

## 2020-2021 BESE Authorized Charter School Website Checklist

### Important Contact Information

- School
  - School's name
  - Address
  - Phone
  - Grade level(s) served
- School Leader
  - Name
  - E-Mail Address
  - Phone
- Board Chair
  - Name
  - E-Mail Address
  - Phone

### Enrollment

- Enrollment Forms
- Enrollment Deadline
- Enrollment Process
- Lottery Procedures

### Important Documents

- Student Handbook
- Annual School Calendar (R.S. 17:406.9)

### Transportation

- Process for families to request/access transportation
- Contact information for school level transportation liaison

### Open Meeting Notifications (R.S. 42:19 (A)(2)(a) and R.S. 42:20(B)(2)) - \*Open meetings law applies to both Charter Boards and their committees

- Written notices of the Charter Board and Committee meeting agenda must be placed on the website no later than 24 hours prior to the meeting (excluding weekends and legal holidays) (R.S. 42: 19 (A)(2)(a)).
- The Charter Board and Committee agendas posted include action items, discussion items, and members of board recorded present or absent R.S. 42:19 (A) (2) (a))
- The Charter Board and Committee minutes must include time, date, and the location of the meeting.
- The Charter Board and Committee minutes are posted within a reasonable amount of time (approximately 10 days) after approval (R.S. 42:20 (B))

### **Public Custodian of Records (R.S. 44:1)**

- The name and contact information of the Public Custodian of Records appears on the website in a manner that is easily accessible by a member of the public.

### **Notification of Homework Assistance Services (R.S. 17: 182.1, 17:3996(B) (39)**

- Information is provided to students and parents on how to access the after school online homework assistance services offered through the State Library of Louisiana and their local public library.
- Links to the homework online services are included in each student handbook, posted on the home page of the school website, and posted in a prominent location in the school where it can be seen by all students on a daily basis. <http://www.homeworkla.org/>

### **Mandated Reporting with the Department of Child and Family Services**

- All schools must post on their website the DCFS toll free hotline: 1-855-4LA-KIDS (1-855-452-5437)

### **Title IX Compliance**

- A copy of the Charter Board's discrimination policy regarding compliance with Title IX
  - Each LEA is required under federal law to have a Title IX coordinator and to have their name and contact information identified on the LEA's website and made known to staff and students, along with a statement that the school does not discriminate on the basis of sex in the education programs or activities it operates, and that it is required by Title IX not to discriminate in such a manner.

### **Procedures for Cyberbullying and Internet Safety (Optional)**

- Reporting Bullying of Cyberbullying Form  
[https://www.louisianabelieves.com/docs/public-school/form---report-bullying.pdf?sfvrsn=d3157df7\\_3](https://www.louisianabelieves.com/docs/public-school/form---report-bullying.pdf?sfvrsn=d3157df7_3) (R.S. 17:416.13)
- Each school shall distribute and post information regarding internet and cell phone safety and online content that is a potential threat to school safety. (R.S. 17:410)

**\*While RS 17:410 is not applicable to charters, and there will not be a penalty in complying with this item, we strongly encourage schools to do so.**