



## **WEBSITE POSTING REQUIREMENTS** **AS OF JANUARY 2020**

In addition to the requirements listed below, please review your charter documents, student and employee handbooks, any memoranda of understanding with your authorizer or other authorizer-specific requirements, and any grant agreements to be sure your Charter School has not committed to including any additional information on its website. This list includes the required website postings from the relevant state and federal laws. If the Charter School accepts certain funds or grants, additional website requirements may apply. If you have questions regarding specific programs, please contact our office for additional information.

### **GOVERNANCE**

#### **1. Board Meeting Agendas (Gov. Code § 54954.2)**

- a. Agendas are required to be posted on the School's website. For meetings on or after January 1, 2019, "An online posting of an agenda shall be posted on the primary Internet Web site homepage of Charter School that is accessible through a prominent, direct link to the current agenda." The online posting of an agenda shall be posted in an open format that meets all of the following requirements:
  - i. Retrievable, downloadable, indexable, and electronically searchable by commonly used Internet search applications.
  - ii. Platform independent and machine readable.
  - iii. Available to the public free of charge and without any restriction that would impede the reuse or redistribution of the agenda.
- b. The agenda must include the following:
  - i. Each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session;
  - ii. A brief general description of each item generally not to exceed 20 words;
  - iii. The time and location of the regular meeting.

#### **2. Brown Act Meeting Teleconference (Education Code § 47604.1)**

- a. An entity managing two or more charter schools that are not located in the same county must meet within the physical boundaries of the county in which the greatest number of pupils enrolled in the charter schools reside.
- b. A two-way teleconference location must be established at each schoolsite and each resource center.
- c. The governing board of the entity managing the charter schools must audio record, video record, or both, all the governing board meetings and post the recordings on each charter school's website.



### 3. Public Records (Permissive – Gov. Code § 6253(f))

- a. Any public record may be posted on the Charter School’s website and, in response to a request for a public record posted on the website, the Charter School may direct a member of the public to the location on the website where the record is located. If the member of the public is unable to access or reproduce the public record, the Charter School must promptly provide the record in accordance with the California Public Records Act.

### 4. Economic Impact Aid (if the School has such funds) (Education Code § 54029)

- a. Education Code Section 54029 provides:
  - i. As a condition of the receipt of economic impact aid funds, a school district shall post in an easily accessible location on its website data related to economic impact aid funding, for purposes of budget transparency, including all of the following:
    1. The amount of economic impact aid allocated to the school district in that fiscal year.
    2. The amount of economic impact aid used by the school district for administrative costs in that fiscal year.
    3. The amount of economic impact aid expended for limited-English-proficient pupils in that fiscal year and the prior fiscal year by the school district and by each school within the district.
    4. The amount of economic impact aid expended for state compensatory education in that fiscal year and the prior fiscal year by the school district and by each school within the district.
    5. The amount of unexpended economic impact aid and an explanation of why these funds have not been expended.
- b. Although this section applies to school districts by its terms, if the Charter School received Economic Impact Aid funds (and still has the funds after LCFF was implemented), we recommend that it comply with these requirements.

### 5. School Accountability Report Card (Education Code § 35258)

- a. Education Code Section 35258 requires school districts to make the information contained in the School Accountability Report Card accessible on the Internet on or before February 1 of each year. As this statute only applies to school districts, charter schools will only need to comply with this requirement if it agreed to do so in its charter, MOU or some other agreement with its authorizer.



## 6. Local Control and Accountability Plan (Education Code § 47606.5(h))

- a. Charter School must prominently post on the homepage of its website any local control and accountability plan adopted by the governing body of the charter school, and any updates or revisions to a local control and accountability plan approved by the governing body of the charter school.

## EDUCATIONAL EQUITY AND NON-DISCRIMINATION

### 7. Title IX Information (Education Code §§ 221.6, 221.61)

- a. A charter school subject to the requirements of Title IX, shall post in a prominent and conspicuous location on their website all of the following:
  - i. The name and contact information of the Title IX coordinator for that public school, private school, school district, county office of education, or charter school, which shall include the Title IX coordinator's phone number and email address.
  - ii. The rights of a pupil and the public and the responsibilities of the charter school under Title IX, which shall include, but shall not be limited to, website links to information about those rights and responsibilities located on the websites of the department's Office for Equal Opportunity and the United States Department of Education Office of Civil Rights, and the list of rights specified in Section 221.8.
  - iii. A description of how to file a complaint under Title IX, which shall include all of the following:
    1. An explanation of the statute of limitations within which a complaint must be filed after an alleged incident of discrimination has occurred, and how a complaint may be filed beyond the statute of limitations.
    2. An explanation of how the complaint will be investigated and how the complainant may further pursue the complaint, including, but not limited to, Internet Web links to this information on the United States Department of Education Office for Civil Rights' website.
    3. A website link to the United States Department of Education Office for Civil Rights complaints form, and the contact information for the office, which shall include the phone number and email address for the office.

