spanish. Students cultivate their understanding of Spanish language and culture by applying interpersonal, interpretive, and presentational modes of communication in real-life situations as they explore concepts related to family and communities, personal and public identities, beauty and aesthetics, science and technology, contemporary life, and global challenges.

**ETHNIC STUDIES A - 240111**

**ETHNIC STUDIES B - 240112**

(Year) Freshman, Sophomore, Junior, Senior

**Network-wide UC Approved (G)**

**Credential Requirement:** Single Subject in Social Science

Ethnic Studies is a course that asks scholars to examine how issues of race, class, and gender are constructed and shape life for underrepresented peoples in the United States. The course focuses on the specific historical, cultural, political and social experiences of African Americans, Asian Americans, Chicanas/os and Latinas/os, Native Americans, and other racialized peoples in the United States. The course uses various interdisciplinary approaches including historical, psychological, sociological, and intersectional lenses to understand and deconstruct power and inequality in the United States. Scholars will examine the ways the communities have navigated and resisted these systems of power. Scholars will examine the role of civil rights and social justice movements in changing laws and practices in the United States. Ethnic Studies also aims to help scholars develop important learning skills such as collaboration, communication, research, creativity, and critical thinking. Additionally, scholars will develop their critical reading, writing, listening and speaking skills needed for academic success along with personal and community empowerment.

**ART 1A - 200105**

**ART 1B - 200106**

(Year) Freshman, Sophomore, Junior, Senior

**Network-wide UC Approved (F)**

**Prerequisite:** None

**Credential Requirement:** Single Subject in Art

This course provides instruction in two and three-dimensional art forms. Scholars will be given the opportunity to develop their skills in drawing, painting and perspective through practice. Scholars will have exposure to various artists and cultures. Design will be investigated through problem solving activities such as printmaking, sculpture and paper-mache. This course is designed to accommodate beginning and experienced art scholars.

**ADVANCED ART 1A - 200129**

**ADVANCED ART 1B - 200130**

(Year) Sophomore, Junior, Senior

**Network-wide UC Approved (F)**

**Prerequisite:** Art 1A & Art 1B

**Credential Requirement:** Single Subject in Art

Advanced art teaches scholars to demonstrate more advanced skill building in drawing and painting production, applying the fundamentals of the elements and principles of fine art and design. In addition, scholars will learn about artistic philosophy, art criticism, and art history.

**CRIMINAL JUSTICE A - 370805**

**CRIMINAL JUSTICE B - 370806**

(Year) Junior, Senior

**Network-wide UC Approved (G)**

*Prerequisites: English 9, English 10*

**Credential Requirement: Single Subject in Social Science**

This class examines the criminal justice system in the United States. It focuses on three basic areas: police, courts, and corrections. Scholars will look at the juvenile justice system as it relates to Los Angeles. Through discussions, simulations, and projects, we will explore how people, especially young people, end up in the “system,” and how everything from family to jobs promote or take away from our ability to live successful lives. As a class, scholars will then make suggestions as to what they can do so that they are less drawn to crime, and how they can help reform those who desperately need a new vision for life.

**COMMON CORE INTEGRATED MATH SUPPORT 1A - 324278**

**COMMON CORE INTEGRATED MATH SUPPORT 1B - 324279**

(Year) Freshman

**NOT UC APPROVED**

*Prerequisite: This course will not be applicable to all scholars, but should be reserved only for those scholars who require additional support; Concurrent enrollment in Integrated Math 1*

**Credential Requirement: Single Subject in Mathematics; or Single Subject in Foundational-Level Mathematics**

Integrated Math 1 Support will be utilized as a support class for scholars enrolled in Integrated Math 1. This course directly aligns to the Integrated Math 1 course. The first half of the course focuses on the needs of individual scholars based on the following: Functions, Algebra, and the Number System. It uses functions as models of real situations and spends most of the time on linear functions, linear equations, and linear inequalities. The second half of the course is focused on the needs of individual scholars based on Geometry: defining and constructing geometric constructs, using rigid motions to develop proofs of congruence and other geometric properties, using geometric shapes to model natural objects. The second half also includes Statistics: scholars summarize, represent, and interpret various types of data.

**COMMON CORE INTEGRATED MATH SUPPORT 2A - 324280**

**COMMON CORE INTEGRATED MATH SUPPORT 2B - 324281**

(Year) Sophomore

**NOT UC APPROVED**

**Prerequisite:** *This course will not be applicable to all scholars, but should be reserved only for those scholars who require additional support; Concurrent enrollment in Integrated Math 2*

**Credential Requirement:** Single Subject in Mathematics; or Single Subject in Foundational-Level Mathematics

This yearlong math elective will be taken in conjunction with to the Integrated 2 Math course. Integrated Math Support is an intervention course, which provides an individualized curriculum for each scholar, to close the identified skill gaps (i.e. pre-requisite skills and misconceptions of whole numbers and quantities, complex number systems, arithmetic with polynomials and rational expressions fractions, integers, geometric functions). Scholars will be exposed to a variety of topics in Integrated Math Support so that they will develop a frame of reference and background knowledge for the class. Once skill gaps are almost closed, these scholars will receive targeted practice on essential academic content.

**COMMON CORE INTEGRATED MATH SUPPORT 3A - 324282**

**COMMON CORE INTEGRATED MATH SUPPORT 3B - 324283**

(Year) Junior

**NOT UC APPROVED**

**Prerequisite:** *Concurrent enrollment in Integrated Math III*

**Credential Requirement:** Single Subject in Mathematics

Support class for scholars enrolled in Integrated Math III.

**PLAY PRODUCTION A - 329001**

**PLAY PRODUCTION B - 329002**

(Year) Sophomore, Junior, Senior

**Network-wide UC Approved (F)**

**Prerequisite:** None

**Credential Requirement:** Single Subject in Theater; Single Subject in English ONLY if Preliminary or Clear issued before 1/1/2022 (code ENGL or ENGX)

The purpose of this introductory course in Play Production is to establish a foundation in both acting and production techniques, to provide a framework for critical thinking in the establishment of artistic interpretation, and to engage reflective thinking about performances within theatre repertoire. Scholars will be graded on their mastery of assignments through the California Theatre Standards (CTS) and Common Core College Career Readiness Standards for Reading (C4RSR) and Writing (C4RSW). Skills provided in this course will allow scholars to pursue careers within music theatre.

## Graduation Requirements (HS Only)

Leichtman-Levine's graduation requirements are in alignment with the University of California (UC) and California State University (CSU) "A-G" minimum undergraduate admission

requirements (see table below). Our high school program and course schedule is designed to enable all students to meet graduation requirements, “A-G” minimum undergraduate admission requirements, and the CDE’s College/Career Indicator within four years.

**Credit Recovery:** Credit recovery options include online credit recovery programs, independent study, concurrent enrollment in adult education or community college courses, and summer school. Counselors meet with students and their guardians to discuss credit deficiencies and recovery plans, providing structured guidance to help students get back on track. Schools monitor progress through quarterly reports to identify students at risk and provide timely interventions such as tutoring, office hours, and other academic supports.

**Transfer Students:** Transfer student transcripts from previous schools are analyzed, and credit deficiencies are addressed through tailored credit recovery plans. Transfer credits are accepted if they meet accreditation standards and align with California’s A-G requirements. Certain subgroups of students who transfer after their second year of high school and cannot reasonably complete local graduation requirements within four years may qualify for the state’s minimum graduation requirements under the California Education Code. Counselors ensure transfer students are enrolled in equivalent courses to complete graduation requirements and support them in maintaining A-G eligibility.

**Graduation Exemption:** As per the state policy, students in foster care, experiencing homelessness, probation-involved, newcomers, migratory, or from military families may be eligible for graduation exemptions if transferring after their second year of high school. These students may be exempt from local graduation requirements and can graduate by meeting the state’s minimum requirements unless they can reasonably complete additional requirements within the standard timeline. The process includes timely notification of eligibility, providing exemption letters, and ensuring continuity if students transfer again.

**College/Career Preparedness:** The instructional program aligns with California’s A-G requirements to ensure students meet eligibility criteria for UC/CSU admissions with a focus on career readiness through elective options and advisory courses. Schools consistently engage in monitoring of graduation progress to address issues early and ensure students remain on track and have regular check-ins with students about college/career planning and individualized support to help them meet college/career goals.

A-G Requirements	
Subject	Requirements
(A) History-Social Science	1 year of U.S. History 1 year of World History
(B) English Language Arts	4 years of college preparatory English
(C) Mathematics	3 years of college preparatory Mathematics (Integrated Math 1, Integrated Math 2, Integrated Math 3, Pre-Calculus, Calculus or Statistics); 4 years recommended

(D) Science	2 years of Science, one physical and one biological; 3 years strongly recommended
(E) Language other than English	2 years of the same language other than English
(F) Visual and Performing Arts	1 year chosen from dance, music, theater or the visual arts
(G) College Preparatory Elective	1 year of additional academic electives (e.g., ELA/math intervention, third year of science or foreign language, fourth year of math, social science, advanced visual or civics and performing arts)

Alliance Leichtman-Levine Family Foundation Environmental Science High School Graduation Requirements:

- Course Requirements
- Passage of A-G Course Requirements as stated here and in the chart below.
- Scholars pass all courses, including elective and non-A-G courses, with a grade of C or higher (basic proficiency).
- Scholars must complete 11 out of 15 A-G courses by the end of 11th grade (with a letter grade of C or better) to meet minimum UC admissions requirements.
- In addition to the A-G history/social science courses, it is a California State graduation requirement that all scholars must complete one semester in American Government & Civics and one semester in Economics. Alliance high schools have determined that these courses must also be A-G approved.
- At the discretion of the principal, Alliance high schools may require scholars to complete community service requirements in order to participate in graduation activities.

Our mission is that all high school students will pass all A-G and elective courses with a grade of C or better to graduate in 4 years with a minimum of 230 credits. To best serve students who are not on track to meet these goals, the following supports are provided:

- Online Credit Recovery which is offered after school and in summer session.
- Tutoring After School or Saturdays

These supports are provided for all students in need including all subgroups and students transferring into the school. Students that transfer into the school after the start of freshman year work closely with their counselor to ensure that any needed classes are made up either in their regular schedule, after school, or in summer session. Individual graduation checks are done with each student at least once a semester.

Students who are still unsuccessful in meeting the 230 credit “A-G” high school graduation requirement by the end of the summer following their 4th year, are welcomed to attend a 5th year.

In addition to our instructional program fully meeting the A-G high school graduation requirements, the program provides students with the instructional opportunities necessary to meet the California Department of Education’s College and Career indicator at the Prepared level. English and Mathematics courses in 9th, 10th and 11th grades are tightly aligned to the Common Core State Standards and our interim assessment system is built in alignment to the Smarter Balanced assessment blueprint and item specifications. Our interims provide data throughout the year on students’ mastery of the Common Core State Standards so we can

carefully monitor and adjust instruction to ensure students meet the expectations of Smarter Balanced Assessments in 11th grade.

## **WASC Accreditation**

As of June 18, 2024, Alliance Leichtman-Levine Family Foundation Environmental Science High School is fully accredited by the Western Association of Schools as part of the Alliance College-Ready Public Schools (ACRPS) System Accreditation.

As part of the ACRPS System Accreditation process, the school will work to complete periodic evaluation and improvement of our program and school-wide action plan, in alignment with our LCAP, through the WASC-required self-study, mid-cycle progress reports, as well as WASC on-site visits to ensure accreditation is maintained for subsequent graduating classes with support from the Alliance Home Office.

The first System Self-Study will be held during the 2026-27 school year. During this process, all Alliance schools and the Home Office will collaborate with WASC throughout the accreditation process, including the development of self-study and interim progress reports.

## **Transferability of Courses**

All A-G courses are transferable to other public schools and meet the rigorous requirements for admission to California state university systems. Parents receive notification of course transferability in student recruitment and student enrollment materials, which are available in both English and Spanish. Also, transferability and rigor of courses can be found in the Scholar/Parent Handbook. Leichtman-Levine counselors also work closely with students and families to ensure that they are well aware of graduation requirements and where each child stands in relation to those requirements. This is done at least once a semester with students and at least once a semester with students and parents combined if a student is not currently on track to graduate. Additionally, graduation requirements are included in the Scholar-Parent Handbook.

# **Academic Calendar and Schedules**

## **Academic Calendar**

[Current Board-Approved Academic Calendar](#)

[Current Board-Approved Bell Schedule Calendar](#)

## Bell Schedules

[Current Board-Approved Bell Schedules](#)

[2024-25 Master Schedule](#)

## 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	No									0	36000	0	-36000
1	No									0	50400	0	-50400
2	No									0	50400	0	-50400
3	No									0	50400	0	-50400
4	No									0	54000	0	-54000
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	Yes	140	355	6	335	7	300	30	400	183	64800	65810	1010
10	Yes	140	355	6	335	7	300	30	400	183	64800	65810	1010
11	Yes	140	355	6	335	7	300	30	400	183	64800	65810	1010
12	Yes	140	355	6	335	7	300	30	400	183	64800	65810	1010

## Early College and Middle College High Schools Attendance Requirements

This school is not an Early College or Middle College High School.

## Professional Development

### Ongoing Professional Development

During school level professional development, teachers are supported by their Principal and the school's instructional leadership team to develop their practice. Professional development agendas include content-based sessions, site-based sessions, and a variety of instructional workshops designed to address needs evidenced by data.

In addition, Alliance-wide PD events and supplementary trainings provide targeted supports in a variety of ways. Below is a sample of current professional development opportunities available to teachers. These opportunities are subject to change as, in order to be most effective, professional development must be adaptable to address the needs of teachers and students.

**Alliance-wide Strong Start.** Held prior to the start of the school year, professional learning for staff includes site-based and network-led sessions. Topics may include:

- Data-driven instruction
- Intellectual Preparation
- Workshops focused on Social Emotional Learning and Trauma-Informed, Resilience-Focused Learning and Restorative Practices
- Sharing research, resources and best practices
- Effective strategies to meet individual student needs

**Alliance-wide Data & Planning Days.** Held immediately following each interim assessment window, these days offer an opportunity for teachers and leaders to deeply analyze interim data and plan for future instruction. Data Days are held network-wide and/or at school-sites.

During Data & Planning Days, teachers and leaders:

- Analyze student performance and student work
- Create an action plan to address student performance data
- Adjust future unit and lesson plans to better meet the needs of students

**Supplementary Alliance-wide PD.** Held throughout the year, the Alliance Academic Team and schools provide targeted professional development to teachers and other staff that support their ongoing development. PD sessions target specific content-areas or subset of teachers or staff such as:

- Special Education Coordinators and teachers
- ELD teachers
- New teachers
- Teacher leaders
- Leaders of Scholar Culture (Deans)

**New Teacher Professional Development.** Alliance College Ready Public Schools builds on its investment in leader and teacher development through New Teacher PD. New Teacher PD provides professional development support for early career Alliance teachers. Network level supports focus on supplying early career teachers with resources and tools to strengthen their classroom management and instructional planning skills. Supports include:

- Designing and implementing a week-long New Staff Orientation (NSO)
- Providing Induction program options and/or support to general education and education specialist teachers clearing their preliminary credentials

**Ongoing School Site PD Sessions.** Regular, targeted and relevant professional development is led by the school principal and site-based leadership team on the designated Professional Development Early Dismissal Day. The draft professional development calendar below serves as a sample of topics to be covered:

## Teacher Recruitment

Students learn best with teachers who are knowledgeable of their subject field and are well trained to deliver rigorous instruction and attend to the diverse needs of each student as an individual. Leichtman-Levine, led by the Principal, recruits new and experienced highly-qualified and credentialed teachers who demonstrate satisfactory progress toward full certification, fully meet the Every Student Succeeds Act (ESSA) criteria, and are committed to the school's key program elements and beliefs. Recruitment of qualified candidates begins in November and is conducted via partnership with teacher pipeline programs; partnerships with university and non-university teacher pipeline and residency programs; use of relevant online tools such as EdJoin, LinkedIn and social media; and referrals from current staff within the school/Alliance. Applicants are carefully assessed through a rigorous selection process conducted by both the Alliance Staffing Team and school administrators. Once selected, teachers participate in New Teacher Orientation before the opening of school and New Teacher professional development throughout the school year.

## Meeting the Needs of All Students

### English Learners

Leichtman-Levine believes that every student brings assets that enrich our classrooms and our school community, regardless of race, language, learning needs, and culture. To ensure each student's success, the school will provide guidance, resources, training, and support to

teachers, staff, and parents to build an equitable, rigorous learning environment for our English Learner Scholars. Our practices are grounded on guidelines established by our Board-approved EL Master Plan. Our English Learner Master Plan focuses on the following key areas:

- Identification and Assessment
- Instructional Program
- Reclassification Criteria and Exiting
- Staffing English Learner Programs and Teams
- Professional Development for All Teachers Who Work With English Learners
- Parent Engagement
- Program Evaluation

By implementing our own English Learner Master Plan, we will create an educational environment where EL students receive the support they need to develop both language skills and academic content knowledge. Our plan is designed to ensure that all EL students, regardless of their language proficiency level, are empowered to achieve their full potential academically.

## **Process for Identifying English Learners**

At Leichtman-Levine, we have a systematic and thorough process for identifying English Learners (ELs) to ensure that every student receives the appropriate language support and services. Our process follows state and district guidelines while ensuring that we meet the unique needs of each student.

### **1. Initial Enrollment and Home Language Survey**

At the time of initial enrollment, all families are required to complete a Home Language Survey (HLS). This survey is provided in both English and the primary language spoken in the community (e.g., Spanish). It consists of four questions that inquire about the language spoken at home, by the scholar, and in their family environment. All four questions must be answered, and the survey is included in the enrollment packet. It is essential that all scholars have a completed HLS on file, including those whose families report English as the only language spoken. If any of the responses on the Home Language Survey indicate that a language other than English is spoken in the home, the scholar is flagged for further language proficiency assessment.

### **2. English Language Proficiency Assessment**

Students identified as potentially needing English language support are administered an the Initial ELPAC. This assessment measures the student's proficiency in the four language

domains: listening, speaking, reading, and writing. Based on the results of the Initial ELPAC, students are classified as either:

- English Learners (EL), if they demonstrate limited proficiency in English.
- English Only (EO), if their proficiency in English is sufficient.

### 3. Notification to Parents

Once the student's English language proficiency has been determined, parents are notified in writing of their child's classification as either an English Learner or English Only. For students identified as ELs, parents are informed about the types of language support services available at Leichtman-Levine and provided with information about how their child will be supported in developing English language proficiency. Parent notifications are communicated in a language that can be understood by them within the first 30 days of school. If the scholar enrolls after the first 30 days of school, parent notification must be completed within 2 weeks of enrollment.

### 4. Annual Assessments

Students who are classified as English Learners will be assessed annually using the Summative ELPAC to monitor their progress in acquiring English proficiency. The results of the ELPAC will guide instructional decisions and ensure that EL students are receiving the appropriate level of support. Additionally, teachers monitor EL students' academic performance through ongoing formative assessments in all content areas.

## **Educational Program(s) for English Language Acquisition**

At Leichtman-Levine, the English Learner (EL) program components are designed to provide a robust and integrated system that supports English Learners in acquiring academic English while ensuring they meet the English Language Development (ELD) standards. This program is structured to meet the diverse needs of ELs through both Designated ELD and Integrated ELD instruction, which are tailored to students' proficiency levels and provide opportunities to develop language and content mastery across all subjects.

### **Designated ELD Instruction**

Designated ELD instruction is a specialized component of the EL program, providing targeted language development in the four domains of listening, speaking, reading, and writing. This instruction occurs daily, Monday through Friday, as part of the regular school schedule. The courses are designed to address the specific language proficiency levels of ELs, which are classified into Emerging, Expanding, and Bridging. Students are placed in the appropriate level (ELD 1, 2, 3, or 4) based on their English language proficiency, years in the program, and teacher recommendation.

This instruction is delivered by teachers who are highly skilled in ELD strategies, using a variety of methods to support students in developing academic English. These courses are aligned with the California English Language Development Standards. Importantly, Designated ELD instruction does not remove students from core content classes, ensuring that ELs still have access to full grade-level content. The curriculum is designed to be engaging and appropriate to students' language development, providing scaffolds such as graphic organizers, word banks, and language structures to help students access content while acquiring language skills.

### **Integrated ELD Instruction**

In addition to the targeted Designated ELD courses, all English Learners receive Integrated ELD throughout their content classes. This approach ensures that ELs are exposed to academic content while simultaneously working on their English language skills. Teachers across all content areas (including Math, Science, History, and English Language Arts) are trained to incorporate ELD strategies into their instruction, ensuring that ELs can understand and engage with cognitively demanding content.

Integrated ELD involves teaching content standards, such as Common Core, NGSS, and California History Standards, while providing explicit language instruction. Teachers use scaffolds such as visual aids, response frames, and structured group discussions to support language acquisition in the context of the subject matter. The goal of this instruction is to ensure that ELs make progress toward both language proficiency and academic content mastery.

### **Professional Development and Teacher Support**

Teachers of both Designated ELD and Integrated ELD are provided with ongoing professional development focused on best practices for language acquisition and teaching strategies that integrate language development into content instruction. This professional development includes topics such as the ELA/ELD Framework, key features of Integrated ELD, and effective use of ELD Standards. Teachers are also equipped with strategies for differentiating instruction for ELs at various proficiency levels and creating a classroom environment where students feel safe and supported in taking academic risks.

### **Monitoring and Ensuring Progress**

The EL program ensures that students are making adequate progress toward mastery of the ELD standards through ongoing assessment and monitoring. This includes weekly scholar work analysis, which involves reviewing formative assessments to monitor language development and content mastery. Teachers also use frequent checks for understanding and actively monitor students during both independent and group work to ensure that learning objectives are being met.

In addition, advisory classes may be offered to support ELs, but these do not replace the required Designated ELD courses. Through this structured and supportive system, ELs at Leichtman-Levine receive a comprehensive education that promotes both language

proficiency and academic achievement in line with the California ELD standards.

In summary, the Designated ELD and Integrated ELD components at Leichtman-Levine are delivered by qualified teachers and carefully designed to meet the needs of English Learners at all levels of proficiency. By providing targeted instruction, professional development for teachers, and ongoing monitoring of student progress, the school ensures that ELs make consistent and meaningful progress toward mastering the ELD standards and achieving academic success.

### **Push-in Support**

Our ELD Coordinator provides support for English Learners (ELs) by pushing into classrooms where our Emerging EL students (Level 1) need the most assistance. During these sessions, the ELD Coordinator offers translation, academic support, and follows up with students on their progress when they see them again in their ELD class. This ongoing support ensures that Emerging EL students receive the help they need to engage with the lesson and complete their work successfully. Additionally, the pushing-into classes allows the ELD Coordinator the opportunity to observe how the teacher is supporting ELs and determine if the teacher could benefit from specific feedback or strategies to better support EL students.

### **Data-Driven Interventions**

Our ELD Coordinator reviews the weekly NP (Not Passing) Report to identify EL students who are not passing their classes, compare EL performance to all students, and identify which teachers and departments have the highest rates of ELs struggling. Based on this data, the ELD Coordinator conducts 1-on-1 check-ins with students and develops a plan to help the student get back on track. Additionally, the coordinator identifies departments with consistent EL challenges and requires them to attend a monthly ELD support PD led by the ELD Coordinator, which is focused on integrating ELD accommodations into their upcoming lesson plans. To further support teachers, the ELD Coordinator uses the data to hold discussions with teachers on how they plan to assist ELs in passing their classes and offers to collaborate during planning periods to refine accommodations and instructional strategies.

### **Bilingual Scholar Aides (BSA)**

We support our English Learners through a peer leadership program known as Bilingual Scholar Aides (BSA), where 12th-grade scholars who are proficient in both English and Spanish volunteer to assist Spanish-speaking Emerging ELs (Level 1). The BSA program is overseen by our ELD Coordinator, who pairs BSAs with EL students in one of their classes where support is needed. The ELD Coordinator assigns BSAs, monitors their effectiveness, and follows up with teachers to ensure the quality of support provided. BSAs are responsible for translating the teacher's verbal instructions and directions, supporting with taking notes, and asking guiding questions rather than giving direct answers. This peer leadership program creates a supportive learning environment and builds confidence and connectedness for our EL students.

## English Language Proficiency Assessment for California (ELPAC)

To support and accelerate student progress toward English language proficiency, Leichtman-Levine will strategically utilize ELPAC results in several key ways. The Initial ELPAC will be used upon enrollment to identify students as English Learners (ELs) and determine their English language proficiency level, ensuring they are placed in the appropriate English Language Development (ELD) course. Annually, the Summative ELPAC will be administered to measure each student's progress in acquiring English proficiency. The results will assess the effectiveness of current language development programs and help inform decisions about the support each student needs, guiding instructional planning.

Additionally, the overall ELPAC score, along with domain-specific scores in listening, speaking, reading, and writing, will be analyzed to assess individual language development needs. This data will be used to create tailored instructional plans to target areas where students need improvement, ensuring focused support to accelerate their progress. For students showing slower progress, targeted interventions such as additional language support or small-group instruction will be implemented to address specific areas of difficulty.

ELPAC results will also guide appropriate course placement, ensuring students are enrolled in ELD courses that match their proficiency level, and placements will be regularly adjusted as students progress. As students improve, ELPAC results will help determine when they are ready for reclassification or if additional support is necessary. By leveraging ELPAC results in these ways, Leichtman-Levine will implement a data-driven approach to support each English Learner's growth, ensuring they receive the necessary instruction, resources, and interventions to achieve full English proficiency in alignment with California's English Language Development (ELD) standards.

## Full Curriculum Access

To ensure that English Learners (ELs) at all levels of English language proficiency (ELP) have meaningful access to the full curriculum, [School Name] will implement a comprehensive program that includes both Designated ELD and Integrated ELD, guided by the principles outlined in the California English Language Arts/English Language Development (ELA/ELD) Framework. Our approach is designed to provide rigorous, yet flexible, instruction that supports ELs as they acquire both academic content and English language proficiency.

### Program Structure and Instructional Strategies

The school will implement both Designated ELD and Integrated ELD across all subjects, ensuring that ELs have access to grade-level content while simultaneously developing their English language skills.

### Designated ELD

All ELs will receive Designated ELD daily as a core instructional component. This structured

time will be dedicated to explicit language development, focusing on all four language domains: listening, speaking, reading, and writing. The curriculum will be aligned with the California ELD Standards and the ELA/ELD Framework, ensuring that language instruction supports academic achievement.

Key strategies for Designated ELD will include:

- Integration of Language Domains: Explicit instruction in listening, speaking, reading, and writing across all disciplines.
- Vocabulary Development: Focused instruction on academic vocabulary, word relationships, and word parts.
- Reading Comprehension and Writing Support: Strategies for improving reading comprehension and academic writing.
- Background Knowledge Activation: Connecting new content to students' existing knowledge to make learning more meaningful.
- Content-Based Language Instruction: Language skills will be taught through content and thematic units, providing students with a framework to apply their language skills across disciplines.

### **Integrated ELD**

In addition to Designated ELD, ELs will also receive Integrated ELD instruction in all content areas, ensuring that academic language development occurs within each subject. Content teachers will be trained in strategies that make content comprehensible while promoting language development. These strategies will include:

- Explicit Instruction in Language Structures and Vocabulary: Teaching students how to use academic language specific to each content area.
- Use of Scaffolds: Tools such as response frames, word banks, and graphic organizers will help ELs access content.
- Opportunities for Academic Discourse: Regular, structured discussions and group activities will allow students to practice speaking and listening in an academic context.
- Checks for Understanding: Teachers will use formative assessments to monitor students' progress and provide timely feedback.
- Frequent Language Practice: Students will be encouraged to engage in reading, writing, speaking, and listening throughout the school day.

Teachers of all content areas will participate in professional development focused on the Integrated ELD, and strategies for supporting ELs in developing proficiency in reading, writing, listening, and speaking. Teachers will also have access to ongoing training to ensure that they are equipped to teach ELs effectively.

### **Tailored Support for Specific EL Groups**

The school will also implement specialized approaches for different EL subgroups, ensuring that their unique needs are addressed:

- Newcomers with Formal Education: In their first year, these students may receive a double block of ELD, utilizing curriculum such as *Inside the USA* or *Edge*, with supplemental support from resources like Rosetta Stone. They will be enrolled in

grade-level ELA and a rigorous native-language course (e.g., Native Speaker Spanish, AP Spanish Language). Additionally, they will take content courses appropriate for their grade level.

- Newcomers with Limited Formal Education: These students may also receive a double block of ELD (Emerging), using similar curriculum (e.g., *Inside the USA* or *Edge*) and additional phonics intervention (e.g., Wilson Reading Just Words). They will also take physical education and content courses, with placement in native-language courses determined by their Spanish proficiency level.
- Long-Term English Learners (LTELs): For LTELs, explicit instruction in academic language will focus on improving reading comprehension and vocabulary development. These students will receive the support needed to build their academic language and perform well across all subjects.
- Dually Identified ELs (with IEPs/504 Plans): ELs with special education needs will receive accommodations and specialized support to help them meet both language and academic goals. They will receive differentiated instruction and modifications to assignments as per their individual education plans.

### **Access to Grade-Level Core Curriculum**

To ensure that all ELs can engage with grade-level content, the school will foster an environment where students feel safe to take academic risks. Teachers will use scaffolds, such as response frames, word banks, and graphic organizers, to make complex content accessible to ELs. The classroom environment will emphasize academic language, integrating listening, speaking, reading, and writing in every class. Teachers will frequently check for understanding and provide targeted feedback during independent or group work.

Literature at students' appropriate Lexile levels will be made available in classroom and school libraries to encourage independent reading and further language development.

### **Continuous Monitoring and Adjustment**

The progress of all ELs will be closely monitored through regular assessments and teacher feedback. This data will be used to adjust instruction and support, ensuring that every EL has the opportunity to succeed. Regular communication with families will also be maintained to ensure that they are aware of their child's progress and the support provided.

By combining Designated ELD, Integrated ELD, and specialized support, [School Name] will ensure that ELs of all proficiency levels have the opportunity to access grade-level content, develop their English language skills, and achieve academic success across all subjects.

## **Annual Evaluation of EL Program**

Process for Annual Evaluation of the Charter School's English Learner (EL) Program(s)  
The annual evaluation of the English Learner (EL) program at (School Name) follows a systematic and data-driven approach to ensure the effectiveness and success of its practices,

services, and procedures. Both formative and summative evaluations are employed to provide a comprehensive analysis of the program's impact.

1. Ongoing Evaluation and Data Collection: The evaluation process is continuous throughout the school year, with regular data gathering and examination to guide program decisions. This ongoing evaluation ensures that the program remains responsive to the needs of English Learners and can adapt based on real-time feedback.
2. EL Program Needs Assessment: An annual EL Needs Assessment is carried out by the English Learner Parent Committee (ELPC). If the ELPC delegates its responsibilities, the School Site Advisory Council (SSAC) will oversee the needs assessment process through its EL sub-committee. The assessment provides valuable input into the areas where the program may require adjustments or enhancements.
3. Review and Action on Recommendations: After the needs assessment, the ELPC or SSAC will review the recommendations and share them with the school principal. The SSAC, in collaboration with the principal, will determine the necessary next steps. These steps, informed by the assessment's findings, will be communicated to EL parents and incorporated into the program for the following school year.

Through this structured evaluation process, the EL program at (School Name) ensures that it continuously meets the academic and developmental needs of English Learners, supports their achievement, and complies with relevant reporting requirements. The combination of formative and summative evaluations, along with the EL Needs Assessment, enables the school to make informed decisions and implement improvements that benefit EL students.

The following chart outlines the EL program goals, evaluation questions and measures used to assess overall effectiveness of the EL program:

English Language Development Program Goals, Evaluation Questions & Measures (by Goal)		
<i>EL Program Goal</i>	<i>Evaluation Questions</i>	<i>Measures/Scores</i>
ELs are identified and placed in appropriate ELD course based on English Proficiency	a. Are all ELs identified in the prescribed time frame? b. Are all ELs placed in their ELD course based on proficiency level?	<ul style="list-style-type: none"> <li>● Master Schedule</li> <li>● Observations of Home Language Survey administration and communication</li> <li>● Staff Moodle Training</li> <li>● Initial ELPAC</li> <li>● EL Passports</li> <li>● Student Schedules</li> </ul>

<p>ELs with disabilities are accurately identified</p>	<p>a. What proportion of ELs are referred to Special Education services?  b. How many ELs are identified as having learning disabilities? Of this group how many are LTELs?</p>	<ul style="list-style-type: none"> <li>● Referrals</li> <li>● Student Support and Progress Team (SSPT) documentation</li> <li>● IEP review</li> </ul>
<p>High quality ELD instruction is provided</p>	<p>a. Are ELs progressing academically per expectations?  b. Is there a high quality, standards-aligned ELD curriculum available consistently?  c. Is instruction for ELs with disability high quality?</p>	<ul style="list-style-type: none"> <li>● Classroom observations and walkthroughs</li> <li>● Curriculum Review</li> <li>● Student work analysis</li> </ul>
<p>High quality integrated ELD content instruction is provided</p>	<p>a. To what extent are ELs provided with differentiated supports in academic content areas?</p>	<ul style="list-style-type: none"> <li>● Classroom observations and walkthroughs</li> <li>● ELD PD presentations and sign-in</li> <li>● Student work analysis</li> </ul>
<p>ELs and RFEP students have access to Honors and Advanced Placement (AP) courses</p>	<p>a. What percentage of ELs take part in AP and honors courses.  b. How does EL participation in AP and Honors compare to the general population?  c. What are the AP Passage rates for ELs?</p>	<ul style="list-style-type: none"> <li>● Enrollment in AP and Honors</li> <li>● Pass rates in AP and</li> <li>● Early college courses</li> <li>● College information/data: applications, enrollment without remediation, and completion data</li> </ul>
<p>Parent outreach is consistent, culturally sensitive and communication is available in the home language</p>	<p>a. What types of orientation and training opportunities are parents offered?  b. What measures are used to ensure that parents of ELs are knowledgeable about EL program placement and their academic progress?  c. To what extent are parents participating in and consistently supporting students' academic development?  d. What evidence is there that suggests that ELAC recommendations are implemented at the school?</p>	<ul style="list-style-type: none"> <li>● Parent orientations/trainings offered and attended regarding <i>English Learner Master Plan</i></li> <li>● EL instructional program options, advanced academic opportunities</li> <li>● English Learner Parent Committee (ELPC) agendas, sign-in and yearly needs assessment</li> <li>● Parent Satisfaction surveys</li> </ul>

ELs achieve English Proficiency	a. Are ELs making progress towards English language proficiency b. Did the number of students being reclassified increase by at least 1%?	<ul style="list-style-type: none"> <li>• Reclassification rates</li> <li>• Movement on ELPAC</li> <li>• EL Monitoring documentation</li> <li>• ELA CAASPP</li> </ul>
School and classroom environments are safe and positive.	a. Does the school have a welcoming school climate for ELs? b. Does the school provide EL parents with a welcoming tool-kit? c. Are classrooms reflective of the culturally diverse students it serves?	<ul style="list-style-type: none"> <li>• Classroom walkthrough</li> <li>• Student satisfaction survey</li> <li>• Parent satisfaction survey</li> </ul>

## EL Reclassification

Reclassification is the process when a scholar's English language proficiency level changes from English Learner to Reclassified Fluent English Proficiency (RFEP) (EC Section 313(f)). The goal is to prepare scholars for reclassification as quickly as possible and monitor their progress for four years after reclassification (20 U.S.C. § 6841[a][4][5]; 5 CCR § 11304).

