



Charter School Website Checklist

OUSD Office of Charter Schools

Annually, OCS conducts checks of charter school websites to ensure that all required documents are posted and available to the public. In doing so, OCS will use the following guide to evaluate each website; however, please note this may not be an exhaustive list of all website requirements and each charter school should review their own documents, handbooks, and petition to understand if they have any additional website requirements. For example, if a charter school accepts certain funds or grants, additional website requirements may also apply. All items highlighted in orange are **not required by law**, but OCS recommends to include on the website as a best practice for ensuring equity and accessibility for all members of the community. For any questions about the below list, please email marwa.doost@ousd.org.

Category	Item	Education Code	Notes
Academic Program and School Information	Most recent LCAP	Education Code § 47606.5(i)	Must be prominently posted on the home page
	School Accountability Report Card	Education Code § 35258	Posted on or before February 1 each year
	Mathematics Placement Policy	Education Code §51224.7(d)	Only High Schools
	Resources for students experiencing homelessness	Education Code § 48852.6	Must include list of liaisons for homeless students and their contact information + specific information on homelessness, including educational rights and resources available
	Notice of Access to Available Pupil Mental Health Services	Education Code § 49428	Charter school must distribute in 2 of 3 ways: in a letter, in the annual parent notice, or by posting on the website. Schools must also notify pupils separately using at least 2 of 3 methods.
	Academic Calendar		
	Daily Bell Schedule		
	Staff Roster		
	Student Grading / Promotion Policy		
	School Contact Information		
	School Leader Contact Information		
	Student / Family Handbook		
	WASC Accreditation Status		Only High Schools
	Comprehensive School Safety Plan		Updated by March 1 each year (CDE Compliance Checklist)
	Independent Study Policy		Only if school offers short term or long term IS
	UCP Policy		
	Public Records Act Policy		
	Student Discipline Policy		
	Charter Petition		
School Policy and Compliance	Title IX Information	Education Code §221.61	Name, telephone number and email address of Title IX coordinator; pupil rights and agency's responsibilities under Title IX, how to file a Title IX complaint. Please see Education Code for more details.
	Link to Title IX Information on CDE's website	Education Code § 234.6	
	Suicide Policy (K-6)	Education Code § 234.6	



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	Suicide Policy (7-12)	Education Code § 234.6	
	Definition of discrimination and harassment based on sex	Education Code § 234.6	
	Sexual Harassment Policy	Education Code § 234.6	
	Anti-Discrimination Policy	Education Code § 234.6	
	Hate Violence Policy	Education Code § 234.6	If it exists
	Section on Social Media Bullying	Education Code § 234.6	
	Link to statewide resources that provide support to youth subjected to discrimination, harassment, intimidation, or bullying	Education Code § 234.6 as described in Education Code § 234.5	
	Section of Code of Conduct on employee interactions with pupils	Education Code § 44050	Only required if the school maintains such a section on employee interactions with pupils in its employee code of conduct
	Integrated Pest Management Plan	Education Code §17611.5	Required only if school uses non-exempt pesticides.
	Title I Report Card	20 U.S.C. § 6311	If school receive Title I Funds
	SELPA Local Plan	Education Code § 56205.5	
	Ethics Training Records Contacts	Gov. Code § 53235.1(c) (SB 827), effective July 1, 2026	Effective July 1, 2026, each agency with a website must post clear instructions and contact information explaining how the public may request training records
	Immigration Enforcement Policy	Education Code § 234.7 (as amended by AB 495)	AB 495 and AB 419 requires LEAs to post the "Know Your Educational Rights" guide in administrative buildings, at school sites, and on the Local educational agency's website. It must be posted in every language that the Attorney General provides, and must be updated the school year following any updates published by the Attorney General. See here for the link to translated versions of the document.
	Cardiac Arrest Information	Education Code §33479.2	Schools are encouraged to post guidelines, videos, and an information sheet on cardiac arrest symptoms and warning signs
Enrollment and Admissions	SB 126 Enrollment Complaint Form	Education Code § 47605(e)(4)	Must include OCS contact information – address and phone number in footer; please include charteroffice@ousd.org for email contact; (Template for complaint form here)
	List of required documents for enrollment		
	Lottery Admissions Timeline, Process, and Procedures (including enrollment priorities)		
	Special Education Enrollment Information		Statement sharing students with disabilities are welcome to enroll + details about the special education program at the school.
Governance	Board Meeting Agendas	Gov. Code §54954.2	
	Board Meeting Audio and/or Video Recordings	Education Code § 47604.1(c)(4)(C)	Applies to the governing body of an entity that manages two or more charter schools that are not located in the same county.
	Board Roster / Contact Info		
	Board Bios		
	Board Minutes		
	Board Election Process		



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Athletics	Total enrollment of school by gender	Education Code § 221.9	If applicable
	Number of pupils in sports by gender	Education Code § 221.9	If applicable
	Number of boys/girls teams by sport and level	Education Code § 221.9	If applicable