



**TITLE:** Policy on Co-Locations for District School Facilities’ Use Pursuant to Education Code Section 47614 (Proposition 39)

**NUMBER:** BUL-5532

**ISSUER:** Michelle King, Senior Deputy Superintendent, School Operations Office of the Superintendent

**DATE:** July 7, 2011

**PURPOSE:** This bulletin provides guidelines for the shared use of District school sites by co-located District and charter schools pursuant to Education Code section 47614 and its Implementing Regulations (“Proposition 39”).

The District is committed to ensuring that the instructional and facilities needs of all public students, both District and charter, are considered and shared fairly. The District has an obligation to provide *all* public school students safe, quality facilities that are conducive for learning.

**BACKGROUND:** In 2000, Proposition 39 was approved by California’s voters and amended Education Code section 47614. Until that time, the District only had a duty under section 47614 to provide charter schools with surplus space (i.e., facilities not currently being used by the District for instructional or administrative purposes). However, the current law mandates that “public school facilities should be shared fairly among all public school pupils, including those in charter schools.” The law states that the District shall make available facilities sufficient to accommodate all of an eligible charter school’s “in-district students” (i.e., students entitled to attend District schools, except for those eligible to attend District schools solely based on inter-district attendance or parental employment) in conditions “reasonably equivalent” to those in which the students would be accommodated if they were attending other public schools of the District.

The District’s ultimate goal is to ensure that each in-district student has a seat in a reasonably equivalent, safe, and conducive learning environment. However, to achieve this goal, District staff is tasked to work through and overcome diverse, and frequently competing, legal and practical challenges regarding the allocation of limited District

**ROUTING**

- Local District Superintendents
- Local District Administrators of Instruction
- Local District Directors Elementary and Secondary Principals and Assistant Principals
- Facilities Services Division
- Innovation & Charter Schools Division



facilities to eligible charter schools pursuant to Proposition 39.

For instance, challenges include considerations of the operational feasibility to fulfill the District's duty to accommodate all new and special needs students each year within an entire framework of statutory, regulatory, and contractual duties that guide and bind the District's effort to meet its core mission to educate the children of Los Angeles. In addition, when administrating Proposition 39 facilities requests, the District is faced with competing laws, regulations, and mandates that compel the District to reduce its inventory of classroom seats by removing portable bungalows as well as eliminating involuntary busing and year-round multi-track academic calendars. The District has more charter schools operating within its boundaries than any other school district in the nation, and while it has undertaken a massive building program to relieve critical overcrowding, it remains burdened with a scarcity of available facilities.

The difficulties of facing all of these mandates and limitations are greatly exacerbated by the limited timeframe within which the District must annually allocate facilities to eligible charter schools. The District is afforded only ninety (90) calendar days (fifty-seven (57) of which are business days) to review all charter schools' facilities requests, identify all available space, and issue all preliminary proposals. In addition, modifications to the school sites are frequently necessary. Constructing/modifying fencing, buildings, restrooms and entrances at existing school sites involves several months of planning, formal approvals for expenditures of limited public funds, and physical execution of the work by a reduced workforce.

In order to fairly share the District's limited space, the District strives to continually improve the processes it follows to allocate space to charter schools that submit legally sufficient Proposition 39 facilities requests by streamlining the process to meet the annual needs of applicant charter schools while not unfairly burdening District schools. Charter schools' facilities offers are not made in a vacuum, and the process does not simply involve making a charter school match based solely on a statistical fit for numerical availability. Rather, the District seeks to maximize the overall quality of offers to all eligible charter school applicants while also minimizing the significant resulting disruption to District schools.

**TIMELINE:**

The following annual statutory deadlines are prescribed by the current Proposition 39 Implementing Regulations. The District's comprehensive matching process involving collaboration with Local



District Proposition 39 Liaisons (and through their Principals) will start as early as October and continue through April.

**November 1**

To receive facilities during a particular fiscal year, a charter school must submit a written facilities request to the District on or before November 1 of the preceding fiscal year.

\*\*Please note that November 1 is also the internal deadline for District schools to identify all anticipated uses of classrooms for the subsequent school year to ensure that the inventory assessment performed by School Management Services is complete, accurate and confirmed at the start of the matching process.

**December 1**

The District shall review the charter school's projections of in-district and total classroom ADA ("average daily attendance") on or before December 1, express any objections in writing and state the projections the District considers reasonable.

