

Charter School Website Requirements Checklist

This checklist is provided as a resource tool to promote continuous improvement in ensuring charter schools' websites are aligned with the requirements of [Minnesota Statutes, Chapter 124E](#) and other applicable laws. **Requirements in bold are required of all charter schools.** Statutory references are provided after each requirement. (Full statutory language for each requirement can be found in Appendix A.) Neither a charter school, nor a school's authorizer, is required to submit this checklist to the Minnesota Department of Education.

Board and Oversight

- Directory information for the board of directors** [Minn. Stat. § 124E.07, subd. 8\(b\)](#)
- If applicable, directory information for members and committees having board-delegated authority [Minn. Stat. § 124E.07, subd. 8\(b\)](#)
- Meetings minutes of the board of directors** [Minn. Stat. § 124E.07, subd. 8\(b\)](#)
- If applicable, meeting minutes of members and committees having board-delegated authority [Minn. Stat. § 124E.07, subd. 8\(b\)](#)
- The school's authorizer and their contact information** [Minn. Stat. § 124E.07, subd. 8\(b\)](#)

Admissions and Lottery

- The school's lottery policy and process** [Minn. Stat. § 124E.11\(b\)](#)
- If applicable, the school's policy for admission of kindergarteners and/or first grade students at an earlier age than the age(s) required by statute [Minn. Stat. § 124E.11\(d\)](#)

Annual Reports

- The school's annual report approved by the board of directors** (Note: This can be combined with the school's world's best workforce report. See below.) [Minn. Stat. § 124E.16, subd. 2\(a\)](#)
- The school's world's best workforce report** (Note: If not posted to the website, the report must be published in the local newspaper with the largest circulation or by mail.) [Minn. Stat. § 120B.11, subd. 5](#) per [Minn. Stat. § 124E.03, subd. 2\(i\)](#)

Academic Information

- **A comprehensive calendar of standardized tests to be administered in the charter school during the school year** (Note: This must be posted before the first day of school each year.) [Minn. Stat. § 120B.301\(c\)](#)
- If applicable, the school's local literacy plan to have every child reading at or above grade level no later than the end of grade 3, including English learners [Minn. Stat. § 120B.12, subd. 4a](#) per [Minn. Stat. § 124E.03, subd. 2\(b\)](#)

Safety and Health

- **The school's policy to prevent and prohibit student bullying** (Note: The policy must be available to all parents and other school community members in an electronic format in the languages appearing on the charter school's website, consistent with the school's policies and practices. If not posted on the school's website, the policy must be made available in another electronic format consistent with the school's policies and practices.) [Minn. Stat. § 121A.031, subd. 3](#) per [Minn. Stat. § 124E.03, subd. 4\(c\)](#)
- If applicable, the school's restrictive procedures plan for children with disabilities (Note: If not posted to the website, paper copies must be available upon request.) [Minn. Stat. § 125A.0942, subd. 1](#) per [Minn. Stat. § 124E.03, subd. 3](#)
- If applicable, the school's wellness policy [Minn. Stat. § 121A.215](#) per [Minn. Stat. § 124E.03, subd. 2\(a\)](#)
- **[A link to information on how to obtain an application and application assistance for Minnesota health care programs](#)** (i.e., this link must be included on the charter school's website): [Minn. Stat. § 256.962, subd. 6](#)

Miscellaneous

- If applicable, the collaborative agreement and all accountability measures between the charter school and other entities (i.e., districts, authorizers or charter schools) [Minn. Stat. § 124E.08\(c\)](#)
- If applicable, the school's policy for purchasing group health insurance coverage [Minn. Stat. § 124E.12, subd. 5\(b\)](#)
- If applicable, the following information on the school's affiliated nonprofit building corporation (ABC):
 - The ABC's name
 - The ABC's mailing address
 - The ABC's bylaws
 - Minutes of board meetings of the ABC
 - Names of the current board of directors of the ABC [Minn. Stat. § 124E.13, subd. 3\(b\)](#)

Appendix A: Charter School Website Requirements by Statutory Reference

Board and Oversight

_____ [Minnesota Statutes, section 124E.07, subdivision 8\(b\)](#): A charter school shall publish and maintain on the school's official Web site: (1) the meeting minutes of the board of directors and of members and committees having board-delegated authority, for at least 365 days from the date of publication; (2) directory information for the board of directors and for the members of committees having board-delegated authority; and (3) identifying and contact information for the school's authorizer.

Admissions and Lottery

_____ [Minnesota Statutes, section 124E.11\(b\)](#): A charter school, including its preschool or prekindergarten program established under [section 124E.06, subdivision 3, paragraph \(b\)](#), shall enroll an eligible pupil who submits a timely application, unless the number of applications exceeds the capacity of a program, class, grade level, or building. In this case, pupils must be accepted by lot. The charter school must develop and publish, including on its Web site, a lottery policy and process that it must use when accepting pupils by lot.

_____ [Minnesota Statutes, section 124E.11\(d\)](#): A person shall not be admitted to a charter school (1) as a kindergarten pupil, unless the pupil is at least five years of age on September 1 of the calendar year in which the school year for which the pupil seeks admission commences; or (2) as a first grade student, unless the pupil is at least six years of age on September 1 of the calendar year in which the school year for which the pupil seeks admission commences or has completed kindergarten; except that a charter school may establish and publish on its Web site a policy for admission of selected pupils at an earlier age, consistent with the enrollment process in [paragraphs \(b\) and \(c\)](#).