English Learners are reclassified to fluent-English proficient based on the following multiple criteria, in alignment with California EC and the State Board of Education recommendations:

1. Assessment of language proficiency, using an objective assessment instrument, including but not limited to, the state test of English language development
2. Teacher evaluation, including but not limited to, a review of the scholar's curriculum mastery
3. Comparison of scholar performance in basic skills against an empirically established range of performance in basic skills based on the performance of English proficient scholars of the same age
4. Parent/guardian opinion and consultation

The chart below outlines the 24-25 reclassification criteria used by all Alliance schools:

Reclassification Criteria	
1. <b>Assessment of Language Proficiency</b>	ELPAC - Score of 4 (Summative ELPAC 2023-2024 school year)
2. <b>Teacher Evaluation</b>	ELA Grade of C- ( 2.0) or higher

	(EOY Cycle – semester 1 or 2 of 2023-2024 school year Spring Reclass Cycle – Semester 1 (Fall 2024))									
<b>3. Basic Skills Assessment</b>	<p>&gt;&gt; <b>iReady OR CAASPP</b></p> <table border="1"> <thead> <tr> <th>Assessment</th> <th>MS</th> <th>HS</th> </tr> </thead> <tbody> <tr> <td><i>i-Ready Reading Scale Score</i></td> <td>557</td> <td>581</td> </tr> <tr> <td>CAASPP</td> <td colspan="2">2</td> </tr> </tbody> </table> <p>(EOY Reclass cycle -highest iReady score from 23-24 school year Spring Reclass-highest iReady score from 24-25 school year)</p>	Assessment	MS	HS	<i>i-Ready Reading Scale Score</i>	557	581	CAASPP	2	
Assessment	MS	HS								
<i>i-Ready Reading Scale Score</i>	557	581								
CAASPP	2									
<b>4. Parent Opinion and Consultation</b>	Once the scholar meets the reclassification criteria, the parent/guardian is sent the Notification of Reclassification letter and acknowledges scholar's change in language classification to Reclassified Fluent English Proficient (RFEP). If the parent/guardian is not in agreement with reclassification, a meeting will be held with the parent and the Reclassification Team to address parent concerns and determine the best placement option for the scholar.									

The EL Master Plan and reclassification criteria provided here is revised yearly based on input from various stakeholder groups and goes through Board approval

**Progress Monitoring**

Leichtman-Levine monitors and regularly assesses the progress of all English Learners, in both English language proficiency and content knowledge throughout the school year. Monitoring scholar progress identifies scholars who are not making appropriate progress and allows the school to provide additional support to enable ELs to reach English proficiency, as

well as ensuring that the school is providing ELs meaningful access to grade-level core content instruction and remedying any academic deficits in a timely manner.

Alliance school has established documented monitoring systems that include periodic benchmarks to monitor ELs' progress over time, determine when scholars are not making appropriate progress, notify parents of progress and provide additional support to enable ELs to reach English proficiency and gain grade level content knowledge. The EL Progress Monitoring report is sent to families after each quarterly progress report and includes the following:

- Performance in grade level content classes
- Performance in ELD course
- Scholar Reading level and or SBAC performance

Students that are not meeting grade-level expectations will be provided with additional supports including but not limited to after-school tutoring, additional accommodations in content courses, additional support classes such as math and ELA support, review of ELD course placement, parent meetings, etc.

#### **Monitoring Reclassified Students**

After scholars have been reclassified as RFEP, the school will continue to monitor their progress for four years to ensure correct classification, placement and academic support as needed. If an exited English Learner is not progressing academically and monitoring suggests a persistent language need, the school will provide additional supports, including but not limited to tutoring, accommodations and support classes, including ELD courses. RFEP Monitoring reports will be mailed to families after each quarterly progress report. The accountabilities include:

- Monitoring the academic achievement of RFEP scholars in their core courses (ELA, Math, Science, Social Science)
- Notifying parents of their child's ongoing progress after reclassification
- Providing targeted intervention services for RFEP scholars who are not making adequate academic progress

After scholars have been Reclassified Fluent English Proficient (RFEP). The school will continue to monitor their progress for 4 years. If an exited EL is not progressing academically and monitoring suggests a persistent language need the school will provide additional supports including but not limited to tutoring, accommodations, and support classes.

### **Gifted and Talented (GATE) Students and Students Achieving Above Grade Level**

As all students are challenged to reach their intellectual potential within the instructional program, Leichtman-Levine will not offer a formal, separate gifted and talented program. Instead, Leichtman-Levine will continue to identify students who are outstanding performers

as measured through, but not limited to, the i-Ready diagnostic and GPA. When reviewing the i-Ready exam, students at grade level in both math and English, starting in their 9th-grade year, will be encouraged to take the most advanced courses available. When reviewing GPA, students are identified as high achievers by achieving a 4.0 GPA or higher starting in their 9th grade year. Those in this position will be encouraged to take the maximum amount of Dual Enrollment classes possible.

As students transition from grade level to grade level, their level of achievement is continuously monitored by counselors, teachers, and the school administrative team using grade level checks for GPA, and by reviewing their data each time they take college ready level assessment such as the CAASPP ICA/IAB, and the iReady end of year diagnostic.

To support these students throughout the day, the staff may differentiate instruction based upon the individual needs of the students and will provide an opportunity to excel for those students who are achieving at high levels or demonstrate a specific ability or talent, as identified through student data or evidence of a pupil's capacity. Teachers will differentiate in the forms of acceleration, depth, complexity, and novelty, and will differentiate the process, content, or product to meet the needs of gifted and talented students. Examples of instructional models which may be employed with gifted and talented students at Leichtman-Levine are, but not limited to:

- Access to advanced placement, honors courses, and additional Dual Enrollment courses from grades 9 to 12
- Utilizing higher levels of questioning and thinking skills
- Ensuring there is a wide variety of materials at different skill levels that engage a wide variety of interests
- Participation in partnered programs and college courses, to broaden the experience base and capacity to be accepted into elite colleges. Field Trips to specific colleges by GPA band.
- Ensuring that the curriculum is sufficiently challenging

By using data from core assessments, teachers will be able to make the necessary modifications and adjustments to best support students who require additional academic challenge. All students at Leichtman-Levine will be valued for their individualism and their interests and passions will be cultivated. Further, the teachers will work together to develop plans to best support students in driving forward their academic achievement and pursuits in relation to the students' learning profiles and specific talents. In order to ensure that the needs of all students are being met, the staff has utilized the Student Support and Progress Team (SSPT) process that is run through bi-weekly MTSS meetings. In these meetings, students who have been identified as consistently achieving well above the norms (as measured by formative, summative, and standardized tests, as well as other measures, including teacher, staff, or administrator-identified concerns) can be identified, just as scholars who are struggling.

The onsite designee regarding GATE will be Eli Reyna, Assistant Principal, who oversees the counseling team.

## Students Achieving Below Grade Level

In an effort to improve the performance of all students, including low-achieving or at-risk of retention, Leichtman-Levine monitors student performance and progress of these students throughout the year via biweekly MTSS meetings. Data is accessible at the student- and subgroup-levels; through school leaders, school leadership teams, which consist of department and grade level chairs, and classroom teachers monitor standards and student achievement in order to identify all students earning below a grade of C, flagging students at risk based on interim assessments, grades, and/or credit deficiencies. Advisory teachers review student data/progress reports of each of their advisory students. Parents review and sign 5-week progress and 10-week report cards. The following takes place for those specifically identified as low-achieving:

- To identify low-achieving students, incoming students are given diagnostic tests upon entry to the school. State assessment results and grades showing students who are not meeting or nearly meeting standards are also used to assess student achievement levels.
- Where additional supports and/or interventions are required, the school's academic team will consult with the parent/guardian to share results and develop a plan to support and ensure growth
- The student receives supplemental support through remediation support classes in ELA and math in addition to regular courses. High-dosage math tutoring services are also available. In the areas where the student is struggling most, the classroom teacher may employ the use of online digital content providers to support one-on-one instruction targeted to specific individual needs.

In order to ensure that the needs of all students are being met, the staff has utilized the Student Support and Progress Team (SSPT) process (monitored and led by the principal or his or her designee) for students who have been identified as consistently achieving below the norms (as measured by formative, summative and standardized tests, as well as other measures, including teacher, staff or administrator-identified concerns), just as they would use the process for identifying students who struggle.

## Socioeconomically Disadvantaged/Low Income Students

Low-income students will be identified by eligibility for the federal lunch program. In 2023-24, approximately 91% of the students enrolled at Leichtman-Levine have qualified for this program. As such, the overwhelming majority of all students enrolled at Leichtman-Levine meet this subgroup identification. Our school program is designed to meet the needs of traditionally coming in behind grade levels through various supports and systems, including, but not limited to, the use of standards-based grading, scaffolded and differentiated learning, support classes, and after-school tutoring. We believe all students can learn at high levels regardless of economic status. These students' progress is monitored through a variety of ways, including through interim assessments, college-ready exams, and state exams. In

general, due to the large population of SED/low-income students, their level of performance mirrors the overall school level outcomes.

For scholars experiencing homelessness or transitional housing, Leichtman-Levine provides an annual questionnaire to all families to assess who may benefit from McKinney-Vento rights and services. Leichtman-Levine also has a school-based Homeless Liaison who educates all staff and teachers to identify signs of homelessness and the referral process for connection to individualized resources. Teachers received training on Trauma-Informed Practices to understand how to identify and respond to the trauma experienced by our socioeconomically disadvantaged/low-income students. This includes the use of an individual Needs Assessment that is used to determine how to best support that scholar and their unique needs, with resources such as transportation, clothing, tutoring, toiletries, and more. In addition, Leichtman-Levine has a Community Schools Coordinator and a School Social Worker who work with attendance and tiered intervention teams to ensure resources and services are provided to scholars who are socioeconomically disadvantaged. They also use needs assessments to coordinate events such as food/clothing distributions, mobile clinics, and community resource awareness presentations. For enrichment, all expanded learning and athletics programs have the aim to be no or low cost to scholars and families to remove the barrier to participation for scholars who need this most.

## **Students with Disabilities**

Please refer to the District Required Language included at the beginning of Element 1.

## **Students in Other Student Groups**

Foster youth, and related subgroups such as homeless students, are identified by school personnel through the registration and enrollment process and supported through coordinated activities with other entities/agencies, identified according to the needs of the specific situation. Once students have been identified, students will be indicated in PowerSchool, and the Alliance Home Office will work with the school staff (usually the School Operations Manager) to locate additional support services on a case-by-case basis. The students will be provided with tutoring, counseling, transportation, and coordination of services as needed to best meet their individual needs using the COST Process (Coordination of Services Team) made up of an administrator, counselors, a school psychologist, and other certificated personnel as relevant, such as a classroom teacher. A quarterly evaluation of academic performance for all students in this subgroup will be implemented by the administration and counselor to assess the level of response to services, and adjustments to the curriculum will be made as necessary to nurture a positive environment. Families experiencing homelessness are connected with our School Social Worker, who provides resources to help

them secure temporary or permanent housing and essential necessities. Foster and homeless students receive social and emotional support either directly from the social worker or through referrals to a mental health professional.

## **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.

## **Measurable Goals of the Educational Program**

### **Annual Goals**

See LCFF table in Element 1

### **Unique Educational Goals or Objectives**

See LCFF table in Element 1.

## **Measurable Performance Outcomes: Summative Assessment Performance Targets**

### **Performance Targets Aligned to State Priorities**

For performance targets aligned to state priorities, please see the LCFF State Priorities table provided in Element 1.

### **Other Performance Targets**

See LCFF table in Element 1

# Method for Measuring Pupil Progress Toward Outcomes: Formative Assessment

## Student Progress Monitoring

Assessments are a foundational component of the teaching and learning process. To ensure that all students have access to the learning experiences necessary for college persistence and career success, Leichtman-Levine will employ high-quality, purposeful, actionable and strategically sequenced assessments for learning and of learning.

Using the Common Core and CA Standards where applicable, Leichtman-Levine has clearly defined what students should know in each core subject at each grade/course level. We will monitor the progress of all subgroups against target goals by disaggregating data for all assessments and grades through Illuminate, Tableau, and PowerSchool, our student information systems.

Up to three times a year in English, Mathematics and Science, Leichtman-Levine implements standards-aligned interim assessments. These assessments are built by either the Smarter Balanced Assessment Consortium or A-Net and are aligned to the Common Core State Standards and NGSS standards. Data from each interim is immediately available to Leichtman-Levine staff and broken down at the student, item and standard level. Data is then used to identify common misconceptions and student supports. After each interim, teachers use the data to re-teach standards through daily instruction. The expectation is that students will improve in their mastery of standards over the course of the year to best position them to fully meet the performance expectations of Smarter Balanced.

Below is the current list of assessments used to monitor student progress towards college and career readiness standards. These assessments are subject to pending changes in state-mandated assessments.

Assessment Type	Frequency	Grades/Content	Description
<b>Interim Assessments</b>	Up to 3x per year	Grades 9-11; ELA, Math, Science	Interim Assessments at Alliance align to the standards covered and suggested pacing in each grade/content. These assessments are aligned with the CCSS and SBAC and provide important information to teachers for planning, instruction and supports for students.
<b>i-Ready Assessment</b>	2-3x per year	All Grades	All scholars take this assessment twice/year to <u>diagnose</u> needs for additional academic support in the beginning of the year and to measure scholar <u>growth</u> over time on specific domains related to reading and math. Scholars classified as English

			Learners take the assessment at the mid-year point for reclassification and to refine supports.
<b>Smarter Balanced Summative Assessments</b>	1x per year	Grade 11; ELA and Math	The Smarter Balanced Summative Assessments are comprehensive end-of-year assessments in English language arts/literacy (ELA) and Math that are aligned with the Common Core State Standards (CCSS) for English language arts/literacy (ELA) Mathematics.
<b>California Alternate Assessment (CAA)</b>	1x per year	Grade 11; Identified students only	Students with cognitive disabilities take the CAA Instead of the Smarter Balanced Summative Assessment. This test is modified to appropriately assess the ELA/Literacy and mathematics progress and performance of specific students designated to engage in a modified curriculum as specified in their IEP.
<b>California Science Test (CAST)</b>	1x per year	Grade 11	CA NGSS Summative assessment. Administered in the spring.
<b>English Language Proficiency Assessments for California (ELPAC)</b>	Initial and Annual; varies by student	All Grades, English Learners	The ELPAC measures provides both initial and annual assessment of an English Learner's proficiency in Reading, Writing, Listening and Speaking. This test will be the main assessment tool used to measure growth and progress for reclassification.
<b>Physical Fitness Test</b>	1x per year	Grade 9	Students participate in this State-required assessment on basic components of CA Physical Education Standards.

Leichtman-Levine tests independently of LAUSD. Assessments and standardized testing of students with disabilities is conducted using state and district guidelines for modifications and accommodations.

The assessment structure includes, in addition to other standards-based and performance-based assessment tools, comprehensive final exams in each of the core academic subjects, quizzes and tests, homework assignments, essays and research reports, and teacher evaluation of in class performance. These measurements are weighted and combined into a comprehensive educational program assessment to determine student achievement and promotion to the next grade level. The aggregate results are issued as a report card to the community evaluating the measurable goals and terms outlined in the charter.

Alliance interim assessments are administered online in order to prepare students for SBAC

online assessments and represent the level of rigor required for students to meet the proficiency level (3 or 4) as measured on Smarter Balanced assessments. Every student has an SBAC-ready computing device.

## Data Analysis and Reporting

Data informs our decisions regarding the need to continue, modify, improve, add to or discontinue instructional strategies and programs to best meet the needs of our scholars and provide the intervention and support necessary to accelerate their progress. Data is also regularly shared with stakeholders throughout the year to inform them of school performance.

### Data Table

Type of Data Gathered	Role & Use of Data
Classroom Observations	<ul style="list-style-type: none"> <li>● To provide actionable feedback to teachers on the effectiveness of their classroom instruction.</li> <li>● To inform the content used for common planning time and professional development needs (individual teachers, academic departments and school-wide).</li> </ul>
Interdisciplinary Walkthroughs	<ul style="list-style-type: none"> <li>● To assess the degree of and consistency with which grade-appropriate standards-based instruction and a culture of learning are taking place.</li> <li>● To identify trends and best practices to inform school- and network-level professional development.</li> </ul>
Individual Scholar Work Analysis and Classroom Assessments	<ul style="list-style-type: none"> <li>● To identify scholar misunderstandings and misconceptions.</li> <li>● To adjust lesson plans and unit plans.</li> <li>● To appropriately plan for reteaching standards missed by a majority of scholars.</li> </ul>
Results from Network and/or State Assessments	<ul style="list-style-type: none"> <li>● To assess the degree to which students are on track to meet network and state expectations for proficiency.</li> <li>● To adjust classroom instruction and</li> </ul>

	provide intervention and support for scholars who are off-track.
Scholar and Parent Surveys	<ul style="list-style-type: none"> <li>To assess the degree to which parents and scholars are satisfied that our school is meeting their needs and addressing the goals in our charter.</li> </ul>

## Data Use to Improve Programs and Operations

Data is regularly collected, analyzed, discussed, and used to inform educational program and operations strategy by school staff, school leadership, the Alliance Executive Cabinet, and the Alliance Governing Board.

Quarterly data stepbacks on school academic, operational, and culture key performance indicator data occurs at the staff and leadership levels of the school and at the Alliance Home Office. This includes identifying headlines from the data, conducting root cause analysis of one or more data headlines, and updating strategic planning and determining action steps to improve the educational program and operations of the school. Higher frequency lead measure data is also collected, analyzed, and discussed in between these quarterly reviews in order to drive shorter-term action planning and improvement. Data is consistently reviewed at Governing Board meetings to inform educational program and operations improvement.

## Data Use to Inform Stakeholders

School performance data is reviewed at School Site Advisory Council meetings, staff meetings, parent meetings, and Alliance Governing Board meetings to inform stakeholders of school performance. This comprehensive needs assessment includes an analysis of verifiable data and is consistent with all state priorities. The data reviewed include the California School Dashboard, Enrollment, and other metrics related to school health and student performance. The data regarding student performance include analyses that are disaggregated by numerically significant subgroups, including historically underserved and at-risk students, and are measured against state academic standards through the Distance From Standard (DFS) metric. This review also includes budgetary information regarding Title I and LCFF allocations based on the needs identified in the programmatic and achievement data described above.

# Grading, Progress Reporting, and Promotion/Retention

## Grading Policy

### Academic Grades

Grades reflect a scholar's academic performance so scholars and families have clear indicators of the scholar's preparedness for college success and 21st century careers throughout a scholar's career at an Alliance school. The grading scale at each Alliance school campus is based on the degree to which scholars demonstrate proficiency on content standards.

### Alliance-Wide Grading Scale

All Alliance schools use the following grading scale for academic courses and advisory. The grade scale below shows equivalent rubric scores to letter grades on individual assignments and semester grades.

Please note that Scholars with Disabilities are required by law to be given accommodations and/or necessary supports on assessments and assignments as stated in their IEP. All English Language Learners (Emerging/Newcomers, Expanding, Bridging), regardless of level, must receive appropriate and documented language support on assignments and assessments.

Rubric Score	Letter Grade <sup>10</sup>	Descriptor <i>Below are optional performance descriptors - schools/teachers may</i>
4.0	A	Above standard on grade-level course content
3.7		
3.4		
3.2	B+	At standard on grade-level course content
3.0	B	
2.7	B-	
2.5	C+	Below standard on grade-level course content
2.3	C	
2.0	C-	
1.7	NP	Far Below standard on grade-level course content
1.5		
1.3		
1.0		
Note: These 2 codes are only to be used as semester grades	D	Final semester grade option only for scholars who have a D grade a IEP. Use 1.5 - 1.99 for the semester average range.
	INC	A scholar is determined to not have completed enough content to re grade for a specific course.
Note: These 4 codes are only to be used on individual assignments	X	Excused missed assignment or standard not taught
	S	Grade pending accommodation / designated support
	Z	Assignment not submitted and/or blank (which includes only having the paper) and is a grade of zero.
	E	Ethics violation and is a grade of zero.

### **Incomplete Grades**

The grade of "I" (Incomplete) may only be given at the end of the semester when extended illness or other unusual circumstances warrant giving the student additional time to fulfill the course work. These grades must be removed within six weeks of the next semester, or they become an "NP".

Leichtman-Levine issues student progress reports every five weeks based on student proficiency on grade level/subject standards and expectations designated for the quarter. The student progress report is based on multiple measures including teacher assessments, portfolio/exhibits, and specific assessments to quantify student performance. Formative and summative assignments and assessments are used to determine student performance.

Student course grades to meet graduation requirements including A-G are A, B, C or NP (Not Proficient) grades. Student reports are issued and recorded through our data system. Parents of students performing below/far below proficient performance participate in a scheduled parent conference to discuss the parents' and the teachers' plan to improve their child's performance. Teachers and advisors meet together to analyze these reports and to make necessary adjustments in the program being offered to students who are showing a lack of progress.

### **Type and Frequency of Progress Reporting**

Leichtman-Levine issues student progress reports or report cards every five weeks based on student proficiency on grade level/subject standards and expectations designated for the quarter. The student progress report and report card is based on multiple measures including teacher assessments, portfolio/exhibits, and specific assessments to quantify student performance. Formative and summative assignments and assessments are used to determine student performance.

<b>Semester</b>	<b>Grading Period</b>	<b>Progress Report or Report Card?</b>
1	1	Progress Report
1	2	Progress Report
1	3	Progress Report
1	4	Report Card
2	5	Progress Report
2	6	Progress Report
2	7	Progress Report
2	8	Report Card

## Promotion/Retention Policy and Procedures

### ***Promotion and Retention of Students***

Leichtman-Levine is committed to helping students achieve the necessary skills to progress from grade to grade yearly and does not endorse social promotion. Because of the linguistic and socioeconomic barriers this student population may have faced, readiness to move to the next grade level is examined on an individual basis. Each student is assessed individually according to his/her total needs.

The school has clearly defined expectations for what students should know and be able to do at each grade level in each subject in an effort to equip all students with the academic skills that enable them to be ready for entrance to and success in college. Promotion and retention of students is based on multiple indicators of academic achievement that are laid out in the parent-student handbook, including:

- Assessment measures to determine if the student is advanced, proficient, partially proficient, or not proficient - assessment measures include the student progress report, degree of proficiency and teacher recommendations. Students whose average rubric score classification is “not proficient” on the final student progress report for the academic year are eligible for retention.
- Attendance – students with excessive absences (15 or more) may be eligible for retention.

The principal or administrative designee, in conjunction with school teaching and counseling staff, prepares a written determination to specify the reasons for retention. The written determination includes recommendations for interventions that are necessary to assist the student to attain acceptable levels of academic achievement. The written determination is provided to and discussed in a meeting with the student’s parents/guardians, teachers, and principal.

Students identified for retention will work closely with the counselor and are encouraged to participate in a remediation program that includes after-school activities, tutoring, and summer school. All students are also provided additional in-class support, which ensures that students who cannot participate outside of school hours are also supported. The student’s academic performance is reassessed at the end of the remediation program, and the decision to retain or promote the student is reevaluated at that time.

### ***Appeals Process for Retention***

The retention of a student is at the discretion of the principal or administrative designee. Parents/guardians shall be notified in advance of the enactment of the retention and can appeal a student's retention. A retention appeal shall be submitted in writing to the school’s designated support team and shall be heard if requested within five (5) school days of the notification of retention by the school. Upon consideration, the designated support team’s decision shall be final. The decision regarding the appeal will be made within five (5) school days of the appeal submission to the school’s designated support team. Parents/guardians will be notified of the decision in writing within three (3) school days following the decision.



## **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.

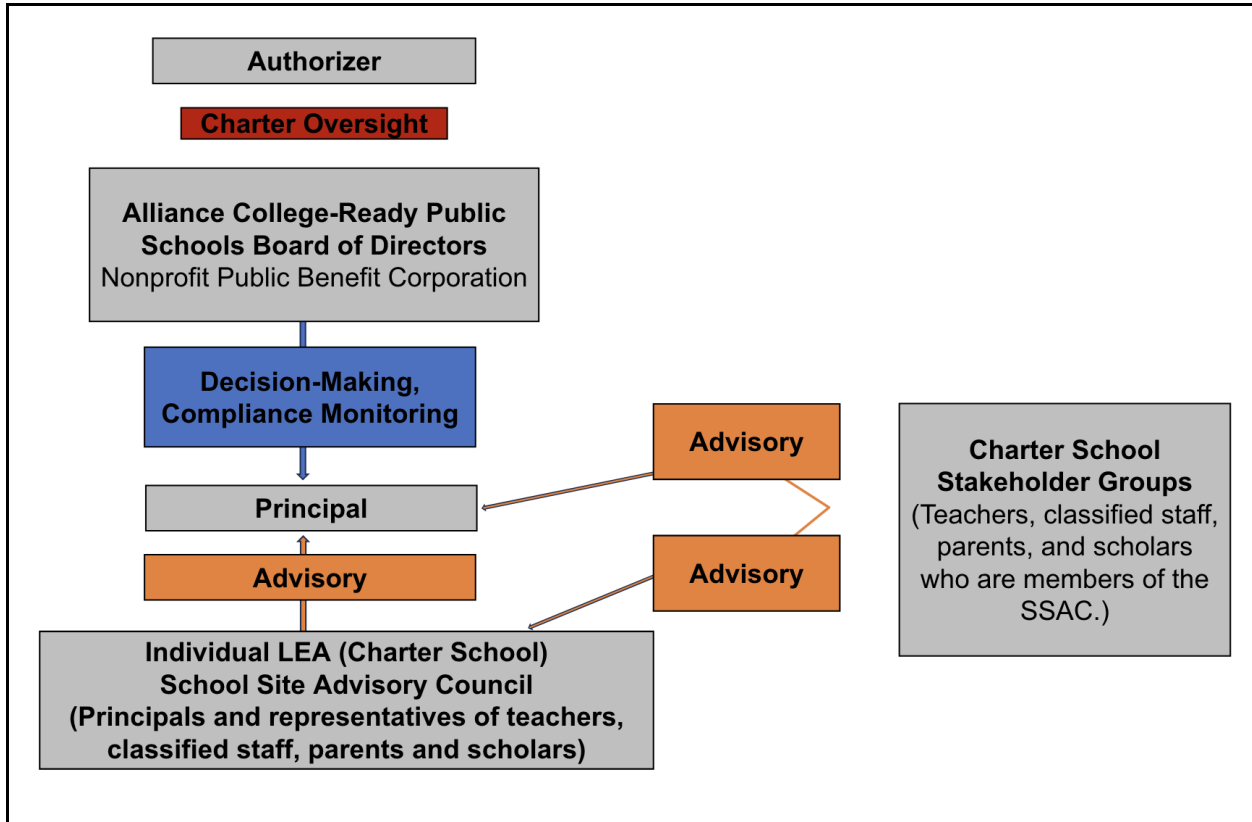
## **Governance Structure**

Alliance Leichtman-Levine Family Foundation Environmental Science High School is a directly funded independent charter and shall be operated by Alliance College-Ready Public Schools ("Alliance" or the "Corporation"), a California nonprofit public benefit corporation. The Charter School is one of 22 charter schools that are currently operated by Alliance College-Ready Public Schools.

The Charter School will operate autonomously from the District, with the exception of the supervisory oversight as required by statute and other contracted services as may be negotiated between the District and the Charter School. Pursuant to Education Code Section 47604(d), the District shall not be liable for the debts and obligations of the Charter School,

operated by a California non-profit public benefit corporation, or for claims arising from the performance of acts, errors, or omissions by the Charter School, as long as the District has complied with all oversight responsibilities required by law.

## Organizational Chart



## Major Roles and Responsibilities

### **PRINCIPAL**

Alliance Principals receive substantial professional development to continue to hone their craft, including monthly full-day professional development sessions, semi-annual network-wide leadership retreats, and ongoing coaching from Instructional Superintendents and our Chief Instructional Officer. Principals receive robust support from the Alliance Home Office to enable their leadership, including support in selecting and implementing research-based, rigorous curriculum and utilizing assessment data to drive instruction, as well as back-office support (e.g., finance, operations, HR, IT, facilities).

**Essential Responsibilities:***Instructional, Visionary, and Talent Leadership*

- Drive instructional excellence by setting aspirational school goals and ensuring that teachers receive appropriate, targeted coaching and professional development to meet goals.
- Prepare all scholars to apply to, enroll, attend, and succeed in college by implementing a college-ready curriculum and supporting instructional activities, and by using multiple data points and ongoing data analysis to continually revise and improve the school's instructional program.
- Supervise, coach, develop, and evaluate teachers via regular observations, feedback, and coaching as part of Alliance's rigorous teacher development and support system.
- Demonstrates a strong commitment and capability to thrive in a fast-paced, results-oriented environment in alignment with our network's strategic direction.

*Positive School and Community Culture*

- Create a culture of high expectations with a relentless focus on student achievement, college and career readiness, operational efficiency, and self-improvement.
- Maintain a safe and positive school environment in which students thrive, develop, and grow.
- Develop a work environment to retain and develop exceptionally 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 Alliance Home Office to secure and allocate the resources and support necessary to maintain the school's organizational health.

**Alliance Chief Executive Officer**

Alliance's CEO is a visionary, inspirational, strategic and equity-minded executive leader to rally the organization around Alliance's mission. Invested in relationships as well as results, Alliance's CEO has the ultimate management responsibility for leading the organization to achieve its mission of successfully operating high performing, college preparatory public charter schools in Los Angeles. The CEO sets the strategic direction of the schools and Home Office, has overall responsibility for the design and implementation of Alliance's educational model, and oversees all instructional, cultural, operational, financial and community relations of the organization through a group of chief officers and school leaders. The CEO reports to the Alliance Governing Board. In collaboration with the Board, the CEO articulates and drives the strategy of the organization, and fosters a culture of collaboration and cohesiveness, while retaining each school's distinctiveness, and creating space for continuous learning and innovation. The CEO has a deep commitment to racial justice and educational equity and knows how to unlock the full potential of people in a relationship-based, results-oriented, and mission-driven organization.

***Develop and implement strategy.***

- Develop and execute an inspirational, multi-year strategic plan to drive exceptional scholar experiences and outcomes.

- Set clear academic, cultural, operational and financial goals for schools and the Home Office and manage toward them, adapting as necessary given changes in the internal and external environment.
- Design and implement progress monitoring systems, review progress towards measures of success and hold staff accountable for results.
- Ensure compliance with all rules, regulations, and laws governing Alliance schools and Home Office.
- Lead a diverse high-performing leadership team that delivers transformational educational outcomes for scholars, and high satisfaction and retention of staff, scholars and families.

***Establish and maintain a healthy organizational culture.***

- Cultivate and nurture authentic relationships with staff, scholars and families.
- Ensure that Alliance meets its commitment to diversity, equity and inclusion, and continually strives to be an anti-racist, pro-Black public school system.
- Ensure that staff are supported and held accountable for modeling organizational values and contributing to a healthy culture that drives scholar success.
- Promote a culture of collaboration and transparent communication across the Home Office and the schools

***Ensure financial health and sustainability.***

- Ensure that the organization has a long-term financial plan (capital and operating) which ensures long-term sustainability, and a diversified and sustainable funding base.
- Oversee the development and management of an annual budget connected to the strategic plan and priorities of the organization.

***Serve as the Alliance's public ambassador.***

- Act as the public spokesperson for the organization.
- Elevate Alliance's reputation as a provider of exceptional public education and as a great place to work.
- Represent the Alliance in the education, philanthropic and business communities, among parents and families, community and government agencies, and the public.
- Work closely with the Alliance College-Ready Public Schools Foundation to raise external visibility and funding for Alliance programs, capital projects and strategic priorities.
- Advocate and build coalitions, relationships, and partnerships with elected officials, funders, community members and other charter and district public school systems in order to promote the best interests of the organization and its scholars.

***Collaborate with the Governing Board.***

- Propose agendas for the Board, reflecting issues, risks, opportunities, and priorities based on the strategic plan as well as organizational and political context.
- Develop and provide policy recommendations for consideration by the Board and its Committees.
- Communicate regularly and transparently with the Board.
- Maintain positive individual and collective relationships with board members.
- Perform other duties as are prescribed from time to time by the Board.

**Alliance Chief of Staff**

Reporting to the Chief Executive Officer, the Chief of Staff is responsible for facilitating and executing the leadership and vision of the CEO across the Cabinet, the Leadership Team, the Home Office, and school sites. The Chief of Staff is a member of Cabinet, leads the team responsible for supporting the CEO and Cabinet, and works closely with our Home Office teams

and school leaders. The CoS is an experienced education professional with a proven track record in advising senior leaders, guiding large systems through transitions, designing inclusive and effective structures for communication and collaboration, and cultivating strong leadership development and organizational culture, as well as a demonstrated deep commitment to diversity, equity and inclusion.