**January 2**

On or before January 2, the charter school shall respond to any objections expressed by the District. The charter school shall reaffirm or modify its previous projections as necessary to respond to the information received from the District.

**February 1**

On or before February 1, the District shall prepare in writing a preliminary proposal regarding the space to be allocated to the charter school and/or to which the charter school is to be provided access. At a minimum, the preliminary proposal shall include:

- 1) the projections of in-district classroom ADA on which the proposal is based,
- 2) the specific location or locations of the space,
- 3) all conditions pertaining to the space, including a draft of any proposed agreement pertaining to the charter school's use of the space, and
- 4) the projected pro rata share amount and a description of the methodology used to determine that amount.

The District shall also provide the charter school a list and description of the comparison group schools (schools that the charter student would have otherwise attended had they elected to remain in the



District) used in developing its preliminary proposal, and a description of the differences between the preliminary proposal and the charter school's facilities request as submitted pursuant to 5CCR Section 11969.9 (b).

**March 1**

On or before March 1, the charter school shall respond in writing to the District's preliminary proposal, expressing any concerns, addressing differences between the preliminary proposal and the charter school's facilities request and/or making counter proposals.

**April 1**

On or before April 1, having reviewed any concerns and/or counter proposals made by the charter school, the District Superintendent shall submit in writing a final notification of the space offered to the charter school. The notification shall include a response to the charter school's concerns and/or counter proposals (if any). The notification shall specifically identify:

- 1) the teaching station, specialized classroom space, and non-teaching station space offered for the exclusive use of the charter school and the teaching station, specialized classroom space, and non-teaching station space to which the charter is to be provided access on a shared basis with District-operated programs;
- 2) for shared space, the arrangements for sharing;
- 3) the in-district classroom ADA assumptions for the charter school upon which the allocation is based and, if the assumptions are different than those submitted by the charter school pursuant to 5CCR Section 11969.9 (e), a written explanation of the reasons for the differences;
- 4) the specific location or locations of the space;
- 5) all conditions pertaining to the space;
- 6) the pro rata share amount; and
- 7) the payment schedule for the pro rata share amount, which shall take into account the timing of revenues from the state and from local property taxes.

**May 1**

The charter school must notify the District in writing whether or not it intends to occupy the offered space. This notification must occur by May 1 or 30 days after the District notification, whichever is later. The charter school's notification can be withdrawn or modified before this deadline.



If the charter school does not notify the District by this deadline that it intends to occupy the offered space, then the space shall remain available for District programs and the charter school shall not be entitled to use District facilities in the following fiscal year.

**10 Business Days Prior to First Day of Charter School Instruction**

The space allocated to the charter school by the District (or to which the District provides the charter school access) must be furnished, equipped and available for occupancy by the charter school for a period of at least ten (10) working days prior to the first day of instruction of the charter school.

**PROCEDURES:**

The following sets forth the operational guidelines for District school and charter school principals co-located on District facilities, and is subject to any agreement reached between the District and a charter school in a formal use agreement.

Facilities Utilization

The charter school shall comply with all District policies regarding the operations and maintenance of the school facilities and furnishings and equipment.

Facilities and furnishings and equipment provided to a charter school by the District shall remain the property of the District. All District property should be labeled by the Facilities Service Division in order to maintain accurate inventory. It is the responsibility of the charter school to maintain all furniture and equipment not provided by the District, and to provide any and all supplies for the equipment provided by the District (e.g., toner, paper, etc.).

Per District Policy Bulletin 953.1, at the end of each fiscal year, schools and offices must complete an inventory for applicable equipment purchased with Unrestricted General Fund resources. However, it is preferred that the inventory be updated throughout the year as necessary. Pre-numbered identification labels will be placed on all equipment. Both the charter and District schools are responsible for the inventory associated with their own space.

- Equipment may not be loaned to any District or charter school employee, group or other persons for personal use. Equipment which is temporarily taken away from the site to perform District functions must be strictly controlled and accounted for. Refer to Bulletin No. DB-15, "Written Authorization for Possession of



District Equipment Offsite”, dated July 25, 2001 from the Accounting & Disbursements Division. The time period that equipment is temporarily away from the site should be kept at a minimum and should not exceed six months. All such equipment must be returned to the site prior to taking the annual equipment inventory.

