

POLICY TITLE: DRAFT School Transparency Policy	
ADOPTION/EFFECTIVE DATE:	MOST RECENTLY UPDATED: March 18, 2019

PURPOSE

The purpose of this policy is to improve accessibility of information for DC public charter school families and other stakeholders by a) increasing the amount of school information publicly available, and b) requiring that schools post this information on their own websites. The DC Public Charter School Board (DC PCSB) has historically posted several school documents on its own website.¹ In addition to these existing documents and data, DC PCSB commits to including more information in the future and organizing the information to be easily accessible. However, not all stakeholders intuitively come to DC PCSB’s website when searching for school-specific information and, when schools make material changes to documents mid-year, the posted version on DC PCSB’s website becomes outdated. DC PCSB seeks to provide the public with more accurate information on public charter schools and, to this end, will require that schools publicly post certain documents to their own websites. Schools will be able to make corrections to documents on their websites as needed, whereas before outdated information remained on documents posted to DC PCSB’s website.

POLICY

Pending revisions to DC PCSB’s Data and Document Submission Policy, schools will be required to post the following documents publicly on their websites. They will be referred to as “Required Website Documents” throughout this policy.

Required Website Documents:

1. Charter school board of trustees meeting calendar, including a notation of which meetings are open to the public, in full or in part
2. Approved board meeting minutes
3. High school course offerings and graduation requirements
4. School calendar
5. Student/ Family Policies, which must include policies around:

¹ Schools currently submit documents to Epicenter based on what is listed on DC PCSB’s Annual Compliance Calendar.

- a. Discipline,
 - b. Attendance,
 - c. Grievance Procedures,
 - d. Non-Discrimination,
 - e. Family Educational Rights and Privacy Act (FERPA) Notice, and
 - f. Open Meetings²
6. Employee Policies, which must include board-approved policies around compliance with applicable employment law, including:
 - a. Sexual harassment,
 - b. Equal opportunity,
 - c. Drug-free work place,
 - d. Staff complaint resolution process, and
 - e. Whistleblower
 7. School budgets³
 8. Form 990s (non-profit tax filings)
 9. Current salaries of the five most highly-compensated individuals in the organization, if over \$100,000
 10. Description of at-risk funding plans
 11. Annual report
 12. Contact information for the following school staff: Title IX coordinator, McKinney-Vento Homeless coordinator; Special Education point of contact;
 13. Lottery procedures (schools not participating in My School DC)
 14. Student application (schools not participating in My School DC)
 15. Student enrollment form(s)
 16. Names of all school board members, and contact information for, at minimum, the Chair and Vice Chair (a general email address, e.g. Board@LEA.org, is acceptable)

The specifics of how this policy will be implemented are described in DC PCSB's Data and Document Submission Policy. The requirements of this Policy will not take effect until the Data and Document Submission Policy is revised to incorporate this Policy.

If DC PCSB anticipates updates to the list of Required Website Documents, staff will commit to holding a meeting with school leaders, school staff (via existing taskforces), and parent stakeholders (via the Parent and Alumni Leadership

² While DC PCSB does not prescribe a particular open meetings policy, schools will be required to develop a policy pertaining to board meeting accessibility. This policy shall include the number of open meetings the school plans to hold per year. DC PCSB will work with school leaders and other stakeholders to develop a best practice guide for schools.

³ DC PCSB will work with schools, OSSE, and other stakeholders to develop a common chart of accounts that will be required for budget submissions beginning with the 2020-21 school year.

Council [PALC])to solicit feedback. Any updates to the Required Website Documents will be made through revisions to this policy to include a public hearing and board vote.

Consequences:

Consequences for Late Submission of Website Links, Non-Submission of Website Links, Failure to Fix Broken Website Links, Failure to Keep Content Posted, or Material Changes to Content That Violate Applicable Law or the Charter Agreement are listed below.

Early Warning⁴

An Early Warning is an email sent to the head of school and Website Administrator by DC PCSB staff and is clearly labeled “early warning.” The Early Warning will provide a deadline for submitting the required website link, fixing the broken link, reposting a mandatory item that was removed from the website, or updating content before an Out of Compliance notice is issued.

Out of Compliance Notice

An Out of Compliance notice is an email specifically labeled “Out of Compliance” sent by DC PCSB’s executive director, deputy director, directors, or senior managers to the head of school and Website Administrator for failure to take required action within the timeframe provided in an Early Warning email. The Out of Compliance notice will provide a deadline for submitting the website link, fixing the broken link, reposting a mandatory item that was removed from the website, or updating content before a Notice of Concern is considered.

Notice of Concern

If a school fails to take required action within the timeframe provided in an Out of Compliance notice, the DC PCSB Board may vote to issue a Notice of Concern. Notices of Concern are taken into consideration during each school’s five- and ten-year charter reviews and during the charter renewal process, as well as when evaluating enrollment ceiling increase requests. The Notice of Concern will provide a timeframe for curing the issue before further Board action is considered.

⁴ This is the first notice for non-compliance

Board Approval Acknowledged By:



Rick Cruz
DC PCSB Board Chair

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