#### **Advise the CEO**

- Act as a strategic advisor to the CEO and serve as a proxy for the CEO to lead meetings and drive alignment and clarity across the organization.
- Assist the CEO in thinking through the organization's big picture and day-to-day objectives and key results: set strategic direction and operational priorities and policies; navigate implementation; consider recommendations; anticipate and mitigate challenges, uncertainty and risk; and provide critical feedback. Ensure mission critical decisions and input are not missed.

#### **Organizational Leadership**

- Guide the organization through the transition to a new CEO and a vision grounded in diversity, equity and inclusion, deep cross-functional collaboration, and the principle that *all* of our work is school-facing and should be grounded in and centered on the school site experience.
- In partnership with the CEO, support in the facilitation of a diverse Cabinet team. Set and lead the Cabinet's tactical rhythms and ensure a high level of Cabinet functioning, collaboration, and team culture, working toward achievement of network-wide goals and priorities and ultimately our aspiration as a network.
- In partnership with the CEO, lead the Home Office Leadership Team (Cabinet + VPs). Set and lead the Leadership Team's tactical rhythms and ensure a high level of Leadership Team functioning, collaboration, and team culture, including investing in the growth and development of Leadership Team members and running processes to ensure content alignment with other Cabinet members.
- Manage the Home Office. In partnership with the CEO, set and lead the Home Office's tactical rhythms and ensure a high level of Home Office functioning, collaboration, and organizational culture.
- Oversee engagement with the Alliance Governing Board and preparation for quarterly Board Meetings, including Board engagement strategy for training and meeting ongoing fiduciary responsibilities, all cross-functional collaboration for board materials and Board Member recruitment.
- Lead select high-stakes special projects as needed, at the discretion of the CEO.

#### **Oversee School Governance and Compliance**

- *Oversee the Director, Compliance in:*
  - supporting schools to meet federal, state and local compliance requirements by working collaboratively across Home Office teams to develop systems and processes to efficiently and consistently fulfill all relevant compliance requirements;
  - supporting annual cohort of schools in being renewed by their authorizer; and
  - supporting the collection and monitoring of data reported in the CA Dashboard and other federal and state compliance data report; and
  - supporting school sites in developing and monitoring their Local Control Accountability Plans
- *Oversee the Director, Governance in:*

- supporting school sites and leaders in organizing school board governance structures and developing and building system and processes to efficiently and consistently maintain transparency, accountability and continuous improvement through the local school board and other governance structures; and
- preparing and supporting school leaders in successfully preparing for and completing annual Los Angeles Unified School District and oversight visits and audits and accreditation oversight.
- guiding schools through federal program monitoring process.
- Collaborate with the Operations Team and through Network Operations Leads to ensure timely and proper enrollment and attendance reporting to all appropriate agencies.
- Collaborate with the Operations Team and through Network Operations Leads to support schools in compliance with records and document retention, including student cumulative records and other functional compliance documentation.
- Serve as Compliance Officer under the Uniform Complaint and Title IX policies and as one of the primary contacts on Alliance’s anonymous complaint reporting system.
- Ensure 100% compliance to local, state and federal policies, regulations and requirements.

**Team Leadership**

- Guide CEO support team to ensure excellence in staffing the CEO, ensuring that day-to-day time, resources, and work are well-managed and in alignment with network-wide priorities.
- Manage, coach, develop and support direct reports.

**Alliance Chief Operating Officer**

The Chief Operating Officer (COO) ensures that the Alliance Network achieves operational excellence in support of scholar learning and Alliance’s mission. The COO provides strategic direction and leadership for all operational functions and services for the Network and is responsible for ensuring that effective systems, structures, and processes are developed and institutionalized to support the Alliance Home Office and Alliance schools. The COO oversees the Operations, Facilities, Information Technology, and Data and Systems teams and works closely with the Alliance Governing Board, legal counsel, and district authorizers. This is a critical leadership role for the organization, reporting directly to the CEO and serving as a member of the Executive Cabinet and the Home Office Leadership Teams. The COO works in partnership with other senior members across the network to deliver stellar organizational operations so that the organization’s goals, systems, and processes, and operational strategic plans, are met effectively and efficiently.

***Operations***

- In collaboration with the Vice President, School operations, oversee the development and implementation of a school operational support model that allows schools to focus on scholar achievement, that contributes to the long-term financial sustainability of the organization, and that mitigates risks;
- Advise and support school leaders and contribute to multiple operational and non-instructional works streams that impact these schools (e.g., food service, vendor management, compliance, enrollment, attendance, procurement and purchasing,

safety/security, finance and budgeting, transportation, facilities, information technology, and human resources);

### ***Facilities***

- Guide the Facilities team in the development and implementation of a long-term capital plan, network- wide standards, and day-to-day facilities management that services the needs of existing schools;

### ***Data and Systems and Information Technology***

- Oversee the design and execution of a technology strategy that aligns to Alliance's strategic plan and provides services to the schools to enhance learning and communication while minimizing disruptions;
- Identify, create, implement, and support data and systems improvement initiatives and solutions, working with internal and external stakeholders to remedy gaps;
- Lead analysis and implementation of Academic data, including sharing key data findings with a variety of stakeholders.

### ***Organizational Leadership***

- Serve as a member of the Executive Cabinet and Senior Leadership Teams, as a partner in developing, executing and achieving Alliance's vision, mission, strategies, priorities and goals and playing an active and influential role in discussions and decisions about Alliance's strategic priorities and plans;
- Promote a culture of inclusion and equity, high performance, customer service, and continuous improvement as reflected in outstanding staff recruitment, retention and development;
- Develop and coach direct reports and team members by setting clear goals and providing regular constructive feedback and supporting growth and learning opportunities;
- Foster and facilitate cross-departmental collaboration and communication to support decisions that align with organizational strategy;
- Provide enterprise risk management analyses to make sure Alliance schools proactively review, anticipate, and address potential risks of all kinds affecting the network;
- Develop internal calendar timeline and processes for all operational and other compliance reporting activities, and provide school site support to ensure established timelines are met;
- Advise the CEO, President, the Governing Board and other key members of the Executive Cabinet on operational priorities, policy matters, and operational strategies, initiatives and issues;
- Serve as an ambassador and advocate for the Operations Teams;
- Develop and implement change management strategies for large-scale organizational initiatives.

### **Alliance Chief Financial Officer**

The Chief Financial Officer (CFO) provides strategic direction and leadership, overseeing the financial functions and services for Alliance. The CFO is responsible for leading and facilitating all aspects of financial management at Alliance, which has a current annual budget of

approximately \$200 million. The CFO is responsible for ensuring that effective systems, structures and processes are developed and institutionalized to support all financial functions at the Alliance Home Office, Alliance schools, Alliance Facilities Corporation, and the Limited Liability Companies (LLCs) that hold the title to Alliance's school properties. The CFO is responsible for all aspects of Alliance's facilities financing, currently totaling approximately \$250 million, including new financings and refinancing existing maturities, lender and investor relations, and legal and reporting requirements. The CFO oversees the Procurement, Finance, Accounting, and Payroll teams. The CFO works closely with the Alliance Governing Board, external auditors, legal counsel, lenders, funders, the Alliance Foundation, and district authorizers. The CFO reports directly to the CEO and is a member of the Executive Cabinet and the Home Office Leadership Team.

### ***Finance, Accounting, and Payroll***

- Oversee the development and implementation of operating budgets for schools and Home Office, capital expense planning, and long-term financial modeling in alignment with the organization's strategic plan;
- Oversee the Finance and Accounting teams to prepare monthly financial variance reports, meet with budget owners regularly to review individual budgets and assist with the achievement of goals;
- Oversee the Payroll team to process employee payroll, benefits, retirement and taxes. Work closely with the Talent team on cross-functional payroll issues;
- Manage all banking, corporate insurance, investor, and lending relationships with selected financial institutions, lenders, and insurance firms. Determine and obtain optimal financing for capital projects, and manage Alliance's debt profile;
- Protect assets by coordinating and overseeing administration of strong internal accounting policies, controls and procedures for accounting operations. Monitor internal audits and oversee external audits, including Alliance's annual financial audit and Fiscal Oversight conducted by the Los Angeles Unified School District.

### ***Procurement***

- Oversee the implementation of an efficient and effective purchasing function and well designed system of internal controls and ensure an effective competitive selection process exists for applicable contracts and vendor services as required by internal policy and state and federal regulations;
- Oversee preparation and approval of all contractual documents, including major vendor and professional service agreements;
- Provide for strong internal controls through the maintenance, review, and accountability of Alliance's Fiscal Policies and Procedures.

### ***Strategy, Vision and Leadership***

- Promote a culture of high performance, customer service and continuous improvement as reflected in outstanding staff recruitment, retention and development;
- Develop and coach direct reports, including the Vice President Accounting, Vice President Finance, Director Business Strategy, and team members by setting clear goals and providing regular constructive feedback and supporting growth and learning opportunities;
- Foster and facilitate cross-departmental collaboration and communication to support long-term financial decisions that align with organizational strategy;
- Provide enterprise risk management analyses to make sure Alliance schools proactively review, anticipate, and address potential risks of all kinds affecting the network;
- Develop internal calendar timeline and processes for all financial, accounting, payroll,

lending, and other associated compliance reporting activities, and provide school site support to ensure established timelines are met;

- Represent the organization externally, as necessary, particularly in banking and financial settings;
- Advise the President/CEO, the Governing Board, members of the Executive Cabinet, Principals, and other key stakeholders on financial planning, budgeting, cash flow, investment priorities, and policy matters.

#### ***Organizational Leadership***

- Serve as a member of the Executive Cabinet as a partner in developing, executing, and achieving Alliance's vision, mission, strategies, priorities and goals;
- Serve as a strategic advisor and functional expert to the CEO, Executive Cabinet, and Senior Leadership Team regarding financial strategies, initiatives and issues;
- Serve as an ambassador and advocate for the Finance and Accounting Teams;
- Provide coaching and guidance for team managers to continually improve effective management practices;
- Develop and implement change management strategies for large-scale organizational initiatives.

#### **Alliance Chief People Officer**

Reporting to the Chief Executive Officer, the Chief People Officer sets the vision and direction for attracting, engaging, rewarding, developing, and retaining Alliance's 1,400+ person team. The CPO is directly responsible for the strategic and tactical oversight of all aspects of talent work at Alliance, including human resources, staffing, employee relations and engagement, performance management, compensation, and other talent-related strategic initiatives. As a change management leader adept at building upon foundational human capital systems, the CPO plays a pivotal role in the next era of Alliance's organizational development by setting the vision and direction for a strong, inclusive, and people-focused culture. This position represents an extraordinary opportunity to impact the way the entire organization thinks about and develops people and subsequently impacts the experience of every Alliance employee.

#### ***Organizational Leadership***

- Serve as a member of the Senior Leadership Team, playing an active and influential role in discussions and decisions about Alliance's strategic priorities and plans;
- Serve as a strategic advisor and functional expert to the CEO and Senior Leadership Team regarding talent management strategies, initiatives and issues;
- Serve as an ambassador and advocate for the Talent Team and all people matters;
- Oversee initiatives and activities to build organizational culture;
- Provide coaching and guidance for home office team managers to continually improve effective management practices;
- Develop and implement change management strategies for large-scale organizational talent initiatives;
- Ensure that all talent-related policies, procedures and processes are aligned with the organization's culture and values.

#### ***Performance Management***

- Partner with the Performance Management team to ensure the quality implementation of Alliance's performance management system across all levels and teams in the organization;

- Set and execute a competitive, equitable and transparent compensation strategy;
- Develop and implement a continuum of professional growth for all home office and school-based staff to foster a robust internal talent pipeline from the entry level to the leadership level; develop and expand career opportunities for all Alliance employees;
- Model and facilitate a culture of continuous learning, ensuring that staff has access to continued professional development and opportunities for growth;
- Support leaders in making key personnel decisions and develop strategic staffing plans for the organization.

### ***Human Resources***

- Partner with the Vice President of Human Resources Operations, who oversees the team responsible for benefits, compliance, credentialing, leaves of absence, workers compensation, HR data and operations, to ensure the organization complies with applicable federal, state, and local employment laws and regulations;
- Develop, oversee, and approve updates to organization-wide HR policies and procedures;
- Manage the human resources information system to track and analyze human resource related metrics.

### ***Staffing***

- Partner with the Vice President of Staffing to develop and refine Alliance's current staffing strategy to market and recruit staff locally and nationally, leveraging the organization's mission, brand and value proposition;
- Ensure that every Alliance school is staffed with high-capacity, highly effective and diverse teachers and staff members;
- Evaluate the organization's recruitment and selection models to improve effectiveness.

### ***Employee Relations, Engagement***

- Partner with the Vice President of Employee Relations & Engagement to ensure regular assessment and reporting on employee morale with a focus on continuous improvement and the development of positive employer/employee relationships to promote a high level of morale, motivation and retention;
- Support and develop home office and school leaders to achieve high levels of employee satisfaction and retention;
- Assess overall organizational health and cultural practices, and work with leadership teams across Alliance to create the conditions that will ultimately lead to attracting, developing and retaining a diverse team of high performers.

### **Alliance Chief Instructional Officer**

The Chief Instructional Officer (CIO) is responsible for supporting and driving educational performance at Alliance. The CIO establishes the academic vision and instructional model for the organization. The CIO oversees three key areas: (1) Teaching and Learning, which includes curriculum, instruction and assessment, and professional development; (2) Diverse Learners, including academic programs that support advanced learners as well as intervention and support for English learners and scholars with special needs; (3) Instructional Leadership, the team of Instructional Superintendents who oversee their clusters of high schools and/or middle schools and implements the academic model in schools. The CIO sets the vision and strategy for leading excellent schools, including defining metrics for success, overseeing goal setting and implementing solutions for those goals to be met. The CIO is an experienced administrator with a proven track record of effective leadership with school

leaders, and ability to navigate complex issues and drive strong scholar performance results. The CIO reports to the CEO and is a member of the Executive Cabinet and the Home Office Leadership Team.

### **WHAT YOU WILL DO**

The CIO is responsible for achieving significant scholar performance gains and success across the network. The CIO will be in schools frequently, identifying areas of need, providing feedback, and driving towards improved outcomes. The main areas of responsibility are:

#### ***Teaching and Learning***

- Manage and develop the Vice President, Teaching and Learning, collaboratively developing and implementing a coherent academic model across all Alliance schools that balances consistency with autonomy and harnesses ways of sharing best practices to support scholar success;
- Serves as a leader on the development and implementation of culturally responsive educational priorities;
- Lead the development and purchase of rigorous, standards-based, culturally responsive curriculum and instructional resources;
- Oversee academic content specialists to develop curricular scope and sequence, model lessons, exit tickets, pedagogical tools, data analysis templates, and classroom observation protocols;
- Provide regular professional development for school leaders (e.g., principals, assistant principals, directors of instruction, special education coordinators, etc.) on the components of Alliance's academic model;
- In partnership with the President, deliver on academic performance objectives.

#### ***Diverse Learners***

- Passionately advocate for an *All Means All* approach to serving all scholars, especially scholar subgroups that have been historically underserved, across staff at all levels of the organization, including site-based leaders and teachers, and Home Office staff;
- Manage and develop the Vice President, Diverse Learners, collaboratively operationalizing the *All Means All* approach to serving scholars;
- Develop and oversee implementation of Alliance's Master Plan for English Learners;
- Oversee instructional and intervention programs, supports and compliance for scholars with disabilities and other diverse learners;
- Develop and oversee implementation of framework and support for advanced learners.

#### ***Instructional Leadership***

- Manage and develop the Managing Instructional Superintendent and work closely with the President and the Instructional Superintendent cadre to inspire, challenge, and develop high-quality instructional leadership across all Alliance schools;
- Under the direction of the Chief Instructional Officer, Instructional Superintendents will:
  - Provide direct supervision of and formal evaluations to support principal growth and development;
  - Strategically support school leaders in the creation and operation of systems and structures necessary to enable schools to achieve the goals set in their annual operating plans;

- Support schools in building community partnerships that enhance and support the accomplishment of the school’s mission, vision, and goals;
- Model a service approach in all schools, carefully balancing autonomy and consistency of practice;
- Assist in guiding school leaders in successfully preparing for oversight, accreditation and charter renewal processes (including WASC accreditation), and participate in associated school visits.
- Understand and interpret performance data to identify areas for development, and share and support implementation of best practices across schools;
- Build capacity of school leaders to ensure effective teaching and learning aligned to the Alliance’s leadership and teaching frameworks;
- Provide ongoing coaching and support (in a variety of individual and group settings) to school leaders in developing the skills necessary to achieve school success, including general leadership, instruction, and creating a college-going culture;
- Collaborate with Alliance Home Office Academic team to establish instructional priorities by school site and coordinate the deployment of resources to teachers and school leaders;
- Ensure the alignment of school support, effective use of time, quality of service, and customized supports for each school based on the operational and instructional needs of the school and organizational goals of the Network.

***Organizational Leadership***

- Serve as a member of the Senior Leadership Team, playing an active and influential role in discussions and decisions about Alliance’s strategic priorities and plans;
- Serve as a strategic advisor and functional expert to Cabinet and the Senior Leadership Team regarding academic strategies, initiatives and issues;
- Serve as a member of Schools Executive Team, playing an active and influential role in discussions and decisions about Alliance’s school-facing priorities and plans;
- Provide coaching and guidance for team managers to continually improve effective management practices;
- Develop and implement change management strategies for large-scale organizational initiatives.

**Alliance Chief Equity Programs Officer**

Reporting to the Chief Executive Officer, the Chief Equity Programs Officer (CEPO) is responsible for leading vision, strategy, and implementation of programs that improve equitable outcomes for all scholars, centering the experiences of our Black and brown scholars, their racial, cultural and personal identities, while ensuring they graduate [“College-Ready”](#). This role leads this work in close partnership with the Chief Instructional Officer as part of integrated and cross-functional strategy and support to schools. The Chief Equity Programs Officer is a member of Cabinet; leads the team responsible for Scholar, Family, & Community Services, Counseling & College Success, and Diversity, Equity, & Inclusion; and works closely with our school leaders, school site staff, and Home Office teams. The CEPO is an experienced education professional with a proven track record in anti-racist leadership and systems change, trauma-informed and restorative discipline practices, and advancing scholar outcomes and college access through critical scholar supports and services.

**Build School Culture**

- Establish a short and long term vision for thriving, creative, anti-racist, trauma-informed, college-oriented school cultures across the Alliance network
- Establish short and long term strategies to deepen capacity for Alliance communities to engage in and lead anti-racism, pro-Black work
- Lead the charge, in collaboration with Cabinet, senior leaders and other stakeholders, to dismantle racist institutional behaviors, practices, systems, and structures to ensure equitable outcomes for Black and Brown scholars and staff
- Co-develop and lead a vision for continuous learning regarding anti-racism, diversity, equity, and inclusion within Alliance's culture and practice, at schools and across the network
- Oversee development of strong trauma-informed, data-driven culture systems with a clear through line between the intersections of college readiness, academics, SEL, DEI, counseling, and restorative practices, with the effect of increasing college matriculation, persistence, and graduation
- Oversee the vision and strategies for empowering parents and families to act as partners in their scholars' education, as well as to develop and increase the partnerships between Alliance schools and their local communities
- Provide equity thought-partnership across Alliance and develop a culture of accountability and support that will ensure all leaders at every level, embody our commitment to becoming an anti-racist and pro-Black network

#### **Provide High-Quality Supports to Scholars**

- Oversee the building and strengthening of a coordinated system of trauma-informed supports and resources that, in partnership with families and communities, foster safe and caring learning environments where all scholars thrive
- Oversee the strategy for supporting scholars thrive through socio-emotional learning, college success and out of school time programming
- Increase scholar learning and success by addressing attendance/truancy, discipline and restorative practices, and the socio-emotional and mental health learning and wellness of scholars

#### **Increase College Access and Completion**

- Oversee the vision for Alliance college and counseling efforts by using data and all tools available (student information systems, data, etc.) to develop and assess strategic plans to exceed performance targets related to college match, matriculation, persistence and completion, driving appropriate school-based and network-based college supports and initiatives for middle schools, high schools, and alumni
- Oversee the vision for implementing and developing secondary and post-secondary support strategies and programs working towards achieving Alliance's aspiration of 75% or more of our scholars graduating from a 4-year college or university and supporting scholar development to embody the five pillars of the College-Ready Graduate Profile: Resilient Learner, Wellness Seeker, Scholarly Thinker, Community Advocate, and Powerful Communicator.

#### **Team Leadership**

- Lead a diverse team, which encompasses Diversity, Equity, and Inclusion; Counseling and College Success; and Scholar, Family, & Community Services
- Cultivate a thriving, creative, anti-racist team culture and effectively empower, support and develop the team with an assets-based approach

### **Alliance Chief of Strategy & Innovation**

Reporting to the Chief Executive Officer, the Chief Strategy & Innovation Officer is responsible for developing the long-term vision and strategy of the network and translating that into action across the system, driving critical work through high-impact cross-functional implementation and strong relationships with the communities we serve. The Chief Strategy & Innovation Officer is a member of Cabinet; leads a team focused on long-term strategy and innovation, strategic implementation of annual network-wide goals and processes, and communications, public affairs, and stakeholder engagement; and works closely with our Home Office teams and school leaders. The CSIOan experienced education professional with a proven track record in visionary and innovative systems leadership and accomplishing critical deliverables on behalf of scholars and schools, as well as a demonstrated deep commitment to diversity, equity and inclusion.

#### **Strategic Planning & Implementation**

- Lead an inclusive, comprehensive multi-year core values definition and strategic planning process that lives out the organization's commitment to DEI and anti-racism and sets direction for the organization for the next 3-5 years.
- Oversee strategy for annual strategic planning and budgeting as well as implementation of annual network-wide, cross-functional priorities and goals.

#### **Communications & Public Affairs/Relations**

- Oversee public affairs/relations strategy, including across internal and external communications, advocacy and engagement, network and school site affairs, and navigation of the broader educational ecosystem in Los Angeles.
- Manage creation and delivery of communications plans that lead to long-term brand-building and commitment to Alliance goals, while encompassing our diversity, equity, and inclusion, social justice, and educational equity values.
- Set the vision for external-facing content to ensure consistent voice, tone, and key messages to best represent the organization.
- Lead collaboration and coordination with the Alliance Foundation.

#### **Innovation**

- Establish the short and long-term vision, goals, and strategy for the organization, with decision-making authority and ability to manage organization-wide policies, strategies, and interdependencies for emerging innovation.
- Build capacity around innovation within the network, leading the development of this new function within the Strategy & Innovation Team.
- Utilizing insights from data and stakeholder engagement, guide the network through cross-functional design and implementation processes to anticipate and innovate toward long-term organizational health and impact.

#### **Team Leadership**

- Lead a diverse team, which encompasses innovation, strategic planning and implementation, and communications, public affairs, and stakeholder engagement.
- Manage, coach, develop and support direct reports across functional areas that the CSIO role oversees.

### **Alliance General Counsel**

The General Counsel develops legal strategy and oversees all legal matters at Alliance. The General Counsel is responsible for the legal activities of Alliance, its schools, and related entities. The General Counsel reports directly to the CEO and is a member of the Executive Cabinet and the Home Office Leadership Team.

### ***Legal Counsel***

- Provide guidance on California education code, charter school law, corporate, governance, and compliance matters, real estate acquisition and management, labor and employment law, special education, scholar discipline, and other legal issues as they arise;
- Render legal opinions and recommendations based on applicable law, regulations, and policies.
- Advise school leaders and Home Office executive staff on legal matters;
- Provide legal training and advice to the Alliance Governing Board, Home Office leaders and school leaders;
- Perform other related duties as assigned or directed.

### ***Risk Management***

- Draft or oversee the drafting of contracts, agreements, leases and other legal documents;
- Conduct legal research, draft legal memoranda, prepare training materials, draft policies and procedures, and review contracts;
- Oversee litigation matters, including mediations and arbitrations;
- Delegate, as necessary, legal matters to outside legal counsel, and review and manage the work product of outside counsel.

### ***Organizational Leadership***

- Serve as a member of the Senior Leadership Team, playing an active and influential role in discussions and decisions about Alliance's strategic priorities and plans;
- Serve as a strategic advisor and functional expert to the CEO and Senior Leadership Team regarding legal strategies, initiatives and issues;
- Manage, coach, and support direct reports;
- Serve as an ambassador and advocate for the Legal Team.

## **Governing Board Composition and Member Selection**

### **Board Composition**

## **Charter School**

The Charter School is a directly funded independent charter school that is operated by a nonprofit public benefit corporation. The affairs of the Charter School are managed and its powers are exercised solely under the authority of the Alliance Board of Directors (“Board,” “Charter School’s Board of Directors,” or “Board of Directors”), whose responsibility for key operational matters includes but is not limited to: (1) the governance and operation of the Charter School in compliance with applicable law and the Charter; and (2) the Charter School’s financial management, viability, and accountability, including but not limited to expenditures and accounting of all public funds received by the Charter School.

The Charter School operates under the charter authorization of the District. The Charter School abides by the current published, communicated and defined District policy for charter schools. The Charter School is and will be solely responsible for the debts and obligations of the Charter School.

## **Board of Directors**

The Board of Directors shall consist of not less than 5 nor more than 11 directors. The District reserves the right to appoint a single representative to serve on the Board. The Board meets regularly, operating in accordance with the Brown Act, Education Code Section 47604.1(c), its Articles of Incorporation and its Bylaws.

After the initial directors, who shall serve staggered terms of one, two, or three-years in accordance with the Bylaws, each director selected and confirmed shall serve a three-year term. A director designated by District shall serve for such term of office as is specified by the District.

The Board, the Charter School’s administrative staff, and their respective representatives are responsible for all aspects of the day-to-day operations of the Charter School, including, but not limited to, making necessary provisions for accounting, budgeting, payroll, purchasing, liability, insurance, and the like. In accordance with California law applicable to nonprofit public benefit corporations, some of the responsibilities of the Board may be delegated to committees of the Board or officers of the Corporation.

A quorum of the Board for the transaction of business is the majority of directors then in office. An act or decision done or made by a majority vote of the directors then in office at a meeting duly held at which a quorum is present is the act of the Board, unless a different number, or the same number after disqualifying one or more directors from voting, is required by law, by the Articles of Incorporation, or by the Bylaws, including but not limited to those provisions relating to appointment of committees and indemnification of directors.

All meetings of the Board shall be held at the principal office of the Corporation or at such other place as shall be determined from time to time by resolution of the Board, provided that, during any period that the Corporation is operating one or more charter schools within the State of California, all meetings of the Board shall be held at locations meeting the requirements of Section 47604.1(c) of the California Education Code.

For each meeting of the Board, the Corporation shall establish a two-way teleconference location at the school site of each charter school operated by the Corporation, in compliance with the requirements of Section 47604.1(c) of the Education Code, and may establish such additional teleconference locations as the Corporation deems appropriate. The Board shall post agendas at all teleconference locations and conduct teleconference meetings in a manner compliant with the Brown Act. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public. The agenda shall provide an opportunity for members of the public to address the Board directly at each teleconference location. During the teleconference, at least a quorum of the members of the Board shall participate from locations within the boundaries of the jurisdictions of the charter authorizers that have approved the charter petitions of the charter schools operated by the Corporation. Participation in a meeting through use of teleconferencing pursuant to this subsection constitutes presence in person at that meeting as long as all members participating in the meeting are able to hear one another. All votes taken during a teleconferenced meeting shall be by roll call. Any abstention from a board vote will be noted in the board minutes. For the purposes of this subsection (i), "teleconference" means a meeting of the Board, the members of which are in different locations, connected by electronic means, through either audio or video, or both. Nothing in this subsection shall prohibit the Corporation from providing the public with additional teleconference locations.

The Board of Directors is responsible for providing fiscal accountability by approving and monitoring the budget. The Board helps ensure effective organizational planning by approving long-range goals and annual objectives, monitoring the general policies including but not limited to: compliance mandates, health and safety, use and maintenance of facilities, and overseeing that the Charter School resources are managed effectively. The day-to-day operations and management of the Charter School are provided by the officers of the Corporation, management staff responsible for school services and supervision and administrative staff.

A copy of the Articles of Incorporation, Bylaws, Conflict of Interest Code and the names of Board members are provided to the District Charter Schools Division. Any changes made to these documents that materially alter the charter must first be approved through the District's charter amendment process.

The Charter School complies with the Brown Act, Political Reform Act, and Government Code Section 1090, *et seq.*, as set forth in the Education Code Section 47604.1. The Charter School posts Board agendas for regular meetings at least 72 hours in advance at a visible location in the Charter School office as well as on the Charter School's website in English and Spanish or other dominant language as needed by the community served. The Corporation maintains a record book of meeting agendas and minutes. Copies of the Board agenda and minutes are posted on the Charter School website in both English and Spanish. All meetings of the Board of Directors are open to the public, excluding closed sessions as permitted by the Brown Act.

### **Business and Operations Assistance**

Alliance provides for the Charter School certain back-office services, including budgeting/forecasting, accounts set up (insurance, benefits, attendance tracking), payroll,

compliance, required reporting, vendor management and select service vendor contract negotiations, and purchasing. Alliance also supports the Board in its role of providing oversight and monitoring and adherence to the Charter School's fiscal policies and any applicable law. The Los Angeles County Office of Education ("LACOE") receives and forwards public funds for the Charter School directly to the Charter School's operating account. Alliance maintains separate financial records for the Charter School and assures that all accounting complies with generally accepted accounting principles.

## **Board Members**

The Board of Directors shall consist of not less than 5 nor more than 11 directors. The District reserves the right to appoint a single representative to serve on the Board. The Board meets regularly, operating in accordance with the Brown Act, Education Code Section 47604.1(c), its Articles of Incorporation and its Bylaws.

After the initial directors, who shall serve staggered terms of one, two, or three-years in accordance with the Bylaws, each director selected and confirmed shall serve a three-year term. A director designated by District shall serve for such term of office as is specified by the District.

### **Alliance Governing Board Qualifications:**

Alliance aspires to have a Governing Board that reflects the demographics of our city and the scholars we serve. We consider the following qualifications:

- Representation from people of color and in particular, the Latinx community
- Bilingual Spanish speakers
- Gender equity; and who have,
- Deep professional experience in education, finance, law, real estate, public affairs; and/or
- Experience as a former Alliance scholar, parent, or staff member.

### **Alliance Governing Board Recruitment Process:**

1. Surveys sent to principals, Alliance staff members and current board members.
2. Call for board member nominations will be added to Alliance website and communications with SSACs, Alliance principals and Alliance staff.
3. Initial gap analysis to identify any missing skills or competencies the board for which to recruit in new directors. Founding board members will also examine the pipeline for interested candidates.
  - a. The draft criteria that these founding board members will be using to identify, recruit, and select new board members include:
    1. Reflect the demographics of our city and the scholars we serve
    2. Full representation from people of color;

3. Bilingual Spanish speakers;
  4. Gender equity; and
  5. Deep professional experience in education, finance, law, real estate, public affairs and /or experience as an Alliance alumni, parent or prior Alliance employee.
4. Alliance Governing Board members deliberate publicly and vote on proposed process for board recruitment
  5. Alliance Governing Board members vote on whether to create an Ad Hoc Board Recruitment Committee tasked with recruiting new board members and conducting due diligence to expand the board.
  6. One or two board members have an initial meeting with potential candidates.
  7. Initial meeting of the Ad Hoc Board Recruitment Committee to discuss candidate recruitment.
  8. Candidates accompany the Chief Executive Officer (“CEO”), and at least one board member who has not yet met the candidate on an Alliance school visit. This is an opportunity for the candidate to learn more about Alliance as well as for the CEO, board members, and members of our school communities to meet the candidate.
  9. The Ad Hoc Board Recruitment Committee meets to decide the slate of candidates (if any) to bring as recommendations to the full board.
  10. The Alliance Governing Board will release the Ad Hoc Board Recruitment Committee’s recommendations to the board, as a part of the agenda for the June public board meeting.
  11. Vetted Candidates Up for a Vote
    - a. Names provided by Ad Hoc Board Recruitment Committee as recommended to join the Alliance Governing Board
    - b. Names/bios and board resolution in agenda and pre-reading
    - c. Opportunity for public comment
    - d. Discussion and vote by the full board
    - e. A “Yes” vote means that the board chair will extend an offer to the candidate(s) to join the board and attend the next public board meeting.
  12. If the board endorses the candidate, he or she is then invited to join the next board meeting. Prior to the meeting, if feasible, the new member should:
    - a. Attend a board induction, including necessary training conducted by Alliance staff/Legal Counsel
    - b. Be assigned to a committee and a mentor

## **Governance Procedures and Operations**

### **Meeting Location and Frequency**

All meetings of the Board shall be held at the principal office of the Corporation or at such other place as shall be determined from time to time by resolution of the Board, provided that, during any period that the Corporation is operating one or more charter schools within the

State of California, all meetings of the Board shall be held at locations meeting the requirements of Section 47604.1(c) of the California Education Code.

For each meeting of the Board, the Corporation shall establish a two-way teleconference location at the school site of each charter school operated by the Corporation, in compliance with the requirements of Section 47604.1(c) of the Education Code, and may establish such additional teleconference locations as the Corporation deems appropriate. The Board shall post agendas at all teleconference locations and conduct teleconference meetings in a manner compliant with the Brown Act. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public. The agenda shall provide an opportunity for members of the public to address the Board directly at each teleconference location. During the teleconference, at least a quorum of the members of the Board shall participate from locations within the boundaries of the jurisdictions of the charter authorizers that have approved the charter petitions of the charter schools operated by the Corporation. Participation in a meeting through use of teleconferencing pursuant to this subsection constitutes presence in person at that meeting as long as all members participating in the meeting are able to hear one another. All votes taken during a teleconferenced meeting shall be by roll call. Any abstention from a board vote will be noted in the board minutes. For the purposes of this subsection (i), “teleconference” means a meeting of the Board, the members of which are in different locations, connected by electronic means, through either audio or video, or both. Nothing in this subsection shall prohibit the Corporation from providing the public with additional teleconference locations.

The Alliance College-Ready Public Schools Audit Committee meets twice annually to review financial audits, tax returns, and audit firm selection. Recommendations are made to the Governing Board for approval at designated board meetings.