- Highly desirable and portable equipment, such as computers, media players and televisions, must be anchored with security devices and housed in rooms that can be secured. When these items are not in use, they should be stored in secured rooms or locked closets. Equipment shall not be taken home to be stored. In addition, all highly desirable and portable equipment items must be permanently marked “Los Angeles Unified School District” in a prominent area on the equipment. Assistance in securing equipment and rooms can be obtained from your Maintenance Area. See the District Store’s Warehouse Supplies and Equipment Catalog for appropriate security devices.
- No later than June 30 of each fiscal year, the charter school principal shall submit to the Local District Proposition 39 Liaison, a written statement indicating the completion of the annual equipment inventory.
- By July 31, each Local District Proposition 39 Liaison will provide a written assurance that his/her reporting units have complied with the equipment inventory requirements to the Accounting Controls & Oversight Branch.

The District is not obligated to pay for the modification of an existing school site to accommodate the charter school’s grade level configuration.

The District shall allocate and/or provide access to non-teaching station space commensurate with the in-district classroom ADA of the charter school and the per-student amount of non-teaching station space in the District school.

- Non-teaching station space is all of the space that is not identified as teaching station space or specialized classroom space and includes, but is not limited to, administrative space, kitchen, multi-purpose room, and play area space. The District shall negotiate in good faith with the charter school to establish time allocations and schedules so that educational programs of the charter school and



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District School are least disrupted. The charter school and District school allocations of space will be clearly articulated in a facilities use agreement signed by both the District and the charter school principal prior to the charter school taking occupancy.

The principal of the District operated school is responsible to their respective superintendents, and ultimately to the Superintendent, for the educational program of their school. Both the District principal and the charter principal are mutually responsible for the care, operation, and supervision of the school plant.

As the District representative at the school site, the District Principal is responsible during times of crisis and will direct all activities consistent with the District safe school plan.

To address forthcoming issues relating to the shared use of facilities, the co-located District school principal and charter school principal are encouraged to meet in August and then every two weeks thereafter throughout the school year. To ensure effective communication and coordination between the two schools, District school principals (or designated and empowered administrators, when necessary) should attend these meetings.

Specific topics to be addressed during these regularly scheduled meetings shall include, but not be limited to, the following:

1. Site Access & Availability
2. School Services
3. Student Meals Program
4. Classroom usage
5. Keys
6. Scheduling
7. Safety & Security
8. Resolving Facilities Usage Issues

### Site Access & Availability

The space allocated for use by the charter school, subject to sharing arrangements, shall be available for the charter school's entire school year regardless of the school district's instructional year or class schedule and may not be sublet or used for purposes other than those that are consistent with District policies and practices.

During District non-operating hours, the charter school will have access to the space on the District facility identified in the facility use



agreement only. Although access will be without the support of District staff, both Principals should notify one another of unplanned visits by either school to the campus with no less than two (2) days advance notice. The charter school will be responsible for all liability resulting from this access.

When accessing the District facilities during District non-business hours, the charter school principal will be responsible to comply with District Policy Bulletin 2426.1, including, but not limited to, the following:

- Opening the Site
  - Telephone the School Police Department at 213-625-6631 IMMEDIATELY upon entering the site and identify yourself by name and position.
  - Immediately turn off the alarm system.
  
- Closing the Site
  - Close and lock all interior and exterior doors, windows and transit openings.
  - Turn off air conditioning and heating units, fans and office machines.
  - Free alarm sensors of ALL obstructions, including mobiles or other moving objects.
  - Just prior to departure, notify the School Police Department and turn on the intrusion alarm system.

#### School Services

The charter school shall pay the District a per-square-foot facilities cost for, among other things, the maintenance and operations costs of the provided facilities in a manner set forth in a formal use agreement between the charter school and the District. This contribution shall be on a pro rata share basis, generally for the following costs:

1. Debt Service-interest and principal on COPS (Education Code section 47614)
2. Maintenance and Operations
3. Safety (School Police)
4. Deferred Maintenance
5. Insurance
6. Grounds Costs

All District staff assigned to provide the services above must do so for the entire site regardless of charter or District occupied space. All co-





located facilities are allotted additional resources and staff based on the total number of students at the site to include co-located charter students. For example, if thirty percent of the teaching stations on the District site are occupied by the charter school, then thirty percent of the recoverable facilities costs will be provided and billed to the charter school. The charter school shall receive these same types of services as the District school.

