

Website: Completeness Check

School Self-Assessment Subtitle

Name of Nonprofit Corporation: _____

Name of School: _____

Instruction: Add a hyperlink to the location in the last column for each item displayed on your webpage.

School Self-Assessment: August

Important School Contact Information	Yes	No	N/A	Provide Link to Item
School Name	☐	☐	☐	Link
School Address	☐	☐	☐	Link
Phone Number	☐	☐	☐	Link
Grade Levels Served	☐	☐	☐	Link
School Leader Name	☐	☐	☐	Link
School Leader Email	☐	☐	☐	Link
School Leader Phone	☐	☐	☐	Link
Board Chair Name	☐	☐	☐	Link
Board Chair Email	☐	☐	☐	Link
Board Chair Phone	☐	☐	☐	Link
Important School Documents	Yes	No	N/A	Provide Link to Item
Student Handbook	☐	☐	☐	Link
Annual School Calendar (R.S. 17:406.9)	☐	☐	☐	Link
Important Transportation Information	Yes	No	N/A	Provide Link to Item
Process for families to request/access transportation	☐	☐	☐	Link
Contact information for the school-level transportation liaison	☐	☐	☐	Link
Transportation Plan	☐	☐	☐	Link
Important Open Meeting Information (R.S. 42:19 (A)(2)(a) and R.S. 42:20 (B)(2)) *Open meeting law applies to both charter boards and committees	Yes	No	N/A	Provide Link to Item
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)).	☐	☐	☐	Link
The Charter Board and Committee agendas posted include action items, discussion items, date, time, and place of meeting R.S. 42:19 (A)(2)(a).	☐	☐	☐	Link
The Charter Board and Committee minutes must include the time, date, and place of the meeting.	☐	☐	☐	Link
The Charter Board and Committee minutes are posted within a reasonable amount of time (approximately 10 days) after approval (R.S. 42:20 (B)).	☐	☐	☐	Link

Important School Contact Information	Yes	No	N/A	Provide Link to Item
Important Public Custodian of Records (R.A. 44:1) Information	Yes	No	N/A	Provide Link to Item
The name and contact information of the Public Custodian of Records appear on the website in a manner that is easily accessible by a member of the public.	☐	☐	☐	Link
Notification of Homework Assistance Services (R.S. 17:182.1, 17:3996 (B)(39))	Yes	No	N/A	Provide Link to Item
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.	☐	☐	☐	Link
Links to the homework online services are included in each student handbook, posted on the homepage of the school website, and posted in a prominent location in the school where they can be seen by all students on a daily basis. http://www.homeworkla.org/	☐	☐	☐	Link
Important Mandatory Reporting with the Department of Child and Family Services Information	Yes	No	N/A	Provide Link to Item
All schools must post on their website with DCFS toll-free hotline: 1--855-4LA-KIDS (1-855-452-5437)	☐	☐	☐	Link
Title IX Compliance Information	Yes	No	N/A	Provide Link to Item
Copy of the Charter Board's Nondiscrimination Policy regarding compliance with Title IX Title IX of the Education Amendments of 1972 – C.F.R. 106.8(a); 34 C.F.R. 106.8.(b)	☐	☐	☐	Link
Each LEA is required under federal law to have a Title IX Coordinator designated and authorized to coordinate Title IX compliance and to have their name or title and contact information (address, telephone number, and email address) 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.	☐	☐	☐	Link
* Important Procedures for Cyberbullying & Internet Safety Information (Optional)	Yes	No	N/A	Provide Link to Item
Reporting Bullying of Cyberbullying Form https://www.louisianabelieves.com/docs/public-school/form---report-bullying.pdf?sfvrsn=d3157df7_3	☐	☐	☐	Link
Each school shall distribute and post information regarding internet and cellphone 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.	☐	☐	☐	Link

School Self-Assessment: August

Added due to Legislation	Item	Yes	No	N/A	Provide Link to Item
Literacy	R.S. 17:24.10 (D) Each school shall post its foundational literacy skills plan and the latest report on the literacy screener on its website.	☐	☐	☐	Link
Fiscal	R.S. 17:88.1 Posting of public school governing authority fiscal information by September 30 annually.	☐	☐	☐	Link
Fees	R.S. 17:177 Publish on its website a policy for the assessment, collection, and use of fees charged to students or their parents or legal guardians. The policy shall be revised annually as necessary.	☐	☐	☐	Link
Graduation Rate (Schools serving 9-12)	R.S. 17:221(B)(5)(a)	☐	☐	☐	Link
Suicide Prevention	R.S. 17:282.4(F)(1) Each public and approved nonpublic secondary school shall post on its website the National Suicide Prevention Lifeline hotline number, "988" and a local suicide prevention hotline number if available.	☐	☐	☐	Link
Parents' Bill of Rights	R.S. 17:354 Each public school shall post on its website information explaining the rights that parents have relative to accessing the instructional materials used in the education of their child and other rights pertaining to their child's education.	☐	☐	☐	Link
Acceptance of donations (if applicable)	R.S. 17:381 Accept any donation that may be made for educational or literary purposes, and each board shall enumerate details of the contents of such donations in a document made publicly available on its website.	☐	☐	☐	Link
Bullying Form	R.S. 17:416.14(D)(2)(a) Each public elementary and secondary school shall develop a procedure for the reporting of incidents of bullying. This shall include a form for the purposes of bullying reports, which is available on the LDOE website .	☐	☐	☐	Link
Teacher's Bill of Rights	R.S. 17:416.18(D) Each city, parish, or other local public school board and every school under its jurisdiction that maintains an Internet website shall post on such website a copy of the Teacher Bill of Rights	☐	☐	☐	Link
Use of Restraint Policy	R.S. 17:416.21(M)(2)(a) The governing authority of each public elementary and secondary school shall adopt written guidelines and procedures regarding seclusion and physical restraint posted on each school system's website.	☐	☐	☐	Link
Administration of Medicine and Epinephrine	R.S. 17:436(K)(3) Each school shall post its policy on the school's website regarding the administration of medicine and epinephrine..	☐	☐	☐	Link
Special Education Advisory Council (SEAC)	R.S. 17:1944.1(C) Each special education advisory council shall meet at least three times per year and shall submit a written report to the local public school superintendent or the	☐	☐	☐	Link

Added due to Legislation	Item	Yes	No	N/A	Provide Link to Item
	administrative head of the charter school or other public school and the Special Education Advisory Panel in May of each year regarding its activities and published on its website.				
Louisiana Workforce Commission (Middle and High School grades)	R.S. 17:2930(D)(3) Each public middle school and high school under its jurisdiction to prominently display the Louisiana Workforce Commission's link to information on high-demand, high-wage jobs on its website.	☐	☐	☐	Link
Board membership requirements	R.S. 17:3991(A)(1)(c)(iii) Each charter school governing or management board shall adopt a policy prescribing the process and timelines for either appointing or electing a parent, legal guardian, or grandparent of a student or an alumnus of the school to the board. The policy shall be provided to the parents of each child enrolled in the school and published on the school's website if the school is located in a parish with a population between 325,000 and 375,00 persons.	☐	☐	☐	Link

School Self-Assessment: January

Important Enrollment Information	Yes	No	N/A	Provide Link to Item
2027-2028 Enrollment Forms	☐	☐	☐	Link
2027-2028 Enrollment Deadlines	☐	☐	☐	Link
2027-2028 Enrollment Process	☐	☐	☐	Link
2027-2028 Lottery Procedures	☐	☐	☐	Link

School Leader Printed Signature: _____

School Leader Signature: _____

Title: _____

Date: _____