## **Annual Calendar Process and Timeline**

The Board meets regularly, operating in accordance with the Brown Act, Education Code Section 47604.1(c), its Articles of Incorporation and its Bylaws. At each June Board meeting, the Alliance Governing Board votes to approve the regular meeting dates for the upcoming school year, ensuring that the approved calendar complies with all applicable legal and procedural requirements for the continued operation and governance of the charter schools.

## **Posting Locations**

The Charter School complies with the Brown Act, Political Reform Act, and Government Code Section 1090, et seq., as set forth in Education Code Section 47604.1. The Charter School

posts Board agendas for regular meetings at least 72 hours in advance at a visible location in the Charter School office as well as on the Charter School's website in English and Spanish or other dominant language as needed by the community served. The Corporation maintains a record of meeting agendas and minutes. Copies of the Board agenda and minutes are posted on the Charter School website in both English and Spanish. All meetings of the Board of Directors are open to the public, excluding closed sessions as permitted by the Brown Act.

## **Brown Act Compliance**

The Board meets regularly, operating in accordance with the Brown Act, Education Code Section 47604.1(c), its Articles of Incorporation and its Bylaws.

All meetings of the Board shall be held at the principal office of the Corporation or at such other place as shall be determined from time to time by resolution of the Board, provided that, during any period that the Corporation is operating one or more charter schools within the State of California, all meetings of the Board shall be held at locations meeting the requirements of Section 47604.1(c) of the California Education Code.

For each meeting of the Board, the Corporation shall establish a two-way teleconference location at the school site of each charter school operated by the Corporation, in compliance with the requirements of Section 47604.1(c) of the Education Code, and may establish such additional teleconference locations as the Corporation deems appropriate. The Board shall post agendas at all teleconference locations and conduct teleconference meetings in a manner compliant with the Brown Act. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public. The agenda shall provide an opportunity for members of the public to address the Board directly at each teleconference location. During the teleconference, at least a quorum of the members of the Board shall participate from locations within the boundaries of the jurisdictions of the charter authorizers that have approved the charter petitions of the charter schools operated by the Corporation. Participation in a meeting through use of teleconferencing pursuant to this subsection constitutes presence in person at that meeting as long as all members participating in the meeting are able to hear one another. All votes taken during a teleconferenced meeting shall be by roll call. Any abstention from a board vote will be noted in the board minutes. For the purposes of this subsection (i), "teleconference" means a meeting of the Board, the members of which are in different locations, connected by electronic means, through either audio or video, or both. Nothing in this subsection shall prohibit the Corporation from providing the public with additional teleconference locations.

The Charter School complies with the Brown Act, Political Reform Act, and Government Code Section 1090, et seq., as set forth in Education Code Section 47604.1. The Charter School posts Board agendas for regular meetings at least 72 hours in advance at a visible location in the Charter School office as well as on the Charter School's website in English and Spanish or other dominant language as needed by the community served. The Corporation maintains a record book of meeting agendas and minutes. Copies of the Board agenda and minutes are posted on the Charter School website in both English and Spanish. All meetings of the

Board of Directors are open to the public, excluding closed sessions as permitted by the Brown Act.

## **Quorum Requirements**

A quorum of the Board for the transaction of business is the majority of directors then in office. An act or decision done or made by a majority vote of the directors then in office at a meeting duly held at which a quorum is present is the act of the Board, unless a different number, or the same number after disqualifying one or more directors from voting, is required by law, by the Articles of Incorporation, or by the Bylaws, including but not limited to those provisions relating to appointment of committees and indemnification of directors.

## **Board Action (Voting) Requirements**

An act or decision done or made by a majority vote of the directors then in office at a meeting duly held at which a quorum is present is the act of the Board, unless a different number, or the same number after disqualifying one or more directors from voting, is required by law, by the Articles of Incorporation, or by the Bylaws, including but not limited to those provisions relating to appointment of committees and indemnification of directors.

## **Abstention and Teleconference Participation**

For each meeting of the Board, the Corporation shall establish a two-way teleconference location at the school site of each charter school operated by the Corporation, in compliance with the requirements of Section 47604.1(c) of the Education Code, and may establish such additional teleconference locations as the Corporation deems appropriate. During the teleconference, at least a quorum of the members of the Board shall participate from locations within the boundaries of the jurisdictions of the charter authorizers that have approved the charter petitions of the charter schools operated by the Corporation. Participation in a meeting through use of teleconferencing pursuant to this subsection constitutes presence in person at that meeting as long as all members participating in the meeting are able to hear one another. All votes taken during a teleconferenced meeting shall be by roll call.

“Teleconference” is defined as a meeting of the Board, the members of which are in different locations, connected by electronic means, through either audio or video, or both. Nothing in this subsection shall prohibit the Corporation from providing the public with additional teleconference locations.

An act or decision done or made by a majority vote of the Directors then in office at a meeting duly held at which a quorum is present is the act of the Board, unless a different number, or the same number after disqualifying one or more Directors from voting, is required by law, by the Articles of Incorporation, or by these Bylaws, including but not limited to those provisions relating to appointment of committees and indemnification of Directors. The Board shall publicly report any action taken and the vote or abstention on that action of each Director present for the action. Any abstention from a board vote will be noted in the board minutes.

## **Stakeholder Involvement**

### **Role of Parents and Staff in Governance**

The School Coordinating Council (“School Site Advisory Council” or “SCC”) with a membership of 10 to 20 stakeholders representing various stakeholder groups, will be an advisory body to the Principal on the management of the school, including, but not limited to, school policies, the academic performance, and annual development of the LCAP and the budget. This council shall be composed of a majority of teacher and parent members and include a classified employee and certificated administrator. Members of the SCC are representatives from various stakeholder groups, with the majority being made up of teachers and parents who self-nominate to serve on the council. The SCC will help guide the decisions that best serve the families. Based on suggestions and recommendations from the SCC, the Principal will reflect this feedback in their decisions and operations. The SCC will meet at the Charter School site a minimum of six (4) times per year. Should topics or recommendations warrant a discussion with the Charter School Board of Directors, directors will attend SCC meetings. The SCC will strive to create a collaborative and transparent decision-making process that includes the input of all stakeholder groups. The School Board of Directors shall have final authority on all school related matters.

### **Stakeholder LCAP Consultation**

#### **Educational Partner Engagement**

All stakeholder groups - parents, teachers, staff, administrators, and students are engaged in the development of the LCAP and annual update in a variety of venues and methods. The primary engagement strategy is Educational Partner Engagement sessions that are held once per semester for each of the above groups. These sessions are publicized through school outreach and mailings, and every effort is made to reduce barriers to attendance. In these sessions, verifiable data regarding student performance are shared with all in attendance, as

well as information regarding the school's educational program and other scholar supports. Budgeting information is discussed in relation to these data, and feedback is taken and recorded regarding all of these topics and then incorporated into school budgeting and programming decisions.

### **School-Site Advisory Committee (SSAC) Engagement**

The SSAC is included in the above Educational Partner Engagement process and takes part in a robust discussion of the budgetary information. This engagement process spans at least two separate SSAC meetings and often takes three or more meetings to ensure full discussion and engagement. Feedback is solicited, recorded, and discussed carefully. This engagement process is followed by a final meeting to review the full LCAP and approve it for presentation to the Alliance Governing Board for final approval.

## **Stakeholder Educational Program Consultation**

The SSAC process is a collaborative framework designed to actively involve stakeholders in decision-making and continuous improvement efforts within schools. It serves as a structured platform where diverse voices - students, parents, educators, community members, and administrators - come together to discuss and provide input on key issues affecting the school community.

### **Goals of the SSAC Process:**

1. **Inclusive Stakeholder Engagement:** To ensure that all groups, especially those historically underrepresented, have an opportunity to participate and share their perspectives.
2. **Transparency in Decision-Making:** To foster trust by providing stakeholders with a clear understanding of school goals, policies, and challenges.
3. **Shared Accountability:** To encourage collective ownership of outcomes by involving stakeholders in the planning and evaluation process.

### **Key Steps in the SSAC Process:**

1. **Formation of the Committee:**
  - Schools actively identify and invite diverse stakeholders, ensuring representation from all segments of the community. Each stakeholder group then elects its representatives through a voting process within their respective member groups, fostering legitimacy and accountability.
  - Roles and responsibilities are clearly defined to ensure productive participation.
2. **Information Sharing and Education:**
  - The committee is provided with relevant data, such as academic performance metrics, resource allocations, and community needs assessments.
  - Stakeholders are trained on school policies, procedures, and objectives to empower informed contributions.
3. **Collaborative Discussions:**

- Regular meetings are held to discuss initiatives, challenges, and opportunities for growth.
  - Stakeholders are encouraged to share insights and propose solutions, leveraging their unique perspectives.
4. **Feedback and Recommendations:**
- The committee synthesizes input to provide actionable recommendations to school leadership.
5. **Implementation and Monitoring:**
- Approved initiatives are implemented with periodic updates shared with the SSAC and broader community.
  - The committee monitors progress, ensuring alignment with shared goals and addressing emerging concerns.

**Benefits of the SSAC Process:**

- **Empowered Communities:** Stakeholders feel valued and invested in the success of the school.
- **Enhanced Decision-Making:** Diverse perspectives lead to more comprehensive and effective solutions.
- **Improved Outcomes:** Collaborative engagement supports initiatives that better reflect the needs of the school community.

By embedding the SSAC process into school governance, institutions can build stronger relationships with their communities while driving meaningful and sustainable improvements.

## Website Support of Stakeholder Involvement

Each Alliance school’s website includes various resources for stakeholders to engage with the school site directly. Information is easily accessible, and includes items for staff, scholars, families, and community members. Below are some examples of critical items that are included in our school sites:

1. Every school has a vision and mission that outlines the work that the school engages in, as well as a message from the principal. This is a way for the community to be aware of the school’s culture, values, and objectives.
2. Enrollment information is provided and easily accessible; prospective families are able to learn about the enrollment process for Alliance, and are able to apply directly via the school’s website.
3. There is a dedicated “Parents” tab which incorporates critical policy documents, as well as the Parent Handbook, including the Uniform Complaint Procedure, and bell schedules, nutrition schedules, and access to school calendars for events.
4. Governing Board agendas and meetings are posted on our Alliance website and stakeholders are able to access the meeting virtually via a one-step click to those links.
5. PowerSchool and Google Classroom links are accessible for stakeholders, especially scholars and families, to stay updated on their academic progress.
6. There is a voter registration link that advances our civic outreach efforts to make access to registration easier.

7. Stakeholders are able to complete a contact form that is sent directly to school staff to ask questions or engage directly with the school.
8. A robust and organized Compliance Document Storage and Public Archive page includes Local Control Accountability Plans, Budget Overviews, Parent-Scholar Handbooks, School Accountability Report Cards, and English Learner Masterplans. It also includes information on Title IX, Bullying, Discrimination, Harassment, and Suicide Prevention. It also contains information on How to Access Mental Health Services.

Stakeholders are also able to access Alliance College-Ready Public Schools' network webpage ([www.laalliance.org](http://www.laalliance.org)), which includes further information about the Alliance network, and includes things like:

1. Access to our long-term strategic vision website, which outline, among other things, our network priorities.
2. Information about each of our Alliance schools, and the communities that they serve.
3. Our commitment to being an anti-racist, pro-Black organization, along with our network values.
4. Advocacy pages for families to learn more about charters, and ways that they can engage with Alliance.
5. Access to the scholar results seen across our Alliance network.
6. Staff directories.

## **Composition, Selection, and Operating Procedures for Parent Organizations or Committees**

### **School Coordinating Council**

The School Coordinating Council ("School Site Advisory Council" or "SCC") with a membership of 10 to 20 stakeholders representing various stakeholder groups, will be an advisory body to the Principal on the management of the school, including, but not limited to, school policies, the academic performance, and annual development of the LCAP and the budget. This council shall be composed of a majority of teacher and parent members and include a classified employee and certificated administrator. Members of the SCC are representatives from various stakeholder groups, with the majority being made up of teachers and parents who self-nominate to serve on the council. The SCC will help guide the decisions that best serve the families. Based on suggestions and recommendations from the SCC, the Principal will reflect this feedback in their decisions and operations. The SCC will meet at the Charter School site a minimum of four (4) times per year. Should topics or recommendations warrant a discussion with the Charter School Board of Directors, directors will attend SCC meetings. The SCC will strive to create a collaborative and transparent decision-making process that includes the input of all stakeholder groups. The School Board of Directors shall have final authority on all school related matters.

### **Parent/Community Town Hall Meetings**

Approximately once a month, the Charter School holds meetings in a Town Hall Meeting format that all parents, community and staff members are welcome to attend. Topics for discussion or presentation include school-wide topics of interest related to achieving the goals of the Charter School and its students. Meetings are generally attended by the principal and administrative staff of the Charter School and, if the subjects to be discussed warrant it, members of the Charter School Board.

The school also maintains a website to keep parents and members of the community abreast of its events. All meetings are calendared in advance, with the goal of engaging all parents.

### **Parent Engagement**

Parents have a right to choose to send their children to excellent high-performing schools and have a right and the responsibility to participate actively in ensuring the success of their child and the school. The Charter School understands the importance of active parent involvement in the education of their children.

Parents of the Charter School students are meaningfully and actively engaged in their children's education. Parents are responsible and accountable for supporting their children's learning at school and at home through their participation in understanding what it takes for children to achieve college-readiness, and by their active voice in achieving the goals of the school through volunteering. At the Charter School, it is anticipated that:

- Parents are actively engaged as members of the ongoing School Coordinating Council.
- Parents of participating Title 1 students participate in an Annual Charter School Title 1 meeting. The Charter School applied for and obtained the status of Schoolwide Program.
- Parents are guaranteed access to the school, school leaders and classroom teachers to support their children's education.
- After the enrollment of a student, each parent and each student meet with the principal.
- Parents are provided multiple opportunities to develop awareness of college readiness benchmarks and what their children must achieve to be successful. Parents are supported in their participation in monitoring their child's individual learning plan towards college readiness.
- Parents are encouraged to participate in a minimum of four Parent Education Academies each year.
- Each parent, their child and school leadership participate in annually developing and signing a Parent/Student/School Compact acknowledging their understanding, responsibility and commitment to support student learning and the academic goals of the Charter School.
- Parents are encouraged to accept responsibility and accountability for committing to support the Charter School and to participate as parent mentors.
- The Charter School seeks to establish partnerships with effective parent engagement leaders such as *Families in Schools* which has a proven track record of meaningfully engaging the voice of parents and the community as partners in schools.
- Meetings are arranged with individual classroom teachers, with the student's instructional team and with the student's advisor.
- Parent-teacher conferences are held quarterly to share and discuss the progress and needs of each individual student.
- Parents are encouraged to participate in town hall meetings, training opportunities, coordinating council, so that each parent feels part of the school and understands their responsibility to the school.

The Charter School makes every effort to fully inform parents as to the curriculum offered and their child's progress. In addition to representation on the School Coordinating Council, Parent/Community Town Hall Meetings are held to address school related issues, including, but not limited to, parent/teacher/student relations. While we strongly encourage parents and guardians to engage in supporting the school, parent/guardian participation is not required and has no effect on a student's enrollment, grades, credits or ability to graduate.

### **Community Engagement**

If Charter School is to be effective, it must be part of the community. To that end, the school employs a Parent Engagement Specialist who supports the leadership in representing the interests of the community.

- Members of the community at large are solicited to support the school in various functions.
- Community resources, such as parks, libraries, athletic and classroom facilities are part of the Charter School. The Charter School believes that by using community facilities, it becomes an integral member of the community in which it is located.

## **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(1). Charter School shall maintain current copies of all teacher credentials and make them readily available for inspection.

All employees must furnish or be able to provide:

- Legal documents establishing identity and employment authorization

## **Employee Positions and Qualifications**

- Executive Director
- Principal
- Principal-in-Residence
- Assistant Principal
- Assistant Principal of Operations
- Director of Instruction
- Dean of Students
- Coordinator, Community Schools
- Coordinator, English Language Development
- Coordinator, Special Education
- Coordinator, Multi-Tiered Systems of Support
- Counselor

- Instructional Coach
- Teacher
- School Psychologist
- School Social Worker
- Activities / After-School / Program Coordinator
- Athletic Coach
- Behavior Intervention Implementation Aide
- Campus Aide
- College and Career Specialist
- Custodian
- Instructional Aide
- Lead Custodian
- Operations Associate
- Parent Engagement Specialist
- School Business Manager
- School Operations Manager
- Security Guard
- Special Education Instructional Aide
- Student Culture Liaison
- Student Transitions Coordinator
- Technology Assistant

## Job Description and Qualifications

### **EXECUTIVE DIRECTOR**

The Executive Director is responsible for achieving significant scholar performance gains and success at the schools they directly support. The Executive Director will provide executive coaching and may oversee a minimum of two campuses or complex. Executive Principals attend schools daily, identifying areas of need, providing feedback, and driving towards improved outcomes.

#### **Essential Responsibilities:**

##### *Instructional, Visionary, and Talent Leadership*

- Drive instructional excellence by setting aspirational school goals and ensuring that teachers receive appropriate, targeted coaching and professional development to meet goals.
- Prepare all scholars to apply to, enroll, attend, and succeed in college by implementing a college-ready curriculum and supporting instructional activities, and by using multiple data points and ongoing data analysis to continually revise and improve the school's instructional program.
- Supervise, coach, develop, and evaluate teachers via regular observations, feedback, and coaching as part of Alliance's rigorous teacher development and support system.

##### *Positive School and Community Culture*

- Create a culture of high expectations with a relentless focus on scholar achievement, college and career readiness, operational efficiency, and self-improvement.

- Maintain a safe and positive school environment in which scholars thrive, develop and grow.
- Develop a work environment to retain and develop exceptionally talented staff.
- Foster an environment of deep collaboration with families and caregivers, building strong relationships and encouraging their direct engagement in their scholars' school experiences.
- Partner with the Alliance Home Office to secure and allocate the resources and supports necessary to maintain the school's organizational health.

*Executive Coaching & Talent Mastery*

- Provide ongoing coaching and support (in a variety of individual and group settings) to school leaders in developing the skills necessary to achieve school success, including general leadership, instruction, and creating a college-going culture
- Strategically support school leaders in the creation and operation of systems and structures necessary to enable schools to achieve the goals set in their annual instructional operating plans
- Support schools in building community partnerships that enhance and support the accomplishment of the school's mission, vision, and goals
- Monitor and support schools to meet the needs of Alliance's most vulnerable scholars, including those with IEPs, English language learners, and youth living in foster care, and work with partners at the Home Office and externally to create high-quality, cost-effective services to address their needs

*Provide Data Driven Instructional Leadership*

- Understand and interpret performance data to identify areas for development, and share and support implementation of best practices across schools
- Build capacity of school leaders to ensure effective teaching and learning aligned to the Alliance's leadership and teaching frameworks
- Support school leaders in the work of monitoring, evaluating and implementing of curriculum aligned to the Common Core State Standards to ensure that all scholars are college-ready
- Ensure school leaders effectively use assessment data and results to drive school goals and initiatives
- Think through what school leaders and teachers need to hear, see, and feel to ensure that content is understood, valued and heard

*Provide Alliance-wide Leadership*

- Provide leadership and support of Alliance's strategic goals, with a strong focus on the instructional vision of the organization
- Maintain a strong organizational culture aligned to Alliance's core values and education philosophy
- Provide insight to the Instructional Strategy Team by recommending modifications and adjustments needed to better support schools in the implementation of each school's Strategic Instructional Operating Plan

**Minimum Qualifications:**

- Minimum of five (5) years of experience as a successful school leader with a proven track record of effective secondary school leadership in low-income communities
- Proven instructional strategic planning with the ability to coach others in strategic "theory of action" thinking and effectively translate strategies into plan and action
- Served in the capacity of Hybrid Principal/Area Superintendent and/or Mentor Principal

**The Ideal Candidate Will Have:**

- Minimum of two (2) years of experience effectively coaching or supervising school leaders or aspiring school leaders
- Experience working in a home office role as part of the instructional, curricular, and/or assessment teams preferred
- Knowledge of urban school environments and school culture
- Strong interpersonal skills and the ability to articulate a clear and compelling vision and persuade and influence others to implement it
- Strong knowledge of how to effectively progress monitor actions and course correct appropriately at , teacher, and systems levels
- A proven ability to implement systems that drive higher outcomes
- Strong written and oral communication skills, with the ability to tailor information to various audiences
- Comfort in and enthusiasm for using large amounts of data to drive decisions at the school and organization levels

## **PRINCIPAL**

Alliance Principals receive substantial professional development to continue to hone their craft, including monthly full-day professional development sessions, semi-annual network-wide leadership retreats, and ongoing coaching from Instructional Superintendents and our Chief Instructional Officer. Principals receive robust support from the Alliance Home Office to enable their leadership, including support in selecting and implementing research-based, rigorous curriculum and utilizing assessment data to drive instruction, as well as back-office support (e.g., finance, operations, HR, IT, facilities).

### **Essential Responsibilities:**

#### *Instructional, Visionary, and Talent Leadership*

- Drive instructional excellence by setting aspirational school goals and ensuring that teachers receive appropriate, targeted coaching and professional development to meet goals.
- Prepare all scholars to apply to, enroll, attend, and succeed in college by implementing a college-ready curriculum and supporting instructional activities, and by using multiple data points and ongoing data analysis to continually revise and improve the school's instructional program.
- Supervise, coach, develop, and evaluate teachers via regular observations, feedback, and coaching as part of Alliance's rigorous teacher development and support system.
- Demonstrates a strong commitment and capability to thrive in a fast-paced, results-oriented environment in alignment with our network's strategic direction.

#### *Positive School and Community Culture*

- Create a culture of high expectations with a relentless focus on student achievement, college and career readiness, operational efficiency, and self-improvement.
- Maintain a safe and positive school environment in which students thrive, develop, and grow.
- Develop a work environment to retain and develop exceptionally 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 Alliance Home Office to secure and allocate the resources and support necessary to maintain the school's organizational health.

**Minimum Qualifications:**

- Bachelor's degree or higher from an accredited college or university;
- Graduate degree from an accredited college or university is preferred;
- Valid California teaching credential is preferred;
- Three or more successful years of experience as a teacher, counselor, or similar school based role;
- Two or more successful years of experience as an Assistant Principal or similar school leadership experience preferred.

**The Ideal Candidate Will Have:**

- A belief in and alignment with Alliance's core beliefs and educational philosophy to prepare scholars for the intellectual rigor of college and the skills required for 21st-century careers;
- Deep understanding of the nuances of urban school environments and school culture;
- Expertise in change management
- Expertise in building a positive and collaborative adult culture;
- Expertise in data-informed decision-making
- Instructional expertise, including knowledge of Common Core-aligned instruction, student-centered classrooms, personalized learning, and instructional technology;
- Ability to thrive in settings with system expectations, independence, and high levels of personal flexibility;
- Strong interpersonal skills and ability to build and cultivate relationships with students and adults;
- Deep belief in growth mindset;
- Exhibit respect and humility in all interactions;
- Excellent communication skills, both verbal and written;
- Entrepreneurial spirit to thrive in a fast-paced and achievement-oriented environment;
- A willingness to go above and beyond to contribute to the success of a dynamic team;
- Ability to develop and implement organizational systems and strategies

**PRINCIPAL-IN-RESIDENCE**

The Principal-in-Residence role is for current Alliance Assistant Principals who are conducting additional principal responsibilities as they complete their training programs. Paired with Alliance's commitment to talent development and training, Principals-in-Residence will spend up to a year intensively learning from and training with an experienced Alliance principal or mentor principal to strengthen cultural, instructional, and operational leadership skills. Principals-in-Residence receive substantial professional development sessions, such as semi-annual network-wide leadership retreats, and ongoing coaching from experienced sitting principals and Instructional Superintendents. The goal of Alliance Principal-in-Residence program is to prepare participants to step into a principal position at an Alliance school site within one to two years.

**Essential Responsibilities:*****Instructional and Visionary Leadership***

- Drive instructional excellence by setting aspirational school goals and ensuring that teachers receive appropriate, targeted coaching and professional development to meet goals.
- Prepare all students to apply to, enroll, attend, and succeed in college by implementing a college-ready curriculum and supporting instructional activities, and by using multiple

data points and ongoing data analysis to continually revise and improve the school's instructional program.

- Supervise, coach, develop, and evaluate teachers via regular observations, feedback, and coaching as part of Alliance's rigorous teacher development and support system.

**Positive School and Community Culture**

- Create a culture of high expectations with a relentless focus on student achievement, college and career readiness, operational efficiency, and self-improvement.
- Maintain a safe and positive school environment in which students thrive, develop and grow.
- Develop a best-in-class work environment to retain and develop exceptionally 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 Alliance Home Office to secure and allocate the resources and support necessary to maintain the school's organizational health.

**The Ideal Candidate Will Have:**

- A belief in and alignment with Alliance's core beliefs and educational philosophy to prepare students for the intellectual rigor of college and the skills required for 21<sup>st</sup>-century careers
- Deep understanding of the nuances of urban school environments and school culture
- A proven track record of leading, managing, and coaching other educators to increase student achievement with a similar student population as Alliance schools in an urban or charter school
- Demonstrated experience working with diverse student populations and leading differentiated instructional support for special populations and different levels of learners
- Expertise in building a positive and collaborative adult culture
- Deep instructional expertise, including knowledge of Common Core-aligned instruction, developing student-centered classrooms, promoting personalized learning, and using instructional technology
- An entrepreneurial spirit with an interest in innovative practices
- Ability to thrive in settings with autonomy, independence, and high levels of personal flexibility
- Strong interpersonal skills and ability to build and cultivate relationships with adult stakeholders
- A willingness to go above and beyond to contribute to the success of a dynamic team

**Minimum Qualifications:**

- Bachelor's degree or higher from an accredited college or university.
- Three or more successful years of experience as a teacher, counselor, or similar school based role;
- Two or more successful years of experience as an Assistant Principal or similar school leadership experience preferred.

**ASSISTANT PRINCIPAL**

Our Assistant Principals are instructional leaders and managers who inspire scholars to achieve exceptional outcomes that will prepare scholars for and through college and support

scholar achievement. Assistant Principals are passionate, and social justice-oriented, with an unyielding belief that all scholars deserve the best education to give them access to transformational opportunities that will lead to success in the years to come. As a transformative instructional leader, you'll have the opportunity to work in an engaging and rewarding environment that encourages self-reflection while receiving feedback, monthly professional development, and other differentiated support. *Instructional Deans and Coaches, Department Chairs, and Coordinators are encouraged to apply.*

**Essential Responsibilities:**

*Instructional Leadership*

- Lead teachers, teacher leaders, and department chairs in dramatically improving scholar outcomes through the implementation of a rigorous data-driven instruction cycle, high-quality professional development aligned to identified gaps, and ongoing observation and feedback.
- Coach, manage, evaluate, support, and inspire a set of teachers and staff via observations with feedback that accurately captures strengths, growth areas, and measurable progress.
- Set high standards for achievement so that students are on track to be college-ready.
- Ensure that school-wide curriculum, assessments, differentiated instruction, and more detailed instructional strategies are aligned with the Common Core State Standards.

*Vision and Cultural Leadership*

- Project and encourage a positive, cooperative atmosphere within the school.
- Oversee systems and supports that ensure a positive school climate in which students can develop a love for learning and a sense of responsibility, self-worth, and good citizenship.
- Build and maintain strong relationships with families, students, and colleagues at the school site and the Alliance Home Office.
- Build a productive, positive staff culture in which staff members grow, learn, collaborate, thrive, and feel supported in achieving high expectations.
- Lead non-instructional school functions that vary by school site, but potentially include testing coordination, compliance reporting, student activities/enrollment, etc.

**Minimum Qualifications:**

- Bachelor's degree or higher from an accredited college or university;
- Graduate degree from an accredited college or university is preferred;
- Valid California teaching credential preferred;
- Three or more successful years of experience as a teacher, counselor, or similar school-based role;
- One or more successful years of experience leading adults.

**The Ideal Candidate Will Have:**

- A belief in and alignment with Alliance's core beliefs and educational philosophy to prepare scholars for the intellectual rigor of college and the skills required for 21st-century careers;
- Deep understanding of the nuances of urban school environments and school culture;
- Expertise in building a positive and collaborative adult culture;
- Instructional expertise, including knowledge of Common Core-aligned instruction, student-centered classrooms, personalized learning, and instructional technology;
- Ability to thrive in settings with autonomy, independence, and high levels of personal flexibility;

- Strong interpersonal skills and ability to build and cultivate relationships with students and adults;
- Deep belief in growth mindset;
- Exhibit respect and humility in all interactions;
- Excellent communication skills, both verbal and written;
- Entrepreneurial spirit to thrive in a fast-paced and achievement-oriented environment;
- A willingness to go above and beyond to contribute to the success of a dynamic team; and
- Strong computer skills (i.e. information systems).
- Bilingual Spanish is preferred.

### **ASSISTANT PRINCIPAL OF OPERATIONS**

The Assistant Principal (AP) of Operations will lead school site operations and will report to the school principal with support from the Alliance Home Office Operations team. This role will lead the strategy and structures for all non-instructional functions necessary to run a high-performing school. As part of the school's leadership team, the AP of Operations will not only lead the non-instructional functions of the school, but, in order to be effective, this role must develop positive interpersonal relationships with the entire school community including teachers, staff, scholars, families, and visitors and be seen as a leader of the school. The AP of Operations also manages the operations team of the school responsible for managing finance and procurement, student data and reporting, nutrition program, facilities, recruitment and enrollment, student health and safety, and regulatory compliance.

#### **Essential Responsibilities:**

##### *Visionary Leadership*

- Sets a compelling vision and laser-focused plan for operational excellence that facilitates college-ready scholar achievement and supports progress toward school-wide goals
- Sits on the school-based leadership team and supports school-wide priorities and initiatives
- Serves as thought partner to the principal in the design and implementation of school-wide systems

##### *Operational Leadership and Systems Thinking*

- Ensures all district, state, federal, and authorizer compliance requirements are completed on time
- Designs and manages school-wide systems including arrival, dismissal, transitions, nutrition, and lunch, supply requests, procurement processing
- Oversees and designs systems and structures for all fiscal matters including purchasing, inventory, payroll, and implementation of Alliance fiscal policies
- Creates and manages student recruitment and enrollment strategy using data and ensures the school hits its annual recruitment and retention targets
- Serves as the owner of the school information system and plans and executes key inputs for attendance, enrollment, contact information, and other key data, including transfer and exit data
- Oversees the school nutrition program, ensuring compliance and fiscal responsibility
- Assesses school health and safety need and designs emergency response procedures and strategy while serving as school safety officer to train staff and students on emergency procedures
- Plans for and oversees daily maintenance and improvements of the school facility
- Develops and maintains clear family communication structures

- Conducts high-quality walkthroughs, observations, and audits and uses data and trends to determine rigorous and timely strategic shifts to drive operational outcomes

*Cultural and Talent Leadership*

- Hires, manages, coaches, trains, and develops school operations team members
- Creates and executes training of Alliance operational procedures for all school stakeholders
- Designs and leads professional development opportunities for teachers and staff for non-instructional priorities of the school
- Participates in cross-network operations initiatives, pilots, and projects, promoting best practice sharing across schools
- Performs or manages other functions as assigned

**Minimum Qualifications:**

- Bachelor's degree in related field required, graduate degree strongly preferred
- 4+ years of school and/or operations experience
- Certificated school-based or teaching experience preferred
- Previous school-based leadership preferred
- Experience managing others
- Spanish fluency preferred

**The Ideal Candidate Will Have:**

- Demonstrated ability to lead, influence, and hold others accountable
- Ability to coach and develop direct reports
- Strong project and time management skills
- Ability to take initiative, set priorities, and manage multiple projects simultaneously
- Strong analytical, critical thinking, and problem-solving skills
- Aptitude for designing and building systems and using data to adjust strategy to drive desired outcomes
- Attention to detail
- Ability to remain calm under pressure, especially in difficult conversations with parents and staff
- Ability to treat sensitive issues with respect and empathy, maintaining confidentiality where required
- Willingness and ability to learn new skills and processes as needed
- Organized in work habits and able to meet deadlines
- Customer service orientation
- Open to feedback and growth
- Belief in and alignment with Alliance's core beliefs and mission

**DIRECTOR OF INSTRUCTION**

Alliance Directors of Instruction work collaboratively with the rest of the school's leadership team to oversee the implementation of the Alliance educational model and its core values. Directors of Instruction ensure that the school's academic achievement goals are met and that classrooms consistently reflect rigorous instruction aligned to the school's SIOP (strategic instructional operations plan).

**Essential Responsibilities:**

*Curriculum and Instruction*

- Projects and encourages a positive, cooperative atmosphere within the school and seeks to motivate all staff toward the fulfillment of the school's mission.
- Shares responsibility for the improvement of instruction within the school.
- Promotes curriculum improvement and ensures that instructional programs and courses are implemented consistently with the Common Core State Standards.
- Works constructively in securing staff involvement and support for the development and implementation of instructional shifts aligned to the SIOP.
- Keeps informed and up to date regarding new developments in curriculum, instruction, and administration, i.e. workshops, meetings, credit classes, etc.
- Helps coordinate and conduct faculty meetings/professional development on a weekly basis.

#### *Administration and Organization*

- Assists the principal in the planning for all aspects of instruction, including all types of scheduling, registration of students, and the development of a master schedule.
- Strives to attain a positive school climate in which students can mature and develop a sense of responsibility, self-worth, and good citizenship.
- Enforces rules consistent with the approved Charter petition, the school's philosophy, and current law.
- Assumes responsibility for security and pupil safety; enforces procedures designed to protect and enhance the safety of students and staff, and to promote the security of property and equipment.
- Coordinates the school's extra-curricular activities and effective guidance program.
- Promotes the general health, safety, and welfare of the student body, guiding, supervising, and/or coordinating all student activities to include school-related activities outside of regular school hours, i.e. career exploration, field trips, service learning, etc.

#### *Teacher and Community Relationships*

- Assists and encourages teachers to develop and improve their professional expertise through the development of a professional growth plan and portfolio.
- Assists principals with coordinating staff assignments and schedules.
- Conducts weekly professional development and team meetings.
- Develops and maintains a positive communication system with the community and is responsive to meaningful input.
- Develops and maintains parent resources and engages parents in volunteerism in the school.