### 8. Competitive Athletics (Education Code § 221.9)

- a. If the Charter School offers competitive athletics, the Charter School shall publicly make available on its website at the end of the school year all of the following information:



- i. The total enrollment of the school classified by gender.
  - ii. The number of pupils enrolled at the school who participate in competitive athletics, classified by gender.
  - iii. The number of boys' and girls' teams classified by sport and by competition level.
- b. The data required above shall reflect the total number of players on a team roster on the official first day of competition.

**9. Prohibited–Encouraging Disenrollment/Discouraging Enrollment (Education Code § 47605(d)(4))**

- a. Charter schools are prohibited from discouraging enrollment or encouraging disenrollment for any reason.
- b. The Charter School must post the notice developed by the Department of Education detailing the requirements of this code section. The notice is available on the CDE website.

<https://www.cde.ca.gov/sp/ch/documents/rescscomplaints.pdf>

**EMPLOYMENT**

**10. Staff-Student Interaction Policy (Education Code § 44050)**

- a. A charter school that maintains a section on employee interactions with pupils in its employee code of conduct shall do both of the following:
  - i. Provide a written copy of the section on employee interactions with pupils in its code of conduct to the parent or guardian of each enrolled pupil at the beginning of each school year.
  - ii. Post the section on employee interactions with pupils in its code of conduct, or provide a link to it, on each of its schools' websites, or, if a school of a local educational agency does not have its own website, on the local educational agency's website, in a manner that is accessible to the public without a password.
- b. A charter school may satisfy the requirement to provide a written copy of the section on employee interactions with pupils in its code of conduct to the parent or guardian of each enrolled pupil by including the section on employee interactions with pupils in its code of conduct in the notice required pursuant to Section 48980.

**PUPIL HEALTH AND SAFETY**

**11. Notice of Access to Available Pupil Mental Health Services (Education Code § 49428)**



- a. A charter school shall notify pupils and parents or guardians of pupils no less than twice during the school year on how to initiate access to available pupil mental health services on campus or in the community, or both, as follows:
  - i. A school shall use at least two of the following methods to notify parents or guardians:
    1. Distributing the information in a letter electronically or in hardcopy, including, but not limited to, through the postal service.
    2. Including the information in the parent handbook at the beginning of the school year in accordance with Section 48980.
    3. Posting the information on the school's website or social media page.
  - ii. A school shall use at least two of the following methods to notify pupils:
    1. Distributing the information in a document or school publication electronically or in hardcopy.
    2. Including the information in pupil orientation materials at the beginning of the school year or in a pupil handbook.
    3. Posting the information on the school's website or social media page.

## **12. Free and Reduced Priced Meal Application (Education Code § 49557)**

- a. If a governing board of a school food authority chooses to provide access to an online application for free or reduced-price meals the online application shall comply with all of the following requirements:
  - i. Include a link to the website on which translated applications are posted by the United States Department of Agriculture, with instructions in that language that inform the applicant how to submit the application. School food authorities are required to accept and process these applications if they are submitted to the school food authority.
  - ii. Require completion of only those questions that are necessary for determining eligibility.
  - iii. Include clear instructions for families that are homeless or are migrants.
  - iv. Comply with the privacy rights and disclosure protections established by the federal Richard B. Russell National School Lunch Act (Public Law 113-79) and the federal Children's Online Privacy Protection Act of 1998 (Public Law 105-277).
  - v. Include links to all of the following:
    1. The online application to CalFresh.
    2. The online single state application for health care.
    3. The webpage maintained by the State Department of Public Health entitled "About WIC and How to Apply," or another Internet Web



page identified by the State Department of Public Health that connects families to the Special Supplemental Nutrition Program for Women, Infants and Children.

4. The Internet Web site of a summer lunch program authorized to participate within the city or school district.

### **13. Required Health and Safety Related Postings (Education Code § 234.6) [2020-2021]**

- a. The following must be posted in a manner that is “readily accessible in a prominent location”:

