



# Countywide Charter School Petition Process

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## I. Charter School Petition Submission Process

Countywide charter school petitioners may submit a complete Charter School Package in person to the Orange County Board of Education (OCBE) at a regularly scheduled board meeting.

The Orange County Department of Education (OCDE) Charter Schools Unit staff must verify that the Charter School Package contains all required elements prior to the petition being submitted to OCBE. Contact the Charter Schools Unit at (714) 966-4381 to schedule an appointment to have your Charter School Package verified at least two weeks prior to the board meeting in which you want to submit a charter school petition. Appointments will take place at the Orange County Department of Education, 200 Kalmus Drive, Costa Mesa, 92626.

The timeline for the charter school review shall commence once OCBE receives a verified complete Charter School Package at a regularly scheduled board meeting.

Board meeting information can be accessed from the following link:

[www.ocde.us/Board/Pages/Board-Meeting-Information.aspx](http://www.ocde.us/Board/Pages/Board-Meeting-Information.aspx)

## II. Charter School Package

A complete Charter School Package consists of fifteen (15) binders and fifteen (15) flash drives containing the following required items with tabs separating each of the sections:

- A. Letter of Intent to submit the charter school petition to OCBE
- B. Charter School Petition Overview form
- C. Table of Contents delineating items in the charter petition
- D. Charter school petition and supporting documents
- E. Signed certification that the charter school will comply with all applicable laws
- F. Signature pages by parents or teachers that meet the following guidelines:
  1. The petition is signed by a number of parents/guardians of pupils that is equivalent to at least one-half (50%) of the number of pupils that the charter school estimates will enroll in the school in the first year of operation; or by a number of teachers that is equivalent to at least one-half (50%) of the number of teachers that the charter school estimates will be employed at the school in the first year of operation
  2. Signature pages must include a prominent statement that a signature on the petition means that the parent/guardian is meaningfully interested in having his/her child attend the charter school; or a teacher is meaningfully interested in teaching at the charter school



3. Parent signature pages must include the date signed, printed name, signature, address, phone number, number of children and grade level(s) of children
4. Teacher signature pages must include date signed, printed name, signature, phone number, teaching credential type, credential number and expiration date

### **III. Charter School Petition Review**

OCDE's Charter Schools petition review team will evaluate whether the petition complies with the Charter School Act and provides a comprehensive description of the elements set forth in Education Code Section 47605.6(b)(5).

A capacity and clarification meeting will take place with the charter school petitioners and Charter Schools Unit petition review team. Information from this meeting may be used in the written report and analysis provided to OCBE.

Charter Schools Unit staff will make a recommendation to approve or deny the charter petition to OCBE based on whether the charter school is consistent with sound educational practices and whether the petitioners are demonstrably likely to implement successfully the program of the proposed charter school.

Charter Schools Unit staff will provide a written report and analysis to support the recommendation for approval or denial of a charter petition. The charter school petitioners will be notified of the results of the review.

### **IV. Public Hearing**

OCBE will hold a public hearing on the provisions of the charter petition. The level of support for the petition by parents, teachers, community and school district where the charter school petitioner proposes to place the school facilities will be considered. In addition, supplemental written responses may be submitted to OCBE.

Prior to the public hearing, Charter Schools Unit staff will contact the charter petitioners to explain the process of the public hearing and answer any questions the petitioners may have.

### **V. Final Decision**

Within the guidelines delineated in Education Code Section 47605.6, OCBE will make a final decision to approve or deny the charter school petition.

OCBE shall not deny a petition unless it makes written factual findings to support one or more of the following:

- A. Charter school presents an unsound educational program for students



- B. Petitioners are demonstrably unlikely to successfully implement the program set forth in the petition
- C. Charter school petition does not contain the required number of signatures
- D. Charter school petition does not contain the necessary affirmations of the conditions described in Education Code Section 47605.6(e)
- E. Charter school petition does not contain reasonably comprehensive descriptions of the required charter elements

The OCBE Charter School Board Policy can be accessed by the following link:

[www.ocde.us/Board/Pages/Board-Policies.aspx](http://www.ocde.us/Board/Pages/Board-Policies.aspx)