The charter school principal must contact the District school principal and make a formal written request for additional service, repair, or to register a complaint. The District principal will then use the facility service request process to facilitate an assessment of required action.

No other services other than those listed above are provided to charter schools as part of a Proposition 39 co-location. Any other services requested by the charter school (e.g., nursing, after school programs, special education, etc.) should be directed by the charter school to the Innovation & Charter Schools Division at 213-241-2487. The charter school will pay separately for any and all of these requested services.

#### Student Meals Program

The charter school will have access to the eating area on the District campus per the Shared Use Agreement in coordination with the District principal.

#### Classroom Usage

In accordance with Board Rules 2351 through 2370, school administrators are responsible for compliance with federal, state and local safety regulations. Accordingly, District school principals shall assess room assignments in terms of student and staff safety.

Charter school principals will make a formal request in writing to the District principal for any and all repairs and/or modifications needed. The District principal will then notify the Complex Plant Manager to facilitate an assessment of required action.

Room usage assignments are to be made in a way to minimize, to the largest degree possible, the adverse affects to both the District school or charter school programs.

Any nonschool District organization, school, or group that wishes to use the school campus at any time when a charter school program and/or District school program are operating shall obtain the signatures of both the District and charter school principals for



approval of specific room usage.

When any organization wants to lease the campus via the Civic Center/Filming permit process, the District principal is responsible for this process and will consult with the charter school principal to ensure that there is not a scheduling conflict with academic programs before approving the usage.

### Keys

For proper access and safety considerations, the District school principal will provide the charter school principal with a set of keys to those areas of the school being utilized for the charter school's programs, such as the library, auditorium, and computer labs.

The charter school principal will report all lost keys to the District principal immediately, at which point the District principal will submit a new key request for replacement of lost keys. The charter school will be responsible for the cost of all replaced keys and any associated costs such as rekeying.

The charter school administration shall be notified and provided with a new set of keys when locks are changed due to emergencies.

The charter school principal shall comply with District Policy Bulletin 2374.2, as if it is a District school.

### **PROCEDURES TO BE FOLLOWED**

- A. The District principal shall be responsible for the control, issuance, and return of all keys, and maintenance of appropriate records of key distribution.
- B. The District Principal shall maintain an up-to-date record of the distribution of all keys.
- C. All keys, including custodial keys, are to be kept in a locked key safe or vault when not physically in the possession of authorized school staff.
- D. The issuance and receipt of all keys shall be acknowledged in writing and only with the written approval of the District principal. An up-to-date record of such information shall be on file in the Local District Office.



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- E. Keys are never to be kept in classroom or office cupboards, filing cabinets, in or on desks, or in faculty mail boxes.
- F. Keys are never to be in the possession of students. Keys are not loaned to students to open doors or gates.
- G. All requests for keys are in writing on a completed Key Production Request form and signed by the District Principal. These forms may be obtained from Maintenance and Operations Area 10 at (213) 745-1400.
- H. As designated by the District Principal, master keys (“A” and “K”) shall be issued only to the plant manager, administrative staff, and resident School Police Officer. Additionally, a maximum of five master keys may be requested for use by disaster emergency teams. These shall be maintained on a single ring at the site for emergency use only and are not to be issued in advance.
- I. It is important to keep the number of master and specialized keys to a minimum to maintain site security.
- J. Sub masters are to be issued only to school personnel who absolutely need them in the daily course of their responsibilities. They must be returned to the key safe or vault nightly.
- K. The classroom teacher is to be issued only the keys to his/her classroom, storeroom, and/or cabinets. The teacher will be responsible for the designated keys. A classroom teacher cannot be issued a master key.
- L. The District Principal will arrange to have all exterior doors of buildings opened and closed as necessary.
- M. Keys issued to substitute teachers and other District employees (maintenance, etc.) must be returned daily.
- N. Authorized personnel needing keys for weekend or holiday activities will be issued only the specific keys needed to access the necessary room(s)/area(s) for the weekend assignment. Prior written approval by the District Principal must be obtained.