- i. Suicide Prevention Policy for grades 7 – 12;
- ii. Suicide Prevention Policy for kindergarten and grades 1 – 6, including reference to the age appropriateness of that policy;
- iii. The definition of discrimination and harassment based on sex as described in Education Code Section 230, including rights set forth in Education Code Section 221.8.
- iv. Title IX Information (already required, see above)
- v. A link to the Title IX information included on the department’s website pursuant to Education Code Section 221.6.
- vi. Written policy on sexual harassment as it pertains to pupils, prepared pursuant to Education Code Section 231.5.
- vii. Policy on preventing and responding to hate violence as described in Education Code Section 233.
- viii. Anti-discrimination, anti-harassment, anti-intimidation, anti-bullying policies as described in Education Code Section 234.1.
- ix. Anti-cyberbullying procedures adopted pursuant to Education Code Section 234.4.
- x. A section on social media bullying that includes all of the following references to possible forums for social medial bullying:
  1. Internet websites with free registration and ease of registration.
  2. Internet websites offering peer-to-peer instant messaging.
  3. Internet websites offering comment forums or sections.
  4. Internet websites offering image or video posting platforms.
- xi. (A link to statewide resources, including community-based organizations, compiled by the department pursuant to Section 234.5.
- xii. Any additional information a local educational agency deems important for preventing bullying and harassment.

### **SPECIAL EDUCATION**

### **14. SELPA Local Plan, Annual Budget Plan, Annual Service Plan, and Annual Assurances Support Plan (Education Code § 56205.5)**



- a. The chief administrator of a local educational agency shall post on the website of the local educational agency any local plan, annual budget plan, annual service plan, and annual assurances support plan upon approval of the special education local plan area, and any updates or revisions to the plans upon approval of the special education local plan area.
- b. A complete copy of the local plan, annual budget plan, annual service plan, annual assurances support plan, and policies and procedures shall be held on file in the special education local plan area office and at each participating local educational agency, and shall be accessible to any interested party.

#### **15. Procedural Safeguards (Permissive)**

- a. The Charter School may, but is not required to, place a current copy of the procedural safeguards notice on its website pursuant to 20 U.S.C. § 1514(d)(1)(B) and 34 CFR § 300.504(c).

#### **COURSE OF STUDY**

#### **16. Mathematics Placement Policy if the School Serves 9<sup>th</sup> graders (Education Code § 51224.7(d))**

- a. Charter Schools that serve pupils entering grade 9 must ensure that its mathematics placement policy is posted on its Internet Web site.

#### **FACILITIES**

#### **17. Pesticide Notice (Education Code § 17611.5)**

- a. If a Charter School site chooses to use a pesticide not included within Education Code Section 17610.5, the school designee must post an integrated pest management plan for the schoolsite on the website of that schoolsite.

#### **FEDERAL LAW REQUIREMENTS**

#### **18. Title I Reports (20 U.S.C. §§ 6311, 6312)**

- a. If local educational agency receives Title I funds, it must prepare and disseminate an annual report card that includes information on the agency as a whole and each school served by the agency. Each local educational agency report card shall be:
  - i. concise;
  - ii. presented in an understandable and uniform format, and to the extent practicable, in a language that parents can understand; and
  - iii. accessible to the public, which shall include:
    1. placing such report card on the website of the local educational agency. (If no website, must be provided in alternative manner.)



- b. Each local educational agency that receives funds under this part shall make widely available through public means (including by posting in a clear and easily accessible manner on the local educational agency's website and, where practicable, on the website of each school served by the local educational agency) for each grade served by the local educational agency, information on each assessment required by the State to comply with 20 USC Section 6311, other assessments required by the State, and where such information is available and feasible to report, assessments required districtwide by the local educational agency, including:
- i. the subject matter assessed;
  - ii. the purpose for which the assessment is designed and used;
  - iii. the source of the requirement for the assessment; and
  - iv. where such information is available-
  - v. the amount of time students will spend taking the assessment, and the schedule for the assessment; and
  - vi. the time and format for disseminating results.

#### **19. Federal Educational Flexibility Program (20 U.S.C. § 5891b)**

- a. Each State educational agency seeking waiver authority under this section and each local educational agency, educational service agency, or school seeking a waiver under this section shall, among other things, provide the public with adequate and efficient notice of the proposed waiver authority or waiver, consisting of a description of the agency's application for the proposed waiver authority or waiver on each agency's website, including a description of any improved student performance that is expected to result from the waiver authority or waiver.

#### **20. Public Charter School Grant Program (20 U.S.C. § 7221b)**

- a. If the Charter School receives funds under this program, the State is required to ensure that each charter school receiving funds under the State entity's program makes publicly available, consistent with the dissemination requirements of the annual State report card under 20 USC Section 6311(h), including on the website of the school, information to help parents make informed decisions about the education options available to their children, including-
- i. information on the educational program;
  - ii. student support services;
  - iii. parent contract requirements (as applicable), including any financial obligations or fees;
  - iv. enrollment criteria (as applicable); and
  - v. annual performance and enrollment data for each of the subgroups of students, as defined in 20 USC Section 6311(c)(2), except that such disaggregation of performance and enrollment data shall not be required in





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a case in which the number of students in a group is insufficient to yield statically reliable information or the results would reveal personally identifiable information about an individual student.