#### **Minimum Qualifications:**

- A degree in teaching, curriculum, and instruction or a related field from an accredited college or university.
- A minimum of 5 years of successful secondary teaching; OR 3 years of successful teaching and a minimum of 2 years of successful coaching experience.
- Possess and maintain a valid California secondary teaching credential.

#### **The Ideal Candidate Will Have:**

- **Believe.** Hold the belief that all scholars, regardless of their economic or social demographics, deserve a quality education and can earn a four-year college degree.
- **Social Justice.** Desire to be a part of Alliance's social justice mission, integrating anti-racist, student-centered instruction, and working in systemically underserved communities in Los Angeles.

- **Culture.** Demonstrate an ability to develop a positive, achievement-oriented, supportive, and collaborative culture of high expectations that motivates and inspires scholars to learn at college-preparatory levels.
- **Expertise.** Have strong academic content expertise, instructional and classroom culture skills, and in-depth knowledge of effective evaluation and assessment techniques to drive scholarly learning. Thrive in an environment of high expectations and collaboration.
- **Mindset.** Hold a growth mindset and commit to continuously honing their craft.
- **Relationship-Building.** Have strong interpersonal, communication, and relationship-building skills with both children and adults.

## **DEAN OF STUDENTS**

Alliance Deans of Students are responsible for facilitating the development and support of an inclusive school community that encourages a culture of high academic achievement, wellness, a sense of belonging, individual accountability, and collective responsibility.

### **Essential Responsibilities:**

#### *School Culture and Climate*

- Drive the effective and consistent implementation of Schoolwide Positive Behavioral Interventions and Supports (PBIS) and Trauma Informed Mindset, Approach, and Practices.
- Regularly participate in conversations about race with colleagues that aim to build a more equitable, inclusive, and culturally relevant school culture and climate.
- Promote general scholar health, safety, and welfare by overseeing planned inclusive scholar activities (e.g. career exploration, field trips, service learning, dances, rallies, etc.)

#### *Scholar Behavior, Discipline, and Safety*

- Conduct scholarly behavior incident investigations and write reports
- Oversee scholar discipline record keeping and documentation
- Provide consistent and clear communication for parents both verbally and in writing
- Manage suspension, alternative-to-suspension, and behavior referral processes using a restorative approach, non-exclusionary practices, and strong documentation procedures.
- Assist in the planning, implementation, and progress monitoring of effective individual scholar behavior support plans alongside scholars, parents/guardians, teachers, counselors, and other support service providers.
- Assume responsibility for the overall safety and well-being of all scholars.

#### *Family Engagement and Relationships*

- Model for staff and support them in building and maintaining strong relationships with scholars and families.
- Plan and lead parent/guardian conferences for behavior and/or attendance-related issues as needed.

#### *Scholar Attendance*

- As part of the attendance team, manage and implement school strategy to reduce chronic absenteeism and increase scholar attendance with a trauma-informed lens and special attention to scholar subgroups (i.e. scholars who are: English Learners, socioeconomically disadvantaged, foster youth, homeless, students with disabilities, racial/ethnic groups).

#### *Culture/Social Emotional Learning (SEL) Team and Data Leadership*

- With the Culture/SEL team, regularly capture, share, and analyze scholar culture data and trends (including SEL surveys, attendance, and discipline) to assess and inform scholar services and a Multi-Tiered System of Support (MTSS).
- Lead all data analysis with a trauma-informed lens and special attention to scholar subgroups (i.e. scholars who are: English Learners, socioeconomically disadvantaged, foster youth, homeless, students with disabilities, racial/ethnic groups).
- Regularly collect and analyze behavior referral, suspension, discipline, and violence data for both school safety planning and identification of any disproportionality, including over-suspension of African American scholars.

*Staff Development and Support*

- Provide ongoing support (e.g. training, PD sessions, resources, modeling, coaching, feedback) for staff on building positive classroom environments, relationships with scholars, effective implementation of the schoolwide PBIS plan, and alternatives to exclusionary (i.e. referral out-of-class) discipline practices.
- Conduct regular classroom and common area culture observations.

*Miscellaneous*

- Uphold and follow school policies and procedures.
- Other duties as assigned by the Principal or Assistant Principal.

**Minimum Qualifications:**

- A Bachelor's Degree or higher from an accredited college or university
- At least 4 years of progressive professional work experience in a related field, including at least one (1) year of school leadership experience directing a multi-tiered system of support and/or response to intervention for scholar behavior/culture in a public or public charter urban school
- At least two (2) years experience working in a charter school or urban district setting

**The Ideal Candidate Will Have:**

- **Believe.** Hold the belief that all scholars, regardless of their economic or social demographics, deserve a quality education and can earn a four-year college degree.
- **Social Justice.** Desire to be a part of Alliance's social justice mission, integrating anti-racist, student-centered instruction, and working in systemically underserved communities in Los Angeles.
- **Culture.** Demonstrate an ability to develop a positive, achievement-oriented, supportive, and collaborative culture of high expectations that motivates and inspires scholars to learn at college-preparatory levels.
- **Expertise.** Have strong academic content expertise, instructional and classroom culture skills, and in-depth knowledge of effective evaluation and assessment techniques to drive scholarly learning. Thrive in an environment of high expectations and collaboration.
- **Mindset.** Hold a growth mindset and commit to continuously honing their craft.
- **Relationship-Building.** Have strong interpersonal, communication, and relationship-building skills with both children and adults.

**COORDINATOR, COMMUNITY SCHOOLS**

The Community Schools Coordinator is responsible for the implementation, integration, alignment and coordination of the California Community Schools Partnership Program (CCSPP) for a participating school site. The CCSPP supports the school's efforts to partner with community agencies and local governments to align community resources to improve

scholar outcomes. These partnerships provide an integrated focus on academics, health and social services, youth and community development, and community engagement. The Community Schools Coordinator will ensure *all* scholars are successful through partnering both internally and externally to coordinate services and resources to support scholar well-being, academic exploration and remediation, and health. This role will report to the participating school principal and will work closely with the Director, Community Schools on the Alliance Home Office Equity Programs Team. This is a grant-funded role which is expected to last through June 30, 2029.

**Essential Responsibilities:**

- Programmatic Management: Responsible for creating and implementing community schools plan, including tracking of program activities, synthesizing the school’s goals, monitoring progress toward outcomes in a timely manner, and regularly collecting and updating information to inform the Annual Progress Report
- Connection Between School and Community: Serves as a bridge between the school and the community it serves by building and maintaining relationships with local organizations, businesses, government agencies, and community members to align the resources and services offered with the needs and aspirations of the community. Integrate effective education, college preparation, family engagement, enrichment, and recreation services into the existing school community in order to impact scholar achievement and ensure an impactful community schools model in collaboration with school staff;
- Provide holistic support for scholars: Identify scholars' and families' needs and connect them with appropriate services, such as counseling, healthcare, tutoring, and after-school programs to improve overall well-being and ability to focus on learning.
- Family Engagement: Facilitate family involvement in their children's education through organizing workshops, meetings, and events encouraging parents and guardians to participate in their child's learning journey.
- Resource Mobilization: Identify and secure school and community resources such as grants, donations, and partnerships with local organizations to enhance educational programs, provide essential services, and create opportunities for scholars and families.
- Data Collection and Analysis: Collect data on scholar and community needs and program outcomes to continually assess their effectiveness, make informed decisions, and adapt their services to meet changing needs.
- Collaborate: Establish strong, productive, and trusting relationships with administrative team, school personnel, staff, scholars and community to seek input on needs and address barriers to learning, equity and inclusion.

**Minimum Qualifications:**

- A Bachelor’s Degree or higher from an accredited college or university.
- At least 4 years of progressive professional work experience in a related field, including at least one (1) year school leadership experience in a public or public charter urban school.

**The Ideal Candidate Will Have:**

- **Believe.** Hold the belief that all scholars, regardless of their economic or social demographics, deserve a quality education and can earn a four-year college degree.

- **Social Justice.** Desire to be a part of Alliance’s social justice mission, integrating anti-racist, scholar-centered instruction, and working in systemically underserved communities in Los Angeles.
- **Culture.** Demonstrate an ability to develop a positive, achievement-oriented, supportive, and collaborative culture of high expectations that motivates and inspires scholars to learn at college-preparatory levels.
- **Expertise.** Have strong academic content expertise, instructional and classroom culture skills, and in-depth knowledge of effective evaluation and assessment techniques to drive scholar learning. Thrive in an environment of high expectations and collaboration.
- **Mindset.** Hold a growth mindset and commit to continuously honing their craft.
- **Relationship-Building.** Have strong interpersonal, communication, and relationship-building skills with both children and adults.

### **COORDINATOR, ENGLISH LANGUAGE DEVELOPMENT**

The English Language Development (ELD) Coordinator is an integral part of the school’s instructional leadership team and leads the ELD strategy at their school site. With specialized expertise in the instruction of ELD, the coordinator is responsible for ensuring all English Learner (EL) scholars are supported academically and social-emotionally and will collaborate with counselors, teachers, and families to support EL scholar success. The Coordinator will create and implement the site’s ELD program and coach classroom teachers to effectively use appropriate strategies to ensure strong outcomes for EL scholars. In addition to these leadership duties, the Coordinator may also provide direct ELD instruction in the classroom. The Alliance Schools network is committed to diversity, equity, and inclusion. About two-thirds of our teachers and administrators identify as people of color. We believe in the importance of diverse role models for our scholars and the rich cultures of the families and communities we serve. Working at an Alliance school is an opportunity to inspire transformational change for scholars and their communities while building lifelong, meaningful relationships.

#### **Essential Responsibilities:**

- Develop and implement a school-specific English Learner Program strategy, aligned to the Alliance EL Master Plan, to improve instruction and student achievement for EL scholars.
- Support ELD and content teachers to improve instruction for EL scholars through modeling, co-teaching, and push-in scholar support. Coordinators may also teach a small number of **designated** ELD classes.
- Observe and provide feedback, coaching, and support to ELD teacher(s) to improve teaching and learning, unit and lesson planning, lesson execution, and data analysis.
- Plan and lead professional development for all teaching staff on how to integrate California ELD standards with their state-adopted academic content standards (Integrated ELD).
  - Maintain English Learner documentation in School-Facing Folders
  - Other tasks as assigned by the Principal
- Evaluate the site’s English Learner program through quarterly walkthroughs and ongoing student data analysis to ensure the effectiveness of the site's ELD program.
- Lead each cycle of reclassification for EL scholars, working closely with School Operations Managers and counselors to ensure appropriate identification and placement of scholars. Progress monitor both EL scholars and recently reclassified scholars.

- Coordinate and administer the California Language Proficiency Assessment (ELPAC) and interpret results to identify and reclassify EL scholars.
- Ensure that EL accommodations are provided for SBAC, SAT, ACT, and classroom assessments to provide EL scholars with every opportunity to achieve at high levels.
- Recruit, form, and lead the EL Parent Advisory Group to ensure that EL families have a voice in school decision-making.
- Any other duties/projects as assigned by the school administrator and/or the Alliance Director of Academic Intervention and Language Acquisition and Director of Diverse Learner Compliance.

**Minimum Qualifications:**

- Bachelor's degree
- Valid CA teaching credential (Multiple Subject, Single Subject, or Ed Specialist with CLAD or other qualifying credential with English Language Learner authorization).
- 3+ years of experience working with EL scholars at all levels, including emerging, expanding, and bridging.
- At least one year of experience coaching and observing teachers (Leadership role – Department Chair, Mentor Teacher, etc.) is preferred.

**The Ideal Candidate Will Have:**

- **Believe.** Hold the belief that all scholars, regardless of their economic or social demographics, deserve a quality education and can earn a four-year college degree.
- **Social Justice.** Desire to be a part of Alliance's social justice mission, integrating anti-racist, student-centered instruction, and working in systemically underserved communities in Los Angeles.
- **Culture.** Demonstrate an ability to develop a positive, achievement-oriented, supportive, and collaborative culture of high expectations that motivates and inspires scholars to learn at college-preparatory levels.
- **Expertise.** Have strong academic content expertise, instructional and classroom culture skills, and in-depth knowledge of effective evaluation and assessment techniques to drive scholarly learning. Thrive in an environment of high expectations and collaboration.
- **Mindset.** Hold a growth mindset and commit to continuously honing their craft.
- **Relationship-Building.** Have strong interpersonal, communication, and relationship-building skills with both children and adults.

**COORDINATOR, SPECIAL EDUCATION**

The Special Education Coordinator is an integral part of the school's instructional leadership team and is responsible for overseeing programs that provide educational assistance to children with mental, psychological, learning, behavioral, or physical disabilities. With specialized expertise in the instruction of students with special learning needs within or outside the mainstream classroom, the Coordinator collaborates with the site administrator/s and teachers to ensure that the needs of all students are met. The Coordinator works under the direction of the school site principal, Director of Inclusion & Special Education, and Director of Diverse Learner Compliance to develop a comprehensive suite of resources and processes for the identification, placement, and support of students across the spectrum of

academic ability. In addition, the Special Education Coordinator will maintain and monitor special education data for the school site.

**Essential Responsibilities:**

*Maintain and develop knowledge of current Special Education regulations and best practices*

- Provide professional development, coaching, consultation, and resources to special education teachers regarding placement, curriculum, and procedures.
- Analyze assessment results to drive instruction and IEP development
- Schedule and facilitate IEP meetings in a collaborative and professional manner and translate meetings when necessary
- Support general education teachers and administrators in the implementation of appropriate strategies to meet the needs of students with IEPs
- Create and maintain Special Education documentation as required by federal, state, district, and CMO regulations (and LAUSD).
- Develop and assist with appropriate behavior management techniques for students with special needs
- Mentor Resource Specialists (education specialists) at assigned school sites.
- Manage the school's caseload and/or provide guidance to education specialists at the site on the development of Individual Education Programs and Individual Transition Plans in accordance with federal, state, and district standards
- Manage the school's IEP caseload in the district's data management program (i.e. Welligent )
- Ensure IEP timeline compliance of caseload
- Complete monthly Alliance internal reporting documents for assigned site (e.g. 2939 report)
- Manage relationships with outside vendors to ensure students receive all individually prearranged IEP services (i.e. Occupational Therapy, Language and Speech, etc.)
- Develop positive relationships with parents and families in order to engage them in the IEP process and keep them updated on student progress
- Influence the Response to intervention (RTI) and Student Success Team (SST) process
- Manage and/or assist with the development of 504 plans at the assigned site
- Other duties/projects as assigned by a school administrator and/or the Alliance Director of Special Education

*Oversee Special Education Data Systems*

- Analyze Alliance achievement data to identify special education programs and service needs.
- Assist with IEP data for LAUSD.
- Maintain and monitor caseload compliance in Welligent
- Update special education student's information data systems.
- Track and monitor grades, and other achievement data for students in the special education program
- Assist with other duties as assigned.

**Minimum Qualifications:**

- Master's degree from an accredited college or university in Special Education or related field.
- A valid California Education Specialist Credential is required.
- 3+ years of experience working with students with special needs.

- 1+ years of experience coaching and observing teachers (Leadership role – Department Chair, Mentor Teacher, etc.).

**The Ideal Candidate Will Have:**

- **Believe.** Hold the belief that all scholars, regardless of their economic or social demographics, deserve a quality education and can earn a four-year college degree.
- **Social Justice.** Desire to be a part of Alliance’s social justice mission, integrating anti-racist, student-centered instruction, and working in systemically underserved communities in Los Angeles.
- **Culture.** Demonstrate an ability to develop a positive, achievement-oriented, supportive, and collaborative culture of high expectations that motivates and inspires scholars to learn at college-preparatory levels.
- **Expertise.** Have strong academic content expertise, instructional and classroom culture skills, and in-depth knowledge of effective evaluation and assessment techniques to drive scholarly learning. Thrive in an environment of high expectations and collaboration.
- **Mindset.** Hold a growth mindset and commit to continuously honing their craft.
- **Relationship-Building.** Have strong interpersonal, communication, and relationship-building skills with both children and adults.

**COORDINATOR, MULTI-TIERED SYSTEMS OF SUPPORT**

Alliance is seeking a dedicated and experienced Multi-Tiered Systems of Support Coordinator to join our schools team. This individual will play a crucial role as a member of the school community, leading the development and implementation of a robust Multi-Tiered Systems of Support (MTSS) framework from the ground up. The MTSS Coordinator will be responsible for developing this program from scratch, ensuring it effectively addresses the diverse academic and social-emotional needs of our scholars. Additionally, this person will work directly with scholars to implement MTSS intervention strategies. This role is essential in fostering a supportive and inclusive environment where all scholars can thrive. This role will report to the participating school principal and will work closely with the Director, Community Schools on the Alliance Home Office Equity Programs Team. This is a grant-funded role which is expected to last through June 30, 2029.

**Essential Responsibilities:**

*Leadership and Instructional Support:*

- Provide leadership in the development, implementation, and evaluation of MTSS systems and Tier I-III interventions for support.
- Collaborate with the Special Education Department, English Language Development Department, and Interventionists to ensure the delivery of targeted interventions aligned with scholar needs.
- Provide intervention supports (e.g., math) based on data analysis, utilizing evidence-based instructional practices in alignment with Alliance College-Ready Public schools instructional vision.

*Data-Driven Decision Making:*

- Utilize Home Office and school-specific data analysis tools to identify scholar needs, track progress, and inform decision-making processes related to intervention strategies.
- Lead data review meetings with the administrative and instructional teams to analyze scholar performance data and adjust intervention plans accordingly.

*Social-Emotional Learning (SEL) Support:*

- Collaborate with other staff to address the social-emotional needs of scholars through the innovation and implementation of SEL initiatives.
- Facilitate regular meetings to discuss scholar progress, identify at-risk scholars, and develop targeted interventions to support their social-emotional development.

*Professional Development:*

- Lead professional development sessions for all staff, focusing on Universal Design for Learning (UDL) principles and evidence-based instructional strategies to support diverse learners.
- Provide ongoing coaching and support to teachers in the implementation of MTSS practices and interventions in the classroom.

*Documentation and Reporting:*

- Maintain accurate records of scholar progress, intervention plans, and support services provided, ensuring compliance with state and federal regulations.
- Generate reports to monitor the effectiveness of interventions and communicate outcomes to stakeholders.

**Minimum Qualifications:**

- A Bachelor's Degree or higher from an accredited college or university.
- At least 4 years of progressive professional work experience in a related field, including at least one (1) year school leadership experience in a public or public charter urban school.
- Minimum of 3 years of experience in education, with a focus on special education, intervention, or MTSS/RTI systems.
- Hold appropriate California credentials for intervention support, which could include but are not limited to Foundational-Level Mathematics Mathematics, English, Multiple Subject, or Reading Specialist Credentials.
- Administrative or leadership experience preferred, with a strong understanding of data-driven decision-making processes.

**The Ideal Candidate Will Have:**

- **Believe.** Hold the belief that all scholars, regardless of their economic or social demographics, deserve a quality education and can earn a four-year college degree.
- **Social Justice.** Desire to be a part of Alliance's social justice mission, integrating anti-racist, student-centered instruction, and working in systemically underserved communities in Los Angeles.
- **Culture.** Demonstrate an ability to develop a positive, achievement-oriented, supportive, and collaborative culture of high expectations that motivates and inspires scholars to learn at college-preparatory levels.
- **Expertise.** Have strong academic content expertise, instructional and classroom culture skills, and in-depth knowledge of effective evaluation and assessment techniques to drive scholarly learning. Thrive in an environment of high expectations and collaboration.
- **Mindset.** Hold a growth mindset and commit to continuously honing their craft.
- **Relationship-Building.** Have strong interpersonal, communication, and relationship-building skills with both children and adults.

**COUNSELOR**

Alliance Counselors at Middle Schools and High Schools are responsible for providing a comprehensive school counseling program that is preventative in design, developmental in implementation, and supports Alliance scholars in the areas of academic achievement, college planning and matriculation, career exploration, and personal and social development. Alliance counselors serve as advocates on campus who provide support and assist in the communication between each scholar and their teachers, administrators, parents, coaches, and prospective supplemental/enrichment programs.

**Essential Responsibilities:**

**Counselors at the Middle and High school levels will differ.** They may include, but are not limited to:

*Provide guidance to support high school completion*

- Use data to develop and inform the development of the school counseling program and evaluate the program's impact on the school's instruction and operating goals.
- Provide resources and information to assist scholars in developing a rigorous academic course schedule, aligned with scholars' skills and interests.
- Inform scholars and their parents/guardians of test results and their implications for educational planning.
- Provide direct preventative and responsive services to scholars, including individual scholar planning and evaluating scholars' graduation status to inform scholars of their status for graduation.
- Assist in ensuring proper and accurate scholar schedules and making appropriate schedule changes as needed, supporting the registration process, and using data to support scholar planning.
- As necessary, develop or support the development of 504 plans, participate in Individual Education Plan (IEP) meetings, and contribute to the development of scholars' Individual Transition Plan (ITP).
- Facilitate and/or participate in Scholar Success Team (SST) meetings/Grade Level Team meetings/Culture Team meetings.
- Counsel, motivate, and work with scholars who are underachieving or need additional support academically.

*Provide guidance to support college matriculation and completion aligned with scholar's personal interests and strengths*

- Create a college-going culture across the school, at all grade levels.
- Coordinate career awareness activities across all grade levels such as career fairs and guest speakers.
- Support scholars in identifying paths towards post-secondary options, developing a list of colleges and universities to which to apply, applying to colleges, and matriculating to college.
- Develop and implement programs related to financial aid literacy and readiness for all grade levels.
- Develop and implement opportunities for scholarships and financial aid completion.
- Oversee general alumni tracking and reporting requests.

*Support the personal development of scholars*

- Conduct structured, goal-oriented, data-driven guidance to meet the identified needs of individuals or groups of scholars.
- Assess scholar needs and make referrals to appropriate Alliance resources, social agencies, community agencies, and alternative programs in consultation with their parents/guardians.

- Consult and coordinate the referral process with other school and Alliance personnel including school psychologists, social workers, administrators, teachers, and other community resources.
- Plan, coordinate, and/or implement classroom guidance sessions to meet the identified counseling competencies in the areas of academic achievement, career and educational development, and personal and social development to assist scholars in developing decision-making skills and identifying life goals.
- Consult and collaborate with teachers, staff, and parents/guardians regarding the developmental needs of scholars.
- Must be able to adapt to the varying needs of students, parents, and stakeholders including, but not limited to, the ability to work in high-pressure situations and environments.

*Provide systems support*

- Use Alliance technology platforms (e.g. PowerSchool, Naviance) to inform and support the counseling program.
- Build community resources to promote scholars' academic, personal/social emotional, college & career success.
- Act as an advocate for scholars as appropriate in conjunction with other staff.
- Provide professional development programs for school staff on topics related to the school counseling program and supporting scholar achievement.
- Collaborate with Parent Engagement Specialists to provide opportunities for parent education programs.
- Participate with the administration and faculty as a team member in school committees.
- Actively participate in Alliance-provided meetings that foster the development and improvement of school counseling.
- Other duties as assigned by the Principal.

**Minimum Qualifications:**

- A Master's Degree in School Counseling, Education, Psychology, Social Work, or another related field
- Possess a valid California Pupil Personnel Services Credential (PPS) with an authorization in School Counseling

**The Ideal Candidate Will Have:**

- **Believe.** Hold the belief that all scholars, regardless of their economic or social demographics, deserve a quality education and can earn a four-year college degree.
- **Social Justice.** Desire to be a part of Alliance's social justice mission, integrating anti-racist, student-centered instruction, and working in systemically underserved communities in Los Angeles.
- **Culture.** Demonstrate an ability to develop a positive, achievement-oriented, supportive, and collaborative culture of high expectations that motivates and inspires scholars to learn at college-preparatory levels.
- **Expertise.** Have strong academic content expertise, instructional and classroom culture skills, and in-depth knowledge of effective evaluation and assessment techniques to drive scholarly learning. Thrive in an environment of high expectations and collaboration.
- **Mindset.** Hold a growth mindset and commit to continuously honing their craft.
- **Relationship-Building.** Have strong interpersonal, communication, and relationship-building skills with both children and adults.

## **INSTRUCTIONAL COACH**

Alliance's Instructional Coach works collaboratively with the rest of the school's leadership team to oversee the implementation of the Alliance educational model and its core values. The Instructional Coach ensures that the school's academic achievement goals are met and that classrooms consistently reflect rigorous instruction aligned to the school's SIOP (strategic instructional operations plan).

### **Essential Responsibilities:**

*Coaching/Support Provider (Work with individual teachers, departments, and school leaders to develop effective instructional practices)*

- Promote Common Core instruction by: 1) providing demonstration lessons, 2) conducting focused observations, and 3) facilitating professional development on research-based instructional strategies and pedagogy.
- Support the development of high-quality common core instruction.

*Data Manager (Work with implementation and scholar outcome data to help teachers and principals improve instruction)*

- Support teachers in managing, interpreting, and using assessment data and facilitate the analysis of data and scholarly work to guide instructional decisions.
- Work with Alliance school leaders and teachers to continuously track and analyze scholar achievement data related to the subject area in order to identify needed supports, strategies, and professional development.

*Network Builder (create routines and practices that build or sustain connections between people who have expertise to share but little contact)*

- Uphold the mission and values established by Alliance College-Ready Public Schools.
- Work collaboratively with School Administration to design and facilitate school-site-specific professional developments that are aligned to high-priority initiatives and teacher need

*Tool Designer (translate new vision of teaching & learning into tangible materials for teachers to use)*

- Assist in the development, review, and selection process for Common Core-Aligned Curricula.
- Assist in the development of planning tools for teachers, benchmark assessments, and professional development modules.
- Gather and publish Common Core Curricula and links on the Alliance intranet.

### **Minimum Qualifications:**

- Bachelor's degree from an accredited college or university.
- Ability to obtain a valid California Teaching Credential in the assigned subject area(s) and a valid English Learner authorization (e.g. CLAD, BCLAD).

### **The Ideal Candidate Will Have:**

- **Believe.** Hold the belief that all scholars, regardless of their economic or social demographics, deserve a quality education and can earn a four-year college degree.
- **Social Justice.** Desire to be a part of Alliance's social justice mission, integrating anti-racist, student-centered instruction, and working in systemically underserved communities in Los Angeles.

- **Culture.** Demonstrate an ability to develop a positive, achievement-oriented, supportive, and collaborative culture of high expectations that motivates and inspires scholars to learn at college-preparatory levels.
- **Expertise.** Have strong academic content expertise, instructional and classroom culture skills, and in-depth knowledge of effective evaluation and assessment techniques to drive scholarly learning. Thrive in an environment of high expectations and collaboration.
- **Mindset.** Hold a growth mindset and commit to continuously honing their craft.
- **Relationship-Building.** Have strong interpersonal, communication, and relationship-building skills with both children and adults.

## **TEACHER**

*At Alliance, when we say that all scholars can learn and achieve, we mean **all**.*

- Teaching at an Alliance school is an opportunity to inspire transformational change for scholars and their communities while building lifelong, meaningful relationships.
- We aspire to have 75% or more of our scholars complete a four-year college degree.

*We provide teachers with the autonomy to adjust their practices to meet the individual needs of their scholars.*

- Teachers are able to focus on individuals due to small class sizes and ancillary resources, including English Learner and special education interventions, counselors, and instructional assistants.
- We also provide teachers with resources such as curriculum maps, a repository of instructional materials and videos, interim assessments and item banks, one-on-one teacher coaching, weekly professional development, and freedom to innovate.
- Our School Strategy Team is dedicated to building a research-based academic intervention model and dramatically strengthening our support of scholars' social-emotional learning and mental health.

### **Essential Responsibilities:**

*Provide Excellent College-Preparatory Instruction to all Scholars*

- Develop and maintain a positive, achievement-oriented, supportive, and collaborative culture of high expectations that motivates and inspires scholars to learn at college-preparatory levels.
- Effectively execute assigned curriculum and just-in-time support to reach every scholar, regardless of prior academic background, disability, or English language fluency.
- Engage in internalizing assigned curriculum, tied to specific grade level and content standards, in teacher teams and individually to prepare daily lesson plans, instructional materials, and exit tickets aligned to rigorous college-ready standards (e.g., Common Core State Standards, Next Generation Science Standards, etc.).
- Welcome and incorporate feedback from the coaching, guidance, and feedback provided by school leaders, peer coaches, and content support managers.

*Uphold Alliance Values and Standards of Excellence*

- Exhibit a continuous improvement mindset to provide scholars opportunities aligned to Alliance's Graduate Profile.
- Ensure timely and high-quality submission of school requirements such as intellectual preparation/lesson plans, unit plans, and re-teaching plans.

- Provide a coherent and supportive classroom culture aligned to the school-wide culture policy and keep documentation of all interventions taken to support scholar engagement, learning, and well-being.
- Maintain accurate, current records for attendance and coursework, and submit timely completed report cards and school-wide assessment records.

**Minimum Qualifications:**

- Bachelor’s degree from an accredited college or university.
- Valid California Teaching Credential in the assigned subject area(s) and a valid English Learner authorization (e.g. CLAD, BCLAD).

**The Ideal Candidate Will Have:**

- **Believe.** Hold the belief that all scholars, regardless of their economic or social demographics, deserve a quality education and can earn a four-year college degree.
- **Social Justice.** Desire to be a part of Alliance’s social justice mission, integrating anti-racist, student-centered instruction, and working in systemically underserved communities in Los Angeles.
- **Culture.** Demonstrate an ability to develop a positive, achievement-oriented, supportive, and collaborative culture of high expectations that motivates and inspires scholars to learn at college-preparatory levels.
- **Expertise.** Have strong academic content expertise, instructional and classroom culture skills, and in-depth knowledge of effective evaluation and assessment techniques to drive scholarly learning. Thrive in an environment of high expectations and collaboration.
- **Mindset.** Hold a growth mindset and commit to continuously honing their craft.
- **Relationship-Building.** Have strong interpersonal, communication, and relationship-building skills with both children and adults.

**SCHOOL PSYCHOLOGIST**

Alliance School Psychologists will provide a full range of psychological services, including testing, counseling, and consulting to assist in meeting the social, emotional, and educational needs of general and special education students. The School Psychologist will administer and interpret psychological assessments; provide recommendations regarding the evaluation and placement of students; consult with teachers, administrators, specialists, agencies, and parents; coordinate behavior management programs; and perform related duties as assigned.

**Essential Responsibilities:**

- Provide psycho-educational assessments, including but not limited to Initial Evaluation, Triennial Evaluation, Manifestation Determination, Functional Behavioral Analysis, Social Emotional Evaluation, and others as needed.
- Actively participate and facilitate during Individualized Educational Program (IEP) meetings; interpret results of psycho-educational assessment; work as part of a team to determine special education eligibility and make program recommendations.
- Provides Special Education Direct Instructional Services (DIS) Counseling and Educationally Related Intensive Counseling Services (ERICs), develops Present Levels of Performance (PLPs) summaries, SMART goals, and tracks services in Welligent.
- Collaborate with SpEd team members to develop coherent and comprehensive individual behavior support plans.

- If appropriate, serve as a Behavior Intervention Case Manager (BICM) for designated special education scholars under the 1994 Hughes Bill, mandating “Positive Behavior Intervention” plans
- Act as liaison between the school community members and community agencies and county programs
- Collaborate with site Culture team around Multi-Tiered System of Support (MTSS) implementation, fostering a trauma-informed resilience-focused and anti-racist culture, mental health and Social Emotional Learning (SEL) initiatives across tiers, Student Study Team (SST) meetings, and crisis planning.
- Consult with parents, teachers, and other staff regarding classroom accommodations to better support scholar educational and social-emotional progress
- Maintain data on scholars, including present levels of performance and monitoring the progress of intervention strategies.
- Establish and monitor necessary caseloads, and work with schools and other staff to plan assessments and meetings. submit records, reports, and assignments promptly and efficiently.
- Develop, coordinate, and deliver training to staff, parents, and scholars based on needs identified in data such as the Panorama SEL survey results
- Supervise School Psychologist interns as appropriate
- Participates in ongoing professional growth opportunities to keep current with trends and practices in the field including those offered through the Home Office.

**Minimum Qualifications:**

- Master’s degree from an accredited college or university in Educational Psychology or related field.
- Possess a valid California Pupil Personnel Services Credential (PPS) with authorization in School Psychology.
- Experience in crisis prevention and intervention is required.

**The Ideal Candidate Will Have:**

- Belief in and alignment with Alliance’s core beliefs and educational philosophy, and a passion for improving urban public education
- Understanding of the nuances of urban school environments and school culture
- Knowledge of federal and state laws and procedures, codes, regulations, and requirements pertaining to areas of assigned responsibility for special education
- Knowledge of psychological and educational techniques, tests, materials, methods, theories, and trends in assessing and identifying scholarly learning and behavioral characteristics
- Knowledge of principles, practices, methods, and strategies applicable to special education curriculum development and strategies for implementation
- Ability to elect appropriate assessment instruments and methods of assessment
- Counsel scholars in individual and group situations
- Write coherent and comprehensive psychological reports
- Establish effective working relationships with staff, network personnel, other agencies, and the public.
- Ability to work independently at a high level of professionalism.
- Ability to learn quickly and effectively function in a fast-paced and dynamic environment
- Willingness to go above and beyond to contribute to the success of a dynamic team
- Flexible, optimistic approach, and comfort with change and ambiguity

- Familiarity with Welligent or similar systems of documentation
- Bilingual (English/Spanish) preferred, but not required.

### **SCHOOL SOCIAL WORKER**

Alliance Social Workers will provide school-based mental health services to students who experience difficulties in educational achievement because of social, emotional, adjustment, and/or attendance issues. Social Workers will also run groups with a variety of students and other stakeholders, and seek to secure a long-term solution to mental and emotional disorders and a wide variety of relationship issues. Social Workers will also provide direct clinical and case management services to students and parents, provide consultation and in-service training to school site personnel, and develop plans to improve students' well-being that will include follow-up procedures and evaluation targets.