- O. In sites equipped with intrusion alarm systems, the School Police must be notified a week in advance of the weekend or holiday that authorized personnel are scheduled to enter the site. See District Policy Bulletin 2426.1 (Rev.), "Procedures to Access Sites During Non-Business Hours", dated December 8, 2009, from the Office of the Chief Operating Officer. The School Police must also be telephoned upon the arrival and departure of the personnel.
- P. The loss or theft of keys shall be reported by the District school principal to the Local District Office and School Police. After so reporting, the Maintenance and Operations Area 10 Lock Department shall be notified, via the trouble call line. The Lock Department will immediately re-key sensitive areas only.
- Q. All keys shall be checked and turned in to the District Principal at the end of the school year or in the event of an assignment change.
- R. Staff members shall be notified that unauthorized possession by any person, including employees, of any site key or unauthorized duplicate key is a misdemeanor (Penal Code 469.).
- S. School Police will issue three alarm keys to the District Principal who will be responsible for these keys. The administrator will assign the keys accordingly. The District will maintain the three-key policy to insure the integrity of the alarm system.
- T. No site will be issued more than three intrusion alarm keys without approval of the School Police Chief.
- U. If an alarm key is lost or stolen, a report shall be made to School Police. A school police report number will be required when requesting a replacement.
- V. The District Principal shall take whatever action necessary to ensure these procedures are followed.

#### Scheduling

The District school principal and charter school principal shall consult with each other when scheduling activities in order to



minimize the impact on either instructional program. Instructional programs at either school take precedent over other activities.

The District principal and the charter school principal will schedule the use of all shared space on a shared calendar per the shared use agreement articulated in the facilities use agreement with the charter school.

The District principal and the charter school principal will align schedules and calendars on a single calendar at the District Co-Location Training in August. Compromises may be required of both principals in areas such as recess schedules and/or lunch schedules in order to solve operational challenges.

Whenever possible, rooms allocated for exclusive use by either the charter or District schools will be re-configured by the Internet Technology Division so as to have separate bell systems and not receive announcements from the other school except in the case of emergency.

#### Safety & Security

The charter school shall adopt the District's safe school plan while co-located at the District school site, and participate in all required school safety events and activities as directed by the District school principal (e.g., fire drills, earthquake drills, lock downs, Safe Passage walks, etc.).

At the District Co-Location Training in August, the charter school principal shall provide the District school principal a list of names, titles, emergency phone number and employee numbers for all charter staff. (See REF-5450.0 "*School Emergency Response Boxes*") The charter school principal will be responsible for keeping this list up to date with the District school principal. The District school principal will keep a copy of the charter staff roster on file in the front office and forward a copy to school police. The training will also include a discussion of the methods of communications during emergencies (such as use of radios, cell phones, PA systems and land lines) to ensure the same methods are used by both schools to reach students, parents and staff during an emergency. It is District practice that all schools on a campus follow one plan and one School Incident Commander during an emergency. The primary Incident Commander should be the District Principal since they have access to the emergency communication radio tree and can request assistance for the campus from the District. For the efficient operational support of



students, all schools on a campus must maintain the ability to quickly communicate and coordinate their actions. For this reason, all schools on one campus will share a common radio frequency.

District schools maintain a cache of emergency supplies on campus as well as lockdown supplies in classrooms. (See REF-5451.0 “School Site Emergency/Disaster Supplies) Charter schools are expected to provide the supplies for their population including specific supplies for students and staff with special needs. These supplies can be co-located in the District school’s emergency supply bin.

The District school and charter school shall comply with District Policy Bulletin 2219.0, 1325.1.

The District is committed to providing a safe and secure learning environment for its students. School site administrators must ensure that all gates are locked at the beginning of classes in the morning and remain locked until the end of the school day. Only the main entrance to the school shall remain open during the school day and that entrance should be monitored at all times.

As visitors are welcomed to District schools, they must be informed of the policies and procedures. Parental and community involvement in school programs and activities should be encouraged as stated in the California Education Code (Education Code section 44810 (a); section 44811 (a); section 51101, (a): (1), (2), (12) and Board Rules (1265, 2002).

