

Electronic Posting of Charter School Documents

All information and documents listed below are to be posted on the Charter School’s website from the initial date specified in pre-opening conditions (Schedule C) throughout the term of the initial charter and all subsequent renewals. As noted in the table, some information and documents must be updated within ten (10) business days of the date changes are approved. All information and documents must be up-to-date as of September 30th of each year.

Category	Title	Description	Update to be Posted within 10 Business Days of Change
Basic Charter School Information	School contact information	Name, phone, email and fax for school leader and office manager. Physical and mail address of school. Office hours.	√
	Organization chart	Structure of organization from governing board to classroom teacher, including Charter Management Organization, if applicable.	
Governance	Board roster	Names and email addresses of all board members, with terms of service, officers and committee assignments identified.	√
	Board biographies	Brief summaries of the background and experience of board members	√
	Board election process	Consistent with charter and bylaws, brief description of method for nominating and electing board members	
	Board meeting schedule	Dates, times and locations for all regular meetings of the board for the fiscal year; include all standing committees; identify annual organizational meeting at which board members and officers are elected	√
	Meeting agendas	Board and standing committee meeting agendas, at time of required posting (Brown Act)	
	Meeting minutes	Approved minutes of board and standing committee meetings	
	Charter	Copy of approved charter (without appendices)	
	Articles of Incorporation	As submitted to the state	
	Bylaws	Latest version approved by the governing board	√
	501(c)(3) tax-exempt status	Letter from IRS confirming approval of tax exempt status	
Board Approved	Conflict of Interest Policy	Conflict policy compliant with Charter and California Political Reform Act	

Category	Title	Description	Update to be Posted within 10 Business Days of Change
Policies			
	Special Education Policy	Including procedures compliant with IDEA and requirements of SELPA; consistent with Charter	
	Rehabilitation Act §504 Policy	Procedures to ensure compliance with legal requirements; consistent with Charter	
	English Learner Policy	Procedures to ensure compliance with legal requirements, including identification, placement and reclassification; consistent with Charter	
	Complaint and/or Dispute Resolution Policy	Including procedures and forms; must include Uniform Complaint Procedure; may include other forms and systems established by school	✓
Administration	Staff Roster	List of current teachers, aides, coaches and other student services personnel with current assignments	✓
	Health and Safety Plan	School site plans addressing campus safety, disaster preparedness, student health and wellness; including information on immunizations, health screenings and school meal program	
	Student, Parent, and/or Family Handbook	Materials provided to student and families regarding school operations; must include information on suspension/expulsion policy	✓
	Notices to Parents/Guardians	Copies of all mandated notices to parents and guardians, including those required under NCLB and other applicable law (examples: Title I, Title III, special education, etc.)	
	School Closure Procedure	Plan for school closure, consistent with charter provisions	
	Memorandum of Understanding	Copy of current signed MOU	
	Audit	Most recent independent audit	
Student Admission and Enrollment	Admission and Enrollment Procedures	Description of process for admission and enrollment of students, consistent with Charter, and including dates for receiving applications and conducting lottery	✓
	Application Form	Current downloadable or on-line form to apply for admission to the school	✓
	Required Documents	List of information and documents required to complete enrollment of admitted students	✓
Educational Program	School Accountability	Most recent SARC	

Category	Title	Description	Update to be Posted within 10 Business Days of Change
	Report Card		
	Annual Report of Activities	Most recent Annual Report of Activities (not required after February 2015)	
	Local Control and Accountability Plan	Most recent LCAP or annual update	
	Academic Calendar	Current calendar of holidays and school days for the fiscal year	√
	Daily/Weekly Class Schedule	Current schedule of class periods on daily and weekly basis, with arrival and dismissal times for regular and early release days	√
	Accreditation: High Schools Only	Documentation of current status of WASC accreditation	
	A-G Approved Courses: High Schools Only	List, with short descriptions, of current courses approved as A-G for UC/CSU eligibility	