

School Website Self Check

Charter School Administration and Operations (Charter Operating Agreement, Act 547, Act 646)

- The Student Handbook is posted on the school website.
- A Grievance Policy that includes a procedure through which parents, guardians, or other individuals or groups can address any issues or problems.
- A fee schedule that includes the following comprehensive components:
 - A description of each student fee
 - The dollar amount of each student fee
 - The collection method and desired method of payment for each fee
 - The deadline by which each student fee is due
 - A description of how economic hardships may be addressed
- An Annual School Calendar (School Year 18-19)
- A policy prescribing the process and timeline for electing or appointing a parent, guardian, grandparent or alumni to the governing board.

Open Meeting Notifications (Please note that open meetings law applies to both charter boards and their committees) (L.A.R.S. 42:19 (A) (2) (a) and L.A.R.S. 42:20(B) (2))

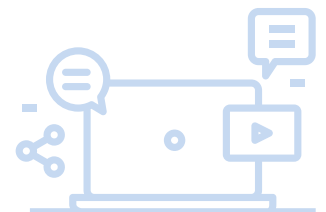
- Copies of written notices of charter board meetings and the meeting agenda are placed on the website no later than 24 hours before the meeting takes place (excluding weekends and legal holidays).
- The charter board agenda shall indicate which items are “action items”.
- The charter board minutes must include time, date, and the location of the meeting.
- The charter board minutes must record charter board member attendance, indicating those present and/or absent.
- The charter board minutes are posted within a reasonable amount of time (approximately 10 days) after the meeting.

Public Custodian of Records (L.A.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 (La. 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.
- Website address: <http://www.homeworkla.org/>



Mandated Reporting with the Department of Child and Family Services

(LA. R.S. 14:403, 17:81(Y), 3996(B) (35); LA. Children's Code Arts. 603, 609, & 610)

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

Guidelines and Procedures for Seclusion and Restraint (LA. R.S. 17:252(M) (2) (a))

- A copy of written guidelines and procedures adopted by the charter board regarding the use of seclusion and physical restraint of students with exceptionalities.
- Special Education Program Description

Optional Special Education Parent Communication

- FAQ for Special Education
- Grievance Process to file a formal special education complaint

Title IX Compliance (SPLC Civil Case No. 2.10-cv-04049)

- A copy of the charter board's adopted non-discrimination policy regarding compliance with Title IX.