#### **Essential Responsibilities:**

- Serves as liaison between school, scholar, home, and community mental health and social service agency services.
- Conducts intakes, mental health screenings, treatment plans, ongoing individual mental health counseling services, and progress monitoring for scholars
- Participates in and contributes recommendations related to scholar social-emotional or behavioral functioning in meetings such as Student Success Team (SST) meetings, Cultural Team meetings, Social Emotional or Mental Health Support Team meetings, and Individualized Education Plan (IEP) meetings
- May provide Special Education Direct Instructional Services (DIS) Counseling and Educationally Related Intensive Counseling Services (ERICs), develop Present Levels of Performance (PLP) summaries, and goals, and document services in Welligent
- Collaborate with site Culture team around Multi-Tiered System of Support (MTSS) implementation, fostering a trauma-informed resilience-focused and anti-racist culture, mental health and Social Emotional Learning (SEL) initiatives across tiers, Student Success Team (SST) meetings, and crisis planning.
- Develop, coordinate, and deliver training to staff, parents, and scholars based on needs identified in data such as the Panorama SEL survey results
- Consult with teachers, administrators, and other staff regarding the social, emotional, and behavioral needs of scholars to evaluate and make recommendations in developing and implementing an appropriate support plan for scholars
- Promotes and educates scholars on life skills, coping skills, and relationship-building
- Plans, prepares, and conducts outreach projects to increase scholars' and parents' awareness of available social services, through the Network, other public agencies, and private organizations
- Provides and/or coordinates presentations for scholars, families, and staff focused on mental health awareness and promoting emotional wellness for the school, family, and community
- Conducts suicide risk assessments and serves as a key member for school-wide crisis response and management, as well as individual or group crisis intervention and prevention
- Maintains accurate, timely, and appropriate documentation ie. case load logs, case notes, service logs, Risk Assessment/DCFS logs,, and reports
- Participates in ongoing professional growth opportunities to keep current with trends and practices in the field including those offered through the Home Office
- Attend and participate in group, triad, or individual clinical supervision weekly and

- remain in good standing with the CA BBS
- Supervise Social Worker interns as appropriate

**Minimum Qualifications:**

- Master's Degree in Social Work (MSW) from an accredited college or university
- A valid license as a clinical social worker issued by the California Board of Behavioral Sciences OR immediate registration as an Associate Clinical Social Worker upon the date of hire. Must remain in good standing with the California Board of Behavioral Sciences for the duration of the waivers permitted by law, not to exceed six years
- Experience working in a school setting

**The Ideal Candidate Will Have:**

- Strong interpersonal, communication, and relationship-building skills with both children and adults
- Passion for and commitment to the success of children from historically underserved and under-resourced communities
- Open to feedback and eager to develop professionally
- Flexible, optimistic, comfortable with change and ambiguity, and able to learn quickly
- Entrepreneurial spirit to thrive in a fast-paced and achievement-oriented environment
- Willingness to go above and beyond to contribute to the success of a dynamic team
- Understanding of the nuances of urban school environments and school culture
- Knowledge of applicable laws, codes, regulations, reporting requirements, policies, and procedures governing social work practice, as well as knowledge of principles and practices of social casework.
- Integrated physical and mental health, parent education, social services, and resource components for students and families with an emphasis on leadership development
- Cultural awareness and sensitivity to issues facing children, youth, families and the community
- Familiarity with Welligent or similar systems of documentation
- Bilingual (English/Spanish) preferred, but not required
- A Pupil Personnel Services credential in School Social Work, School Child Welfare and Attendance, and School Counseling is preferred, but not required

**ACTIVITIES / AFTER-SCHOOL / PROGRAM COORDINATOR**

The Coordinator will supervise programs, activities, and/or after-school programs and athletics at the site level. The exact duties of a Coordinator will vary by school site but will include collaborating with school site administrators and teachers to provide opportunities for students while establishing academic awareness. The goal is always to raise academic levels, improve academic performance, strengthen social relationships, and provide meaningful opportunities for children to increase self-esteem by expanding their skills in various areas.

**Essential Responsibilities:**

Depending on the school site, responsibilities may include:

*School Activities*

- Plan supervised student activities on a daily basis;
- Provide homework and tutoring assistance, enrichment and/or recreation activities to students;
- Participate and work closely with a team that includes school administrators, teachers, school staff, parents, students and volunteers;

- Provide leadership to a team of program staff to design and implement programs;
- Develop school recreation and tutoring program;
- Plan, coordinate, and implement special events involving parents and the community; and
- Provide training and development to program staff.

#### *Athletics*

- Maintain orderly conduct of athletes and ensure that athletes follow all local and state rules and regulations;
- Maintain accurate inventory of athletic equipment, uniforms, etc.;
- Participate in staff training and development including but not limited to coaching and facilitating meetings;
- Plan for and schedule all athletic and activity events or performances;
- Create and maintain a system of documentation of eligibility of students; and
- Perform additional related duties as assigned.

#### **Minimum Qualifications:**

- An undergraduate degree from an accredited college or university
- At least 2 years of experience working with children in an educational setting

#### **The Ideal Candidate Will Have:**

- **Believe.** Hold the belief that all scholars, regardless of their economic or social demographics, deserve a quality education and can earn a four-year college degree.
- **Social Justice.** Desire to be a part of Alliance's social justice mission, integrating anti-racist, student-centered instruction, and working in systemically underserved communities in Los Angeles.
- **Culture.** Demonstrate an ability to develop a positive, achievement-oriented, supportive, and collaborative culture of high expectations that motivates and inspires scholars to learn at college-preparatory levels.
- **Expertise.** Have strong academic content expertise, instructional and classroom culture skills, and in-depth knowledge of effective evaluation and assessment techniques to drive scholarly learning. Thrive in an environment of high expectations and collaboration.
- **Mindset.** Hold a growth mindset and commit to continuously honing their craft.
- **Relationship-Building.** Have strong interpersonal, communication, and relationship-building skills with both children and adults.

#### **ATHLETIC COACH**

Under the supervision of the Principal and/or school Athletic Director, coach students in a specific sport during the established season.

#### **Essential Responsibilities:**

- Coach and instruct students in a sport, instruct students in the proper use of equipment and rules of the specific sport.
- Supervise students in the locker room, during practices, during athletic competitions and on buses to and from athletic competitions.
- Maintain proper inventory and care of equipment and facilities.
- Assess student performance and make coaching decisions without regard to outside teen/youth affiliations. (For coaches who coach both at a school and for a private or community club/team).

## **Minimum Qualifications:**

### *Education*

- H.S. Diploma

### *Experience*

- Related experience.

### *Knowledge, Skills and Abilities*

- Knowledge and ability to prevent injuries
- Ability to teach and motivate middle school aged students
- Skills of the sport
- Strategies and concepts in the sport
- Rules of the sport
- Policies of the school district that apply to athletics and student behavior
- Exhibit positive leadership skills, good sportsmanship and personal and professional integrity
- Maintain good communication with the, school administrators, other staff and parents
- Demonstrate good rapport with the coaches and staff of other schools and athletic officials
- Organize, plan, and execute practices and game schedules promptly
- Experience in teaching and coaching the sport

### *Typical Physical Demands*

- Requires prolonged standing, bending, stooping, stretching some jumping.

### *Typical Mental Demands*

- Ability to give, receive, and analyze information, formulate work plans, prepare written materials and articulate goals and action plans.

### *Working Conditions*

- Employees in this position will be required to:
  - Work indoors in locker room, gymnasium, field, court, or track
  - Work outside of normal workdays and office hours to meet installation deadlines
  - Come in direct contact with Alliance staff, students, parents and the public

## **The Ideal Candidate Will Have:**

- **Believe.** Hold the belief that all scholars, regardless of their economic or social demographics, deserve a quality education and can earn a four-year college degree.
- **Social Justice.** Desire to be a part of Alliance's social justice mission, integrating anti-racist, student-centered instruction, and working in systemically underserved communities in Los Angeles.
- **Culture.** Demonstrate an ability to develop a positive, achievement-oriented, supportive, and collaborative culture of high expectations that motivates and inspires scholars to learn at college-preparatory levels.
- **Expertise.** Have strong academic content expertise, instructional and classroom culture skills, and in-depth knowledge of effective evaluation and assessment techniques to drive scholarly learning. Thrive in an environment of high expectations and collaboration.
- **Mindset.** Hold a growth mindset and commit to continuously honing their craft.
- **Relationship-Building.** Have strong interpersonal, communication, and relationship-building skills with both children and adults.

## **BEHAVIOR INTERVENTION IMPLEMENTATION AIDE**

The Behavior Intervention Implementation (BII) Aide will support the educational program for a specific student with exceptional needs; monitor a specific student (as assigned) at all times on campus; guide the specific student in socially accepted guidelines of positive behavior; receive training related to a specific student's disability and best practices to assist the student; assist in the provision of a positive learning experience for a specific student with special needs as determined appropriate and do related work as required. As a Behavior Intervention Implementation Aide, you will work alongside a Special Education Coordinator to support the needs of students.

### **Essential Responsibilities:**

- Support the resource and general education teachers with the implementation of the Individualized Education Plan (IEP) for a specific student with special needs.
- Monitor the behavior and interactions of the assigned student throughout the school day; never leave the student unattended during school hours.
- Monitor student's progress toward achievement of IEP goals and objectives.
- Instruct the student on appropriate behavior and guidelines for acceptable social interaction.
- Serve as the primary person responsible for ensuring that the student remains safe during the school day.
- Assist teachers and other support staff with the preparation and/or presentation of learning materials, administration of tests, testing accommodations and activities, and with monitoring student achievement.
- Maintain a variety of records to log incidents related to behavior, academics, and parent communications regarding the assigned student.
- Schedule and attend parent-teacher conferences as requested by the teacher or principal.
- Depending on assignment, provide specialized health care support as outlined by State regulations.
- Support documentation and tracking of services offered to students by completing trackers, behavior logs, and other forms of documentation.
- Perform additional related duties as assigned.

### **Minimum Qualifications:**

- A high school diploma or the equivalent, **and**
- Two years of college (48 units), **or**
- An Associate's Degree from an accredited college (or higher), **or**
- Pass a local assessment of knowledge and skills in assisting in instruction
- At least 0-2 years of related experience, preferably in Special Education.
- Willingness to complete specialized training related to the assigned student's specific disability/condition as well as mandatory training with the Los Angeles Unified School District.
- **Official transcripts will be required\***

### **The Ideal Candidate Will Have:**

- **Believe.** Hold the belief that all scholars, regardless of their economic or social demographics, deserve a quality education and can earn a four-year college degree.
- **Social Justice.** Desire to be a part of Alliance's social justice mission, integrating anti-racist, student-centered instruction, and working in systemically underserved communities in Los Angeles.

- **Culture.** Demonstrate an ability to develop a positive, achievement-oriented, supportive, and collaborative culture of high expectations that motivates and inspires scholars to learn at college-preparatory levels.
- **Expertise.** Have strong academic content expertise, instructional and classroom culture skills, and in-depth knowledge of effective evaluation and assessment techniques to drive scholarly learning. Thrive in an environment of high expectations and collaboration.
- **Mindset.** Hold a growth mindset and commit to continuously honing their craft.
- **Relationship-Building.** Have strong interpersonal, communication, and relationship-building skills with both children and adults.

### **CAMPUS AIDE**

The Campus Aide performs a variety of duties associated with the supervision of students on campus: to maintain order and prevent vandalism, theft, and litter; to assist in the prevention of unauthorized visitors and activities on campus; and to perform other job-related duties as required by the principal.

#### **Essential Responsibilities:**

- Develop appropriate interpersonal relationships with students in order to earn their respect and cooperation in following directions and school rules.
- Assist in supervising student activity areas during the break and lunch periods.
- Assist in general supervision of the campus as directed by the principal.
- Communicates and enforces school policies and procedures regarding student behavior and discipline; reports incidents to administrators where appropriate.
- Intervene to deter and modify inappropriate student behaviors of a relatively minor nature.
- Report serious infractions to the administration for possible disciplinary action.
- Positively interact with parents and other members of the school community.
- Performs related duties as assigned.

#### **Minimum Qualifications:**

- High School Diploma or equivalent.
- 0-2 years of related experience.

#### **The Ideal Candidate Will Have:**

- **Believe.** Hold the belief that all scholars, regardless of their economic or social demographics, deserve a quality education and can earn a four-year college degree.
- **Social Justice.** Desire to be a part of Alliance's social justice mission, integrating anti-racist, student-centered instruction, and working in systemically underserved communities in Los Angeles.
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- **Expertise.** Have strong academic content expertise, instructional and classroom culture skills, and in-depth knowledge of effective evaluation and assessment techniques to drive scholarly learning. Thrive in an environment of high expectations and collaboration.
- **Mindset.** Hold a growth mindset and commit to continuously honing their craft.

- **Relationship-Building.** Have strong interpersonal, communication, and relationship-building skills with both children and adults.

### **COLLEGE AND CAREER SPECIALIST**

The College and Career Specialist supports Alliance's vision of 75% of students graduating with a degree from a 4-year university. This role develops strategies and executes the strategies to support college awareness and career exploration among all grade levels of the school through direct-to-student programming and through the identification and development of community partnerships. The ideal candidate will have significant knowledge, experience, and expertise in various higher education institutions (admissions, the community college transfer process, financial aid, student support services, etc) and career exploration from 9-12th grade.

#### **Essential Responsibilities:**

##### *College Awareness and Career Exploration Program Management*

- Oversee college awareness and career exploration programming and outcomes among all grade levels
- Design, coordinate, and implement student services at all grade levels including (but not limited to): college campus visits, managing students' completion of the college matriculation process, completion of financial aid applications, and one-on-one guidance to ensure students understand financial aid packages.
- Mentor students through the career exploration and job search process by leading 1-on-1 career coaching discussions and tracking students' career exploration activities.
- Collaborate with the Parent Engagement Specialist to provide college awareness and career exploration services to parents.
- Work with the Alliance Home Office College Success Coordinator on Alliance-wide initiatives such as the Alliance Mentorship Program (AMP), College Fair, etc.
- Participate in Alliance-Wide Professional Development related to college readiness and college success, as applicable.
- Attend a variety of workshops, meetings, trainings, and conferences to maintain current knowledge of graduation requirements, college entrance and financial aid requirements, career technical education development, and pathway development.
- Update Naviance college admission and matriculation reports in consultation with high school counselors.
- Ensure program outcomes are met within budget.
- Design and teach career preparation curriculum to high school students.

##### *Community Partnership Development*

- Develop and execute upon strategy to gain community partnerships to support students through college awareness and career exploration.
- Contribute to recruiting discussions and recommending students for internship opportunities with corporate and non-profit partners.

##### *Alumni Support*

- Plan and lead professional development workshops and events for college students.
- Provide direct support to alumni through individual advisement regarding college enrollment, accessing resources, and career readiness and exploration.
- Manage an alumni communication platform showcasing outstanding graduates, news, information, and resources.
- Manage alumni data by updating contact information, college enrollment status, work status, etc utilizing an Alliance-wide alumni tracking tool.

- Create a bi-annual report to all stakeholders, including school leadership, parents, and community partners highlighting work accomplishments, and future goals.
- Collaborate with site support staff including but not limited to Counselors, Psychologist, Parent Liaison and School Administrators.

**Minimum Qualifications:**

*Education and Experience*

- Bachelor's degree required
- At least 4 years of experience working within the college awareness, career exploration, and community partnership arena is required.

*Skills*

- Track record of success in supporting first-generation college students and/or higher education
- Proven ability to understand community needs and goals, and set a strategic vision to meet those goals with a limited budget.
- Excellent project management and organizational skills - able to set priorities and manage multiple projects simultaneously.
- Ability to work with others to execute strategic vision.
- Excellent interpersonal skills, capable of interacting with professionals in a variety of roles, school administrators, students, parents, community members, and other stakeholders.
- Ability to track and analyze data to identify trends, evaluate the effectiveness of programs, and adjust programs in real time based on incoming data.

*Fit with Alliance Organizational Culture*

- Ability to learn quickly and effectively function in a fast-paced and dynamic environment
- Willingness to go above and beyond to contribute to the success of a dynamic team
- Flexible, optimistic approach, and comfort with change and ambiguity.
- Commitment to the success of all Alliance students and specifically to raising the academic achievement of children in high-poverty communities.

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- **Social Justice.** Desire to be a part of Alliance's social justice mission, integrating anti-racist, student-centered instruction, and working in systemically underserved communities in Los Angeles.
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- **Expertise.** Have strong academic content expertise, instructional and classroom culture skills, and in-depth knowledge of effective evaluation and assessment techniques to drive scholarly learning. Thrive in an environment of high expectations and collaboration.
- **Mindset.** Hold a growth mindset and commit to continuously honing their craft.
- **Relationship-Building.** Have strong interpersonal, communication, and relationship-building skills with both children and adults.

## **CUSTODIAN**

The Custodian is responsible for maintaining an orderly, sanitary, and safe environment for all staff and students.

### **Essential Responsibilities:**

- Ensure classrooms, restrooms, and common areas are cleaned and maintained
- Clean, dust, and wipe furniture; empty waste receptacles, replace light bulbs
- Sweep, scrub, mop, seal, wax, and polish floors and stairways
- Clean and sanitize restrooms/bathrooms using established practices and procedures and replenish supplies
- Vacuum and shampoo carpets, Strip, clean, buff and apply floor sealer and floor finish to hard surface floors
- Wash windows
- Secure the building in the evening
- Perform small painting jobs; minor building maintenance, and outside patio or yard
- Clean lunch area daily
- Arrange chairs and tables daily
- Order cleaning products and maintain stock
- Clean vents, light fixtures, walls and ceiling
- Assist with the setup of facilities for meetings, classrooms, conferences, events, etc.
- Use and maintain assigned power equipment and hand tools; buffers, auto scrubbers, extractors, high-pressure washers, high-speed buffers and vacuums, brooms, mops, and squeegees for the cleaning and general maintenance of floors, walls, carpets, furniture, etc
- Perform additional related duties as assigned

### **Minimum Qualifications:**

- No minimum requirement

### **The Ideal Candidate Will Have:**

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- **Social Justice.** Desire to be a part of Alliance's social justice mission, integrating anti-racist, student-centered instruction, and working in systemically underserved communities in Los Angeles.
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- **Expertise.** Have strong academic content expertise, instructional and classroom culture skills, and in-depth knowledge of effective evaluation and assessment techniques to drive scholarly learning. Thrive in an environment of high expectations and collaboration.
- **Mindset.** Hold a growth mindset and commit to continuously honing their craft.
- **Relationship-Building.** Have strong interpersonal, communication, and relationship-building skills with both children and adults.

## **INSTRUCTIONAL AIDE**

The Instructional Aide assists teachers in the supervision and instructional support of students.

**Essential Responsibilities:**

- Work with individual students or small groups to reinforce learning material or skills introduced by the teacher.
- Operates and cares for equipment or instructional materials used in the classroom for instructional purposes.
- Help students master equipment or instructional materials assigned by the teacher.
- Distribute and collect workbooks, papers, and/or instructional materials as directed by the teacher.
- Guide independent study, enrichment work, and remedial work as assigned by the teacher.
- Assist with the supervision of students during meals, emergency drills, assemblies, break periods, or field trips.
- Assist with supervision of daily routines and schedules.
- Provide information and assistance to a substitute teacher should one be assigned.
- Participate in appropriate staff development as required to ensure professional growth.
- Participate in staff meetings as required by job assignment.
- Perform additional related duties as assigned.

**Minimum Qualifications:**

- A high school diploma or the equivalent, **and**
- Two years of college (48 units), **or**
- An Associate's Degree from an accredited college (or higher), **or**
- Pass a local assessment of knowledge and skills in assisting in instruction
- At least 0-2 years of related experience
- **Official transcripts will be required\***

**The Ideal Candidate Will Have:**

- **Believe.** Hold the belief that all scholars, regardless of their economic or social demographics, deserve a quality education and can earn a four-year college degree.
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- **Mindset.** Hold a growth mindset and commit to continuously honing their craft.
- **Relationship-Building.** Have strong interpersonal, communication, and relationship-building skills with both children and adults.

**LEAD CUSTODIAN**

The Lead Custodian will manage school-site custodians (day and evening) to ensure a high standard of customer service, upkeep, maintenance, and groundskeeping at the school-site. Under the direction of the School Operations Manager, the Lead Custodian will also perform tasks and duties associated with the maintenance and care of school facilities, equipment and

grounds. The Lead Custodian is ultimately responsible for maintaining an orderly, sanitary, and safe environment for all staff and students.

**Essential Responsibilities:**

*Supervise other custodial staff and manage the day-to-day operations of maintaining our school facility*

- Create, manage, and monitor adherence to school-site custodial (day and evening) work schedules.
- Provide technical instruction and training to custodians in support of their daily duties.
- Maintain the proper inventory of custodial supplies and equipment needed at the school-site on a regular basis.
- Inspect buildings and grounds, reporting dangerous, unsightly or inefficient conditions as needed and taking the lead to ensure such conditions are corrected immediately.
- Perform daily walkthroughs to ensure that the regular cleaning of the campus has been completed thoroughly and as requested.
- Stay informed of current and appropriate trainings, standards, and techniques relevant to the work performed.
- Perform small handyman jobs, including painting, carpentry and plumbing repairs, and light fixture repairs, as needed.
- Perform bi-yearly facilities audits with Alliance home office facilities department representative
- Other duties assigned by the School Operations Manager.

*Implement custodial duties needed to maintain an orderly, safe, and sanitary school environment*

- Ensures classrooms, restrooms, hallways, cafeterias, and common areas are cleaned and maintained.
- Clean, and furniture, empty waste receptacles, and replace light bulbs.
- Sweep, scrub, mop, seal, wax, and polishes floors and stairways.
- Strip, clean, buff and apply floor sealer and floor finish to hard surface floors and vacuum and shampoo carpets.
- Clean and sanitize restrooms/bathrooms using established practices and procedures.
- Washes windows and clean vents, light fixtures, walls and ceiling.
- Clean eating area daily
- Arranges chairs and tables daily and assist with the setup of facilities for meetings, classrooms, conferences, events, etc.
- Use and maintain assigned power equipment and hand tools including buffers, auto scrubbers, extractors, high pressure washers, high speed buffers etc. for the cleaning and general maintenance of facilities and furnishings.
- Perform general landscaping.
- Secure the building in the evening

**Minimum Qualifications:**

*Education and Experience*

- High School diploma or equivalent.
- 3 years of experience in the maintenance of buildings, grounds and custodial work

*Physical Requirements*

- Ability to safely lift at least 50 lbs
- Manual and physical dexterity, including the ability to handle and maneuver machines
- Ability to safely climb a 10 foot step ladder

- Ability to stand for long periods of time on hard surfaces (concrete or tile) for at least 80-100% of the scheduled work day
- Ability to bend, stoop, squat, reach, push, pull, and walk frequently and with ease
- May require walking on uneven or wet surfaces
- Must be able to use cleaning chemicals and cleaning agents necessary to perform the essential functions of the job

**The Ideal Candidate Will Have:**

- **Believe.** Hold the belief that all scholars, regardless of their economic or social demographics, deserve a quality education and can earn a four-year college degree.
- **Social Justice.** Desire to be a part of Alliance’s social justice mission, integrating anti-racist, student-centered instruction, and working in systemically underserved communities in Los Angeles.
- **Culture.** Demonstrate an ability to develop a positive, achievement-oriented, supportive, and collaborative culture of high expectations that motivates and inspires scholars to learn at college-preparatory levels.
- **Expertise.** Have strong academic content expertise, instructional and classroom culture skills, and in-depth knowledge of effective evaluation and assessment techniques to drive scholarly learning. Thrive in an environment of high expectations and collaboration.
- **Mindset.** Hold a growth mindset and commit to continuously honing their craft.
- **Relationship-Building.** Have strong interpersonal, communication, and relationship-building skills with both children and adults.

**OPERATIONS ASSOCIATE**

The Operations Associate (OA) is a key member of the school’s operations team, handling a wide variety of non-instructional tasks for the school. The OA courteously gives information to callers and assists guests and visitors. In order to be effective, OAs must develop positive interpersonal relationships with the entire school community including staff, students, families, and visitors. Responsibilities vary from day to day and may include data entry and maintenance in a wide variety of school information systems, keeping accurate school records, handling correspondence, and supporting a variety of diverse projects.

**Essential Responsibilities:**

- Receive calls and walk-in inquiries, provide information, make referrals, and direct guests to proper destinations
- Processes data entry and maintenance related to attendance, enrollment, nutrition, and other programs
- Complete sales and write receipts for incoming funds (uniform sales, food services, fundraisers, etc.)
- Provide supervision of students during passing periods, lunches, or as needed
- Maintain accurate and orderly confidential records, both online and in physical copy
- Prepare, receive, send, and maintain records and correspondence as needed
- Communicate with parents and external partners as needed
- Perform other duties as assigned

**Minimum Qualifications:**

- High school diploma or equivalent, Associate’s degree or Bachelor’s degree preferred
- 0-2 years of relevant experience

- Spanish fluency is strongly preferred

**The Ideal Candidate Will Have:**

- **Believe.** Hold the belief that all scholars, regardless of their economic or social demographics, deserve a quality education and can earn a four-year college degree.
- **Social Justice.** Desire to be a part of Alliance’s social justice mission, integrating anti-racist, student-centered instruction, and working in systemically underserved communities in Los Angeles.
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**PARENT ENGAGEMENT SPECIALIST**

The Parent Engagement Specialist (PES) will serve as a core member of the school leadership team, with oversight of the Family & Community Engagement function. The PES will lead the development and implementation of a school-wide vision and strategy to increase family and community engagement at the school, in collaboration with the Principal and the school leadership team.

**Essential Responsibilities:**

- Drive the development and implementation of a school-wide vision and strategy to engage Alliance parents as partners in their education, in collaboration with school site stakeholders and the community.
- Drive the development and implementation of a school-wide strategy to improve the site’s family engagement infrastructure and to facilitate an increase in both the volume and quality of community partners to drive higher scholar outcomes
- Develop evaluation tools and assess the effectiveness of parent workshops
- Capture, share, and analyze school data and review with site stakeholders to identify trends that should be addressed through family and/or community engagement
- Support the progress monitoring and response to key performance indicators related to parent satisfaction at the school
- Identify and develop new community partnerships to bring additional resources to Alliance schools and families
- Plan, carry out, and evaluate parent engagement activities in partnership with school staff members and community partners
- Establish a regular workshop series and serve as the school’s parent educator
- Identify and promote parent volunteer activities
- Create a welcoming school environment
- Establish and staff the school’s parent center
- Refer families to school and/or community resources
- Train parent leaders to support charter advocacy activities
- Support school recruitment activities

- Support school fundraising activities
- Participate in professional development
- Satisfy reporting requirements
- Provide translation services when needed
- Perform additional related duties as assigned

**Minimum Qualifications:**

- A Bachelor's Degree or enrollment in an undergraduate college or university.
- At least 2 years of related experience.

**The Ideal Candidate Will Have:**

- **Believe.** Hold the belief that all scholars, regardless of their economic or social demographics, deserve a quality education and can earn a four-year college degree.
- **Social Justice.** Desire to be a part of Alliance's social justice mission, integrating anti-racist, student-centered instruction, and working in systemically underserved communities in Los Angeles.
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- **Mindset.** Hold a growth mindset and commit to continuously honing their craft.
- **Relationship-Building.** Have strong interpersonal, communication, and relationship-building skills with both children and adults.

**SCHOOL BUSINESS MANAGER**

The School Business Manager (SBM) is responsible for handling business and financial aspects of the school. Serving in this role, the SBM is responsible for the school's business and financial functions including food service, transportation, purchasing, and payroll. In order to be effective, SBMs must develop positive interpersonal relationships with the entire school community including staff, students, families, and visitors. Responsibilities vary from day to day and may include assisting or managing other operations functions as needed.

**Essential Responsibilities:**

- Manages the school's procurement, vendor payment, and employee reimbursement through Alliance's procure-to-pay system
- Ensures that purchasing and accounting procedures meet requirements in Alliance fiscal policy
- Monitors the school's spending to budget
- Oversees all cash handling responsibilities, including writing receipts and preparing deposits (ex. collections for school clubs, meals, uniforms, fundraisers, events, etc.)
- Manages and orders school's inventories of all materials
- Collaborates with food services vendor to oversee the school nutrition program , including purchasing, filing appropriate reports, personnel supervision, and collection of revenue
- Prepares payroll and time reporting for all school employees

- Serves as main contact for external vendor relations (ex. after school program, food services vendor, transportation, etc.)
- Prepares reports as needed for Alliance home office
- May manage other operations staff members
- Perform additional related duties as assigned

**Minimum Qualifications:**

- An Associates Degree or Bachelor's Degree in a related field.
- At least 2-5 years of related experience.
- Bilingual in Spanish is preferred.

**The Ideal Candidate Will Have:**

- **Believe.** Hold the belief that all scholars, regardless of their economic or social demographics, deserve a quality education and can earn a four-year college degree.
- **Social Justice.** Desire to be a part of Alliance's social justice mission, integrating anti-racist, student-centered instruction, and working in systemically underserved communities in Los Angeles.
- **Culture.** Demonstrate an ability to develop a positive, achievement-oriented, supportive, and collaborative culture of high expectations that motivates and inspires scholars to learn at college-preparatory levels.
- **Expertise.** Have strong academic content expertise, instructional and classroom culture skills, and in-depth knowledge of effective evaluation and assessment techniques to drive scholar learning. Thrive in an environment of high expectations and collaboration.
- **Mindset.** Hold a growth mindset and commit to continuously honing their craft.
- **Relationship-Building.** Have strong interpersonal, communication, and relationship-building skills with both children and adults.

**SCHOOL OPERATIONS MANAGER**

The School Operations Manager (SOM) will report to the school principal with joint accountability to the Alliance home office operations team. The SOM will manage all non-instructional functions necessary to run a high-performing school. In order to be effective, SOMs must develop positive interpersonal relationships with the entire school community including staff, students, families, and visitors. Responsibilities vary from day to day and include managing finance and procurement, student data and reporting, nutrition program, facilities, recruitment and enrollment, student health and safety, and regulatory compliance. The SOM will also serve as manager for the front office team.

**Essential Responsibilities:**

- Hires, manages, coaches, trains, and develops school operations team members
- Ensures all district, state, federal, and authorizer compliance requirements are completed on time
- Manages the implementation of and training of Alliance operational procedures
- Oversees all fiscal matters including purchasing, inventory, payroll, and implementation of Alliance financial policies
- Manages student recruitment and enrollment strategy
- Manages all school information systems including those for attendance and enrollment
- Oversees the school nutrition program, ensuring compliance and fiscal responsibility

- Coordinates supervision of students during arrival, breakfast, nutrition, lunch, and after school
- Manages school health and safety, prepares and submits incident reports
- Serves as school safety designee, training staff and students on emergency procedures, scheduling drills, and assisting in emergency responses
- Manages maintenance requests for the school facility, ensures janitorial and pest control services are properly carried out
- Manages school calendar and coordinates logistics for school events and activities
- Participates in cross-network operations initiatives, pilots, and projects, promoting best practice sharing across schools
- Performs or manages other functions as assigned

**Minimum Qualifications:**

- Bachelor's degree in related field required, Master's preferred
- 4+ years of school and/or operations experience
- Experience managing others preferred
- Spanish fluency preferred

**The Ideal Candidate Will Have:**

- Demonstrated ability to lead, influence, and hold others accountable
- Strong project and time management skills
- Ability to take initiative, set priorities and manage multiple projects simultaneously
- Strong analytical, critical thinking, and problem solving skills
- Aptitude for building systems
- Attention to detail
- Ability to remain calm under pressure, especially in difficult conversations with parents and staff
- Ability to treat sensitive issues with respect and empathy, maintaining confidentiality where required
- Willingness and ability to learn new skills and processes as needed
- Organized in work habits and able to meet deadlines
- Customer service orientation
- Open to feedback and growth
- Belief in and alignment with Alliance's core beliefs and mission

**SECURITY GUARD**

Under general supervision, the Security Guard ensures the safety and well-being of all students and staff at each school site. Primary responsibilities include supervising and monitoring persons in and around campus buildings, facilities and areas adjacent to the school site, maintaining an orderly atmosphere and assisting site staff in all necessary support activities.

**Essential Responsibilities:**

- Provide visibility, patrol, assistance and serves as the primary county emergency contact for all staff, students, faculty and guests of the school site.
- Ensure that school property is secure and locked when appropriate.
- Report all threats to health and safety, and incidents of misbehavior to the proper school authority.
- Provide safety escorts for students, staff, faculty and guests when requested.

- Provide general campus supervision before, during and after school, including but not limited to: classrooms, cafeteria, recreational and athletic areas.
- Direct campus visitors to the appropriate parties and prevent unlawful loitering.
- Provide security for parking areas and supervise restroom and locker areas.
- Respond to all alarms, security situations, breaches, maintenance problems, and fire and building hazards. Document all events previously listed.
- Assist local law enforcement and other emergency response staff as requested.
- Complete all documentation and reports as established by school site personnel.
- Assist with minor discipline issues.
- Other administrative duties and projects as assigned.

**Minimum Qualifications:**

- High school diploma or general education degree (GED)
- At least 0-2 years' of related experience

**The Ideal Candidate Will Have:**

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- **Expertise.** Have strong academic content expertise, instructional and classroom culture skills, and in-depth knowledge of effective evaluation and assessment techniques to drive scholarly learning. Thrive in an environment of high expectations and collaboration.
- **Mindset.** Hold a growth mindset and commit to continuously honing their craft.
- **Relationship-Building.** Have strong interpersonal, communication, and relationship-building skills with both children and adults.

**SPECIAL EDUCATION INSTRUCTIONAL AIDE**

Under the immediate supervision of the teacher/specialist, the Special Education Instructional Aide will provide instruction and specialized services to student(s) with mild to moderate disabilities as prescribed by an Individualized Education Program (IEP), or Section 504 Plan. Specialized services may include facilitation of communication via assistive technology and/or communication devices, assisting in the supervision, discipline, and behavior modification of student(s), as well as performing related duties as assigned. At some schools, the Special Education Instructional Aide may be assigned to support the educational program for a specific student with exceptional needs; monitor a specific student (as assigned) at all times on campus; guide the specific student in socially accepted guidelines of positive behavior; receive training related to a specific student's disability and best practices to assist the student; assist in the provision of a positive learning experience for a specific student with special needs as determined appropriate and do related work as required/needed.