#### I. STATE LEGAL REQUIREMENTS

- a. School must develop and post a visitor’s policy.
- b. All campus visitors must have the consent and approval of the principal/designee. Permission to visit must be given at the time requested if at all possible or within a reasonable period of time following the request. This does not preclude visits occurring on the same day as requested.
- c. Children who are not enrolled at the District or Charter school are not to be on the campus unless prior approval of the principal/designee has been obtained.
- d. Parents do have the right to:
  - i. Be informed in advance of the procedures for visiting the school;
  - ii. Request and obtain approval of the principal/designee to enter a school campus;
  - iii. Observe in the classroom or classrooms in which



- their child is enrolled within a reasonable period of time after making a request;
- iv. Observe in the classroom or classrooms for the purpose of selecting the school in which their child will be enrolled, within a reasonable period of time after making a request;
  - v. Request a meeting with the classroom teacher and/or school principal/designee following the observation; and,
  - vi. Meet with their child's teacher(s) and/or the school principal/designee, within a reasonable period of time after making a request.
- e. Parents do not have the right to:
- i. Willfully interfere with the discipline, order, or conduct in any school classroom or activity with the intent to disrupt, obstruct, or inflict damage to property or bodily injury upon any person.
  - ii. Disrupt class work, extracurricular activities or cause disorder in a place where a school employee is required to perform his or her duties. (School Police can be reached at 213-625-6631 for further information.)

## II. PROCEDURE

- a. Visitor's Policy
  - i. It is the responsibility of each principal to work with staff and community to develop and post, in appropriate languages, a visitor's policy. In the case of co-located schools, the visitor's policy should be consistent between the schools. This visitor's policy must be published and distributed to parents and staff annually thereafter. The law prohibits schools from setting arbitrary time limits regarding frequency and duration of visits. General expectations for visitors are:
    - 1. Follow the established school policy in requesting a classroom visitation from the principal/designee.
    - 2. Complete a visitor's permit and obtain the principal/designee's approval before proceeding to the classroom.
    - 3. Enter and leave the classroom as quietly as possible.
    - 4. Do not converse with the students, teacher



and/or instructional aides during instructional time.

5. Do not interfere with school activities.
  6. Keep the length and frequency of the classroom visits reasonable (to be determined by the activity being observed).
  7. Follow the school's established procedures for scheduling an appointment with the teacher(s) and/or principal/designee after the classroom visit, if needed.
  8. Return the visitor's permit before leaving the campus.
- ii. Administrator's Authority
1. Adults and minors over 16 years of age who enter a school campus and fail to adhere to the posted "Visitor's Policy" or who defy the principal/designee's authority may be reported to the appropriate police agency and may be subject to criminal charges.

#### Resolving Facilities Usage Issues

In addition to the prescribed meetings, the District school principal and the charter school principal shall meet to resolve facilities usage and resolve scheduling conflicts which may arise.

The District and charter school principals also shall be responsible for notifying certificated and clerical staffs of protocol, procedures, and resolution of concerns regarding joint usage of facilities.

Conflicts between the schools over the use of the facility that cannot be mutually resolved between the respective principals shall be escalated as needed in the following manner:

- First level - referral to the Local District Director and the Director of Charter Schools for resolution. The District principal should contact the Local District Director and the Charter principal should contact the Director of Charter Schools. Each principal should copy the other on the correspondence to ensure accurate and transparent escalation of the issue.
- Second level – engagement of the Local District Superintendent and the Executive Director of the Innovation and Charter Schools Division for resolution.





- Final level - Intervention and decision by the Superintendent.

**ASSISTANCE:**

For assistance or further information regarding this policy, please contact your Local District Director.

**LISTING OF  
REFERENCED  
BULLETINS:**

BUL-1325.1 – Visitors to School Campuses and Locked Campuses  
During Class Hours at All Schools

BUL-2426.1 – Procedures to Access Sites During Non-Business Hours  
and Secure School Sites During Holiday Breaks

BUL-953.1 – Control of Site Equipment

BUL-735.1 – Policy on Restroom Access, Cleanliness and Repair

BUL-577 – Vendors at or Near School Campuses

BUL-3433.1 – Civic Center Permit Procedures

BUL-2374.2 – School Site Key Control

**DEFINITIONS/  
GLOSSARY:**

**Shared Use Agreement** – Refers to Exhibit A of the Facilities Use Agreement in which the District principal and the charter school principal articulate the portion of shared space the charter will utilize. This agreement may also identify the specific schedule of shared use and that schedule must be kept locally at the District campus.

**Exclusive Use** – Refers to all rooms not shared between the District and charter schools. Exclusive use space is occupied by the same program and not shared.

**Facility Use Agreement** – Refers to the agreement between the District and the charter school in which both parties agree to the terms of the charter school's use of the District facility.

**Co-location training** – Refers to annual training to take place no later than the last weekend in August in which both the District and charter school principal review all District policies and procedures relevant to the co-location.