



Summary of Expectations for School Websites

This informational overview is a general reference guide intended only to clarify for schools relevant legal and contractual obligations, including OPSB Policy. It is NOT a substitute for understanding federal and state guidelines and/or the appropriate state and local policies nor is it a comprehensive description of all applicable legal and contractual obligations. Additionally, it is not meant to explain or delineate OPSB strategic priorities.

OPSB expects that all Charter schools comply with applicable state law requirements for website postings and the Charter School Agreement with OPSB which states that, “Charter Schools shall maintain a website that complies with the minimum applicable requirements of federal, state and local laws and regulations”, as noted below.

Charter School Administration and Operation	<ul style="list-style-type: none"> • Student Handbooks must be posted to Charter School’s website. • Annual school calendar must be posted on website. • Policy prescribing the process and timeline for governing board membership must be posted on website. • Schools must maintain an updated fee schedule with a comprehensive listing of any required fee, its purpose and use, and a description of how an economic hardship may be addressed. <p style="text-align: right;">Source: Charter Operating Agreement, Act 547, Act 646</p>
Open Meetings Notifications	<ul style="list-style-type: none"> • All public bodies are required to post a copy of their written notices of meetings and the meeting agenda under the Open Meetings Laws on their website no later than 24 hours before the meeting is to occur (exclusive of weekends and legal holidays). • All public bodies shall post their written minutes within a reasonable amount of time (approximately 10 days) after the meeting. <p style="text-align: right;">Source LA.R.S. 42:19(A) (2) (a) and LA.R.S. 42:20(B)(2)</p>
Public Custodian of Records	<ul style="list-style-type: none"> • The name and contact information of the Public Custodian of Records must be available on the school’s website in a manner that is accessible and easily determined by a member of the public. <p style="text-align: right;">Source: La. R.S. 44:1</p>
Notification of Homework Assistance Services	<ul style="list-style-type: none"> • Every public school must actively promote and provide information 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 these online services shall be included in each school’s student handbook, posted on the home page of the school’s website, and posted in a prominent location on campus where it can be seen by all students on a daily basis. • Website address: http://www.homeworkla.org/ <p style="text-align: right;">Source: La. R.S. 17:182.1, 17:3996(B) (39)</p>
Mandated Reporting with the Department of Child and Family Services	<ul style="list-style-type: none"> • All teaching or child care providers (anyone who provides or assists in the teaching, training, and supervision of a child), as well as organizational or youth activity providers (amongst many other mandatory reporters) must report to the proper authorities instances in which they have reason to believe that a child’s physical or mental health or welfare is endangered as a result of abuse or neglect, or that abuse or neglect was a contributing factor in a child’s death. • All schools must post on their websites the DCFS toll-free hotline: 1-855-4LA-KIDS (1-855-452-5437). <p style="text-align: right;">Source: LA. R.S. 14:403, 17:81(Y), 3996(B) (35); LA. Children’s Code Arts. 603, 609, & 610;</p>
Guidelines and Procedures for Seclusion and Restraint	<ul style="list-style-type: none"> • Public elementary and secondary schools shall post on their school website, a copy of the written guidelines and procedures adopted by the school board regarding the use of seclusion and physical restraint of students with exceptionalities. <p style="text-align: right;">Source LA. R.S. 17:252(M)(2)(a)</p>
Title IX Compliance	<ul style="list-style-type: none"> • Public schools receiving federal financial assistance shall publish on their website, the school board’s website, or by other appropriate means, a copy of the school board’s adopted non-discrimination policy regarding compliance with Title IX. <p style="text-align: right;">Source: LA.R.S. 17:221.7(C)(3)</p>

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