**Essential Responsibilities:**

- Support student learning, individually or in groups, by following lesson plans and designated IEPs or 504 Plans, in a variety of academic subjects to explain and/or reinforce learning concepts presented by the teacher
- Confer with teacher(s) on a regular basis to assist in evaluating student progress and/or monitoring progress toward IEP goals and objectives
- Monitor and assist in the remediation of specific learning challenges and conditions ▪ Provide assistance to, participate with, and/or monitor students in activities such as physical exercises and/or classroom activities
- Prepare and adapt educational materials/manipulatives to promote the specialized learning process for students with disabilities
- Assist student(s) with operating assistive technology or communication devices, microcomputers, and in learning activities associated with computer-assisted instruction.
- Provide a variety of clerical and housekeeping support, including administering and scoring student assessments, and collecting, distributing, and inventorying classroom supplies, equipment, textbooks, and materials.
- Direct student(s) into safe learning and play activities and functions, and assist in shaping appropriate social behaviors
- Motivate and encourage positive learning patterns and behavior for student(s) with disabilities and special learning needs
- Assist with discipline of student(s) in accordance with school policy and individualized behavior support plan
- Contact parents to arrange appointments or to provide approved information about the school or student, as requested by the teacher/coordinator
- Participate in parent conferences and/or IEP meetings, as requested by teacher/coordinator
- Maintain student records and files, as requested, and apply confidentiality guidelines.
- Perform additional related duties as assigned

**Minimum Qualifications:**

- A high school diploma or the equivalent, **and**
- Two years of college (48 units), **or**
- An Associate's Degree from an accredited college (or higher), **or**
- Pass a local assessment of knowledge and skills in assisting in instruction
- At least 1-2 years of related experience
- **Official transcripts will be required\***

**The Ideal Candidate Will Have:**

- **Believe.** Hold the belief that all scholars, regardless of their economic or social demographics, deserve a quality education and can earn a four-year college degree.
- **Social Justice.** Desire to be a part of Alliance's social justice mission, integrating anti-racist, student-centered instruction, and working in systemically underserved communities in Los Angeles.
- **Culture.** Demonstrate an ability to develop a positive, achievement-oriented, supportive, and collaborative culture of high expectations that motivates and inspires scholars to learn at college-preparatory levels.
- **Expertise.** Have strong academic content expertise, instructional and classroom culture skills, and in-depth knowledge of effective evaluation and assessment techniques to drive scholarly learning. Thrive in an environment of high expectations and collaboration.

- **Mindset.** Hold a growth mindset and commit to continuously honing their craft.
- **Relationship-Building.** Have strong interpersonal, communication, and relationship-building skills with both children and adults.

### **STUDENT CULTURE LIAISON**

The Student Culture Liaison performs a variety of duties associated with the supervision and behavior support of students on campus: to ensure disruptive behavior does not escalate and to assist in the prevention of unauthorized activities on campus; and to perform other job-related duties as required to promote a healthy student culture through the development and implementation of social-emotional systems and supports.

#### **Essential Responsibilities:**

- Develop appropriate interpersonal relationships with students to earn their respect and cooperation in following school rules and appropriate behavioral expectations.
- Assists in supervising student activity areas during the break and lunch periods.
- Assists in general supervision of the campus, with a focus on discipline and student behavioral expectations by communicating and enforcing school policies and procedures; reports incidents to administrators where and when appropriate.
- Intervenes to deter and modify inappropriate student behaviors of a relatively minor nature.
- Positively interacts with parents and other members of the school community.
- Maintains data for school-wide behavior systems, positive behavior systems, and individual behavior support plans.
- Supports planning and execution of school-wide behavior response systems (after-school detention, restorative meetings, reflections, Saturday School) and positive behavior celebrations.
- Supports the Dean of Students and Assistant Principal with investigations related to student behavior incidents.
- Schedules and facilitates restorative meetings between students.
- Joins administrative team members on Home Visits for student support.
- Performs related duties as assigned.

#### **Minimum Qualifications:**

##### *Education and Experience:*

- Associate of Arts degree or equivalent; Bachelor's degree from an accredited college or university in the field of human development, psychology, education, or a related field is strongly preferred
- Two (2) years of related experience
- Must be able to commit to school events on weekends and evenings

##### *Substitution Factor:*

- We will consider candidates with no related work experience if he or she has a Bachelor's degree in the field of human development, psychology, social work, education, or a related field.
- We will also consider candidates with only a High School diploma if he or she has at least five (5) years of related work experience.

#### **The Ideal Candidate Will Have:**

- **Believe.** Hold the belief that all scholars, regardless of their economic or social demographics, deserve a quality education and can earn a four-year college degree.

- **Social Justice.** Desire to be a part of Alliance’s social justice mission, integrating anti-racist, student-centered instruction, and working in systemically underserved communities in Los Angeles.
- **Culture.** Demonstrate an ability to develop a positive, achievement-oriented, supportive, and collaborative culture of high expectations that motivates and inspires scholars to learn at college-preparatory levels.
- **Expertise.** Have strong academic content expertise, instructional and classroom culture skills, and in-depth knowledge of effective evaluation and assessment techniques to drive scholarly learning. Thrive in an environment of high expectations and collaboration.
- **Mindset.** Hold a growth mindset and commit to continuously honing their craft.
- **Relationship-Building.** Have strong interpersonal, communication, and relationship-building skills with both children and adults.

### **STUDENT TRANSITION COORDINATOR**

The Student Transitions Coordinator plans and executes activities to support the transition from high school to college. To ensure the transition goes as smoothly as possible for rising college freshmen, the ideal candidate will have knowledge and expertise of the various higher education institutions, as it pertains to admissions, the community college transfer process, financial aid, and student support services. Additionally, the Student Transitions Coordinator will track and support alumni as necessary. As such, this candidate would have also demonstrated a successful navigation of their own higher education experience.

#### **Essential Responsibilities:**

##### *High School Support*

- Prepare and disseminate information regarding college admissions, applications, financial aid, testing, and matriculation processes to students, parents, and community members through group presentations and individual meetings
- Provide guidance relating to college major and course selection, career aspirations, academic goals, and college choice
- Collaborate with High School Counselors to plan and execute a wide variety of transition supports for seniors including college campus visits, managing students' completion of the college matriculation process, completion of financial aid applications, and one-on-one guidance to ensure students understand financial aid packages
- Coordinate college awareness activities such as alumni panel discussions, college visits, and other college presentations
- Update Naviance college admission and matriculation reports in consultation with high school counselors
- Assist the home office College Success Coordinator with Alliance Mentorship Program (AMP) logistics, mentor/mentee outreach, and event planning
- Participate in Alliance-Wide Professional Development related to college readiness and college success, as applicable

##### *Alumni Support*

- Provide direct support to alumni through individual advice regarding college enrollment, accessing resources, and career readiness.
- Communicate with alumni to ensure college enrollment and discuss any matriculation issues
- Manage an alumni communication platform showcasing outstanding graduates, news,

information, and resources

- Manage alumni data by updating contact information, college enrollment status, work status, etc. utilizing an Alliance-wide alumni tracking tool
- Create a bi-annual report to all stakeholders, including school leadership, parents, and community partners highlighting work accomplishments, and future goals
- Collaborate with site support staff including but not limited to Counselors, Psychologist, Parent Liaison and School Administrators
- Perform additional related duties as assigned

**Minimum Qualifications:**

- A Bachelor's Degree in a related field.
- At least 0-3 years of related experience.

**The Ideal Candidate Will Have:**

- **Believe.** Hold the belief that all scholars, regardless of their economic or social demographics, deserve a quality education and can earn a four-year college degree.
- **Social Justice.** Desire to be a part of Alliance's social justice mission, integrating anti-racist, student-centered instruction, and working in systemically underserved communities in Los Angeles.
- **Culture.** Demonstrate an ability to develop a positive, achievement-oriented, supportive, and collaborative culture of high expectations that motivates and inspires scholars to learn at college-preparatory levels.
- **Expertise.** Have strong academic content expertise, instructional and classroom culture skills, and in-depth knowledge of effective evaluation and assessment techniques to drive scholarly learning. Thrive in an environment of high expectations and collaboration.
- **Mindset.** Hold a growth mindset and commit to continuously honing their craft.
- **Relationship-Building.** Have strong interpersonal, communication, and relationship-building skills with both children and adults.

**TECHNOLOGY ASSISTANT**

Manage and support effective IT systems at school sites.

**Essential Responsibilities:**

- Work cooperatively with school staff and faculty in assisting and resolving user technical problems
- Provide technical support to users regarding hardware, software, and network-related problems
- Provide hardware and software installation, configuration, maintenance, and upgrades to both computers (Windows & Mac) and networks (Windows)
- Document technical and network-related problems
- Prepare hardware, software, and procedural documentation
- Maintain records and prepare reports related to equipment inventory, maintenance, installations, warranties, and system defects
- Assist administration in educating staff on the usage of technology through regularly scheduled professional development
- Participate in discussions involving vendors, suppliers, and Alliance personnel regarding parts, equipment, program operations, and new technology

- Maintain current knowledge of technological advances in computers and peripheral equipment, software, operating systems, and networks
- Collaborate with the Director of Information Technology to ensure proper maintenance of hardware, software, and other technical equipment
- Cross-training with other technicians
- Perform other related job duties as assigned

**Minimum Qualifications:**

- A High School diploma is required. An Associate's Degree in computer science, information systems, or a related field from an accredited college or university is preferred.
- One to three years of experience in the maintenance, installation, configuration, and upgrades of hardware, software, and operating systems of computers and local area networks.

**The Ideal Candidate Will Have:**

- Experience with Microsoft Office (ex. Word, Excel, PowerPoint), Mac OS, iOS, Windows OS, MacBooks, iPads, and PC laptops.
- Excellent interpersonal skills and demonstrated success in building trusting relationships with teachers and school site administrators.
- Ability to set priorities and manage multiple projects simultaneously while meeting customer expectations.
- Strong customer service orientation, responding to customer needs in a timely manner
- Analytical and problem-solving skills.
- Strong oral and writing skills.
- Ability to learn quickly.
- Experience with PowerSchool and DataDirector.
- Flexibility to adapt to constantly changing environments.
- Passion for improving urban public education and a willingness to make a long-term commitment to K-12 education

## **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 Learners, 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.

### **Plan to Achieve and Maintain LAUSD Ethnic Balance Goal**

- Distribute notification about enrollment opportunities at Leichtman-Levine to communities in Los Angeles Unified School District, including those that serve diverse populations.
- Publicize Leichtman-Levine through flyers, the Alliance website, the school website

- and notices to neighborhood schools and families about available openings.
- Target a diverse set of students throughout the student recruitment process in order to achieve and maintain the LAUSD ethnic balance goal upon enrollment.

Leichtman-Levine will make every effort to recruit students of various racial and ethnic groups to achieve a balance that is reflective of the general population residing within the territorial jurisdiction of LAUSD.

## **Annual Outreach and Recruitment Activities**

- School tours: Ongoing October-June
- School information sessions: Ongoing October-June
- Student orientation session: July – first week of August

Network-wide family outreach activities include:

- Parent University College & Resource Fair: October
- Black, Proud, College Bound Summit: October/November
- Black/African American Scholar & Family Middle and High School Graduation Dinners: May

Information sessions and school tours will be advertised on the school's website and through direct mail to the parents of students who attend elementary, middle and high schools in the target community, and using postcards and flyers (printed in English and Spanish) distributed at local businesses and community organizations, youth organizations, social service providers, faith-based organizations, grocery stores, public libraries and other local schools. Information sessions will be conducted in English and in Spanish and held at different venues throughout the community.

Leichtman-Levine will conduct annual student orientation sessions in English and in Spanish prior to the opening of school. The typical schedule for this orientation session is one weekday and/or one Saturday in July or August.

Leichtman-Levine will conduct annual student orientation sessions in English and in Spanish prior to the opening of school. The typical schedule for this orientation session is one weekday and/or one Saturday in July or August.

Additionally, we invite local middle schools with 8th graders to tour days and provide information about our school and what we offer so families and students can make informed decisions. We also attend school fairs, community events to provide resources and inform families about our school.

## **Outreach and Recruitment Materials and Methods**

- Posting banners in front of the school announcing, “now enrolling”
- Distributing printed flyers announcing major activities such as: the enrollment period, deadline for applications, dates and times of information sessions.
- Information sessions and school tours will include information on the school’s performance track record, the Alliance school mission, Alliance and school goals, what it means to be an Alliance school, school policies and procedures, and school calendar.

Leichtman-Levine will make every effort to recruit and maintain students of various racial and ethnic groups to achieve a balance that is reflective of the general population residing within the territorial jurisdiction of LAUSD by targeting enrollment and marketing efforts to surrounding communities. Information with regard to race and ethnicity of students is not gathered, however, until students have been enrolled.

## **Language(s) of Outreach**

All outreach and recruitment activities, methods, and materials will include Spanish and English verbal and written engagement.

## **Plan to Achieve LAUSD Ratio of Special Education, English Learners, and Redesignated Fluent English Proficient Pupils**

- Distribute notification about enrollment opportunities at Leichtman-Levine to communities in Los Angeles Unified School District, including those that serve diverse populations.
- Publicize Leichtman-Levine through flyers, the Alliance website, the school website and notices to neighborhood schools and families about available openings.
- Target a diverse set of students throughout the student recruitment process in order to achieve and maintain the LAUSD ratio of special education and english learners goal upon enrollment.

Leichtman-Levine will make every effort to recruit students with diverse learning needs and English Learners to achieve a balance that is reflective of the general population residing within the territorial jurisdiction of LAUSD.

## **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.)

## **Admission Requirements**

Each student interested in enrolling at Leichtman-Levine must be a resident of California and
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submit an application form to the school. If the number of interested students exceeds the number of seats available by the application deadline, admittance shall be determined by a public random drawing.

## **Student Recruitment**

The intent of Leichtman-Levine is to serve students living in and attending schools within a 4-mile radius of the campus. As such, the school's marketing efforts will be targeted to students residing in the community or attending schools in the community served, which includes primarily students within LAUSD.

Leichtman-Levine is committed to serving all students. As detailed in Element 7, the Outreach Plan includes targeted efforts to recruit all students regardless of their 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, equal rights, and opportunities in admission. This includes students who are at risk of low achievement, socio-economically disadvantaged students, and students with disabilities.

Methods of recruiting students may include:

- Announcements mailed to families attending neighboring elementary, middle and high schools
- Marketing brochures and flyers (in English and Spanish) distributed throughout the local community
- Local newspaper announcements
- Open houses and information sessions at the school site
- Open House at the school site prior to the opening of school
- The use of English and Spanish collateral and materials.

## **Lottery Preferences and Procedures**

### **Lottery Preferences**

Existing students are guaranteed admission in the following school year and are exempt from the public random drawing (lottery).

During the lottery, the following preferences shall be extended:

- Siblings currently attending Leichtman-Levine. (Siblings must share at least one biological parent or legal guardian.)
- Children of current Leichtman-Levine staff members not to exceed 10% of total enrollment.
- Students living within the boundaries of the Los Angeles Unified School District.

In an effort to keep families together, in situations where siblings apply to Leichtman-Levine together and they do not have any other siblings currently attending Leichtman-Levine, if one of the children gains admission, he/she will automatically be considered a currently enrolled student and lottery preferences would apply.

## Lottery Procedures

- **Open Enrollment Period:** The open enrollment period for the upcoming school year will start at the beginning of October of the current school year and last until the lottery takes place (as needed), and no later than May 30. Parents/guardians of students who submitted applications and interested parties will be provided information about the timeline and procedures to be followed during the open enrollment and lottery process upon request. This information will be made available verbally, online and in print form.
- **Application Form:** Each student interested in enrolling at an Alliance school must submit an application form to the school before the application deadline. There must be one application for each child. Applications received after the deadline shall be placed on the waitlist in the order they are received.
- **Lottery Procedures:** The lottery will be held on Leichtman-Levine's campus unless a larger venue is required. If needed, the lottery will take place on a weekday afternoon or evening or during the weekend to help ensure all interested parties can attend. The specific date, time and location will be determined one week following the application due date, and will be communicated to families and interested parties verbally or through written communications (e.g., text messages, emails, postings in school main office) as needed. Lottery procedures will be followed and related materials will be made available upon request. Interested parties are welcome to observe the random public drawing should one be necessary.

If the number of applicants exceeds the number of available seats on the application due date, a public lottery will be hosted and the applicants will be randomly drawn to fill the available seats. The lottery will follow the school's lottery preferences.

Applicants that are not accepted during the lottery will be placed on the waitlist in the order their names are drawn. All applications and a record of the order in which they are drawn will be kept on file at the Charter School. The Charter School may choose to conduct the lottery using an online enrollment system. The online enrollment system allows families to apply online and allows the school to run the lottery using a secure computer algorithm so that rules and lottery preferences are followed every

time and families can be assured of an equitable process.

After the offered list is set, a waitlist shall be created and maintained. Should vacancies occur, admission will be offered to applicants on the waitlist in the order their names appear. The school can utilize the online enrollment system to manage the waitlist to ensure seats are offered to students in the order they appear on the waitlist.

- **Communication:** The offered list and waitlist will be made available following the lottery (if needed) and upon request. Parents/guardians of applicants on the offered list and waitlist will be contacted by designated school office staff via phone and/or in writing. Multiple communications on different days will be attempted. Communication attempts will be logged by school staff.

Parents/guardians of applicants will have 5 school days from initial contact to respond to the designated contact person. The parents can respond via phone, in writing or by accepting the seat through the online enrollment system. If parents do not respond within the timeline, the applicant will be removed from the waitlist and the next applicant's parents/guardians on the waitlist will be contacted. We use an enrollment database system to log and document the fair execution of our lottery and waitlist.

## **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

### **Annual Audit Procedures**

#### **Audit Responsibilities**

As per the Intracompany Services Agreement with the Alliance College-Ready Public Schools, the Alliance Home Office Chief Financial Officer, in coordination with the Alliance Audit Committee, is responsible for the selection of a qualified independent auditor to conduct the required annual financial audit. The auditor is retained by the Alliance Accounting Team, led by its Vice President, Accounting and Chief Financial Officer, to coordinate the completion

of an annual audit of the school's financial books and records.

The selection process will include confirmation that any recommended firm be on the State Controller's list of approved auditors to conduct charter school audits. The Alliance Governing Board considers a recommendation annually from the Alliance Audit Committee to select the financial auditor. This audit will be conducted in accordance with the applicable Generally Accepted Accounting Principles. To the extent required by law, the scope of this audit will be expanded to include any relevant items or processes identified by the Office Management and Budget such as Circular A-133. All audit services are handled centrally by the Alliance Accounting Team, as per the school's Administrative Services Agreement with the Alliance.

The Vice President, Accounting ensures that the auditor sends the completed audit to the required agencies by the statutory deadline. As per relevant requirements, the school's audit is submitted to the Federal Audit Clearinghouse, State Controller, County Office of Education, California Department of Education and LAUSD.

As outlined in prior sections, the Alliance Home Office provides specific back-office services to the Charter School, including budgeting/forecasting, accounts set up (insurance, benefits, attendance tracking), payroll, compliance, required reporting, service vendor contract negotiations and management, and purchasing. The Alliance Home Office also provides oversight and monitors adherence by the Alliance Governing Board to the charter process and any applicable law. The Alliance Home Office maintains separate financial records for Charter School and assures that all accounting complies with generally accepted accounting principles.

## **Process to Resolve Audit Findings**

Any deficiencies, findings, material weaknesses, or audit exceptions are reported to the Alliance Audit Committee. The Alliance Accounting Team, led by its Vice President, Accounting, will work with the school's leadership and the Alliance Governing Board, to immediately develop and implement a corrective action plan. Any such exception, as well as the corrective action plan, will be reviewed at an Alliance Governing Board regular meeting.

## **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.

## **School Climate and Student Discipline System**

### **School-Wide Positive Behavior Intervention and Support (SWPBIS)**

As required by the Modified Consent Decree (MCD), Alliance schools also follow the District's Discipline Foundation Policy, including the school-wide positive behavior supports, alternatives to suspension (e.g., behavioral contracts, student detention, parent conferences, counseling), and restorative justice. At the beginning of each school year, the principal or administrative designee (e.g., assistant principal, dean of students) will provide professional development to school staff in order to communicate and model the school's discipline policy to the school community.

Leichtman-Levine believes in a student discipline philosophy that is progressive in nature, but also emphasizes positive behavior supports to provide students with opportunities to improve. These include, but are not limited to: positive recognition, restorative practices (e.g., restorative circles, mediation, regular conferencing), increased family and community collaboration, acknowledgement and reinforcement of appropriate behavior, clear definition of expectations, team-based implementation, and data-based decision making. The school will have access to a student discipline dashboard to track and monitor student suspensions and expulsions on a regular basis.

### **Tiered Behavior Intervention**

Leichtman-Levine provides Tier 1 Universal supports to all scholars in the teaching of SEL skills and behavior expectations, accompanied by frequent positive praise to scholars. Administrators and staff will regularly review school-wide and subgroup behavior data to identify scholars for providing: Tier 2 Targeted interventions such as Check In Check Out or Small Group SEL instruction; Tier 3 Intensive intervention designed to directly address the function of behavior such as individualized success and safety plans, coordination of care agency services, or wraparound support.

*Additionally, students who violate the school rules are also subject to, but not limited to, the following progressive actions:*

- Verbal warning
- Phone call to parent/guardian
- Loss of privileges (e.g. attending after school activities, interscholastic sports, special non-instructional activities held during the school day, one-to-one assigned technology)

- Detention
- Conference with student and parent/guardian
- Suspension
- Expulsion

## Restorative Justice Practices

Leichtman-Levine leverages a trauma-informed, resilience-focused and multi-tiered approach with Restorative Justice to ensure all scholars feel safe, seen, and ready to learn. We aim for a “Culture of Learning” founded on clear expectations. At Tier 1, we emphasize prevention as much as possible, with a focus on community building and strong relationships for all and techniques including but not limited to affective statements, positive comment ratio of 5:1 with scholars, and community building circles. At Tier 2, for some scholars, based on data, techniques include but are not limited to restorative conferences, harm repair circles, targeted social emotional learning, self-assessments. Finally, at Tier 3, for few scholars, based on data, techniques include but are not limited to individualized supports, re-entry circles, function of behavior interventions, intensive social emotional learning. We believe in using restorative justice to repair the harm to relationships and school communities when broken, using techniques above, to ensure long term sustained success for all scholars.

## Alternatives to Suspension

Leichtman-Levine believes that all scholars can achieve at a high level. This belief holds true regardless of our scholars’ prior academic experience, disability status, cognitive level, or behavioral, social-emotional, or mental health needs. In order to support the continued achievement of scholars, the school has dedicated resources to implement a discipline framework that is void of punitive, ineffective practices, reduces suspensions, and mitigates exclusion of scholars from their school communities and learning environments. Whenever possible and appropriate, Leichtman-Levine provides Alternatives to Suspension via age-appropriate responses to correct a scholar’s specific misconduct and that provide the scholar with an opportunity to learn the skills necessary to avoid recurrence of misconduct. At the beginning of the school year faculty and staff are provided training on the school’s discipline policy and throughout the year the administration uses data to plan for any refresher and updates throughout the year. Whenever possible, we will utilize positive behavior support and interventions for violations, prior to or in lieu of suspension, to resolve disciplinary issues.

Methods include but are not limited to:

- Alternative Programming
- Behavior Agreement or Contract
- Community Service
- Counseling
- Mini Courses/Skill Modules

- Restitution
- Restorative Circle
- Social Skills Instruction
- Check In Check Out
- Mentorship
- Outside Agency Support
- Voluntary Parental Involvement & Supervision

## Using Data

The school will 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. The data will be used to inform behavior interventions across Tier 1, 2, and 3, as well as any plans for faculty and staff training, coaching, and development..

## Grounds for Suspension and Expulsion

### Disciplinary Jurisdiction

Leichtman-Levine has adopted the *Los Angeles Unified School District Suspension and Expulsion Matrix* as identified below. As such, a student may be suspended or expelled for prohibited misconduct, as outlined in the matrix, if the act occurs:

- 1) While on school grounds,
- 2) While going to or coming from school,
- 3) During the lunch period whether on or off the school campus,
- 4) During, or while going to or coming from, a school-sponsored activity

### Non-Discretionary Suspension

Leichtman-Levine has adopted the *Los Angeles Unified School District Suspension and Expulsion Matrix* as identified below. As such, all offenses that fall under Category I require non-discretionary suspension and recommendation for expulsion.

Category I Student Offenses with <b>No</b> Principal Discretion (except as otherwise precluded by law)	Category II* Student Offenses with <b>Limited</b> Principal Discretion	Category III* Student Offenses with <b>Broad</b> Principal Discretion
Principal <b>shall immediately</b> suspend and recommend expulsion when the following occur <b>at school or at a school activity off campus</b> . [E.C. 48915(c)]	Principal <b>must</b> recommend expulsion when the following occur <b>at school or at a school activity off campus</b> unless the principal determines that the expulsion is inappropriate. [E.C. 48915(a)(1)]	Principal <b>may</b> recommend expulsion when the following occur at any time, including, but not limited to, <b>while on school grounds; while going to or coming from school; during the lunch period, whether on or off the campus; or during, or while going to or coming from, a school-sponsored activity.</b> [E.C. 48915(b) and (e)]
1. Possessing, selling, or furnishing a firearm. E.C. 48915(c)(1); 48900(b)	1. Causing serious physical injury to another person, except in self-defense. E.C. 48915(a)(1)(A); 48900(a)(1), maybe also 48900(a)(2)	1. Caused, attempted to cause, or threatened to cause physical injury to another person. <b>(Unless, in the case of "caused," the injury is serious. [See II.1])</b> E.C. 48900(a)(1); 48915(b) 2. Possession/Under influence of marijuana (1 <sup>st</sup> offense < 1 oz.) or controlled substance or alcohol or any intoxicant. E.C. 48900(c); 48915(b) 3. Sold, furnished, or offered a substitute substance represented as a controlled substance. E.C. 48900(d); 48915(b)
2. Brandishing a knife at another person. E.C. 48915(c)(2); 48900(a)(1) and 48900(b)	2. Possession of any knife or other dangerous object of no reasonable use to the pupil. E.C. 48915(a)(1)(B); 48900(b)	4. Caused or attempted to cause damage to school or private property. E.C. 48900(f); 48915(e) 5. Stole or attempted to steal school or private property. E.C. 48900(g); 48915(e) 6. Possessed or used tobacco. E.C. 48900(h); 48915(e) 7. Committed an obscene act or engaged in habitual profanity or vulgarity. E.C. 48900(i); 48915(e)
3. Unlawfully selling a controlled substance. E.C. 48915(c)(3); 48900(c)	3. Unlawful possession of any controlled substance (except for the first offense of no more than an ounce of marijuana, and over-the-counter and prescribed medication) E.C. 48915(a)(1)(C); 48900(c)	8. Possessed, offered, arranged, or negotiated to sell any drug paraphernalia. E.C. 48900(j); 48915(e) 9. <del>Disrupted school (wide) activities (suspension only by administrator, no expulsion) E.C. 48900(k); 48915(c)</del> 10. Knowingly received stolen school or private property. E.C. 48900(l); 48915(e) 11. Possessed an imitation firearm. E.C. 48900(m); 48915(e) 12. Engaged in harassment, threats, or intimidation against a pupil or group of pupils or school district personnel. E.C. 48900.4**; 48915(e)
4. Committing or attempting to commit a sexual assault or committing a sexual battery (as defined in 48900(n)). E.C. 48915(c)(4); 48900(n)	4. Robbery or extortion. E.C. 48915(a)(1)(D); 48900(e)	13. Engaged in sexual harassment. E.C. 48900.2**; 48915(e) 14. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence. E.C. 48900.3**; 48915(e) 15. Made terrorist threats against school officials or school property, or both. E.C. 48900.7; 48915(e) 16. Willfully used force or violence upon the person of another, except in self-defense. E.C. 48900(a)(2); 48915(b)
5. Possession of an explosive E.C. 48915(c)(5); 48900 (b)	5. Assault or battery upon any school employee. E.C. 48915(a)(1)(E); 48900(a)(1) and 48900(a)(2)	17. Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a disciplinary action. E.C. 48900(o); 48915(e) 18. <b>Any behavior listed in Category I or II that is related to school activity or school attendance but that did not occur on campus or at a school activity off campus.</b> E.C. 48915(b) 19. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma. E.C. 48900(p); 48915(e) 20. Engaged in, or attempted to engage in, hazing. E.C. 48900(q); 48915(e) 21. Engaged in an act of bullying, including, but not limited to, bullying committed by means of electronic act directed specifically toward a pupil or school personnel. E.C. 48900(r); 48915(e) 22. Aided or abetted the infliction of physical injury to another person (suspension only). E.C. 48900(t); 48915(e)
* For Categories II and III, the school must provide evidence of <u>one or both</u> of the following <b>additional findings</b> : (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 student's presence causes a continuing danger to the physical safety of the pupil or others. ** Grades 4 through 12 inclusive.		

## Discretionary Suspension

Leichtman-Levine has adopted the *Los Angeles Unified School District Suspension and Expulsion Matrix* as identified below. As such, all offenses that fall under Category II and III include Principal discretion and may result in a suspension.

### **Not Grounds for Suspension/Expulsion**

Leichtman-Levine's policy prohibits suspension and expulsion from being used as corrective measures in response to student misconduct of willful defiance as described in Education Code section 48900(k).

Category I Student Offenses with <b>No</b> Principal Discretion (except as otherwise precluded by law)	Category II* Student Offenses with <b>Limited</b> Principal Discretion	Category III* Student Offenses with <b>Broad</b> Principal Discretion
Principal <b>shall immediately</b> suspend and recommend expulsion when the following occur <b>at school or at a school activity off campus</b> . [E.C. 48915(c)]	Principal <b>must</b> recommend expulsion when the following occur <b>at school or at a school activity off campus</b> unless the principal determines that the expulsion is inappropriate. [E.C. 48915(a)(1)]	Principal <b>may</b> recommend expulsion when the following occur at any time, including, but not limited to, <b>while on school grounds; while going to or coming from school; during the lunch period, whether on or off the campus; or during, or while going to or coming from, a school-sponsored activity.</b> [E.C. 48915(b) and (e)]
1. Possessing, selling, or furnishing a firearm. E.C. 48915(c)(1); 48900(b)	1. Causing serious physical injury to another person, except in self-defense. E.C. 48915(a)(1)(A); 48900(a)(1), maybe also 48900(a)(2)	1. Caused, attempted to cause, or threatened to cause physical injury to another person. <b>(Unless, in the case of "caused," the injury is serious. [See II.1])</b> E.C. 48900(a)(1); 48915(b) 2. Possession/Under influence of marijuana (1 <sup>st</sup> offense < 1 oz.) or controlled substance or alcohol or any intoxicant. E.C. 48900(c); 48915(b) 3. Sold, furnished, or offered a substitute substance represented as a controlled substance. E.C. 48900(d); 48915(b)
2. Brandishing a knife at another person. E.C. 48915(c)(2); 48900(a)(1) and 48900(b)	2. Possession of any knife or other dangerous object of no reasonable use to the pupil. E.C. 48915(a)(1)(B); 48900(b)	4. Caused or attempted to cause damage to school or private property. E.C. 48900(f); 48915(e) 5. Stole or attempted to steal school or private property. E.C. 48900(g); 48915(e) 6. Possessed or used tobacco. E.C. 48900(h); 48915(e) 7. Committed an obscene act or engaged in habitual profanity or vulgarity. E.C. 48900(i); 48915(e)
3. Unlawfully selling a controlled substance. E.C. 48915(c)(3); 48900(c)	3. Unlawful possession of any controlled substance (except for the first offense of no more than an ounce of marijuana, and over-the-counter and prescribed medication) E.C. 48915(a)(1)(C); 48900(c)	8. Possessed, offered, arranged, or negotiated to sell any drug paraphernalia. E.C. 48900(j); 48915(e) 9. <del>Disrupted school (wide) activities (suspension only by administrator, no expulsion)</del> E.C. 48900(k); <del>48915(c)</del> 10. Knowingly received stolen school or private property. E.C. 48900(l); 48915(e) 11. Possessed an imitation firearm. E.C. 48900(m); 48915(e) 12. Engaged in harassment, threats, or intimidation against a pupil or group of pupils or school district personnel. E.C. 48900.4 <sup>**</sup> ; 48915(e)
4. Committing or attempting to commit a sexual assault or committing a sexual battery (as defined in 48900(n)). E.C. 48915(c)(4); 48900(n)	4. Robbery or extortion. E.C. 48915(a)(1)(D); 48900(e)	13. Engaged in sexual harassment. E.C. 48900.2 <sup>**</sup> ; 48915(e) 14. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence. E.C. 48900.3 <sup>**</sup> ; 48915(e) 15. Made terrorist threats against school officials or school property, or both. E.C. 48900.7; 48915(e) 16. Willfully used force or violence upon the person of another, except in self-defense. E.C. 48900(a)(2); 48915(b)
5. Possession of an explosive E.C. 48915(c)(5); 48900 (b)	5. Assault or battery upon any school employee. E.C. 48915(a)(1)(E); 48900(a)(1) and 48900(a)(2)	17. Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a disciplinary action. E.C. 48900(o); 48915(e) 18. <b>Any behavior listed in Category I or II that is related to school activity or school attendance but that did not occur on campus or at a school activity off campus.</b> E.C. 48915(b) 19. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma. E.C. 48900(p); 48915(e) 20. Engaged in, or attempted to engage in, hazing. E.C. 48900(q); 48915(e) 21. Engaged in an act of bullying, including, but not limited to, bullying committed by means of electronic act directed specifically toward a pupil or school personnel. E.C. 48900(r); 48915(e) 22. Aided or abetted the infliction of physical injury to another person (suspension only). E.C. 48900(t); 48915(e)

\* For Categories II and III, the school must provide evidence of one or both of the following **additional findings**: (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 student's presence causes a continuing danger to the physical safety of the pupil or others.

\*\* Grades 4 through 12 inclusive.

