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POLICY TITLE: DRAFT School Transparency Policy	
ADOPTION/EFFECTIVE DATE:	MOST RECENTLY UPDATED: February 8, 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and, when schools make material changes to documents mid-year, the posted version on DC PCSB's website becomes outdated.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. ~~The goal is that school policies and procedures will be easily accessible to parents and other stakeholders. Further, s~~Schools will be able to make corrections to documents on their websites s as needed, whereas before outdated information remained on documents posted to DC PCSB's website.

POLICY

Beginning in school year 2019-20, schools will be required to post the following documents publicly on their websites (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 handbook (which must include the school's discipline policy, attendance policy, grievance procedures, and open meetings policy²)
6. Employee handbook

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

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.

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. ~~Title IX coordinator contact information~~ -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)

For more information on the requirements for each of these items, please refer to the following Guidance Document: <https://dcpcsb.egnyte.com/dl/ivUI5qasH2>

DC PCSB will maintain on its website a “Transparency Hub” that will centralize the following information for each school:

- Links to the Required Website Documents;
- Additional school-specific data collected or produced by DC PCSB, such as charter agreements and amendments, financial audits, School Quality Reports, Qualitative Site Review reports, charter review and renewal reports, Financial Audit Review reports, and student location maps; and
- Links to certain data collected from or produced about the school by other governmental sources, including OSSE and the U.S. Department of Education.

The Transparency Hub will also contain sector-wide information, as well as information about DC PCSB’s own finances and operations.

If DC PCSB anticipates updates to information collected from schools the list of Required Website Documents, the list of items required to be posted schools will post on their websites as well as what DC PCSB posts on our websites, annually; ~~S~~staff will commit to holding a meeting with school leaders to solicit feedback. Any final updates to the list will be shared with schools no later than June of each year.

Process: To be compliant with the School Transparency Policy, schools must first submit each Required Website dDocument listed above to DC PCSB for review by the submission due date on DC PCSB’s Annual Compliance Calendar. Each document must be submitted via Epicenter (or other DC PCSB system that is being used for document collection as specified by DC PCSB).

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.

Additionally, the school must publicly post each Required Website Document and submit the website links for each item from this policy publicly posted on its website to DC PCSB by the website posting date listed on the Compliance Calendar.

(If the document has not been approved by DC PCSB by the website posting date listed, the school may post the document to its website with “Draft” clearly indicated or may wait until the document is approved by DC PCSB.)

The school is responsible for maintaining its website with accurate, up-to-date content, compliant with applicable law. DC PCSB staff will check these links periodically, and if at any time a link is broken, or the document is found to no longer be posted, the school will be notified and required to remedy the issue within ten business days. If the school wishes to make a material change to a publicly posted document after it has already been approved by DC PCSB, the school must notify DC PCSB via the Notifications email address (notification@dcpcs.org)⁴ within ten business days of making the change. If the material change is found to be in violation of applicable law or of the school’s Charter Agreement, DC PCSB will notify the school that the change is not approved.

DC PCSB may offer schools the option of having their websites point to a webpage maintained by DC PCSB containing all of the Required Website Documents.

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.

Early Warning⁵

An Early Warning is an email sent to the head of school and Epicenter submitter 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 Epicenter submitter for failure to take

⁴ The Notifications email address is used as the mechanism for schools to provide notifications to DC PCSB staff per DC PCSB’s [Mandatory School Notification Policy](#). Note that a school may not change its graduation requirements without amending its charter agreement. Updates to any school document that violate applicable law, or the terms of a school’s charter agreement, will not be accepted and may result in an Out of Compliance Notice.

⁵ This is the first notice for non-compliance

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.

Board Approval Acknowledged By:

Rick Cruz
DC PCSB Board Chair

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