## Procedures for Suspension and Expulsion

### Suspension Procedures

*In the case of a foster child, the following paragraphs shall have the school communicate with their educational rights holder, attorney, or county social worker in lieu of a parent/guardian.*

### **Rules and Procedures**

The process for investigating incidents and collecting evidence for suspensions and expulsions will be fair and thorough. Suspension is preceded by a conference conducted by the principal or administrative designee (e.g., assistant principal, dean of students) with the student and the student's parent/guardian. The conference may be omitted if the administrative staff determines that an emergency situation exists. An "emergency situation" involves a clear and present danger to the lives, safety or health of students or school personnel. If the student is suspended without a conference, the parent/guardian is notified of the suspension, a request for a conference is to be made as soon as possible, and the conference is to be held as soon as possible. If the scholar denies the charges, they will be given explanation of the evidence that supports the charges and an opportunity to present their side of the story

***Notice to Parents/Guardians***

At the time of suspension (both out-of-school and in-school), the principal or administrative designee will contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall be notified in writing of the suspension and the date of return following suspension in the primary language of the guardian. This notice shall state the specific offense(s) committed by the student. In addition, the notice shall also state the date and time the student may return to school. The principal or administrative designee shall request to confer with the parent/guardian regarding matters pertinent to the suspension; parents/guardians are strongly encouraged to respond without delay as student violations of school rules may result in student expulsion from the school.

In-school suspensions will be served in either the school's main office or in an open classroom and will be supervised by a certificated staff member. During in-school suspensions, the student's teachers will provide coursework to be completed in the in-school suspension setting.

***Length of Suspension***

Suspensions (both out-of-school and in-school), when not including a recommendation for expulsion, shall not exceed five (5) consecutive school days per suspension. Students with IEPs shall not be suspended for more than a total of ten (10) school days in a school year unless a suspension has been extended pending an expulsion hearing, post a Manifestation Determination Review (MDR). During the term of the suspension, Leichtman-Levine shall provide the student with meaningful access to education. Missed assignments can be accessed virtually through class websites or arranged for pick-up or delivery with the parent/guardian. The student shall also be given the opportunity to take make-up tests if they were missed during the term of the suspension.

Upon a recommendation of expulsion by the principal or administrative designee, the pupil and the pupil's guardian or representative will be invited to a conference to determine if the suspension for the pupil should be extended pending an expulsion hearing. This determination will be made by the principal or administrative 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. Students who receive an extended suspension may be offered an interim placement at an LAUSD school, another Alliance school, or coursework from the attending school. Students shall not be suspended for more than a total of twenty (20) school days in a school year, unless a suspension has been extended up to 30 school days pending an expulsion hearing.

***Suspension Appeals***

The suspension of a student is at the discretion of the principal or administrative designee. Parents/guardians shall be notified in advance of the enactment of the suspension and can appeal a student's suspension. A suspension appeal shall be submitted in writing to the Alliance Home Office Chief Schools Officer, and shall be heard if requested within five (5) school days of the notification of suspension by the principal or administrative designee. Upon consideration of the evidence presented in the appeal, the Chief Schools Officer's decision shall be final. The student shall be considered suspended until a meeting is convened to hear the appeal. The decision regarding the appeal will be made within one (1) school day of the appeal hearing. Parents/guardians will be notified of the decision in writing

within three (3) school days. For students who are recommended for expulsion, any appeal of the suspension will be considered concurrently with the expulsion process.

## **Expulsion Procedures**

### ***Rules and Procedures***

The process for investigating incidents and collecting evidence for suspensions and expulsions will be fair and thorough. Upon a recommendation of expulsion by the principal or administrative designee, the pupil and the pupil's parent/guardian or representative will be invited, by letter or by phone, to a pre-expulsion conference within five (5) school days. During the conference, they will receive written notice of the charges and their rights and have the right to respond to the allegation. If necessary, they will be given three (3) additional school days after the conference to respond. This conference will also provide an opportunity to determine if the suspension for the pupil should be extended pending an expulsion hearing. This determination will be made by the principal or administrative designee.

### ***Authority to Expel***

A student may be expelled by a three (3) member neutral panel, known as the Expulsion Panel that is designated by the Leichtman-Levine School Board of Directors ("School Board"). The Expulsion Panel shall be selected by the Board Chair and will consist of Alliance College-Ready Public Schools and Alliance's affiliated schools' staff. The members of the Expulsion Panel shall meet the following criteria:

- 1) The members shall have no knowledge or previous familiarity of the student or situation, and
- 2) The members are not employees of the presenting school.

### ***Expulsion Hearing***

A hearing to determine whether the student should be expelled is required for recommendation for expulsion. The hearing shall be held within 30 school days after the principal makes his/her expulsion recommendation. The hearing shall be presided over by the Expulsion Panel described above.

The principal or administrative designee provides written notice of the hearing to the student and the student's parent/guardian within ten (10) calendar days before the date of the hearing. The notice shall be in the primary language of the guardian. The notice will include information regarding reasonable accommodations and language support, presentation and cross-examination of witnesses and other evidence, representation by counsel or other advocates, and other due process protections and rights. As necessary, the notice will also provide special rules and procedures for incidents involving sexual assault and/or battery (e.g., provide complaining witness with a copy of applicable disciplinary rules and advisement of rights, postponement of expulsion hearing for one school day to accommodate the special physical, mental and emotional needs of complaining witness, provide a nonthreatening environment for complaining witness to speak freely and accurately of his/her experiences, breaks during testimony as needed, advisement of complaining witness and accused pupil to refrain from personal or telephonic contact). The documentary evidence packet shall be made available to the student and/or parents/guardians upon request.

An audio recording of the hearing and proceedings will be created and retained.

### ***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 in which reasonable persons can rely in the conduct of serious affairs. A determination by the panel to expel must be supported by substantial evidence that the student committed an expellable offense. Also, in accordance to the LAUSD Suspension and Expulsion Matrix, for Category II and II offenses, the school must provide evidence of one or both of the following additional findings: (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 student's presence causes a continuing danger to the physical safety of the pupil or others. At the hearing the scholar will have 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.

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 Expulsion Panel determines that disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm. The decision of the panel to expel must be supported by substantial evidence presented at the hearing that the student committed an expellable offense. Also, in accordance to the LAUSD Suspension and Expulsion Matrix, for Category II and II offenses, the school must provide evidence of one or both of the following additional findings: (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 student's presence causes a continuing danger to the physical safety of the pupil or others.

The decision of the Expulsion Panel shall be in the form of written findings of fact. The final decision by the panel shall be made within three (3) school days following the conclusion of the hearing.

If the Expulsion Panel decides not to expel and the student is still enrolled, the pupil shall immediately be returned to his/her educational program or be given the opportunity to transfer to another Alliance school with mutual agreement of the parent and the other Alliance school.

### ***Written Notice to Expel***

Following a decision of the Expulsion Panel to expel, the principal or administrative designee shall send to the student and parent/guardian written notice of the decision to expel. The notice shall be in the primary language of the guardian. This notice will include the findings of fact, recommendations, referral to alternative placement, recommended rehabilitation plan, recommended expulsion order and appeal procedures. This notice to expel a student will be sent by certified U.S. mail. Records of the proceeding will be made available at anytime upon request to the Principal.

### ***Appeal of Expulsion***

An expulsion decision may be appealed within 30 calendar days of the date of the Expulsion Panel's written decision to expel. The parent/guardian must submit the appeal in writing to the principal who will inform the School Board Chair. An Expulsion Appeal Panel shall be convened within 30 school days of receipt of the written appeal, at which time the student's parent/guardian must attend to present his/her appeal either verbally or in writing. Language support shall be provided upon request. The Expulsion Appeal Panel shall have three (3)

members. The panel shall be selected by the School Board Chair. Panel members shall not be school employees (they may be Alliance Home Office employees or staff members from other Alliance schools), shall have no familiarity of the incident or student, and shall not be the same individuals that served on the Expulsion Panel. The scope of review of the panel shall be limited to whether there is relevant and material evidence which, in the exercise of reasonable diligence, could not have been produced or which was improperly excluded at the expulsion hearing. The decision of the Expulsion Appeal Panel shall be final. Parents will be notified of the Expulsion Appeal Panel's decision, in writing, within two (2) school days of the hearing. The notice shall be in the primary language of the guardian. In the event that the Expulsion Appeal Panel reverses the expulsion, the student shall be immediately reinstated.

### ***Alternative Placement***

In the event of a decision to expel a student, the school will work cooperatively with the student's home school district, the county and/or other schools to find alternative placement for the student.

### ***Rehabilitation Plans***

Pupils who are expelled from an Alliance school shall be given a rehabilitation plan upon expulsion as developed by the Expulsion 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 pupil may reapply to the Alliance school for readmission.

### ***Readmission***

The school shall receive the documentary evidence from parents/guardians or LAUSD as per the student's rehabilitation plan in the findings of fact. This evidence will be reviewed to determine if the plan's requirements have been met to allow for readmission. Upon completion of the readmission process and pending the availability of open seats, the school shall readmit the pupil, unless the school's principal 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 school, including any related findings, must be provided to the pupil and the pupil's parent/guardian within a reasonable time.

### ***Reinstatement***

Upon completion of the readmission process and a determination that the student has met the terms of the rehabilitation plan, the school shall reinstate the student upon the conclusion of the expulsion period in a timely manner pending the availability of open seats.

## **Mandatory Recommendation for Expulsion**

Leichtman-Levine has adopted the *Los Angeles Unified School District Suspension and Expulsion Matrix* as identified below. As such, all offenses that fall under Category I do not include Principal discretion and will result in a recommendation for expulsion.

Category I Student Offenses with <b>No</b> Principal Discretion (except as otherwise precluded by law)	Category II* Student Offenses with <b>Limited</b> Principal Discretion	Category III* Student Offenses with <b>Broad</b> Principal Discretion
Principal <b>shall immediately</b> suspend and recommend expulsion when the following occur <b>at school or at a school activity off campus</b> . [E.C. 48915(c)]	Principal <b>must</b> recommend expulsion when the following occur <b>at school or at a school activity off campus</b> unless the principal determines that the expulsion is inappropriate. [E.C. 48915(a)(1)]	Principal <b>may</b> recommend expulsion when the following occur at any time, including, but not limited to, <b>while on school grounds; while going to or coming from school; during the lunch period, whether on or off the campus; or during, or while going to or coming from, a school-sponsored activity.</b> [E.C. 48915(b) and (e)]
1. Possessing, selling, or furnishing a firearm. E.C. 48915(c)(1); 48900(b)	1. Causing serious physical injury to another person, except in self-defense. E.C. 48915(a)(1)(A); 48900(a)(1), maybe also 48900(a)(2)	1. Caused, attempted to cause, or threatened to cause physical injury to another person. <b>(Unless, in the case of "caused," the injury is serious. [See II.1])</b> E.C. 48900(a)(1); 48915(b) 2. Possession/Under influence of marijuana (1 <sup>st</sup> offense < 1 oz.) or controlled substance or alcohol or any intoxicant. E.C. 48900(c); 48915(b) 3. Sold, furnished, or offered a substitute substance represented as a controlled substance. E.C. 48900(d); 48915(b)
2. Brandishing a knife at another person. E.C. 48915(c)(2); 48900(a)(1) and 48900(b)	2. Possession of any knife or other dangerous object of no reasonable use to the pupil. E.C. 48915(a)(1)(B); 48900(b)	4. Caused or attempted to cause damage to school or private property. E.C. 48900(f); 48915(e) 5. Stole or attempted to steal school or private property. E.C. 48900(g); 48915(e) 6. Possessed or used tobacco. E.C. 48900(h); 48915(e) 7. Committed an obscene act or engaged in habitual profanity or vulgarity. E.C. 48900(i); 48915(e)
3. Unlawfully selling a controlled substance. E.C. 48915(c)(3); 48900(c)	3. Unlawful possession of any controlled substance (except for the first offense of no more than an ounce of marijuana, and over-the-counter and prescribed medication) E.C. 48915(a)(1)(C); 48900(c)	8. Possessed, offered, arranged, or negotiated to sell any drug paraphernalia. E.C. 48900(j); 48915(e) 9. <del>Disrupted school (wide) activities (suspension only by administrator, no expulsion) E.C. 48900(k); 48915(c)</del> 10. Knowingly received stolen school or private property. E.C. 48900(l); 48915(e) 11. Possessed an imitation firearm. E.C. 48900(m); 48915(e) 12. Engaged in harassment, threats, or intimidation against a pupil or group of pupils or school district personnel. E.C. 48900.4**; 48915(e)
4. Committing or attempting to commit a sexual assault or committing a sexual battery (as defined in 48900(n)). E.C. 48915(c)(4); 48900(n)	4. Robbery or extortion. E.C. 48915(a)(1)(D); 48900(e)	13. Engaged in sexual harassment. E.C. 48900.2**; 48915(e) 14. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence. E.C. 48900.3**; 48915(e) 15. Made terrorist threats against school officials or school property, or both. E.C. 48900.7; 48915(e) 16. Willfully used force or violence upon the person of another, except in self-defense. E.C. 48900(a)(2); 48915(b)
5. Possession of an explosive E.C. 48915(c)(5); 48900 (b)	5. Assault or battery upon any school employee. E.C. 48915(a)(1)(E); 48900(a)(1) and 48900(a)(2)	17. Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a disciplinary action. E.C. 48900(o); 48915(e) 18. <b>Any behavior listed in Category I or II that is related to school activity or school attendance but that did not occur on campus or at a school activity off campus.</b> E.C. 48915(b) 19. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma. E.C. 48900(p); 48915(e) 20. Engaged in, or attempted to engage in, hazing. E.C. 48900(q); 48915(e) 21. Engaged in an act of bullying, including, but not limited to, bullying committed by means of electronic act directed specifically toward a pupil or school personnel. E.C. 48900(r); 48915(e) 22. Aided or abetted the infliction of physical injury to another person (suspension only). E.C. 48900(t); 48915(e)

\* For Categories II and III, the school must provide evidence of one or both of the following **additional findings**: (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 student's presence causes a continuing danger to the physical safety of the pupil or others.  
\*\* Grades 4 through 12 inclusive.

## Discretionary Recommendation for Expulsion

Leichtman-Levine has adopted the *Los Angeles Unified School District Suspension and Expulsion Matrix* as identified below. As such, all offenses that fall under Category II and III include Principal discretion and may result in a recommendation for expulsion.

### **Not Grounds for Suspension/Expulsion**

Leichtman-Levine's policy prohibits suspension and expulsion from being used as corrective measures in response to student misconduct of willful defiance as described in Education Code section 48900(k).

Category I Student Offenses with <b>No</b> Principal Discretion (except as otherwise precluded by law)	Category II* Student Offenses with <b>Limited</b> Principal Discretion	Category III* Student Offenses with <b>Broad</b> Principal Discretion
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2. Brandishing a knife at another person. E.C. 48915(c)(2); 48900(a)(1) and 48900(b)	2. Possession of any knife or other dangerous object of no reasonable use to the pupil. E.C. 48915(a)(1)(B); 48900(b)	4. Caused or attempted to cause damage to school or private property. E.C. 48900(f); 48915(e) 5. Stole or attempted to steal school or private property. E.C. 48900(g); 48915(e) 6. Possessed or used tobacco. E.C. 48900(h); 48915(e) 7. Committed an obscene act or engaged in habitual profanity or vulgarity. E.C. 48900(i); 48915(e)
3. Unlawfully selling a controlled substance. E.C. 48915(c)(3); 48900(c)	3. Unlawful possession of any controlled substance (except for the first offense of no more than an ounce of marijuana, and over-the-counter and prescribed medication) E.C. 48915(a)(1)(C); 48900(c)	8. Possessed, offered, arranged, or negotiated to sell any drug paraphernalia. E.C. 48900(j); 48915(e) 9. <del>Disrupted school-(wide)-activities-(suspension-only-by-administrator-no-expulsion)</del> E.C. 48900(k); <del>48915(c)</del> 10. Knowingly received stolen school or private property. E.C. 48900(l); 48915(e) 11. Possessed an imitation firearm. E.C. 48900(m); 48915(e) 12. Engaged in harassment, threats, or intimidation against a pupil or group of pupils or school district personnel. E.C. 48900.4 <sup>**</sup> ; 48915(e)
4. Committing or attempting to commit a sexual assault or committing a sexual battery (as defined in 48900(n)). E.C. 48915(c)(4); 48900(n)	4. Robbery or extortion. E.C. 48915(a)(1)(D); 48900(e)	13. Engaged in sexual harassment. E.C. 48900.2 <sup>**</sup> ; 48915(e) 14. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence. E.C. 48900.3 <sup>**</sup> ; 48915(e) 15. Made terrorist threats against school officials or school property, or both. E.C. 48900.7; 48915(e) 16. Willfully used force or violence upon the person of another, except in self-defense. E.C. 48900(a)(2); 48915(b)
5. Possession of an explosive E.C. 48915(c)(5); 48900 (b)	5. Assault or battery upon any school employee. E.C. 48915(a)(1)(E); 48900(a)(1) and 48900(a)(2)	17. Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a disciplinary action. E.C. 48900(o); 48915(e) 18. <b>Any behavior listed in Category I or II that is related to school activity or school attendance but that did not occur on campus or at a school activity off campus.</b> E.C. 48915(b) 19. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma. E.C. 48900(p); 48915(e) 20. Engaged in, or attempted to engage in, hazing. E.C. 48900(q); 48915(e) 21. Engaged in an act of bullying, including, but not limited to, bullying committed by means of electronic act directed specifically toward a pupil or school personnel. E.C. 48900(r); 48915(e) 22. Aided or abetted the infliction of physical injury to another person (suspension only). E.C. 48900(t); 48915(e)

\* For Categories II and III, the school must provide evidence of one or both of the following **additional findings**: (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 student's presence causes a continuing danger to the physical safety of the pupil or others.

\*\* Grades 4 through 12 inclusive.

## In-School Suspension

### Location, Supervision, and Student Instruction

The principal or administrative designee may assign scholars to a supervised in-school suspension for the entire period of suspension of not more than 5 school days if the scholar committed an act on the school-adopted LAUSD Suspension and Expulsion Matrix and poses no imminent danger or threat to the campus, other scholars, or staff. In-school suspensions will be served in either the school's main office or in an open classroom and will be supervised by a certificated staff member. During in-school suspensions, the scholar's teachers will provide coursework to be completed in the in-school suspension setting.

## Student Supports

During an in-school suspension all supports and services will be provided to the scholar including those listed written in their IEP, 504, or other scholar-centered support plan, in addition to access to appropriate counseling services.

## Family Notification

At the time of suspension (both out-of-school and in-school), the principal or administrative designee will contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall be notified in writing of the suspension and the date of return following suspension in the primary language of the guardian. This notice shall state the specific offense(s) committed by the student. In addition, the notice shall also state the date and time the student may return to school. The principal or administrative designee shall request to confer with the parent/guardian regarding matters pertinent to the suspension; parents/guardians are strongly encouraged to respond without delay as student violations of school rules may result in student expulsion from the school. In the case of a foster child, the preceding paragraph shall have the school communicate with the educational rights holder, attorney, or county social worker in lieu of a parent/guardian

## Maximum Days of Suspension

Suspensions (both out-of-school and in-school), when not including a recommendation for expulsion, shall not exceed five (5) consecutive school days per suspension. Students with IEPs shall not be suspended for more than a total of ten (10) school days in a school year unless a suspension has been extended pending an expulsion hearing, post a Manifestation Determination Review (MDR). During the term of the suspension, Leichtman-Levine shall provide the student with meaningful access to education. Missed assignments can be accessed virtually through class websites or arranged for pick-up or delivery with the parent/guardian. The student shall also be given the opportunity to take make-up tests if they were missed during the term of the suspension.

Upon a recommendation of expulsion by the principal or administrative designee, the pupil and the pupil's guardian or representative will be invited to a conference to determine if the suspension for the pupil should be extended pending an expulsion hearing. This determination will be made by the principal or administrative 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. Students who receive an extended suspension may be offered an interim placement at an LAUSD school, another Alliance school, or coursework from the attending school. Students shall not be suspended for more

than a total of twenty (20) school days in a school year, unless a suspension has been extended up to 30 school days pending an expulsion hearing.

### **Response to Offenses Precluded From In-School Suspension**

The following offenses in the Education Code are precluded for in-school suspension:

- 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
- Made terrorist threats against school officials or school property, or both

Additionally, if an action to expel the student will be or has already started, an in-school suspension is not permitted in lieu of a suspension from school.

## **Out-of-School Suspension Procedures**

### **Fair and Thorough Investigation**

The process for investigating incidents and collecting evidence for suspensions and expulsions will be fair and thorough.

### **Authorization to Suspend**

Principal and administrative designees are authorized to suspend scholars.

### **Adequate Notice to Student**

The process for investigating incidents and collecting evidence for suspensions and

expulsions will be fair and thorough. Suspension is preceded by a conference conducted by the principal or administrative designee (e.g., assistant principal, dean of students) with the student and the student's parent/guardian. The conference may be omitted if the administrative staff determines that an emergency situation exists. An "emergency situation" involves a clear and present danger to the lives, safety or health of students or school personnel. If the student is suspended without a conference, the parent/guardian is notified of the suspension, a request for a conference is to be made as soon as possible, and the conference is to be held as soon as possible. In all cases, the scholar is given an opportunity to respond to the charges.

### **Adequate Notice to Parent(s)**

At the time of suspension (both out-of-school and in-school), the Principal or administrative designee will contact the parent/guardian (and foster youth representatives, if applicable) by telephone or in person. Whenever a student is suspended, the parent/guardian shall be notified in writing of the suspension and the date of return following suspension in the primary language of the guardian. This notice shall state the specific offense(s) committed by the student. In addition, the notice shall also state the date and time the student may return to school. The principal or administrative designee shall request to confer with the parent/guardian regarding matters pertinent to the suspension; parents/guardians are strongly encouraged to respond without delay as student violations of school rules may result in student expulsion from the school.

### **Appeal of Suspension**

The suspension of a student is at the discretion of the principal or administrative designee. Parents/guardians shall be notified in advance of the enactment of the suspension and can appeal a student's suspension. A suspension appeal shall be submitted in writing to the Alliance Home Office Chief Instructional Officer, and shall be heard if requested within five (5) school days of the notification of suspension by the principal or administrative designee. Upon consideration of the evidence presented in the appeal, the Chief Instructional Officer's decision shall be final. The student shall be considered suspended until a meeting is convened to hear the appeal. The decision regarding the appeal will be made within one (1) school day of the appeal hearing. Parents/guardians will be notified of the decision in writing within three (3) school days. For students who are recommended for expulsion, any appeal of the suspension will be considered concurrently with the expulsion process.

## **Maximum Days of Suspension**

Suspensions (both out-of-school and in-school), when not including a recommendation for expulsion, shall not exceed five (5) consecutive school days per suspension for students in general education and including any student being served under Section 504 of the Rehabilitation Act of 1973. Students shall not be suspended for more than a total of twenty (20) school days in a school year, unless a suspension has been extended up to 30 school days pending an expulsion hearing. Students with IEPs shall not be suspended for more than a total of ten (10) school days in a school year unless a suspension has been extended pending an expulsion hearing, post a Manifestation Determination Review (MDR).

## **Access to Education**

During the term of the suspension, Leichtman-Levine shall provide the student with meaningful access to education. Missed assignments can be accessed virtually through class websites or arranged for pick-up or delivery with the parent/guardian. The student shall also be given the opportunity to take make-up tests if they were missed during the term of the suspension.

## **Rules and Procedures Pending Outcome of Expulsion Process**

Upon a recommendation of expulsion by the principal or administrative designee, the pupil and the pupil's guardian or representative will be invited to a conference to determine if the suspension for the pupil should be extended pending an expulsion hearing. This determination will be made by the principal or administrative 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. Students who receive an extended suspension may be offered an interim placement for meaningful access to education at an LAUSD school, another Alliance school, or coursework from the attending school. Students shall not be suspended for more than a total of twenty (20) school days in a school year, unless a suspension has been extended up to 30 school days pending an expulsion hearing.

## **Expulsion Procedures**

### **Adequate Notice of Reason to Student and Parent**

The process for investigating incidents and collecting evidence for suspensions and expulsions will be fair and thorough. Upon a recommendation of expulsion by the principal or administrative designee, the pupil and the pupil's parent/guardian or representative (include representatives for foster youth) will be invited, by letter or by phone, to a pre-expulsion conference within five (5) school days. During the conference, they will have the right to respond to the allegation. If necessary, they will be given three (3) additional school days after the conference to respond. This conference will also provide an opportunity to determine if the suspension for the pupil should be extended pending an expulsion hearing. This determination will be made by the principal or administrative designee.

### **Authority to Recommend Expulsion**

The process for investigating incidents and collecting evidence for suspensions and expulsions will be fair and thorough. The Principal or administrative designee may recommend expulsion. As stated above, upon a recommendation of expulsion by the principal or administrative designee, the pupil and the pupil's parent/guardian or representative will be invited, by letter or by phone, to a pre-expulsion conference within five (5) school days. During the conference, they will receive written notice of the charges and their rights and have the right to respond to the allegation. If necessary, they will be given three (3) additional school days after the conference to respond. This conference will also provide an opportunity to determine if the suspension for the pupil should be extended pending an expulsion hearing. This determination will be made by the principal or administrative designee.

### **Adequate Notice of Recommendation and Hearing to Student and Parent**

A hearing to determine whether the student should be expelled is required for recommendation for expulsion. The hearing shall be held within 30 school days after the principal makes his/her expulsion recommendation. The hearing shall be presided over by the Expulsion Panel described above.

The principal or administrative designee provides written notice of the hearing to the student and the student's parent/guardian within ten (10) calendar days before the date of the hearing. The notice shall be in the primary language of the guardian. The notice will include

information regarding reasonable accommodations and language support, presentation and cross-examination of witnesses and other evidence, representation by counsel or other advocates, and other due process protections and rights. As necessary, the notice will also provide special rules and procedures for incidents involving sexual assault and/or battery (e.g., provide complaining witness with a copy of applicable disciplinary rules and advisement of rights, postponement of expulsion hearing for one school day to accommodate the special physical, mental and emotional needs of complaining witness, provide a nonthreatening environment for complaining witness to speak freely and accurately of his/her experiences, breaks during testimony as needed, advisement of complaining witness and accused pupil to refrain from personal or telephonic contact). The documentary evidence packet shall be made available to the student and/or parents/guardians upon request.

An audio recording of the hearing and proceedings will be created and retained.

## **Interim Placement**

Students who receive an extended suspension may be offered an interim placement at an LAUSD school, another Alliance school, or coursework from the attending school. For scholars with disabilities, the interim placement discussion must happen during the Expulsion Analysis IEP meeting. If an Interim placement option may be needed, we will work with LAUSD COP to provide Alternative Interim Educational Placement.

## **Authority to Make Expulsion Decision**

A student may be expelled by a three (3) member panel, known as the Expulsion Panel that is designated by the Leichtman-Levine School Board of Directors ("School Board"). The Expulsion Panel shall be approved by the Board Chair and will consist of Alliance College-Ready Public Schools and Alliance's affiliated schools' staff. The members of the Expulsion Panel shall meet the following criteria:

- 1) The members shall have no knowledge or previous familiarity of the student or situation, and
- 2) The members are not school employees.

## **Expulsion Hearing**

***Expulsion Hearing***

A hearing to determine whether the student should be expelled is required for recommendation for expulsion. The hearing provides a meaningful opportunity to be heard and shall be held within 30 school days after the principal makes his/her expulsion recommendation. The hearing shall be presided over by the Expulsion Panel described above.

The principal or administrative designee provides written notice of the hearing to the student and the student's parent/guardian within ten (10) calendar days before the date of the hearing. The notice shall be in the primary language of the guardian. The notice will include information regarding reasonable accommodations and language support, presentation and cross-examination of witnesses and other evidence, representation by counsel or other advocates, and other due process protections and rights. As necessary, the notice will also provide special rules and procedures for incidents involving sexual assault and/or battery (e.g., provide complaining witness with a copy of applicable disciplinary rules and advisement of rights, postponement of expulsion hearing for one school day to accommodate the special physical, mental and emotional needs of complaining witness, provide a nonthreatening environment for complaining witness to speak freely and accurately of his/her experiences, breaks during testimony as needed, advisement of complaining witness and accused pupil to refrain from personal or telephonic contact). The documentary evidence packet shall be made available to the student and/or parents/guardians upon request.

An audio recording of the hearing and proceedings will be created and retained.

### ***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 in which reasonable persons can rely in the conduct of serious affairs. A determination by the panel to expel must be supported by substantial evidence that the student committed an expellable offense. Also, in accordance to the LAUSD Suspension and Expulsion Matrix, for Category II and II offenses, the school must provide evidence of one or both of the following additional findings: (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 student's presence causes a continuing danger to the physical safety of the pupil or others.

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 Expulsion Panel determines that disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm. The decision of the panel to expel must be supported by substantial evidence presented at the hearing that the student committed an expellable offense. Also, in accordance to the LAUSD Suspension and Expulsion Matrix, for Category II and II offenses, the school must provide evidence of one or both of the following additional findings: (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 student's presence causes a continuing danger to the physical safety of the pupil or others.

The decision of the Expulsion Panel shall be in the form of written findings of fact. The final decision by the panel shall be made within three (3) school days following the conclusion of the hearing.

If the Expulsion Panel decides not to expel and the student is still enrolled, the pupil shall immediately be returned to his/her educational program or be given the opportunity to transfer to another Alliance school with mutual agreement of the parent and the other Alliance school.

***Written Notice to Expel***

Following a decision of the Expulsion Panel to expel, the principal or administrative designee shall send to the student and parent/guardian written notice of the decision to expel. The notice shall be in the primary language of the guardian. This notice will include the findings of fact, recommendations, referral to alternative placement, recommended rehabilitation plan, recommended expulsion order and appeal procedures. This notice to expel a student will be sent by certified U.S. mail. Records of the proceeding will be made available at any time upon request to the Principal.

**Record of Proceedings**

An audio recording of the hearing and proceedings will be created and retained.

**Appeal of Decision**

An expulsion decision may be appealed within 30 calendar days of the date of the Expulsion Panel's written decision to expel. The parent/guardian must submit the appeal in writing to the principal who will inform the School Board Chair. An Expulsion Appeal Panel shall be convened within 30 school days of receipt of the written appeal, at which time the student's parent/guardian must attend to present his/her appeal either verbally or in writing. Language support shall be provided upon request. The Expulsion Appeal Panel shall have three (3) members. The panel shall be selected by the School Board Chair. Panel members shall not be school employees (they may be Alliance Home Office employees or staff members from other Alliance schools), shall have no familiarity of the incident or student, and shall not be the same individuals that served on the Expulsion Panel. The scope of review of the panel shall be limited to whether there is relevant and material evidence which, in the exercise of reasonable diligence, could not have been produced or which was improperly excluded at the expulsion hearing. The decision of the Expulsion Appeal Panel shall be final. Parents will be notified of the Expulsion Appeal Panel's decision, in writing, within two (2) school days of the hearing. The notice shall be in the primary language of the guardian. In the event that the Expulsion Appeal Panel reverses the expulsion, the student shall be immediately reinstated.

## Post-Expulsion Support

In the event of a decision to expel a student, the school will work cooperatively with the student's home school district, the county and/or other schools to find alternative placement for the student.

## Rehabilitation Plans

### ***Rehabilitation Plans***

Pupils who are expelled from an Alliance school shall be given a rehabilitation plan upon expulsion as developed by the Expulsion 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 pupil may reapply to the Alliance school for readmission.

### ***Readmission***

The school shall receive the documentary evidence from parents/guardians or LAUSD as per the student's rehabilitation plan in the findings of fact. This evidence will be reviewed to determine if the plan's requirements have been met to allow for readmission. Upon completion of the readmission process and pending the availability of open seats, the school shall readmit the pupil, unless the school's principal 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 school, including any related findings, must be provided to the pupil and the pupil's parent/guardian within a reasonable time.

### ***Reinstatement***

Upon completion of the readmission process and a determination that the student has met the terms of the rehabilitation plan, the school shall reinstate the student upon the conclusion of the expulsion period in a timely manner pending the availability of open seats.

## **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.

### **Certificated Staff Members**

**STRS** - All certificated employees who are eligible participate in the State Teachers Retirement System (CalSTRS). Eligible certificated employees deposit a percentage of their pre-tax creditable earnings in CalSTRS and the School matches this contribution. As of 7/01/2022, certificated employees contribute 10.205% (if subject to PEPPRA) or 10.25% (if not subject to PEPPRA) and Leichtman-Levine contributes 19.1%. All withholdings from employees and the Charter School are forwarded to the STRS Fund as required. Employees accumulate service credit years in the same manner as all other members of STRS.

### **Classified Staff Members**

**PERS** - All classified employees who are eligible participate in the Public Employees Retirement System (CalPERS). Eligible classified employees deposit a percentage of their pre-tax creditable earnings in CalPERS and that the School matches this contribution. As of 7/01/2024, employees contribute 8% (if subject to PEPR) or 7% (if not subject to PEPR) and Leichtman-Levine contributes 27.05%. All withholdings from employees and the charter school are forwarded to the PERS Fund as required. Employees accumulate service credit years in the same manner as all other members of PERS. Social Security payments are contributed for all qualifying PERS members.

### **Other Staff Members**

**OASDI, PARS and Others** - Leichtman-Levine participates in Old Age Survivor Disability Insurance (OASDI) for non-PERS/STRS eligible part-time employees. The Leichtman-Levine School Board of Directors retains the option to consider any other public or private retirement plans, such as the Public Agency Retirement System (PARS), and to coordinate such participation with existing programs as it deems appropriate.

## **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.

As a public charter school authorized to operate within the boundaries of the Los Angeles Unified School District, Leichtman-Levine provides a quality alternative to attending District schools. Students may choose to attend other public schools in the district of residence or pursue an inter-district transfer in accordance with existing enrollment and transfer policies of LAUSD.

Leichtman-Levine is a school of choice; no student is required to attend. This information is communicated to families through informational meetings.

## **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  
Alliance Leichtman-Levine Family Foundation Environmental Science High School  
2930 Fletcher Dr, Los Angeles, CA 90065

- 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  
Alliance Leichtman-Levine Family Foundation Environmental Science High School  
2930 Fletcher Dr, Los Angeles, CA 90065

- 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.

In the event that the Charter School closes, the Alliance Home Office Chief Financial Officer, supported by the Alliance Charter Management Organization's (CMO) Vice President of Accounting will serve as the Charter School's closure agent.

# **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).)