Annual Reports

_____ [Minnesota Statutes, section 124E.16, subdivision 2\(a\)](#): A charter school must publish an annual report approved by the board of directors. The annual report must at least include information on school enrollment, student attrition, governance and management, staffing, finances, academic performance, innovative practices and implementation, and future plans. *A charter school may combine this report with the reporting required under [section 120B.11 governing the world's best workforce](#).* [See below.] A charter school must post the annual report on the school's official Web site. A charter school also must distribute the annual report by publication, mail, or electronic means to its authorizer, school employees, and parents and legal guardians of students enrolled in the charter school. The reports are public data under [chapter 13](#).

_____ [Minnesota Statutes, section 120B.11, subdivision 5](#): Consistent with requirements for school performance reports under [section 120B.36, subdivision 1](#), the school board shall publish a report [regarding world's best workforce] in the local newspaper with the largest circulation in the district, by mail, or by electronic means on the district Web site. The school board shall hold an annual public meeting to review, and revise where appropriate, student achievement goals, local assessment outcomes, plans, strategies, and practices for improving curriculum and instruction and cultural competency, and efforts to equitably distribute diverse, effective, experienced, and in-field teachers, and to review district success in realizing the previously adopted

student achievement goals and related benchmarks and the improvement plans leading to the world's best workforce. The school board must transmit an electronic summary of its report to the commissioner in the form and manner the commissioner determines.

Academic Information

_____ [Minnesota Statutes, section 120B.301\(c\)](#): A district or charter school, before the first day of each school year, must publish on its Web site a comprehensive calendar of standardized tests to be administered in the district or charter school during that school year. The calendar must provide the rationale for administering each assessment and indicate whether the assessment is a local option or required by state or federal law.

_____ [Minnesota Statutes, section 120B.12, subdivision 4a](#): (a) Consistent with this section, a school district must adopt a local literacy plan to have every child reading at or above grade level no later than the end of grade 3, including English learners. The plan must be consistent with [section 122A.06, subdivision 4](#), and include the following: (1) a process to assess students' level of reading proficiency and data to support the effectiveness of an assessment used to screen and identify a student's level of reading proficiency; (2) a process to notify and involve parents; (3) a description of how schools in the district will determine the proper reading intervention strategy for a student and the process for intensifying or modifying the reading strategy in order to obtain measurable reading progress; (4) evidence-based intervention methods for students who are not reading at or above grade level and progress monitoring to provide information on the effectiveness of the intervention; and (5) identification of staff development needs, including a program to meet those needs. (b) The district must post its literacy plan on the official school district Web site.

Safety and Health

_____ [Minnesota Statutes, section 121A.031, subdivision 3](#): (a) Districts and schools, in consultation with students, parents, and community organizations, to the extent practicable, shall adopt, implement, and, on a cycle consistent with other district policies, review, and revise where appropriate, a written policy to prevent and prohibit student bullying consistent with this section. The policy must conform with sections [121A.41](#) to [121A.56](#). A district or school must adopt and implement a local policy under [subdivisions 3 to 5](#) or comply with the provisions of the state model policy in [subdivision 6](#). (b) Each local district and school policy must establish research-based, developmentally appropriate best practices that include preventive and remedial measures and effective discipline for deterring policy violations; apply throughout the school or district; and foster active student, parent, and community participation. A district or school may request assistance from the school safety technical assistance center under [section 127A.052](#) in complying with local policy requirements. The policy shall [...] be available to all parents and other school community members in an electronic format in the languages appearing on the district or school Web site, consistent with the district policies and practices.

_____ [Minnesota Statutes, section 125A.0942, subdivision 1](#): (a) Schools that intend to use restrictive procedures shall maintain and make publicly accessible in an electronic format on a school or district Web site or make a paper copy available upon request describing a restrictive procedures plan for children with disabilities that at least: (1) lists the restrictive procedures the school intends to use; (2) describes how the school will implement a range of positive behavior strategies and provide links to mental health services; (3) describes how the school will provide training on de-escalation techniques, consistent with [section 122A.09, subdivision 4](#),

[paragraph \(k\)](#); (4) describes how the school will monitor and review the use of restrictive procedures, including: (i) conducting post-use debriefings, consistent with [subdivision 3, paragraph \(a\), clause \(5\)](#); and (ii) convening an oversight committee to undertake a quarterly review of the use of restrictive procedures based on patterns or problems indicated by similarities in the time of day, day of the week, duration of the use of a procedure, the individuals involved, or other factors associated with the use of restrictive procedures; the number of times a restrictive procedure is used schoolwide and for individual children; the number and types of injuries, if any, resulting from the use of restrictive procedures; whether restrictive procedures are used in nonemergency situations; the need for additional staff training; and proposed actions to minimize the use of restrictive procedures; and (5) includes a written description and documentation of the training staff completed under [subdivision 5](#).

_____ [Minnesota Statutes, section 121A.215](#): When available, a school district must post its current local school wellness policy on its Web site. [Additional information and resources about local school wellness policies can be found on the Minnesota Department of Education [Wellness webpage](#) and the United States Department of Agriculture – Food and Nutrition Service [Local School Wellness Policy webpage](#).]

_____ [Minnesota Statutes, section 256.962, subdivision 6](#): (a) At the beginning of each school year, a school district or charter school shall provide information to each student on the availability of health care coverage through the Minnesota health care programs and how to obtain an application for the Minnesota health care programs. (b) A school district or charter school shall also ensure that applications and information on application assistance are available at early childhood education sites and public schools located within the district's jurisdiction. (c) If a school district or charter school maintains a district Web site, the school district or charter school shall provide on its Web site a link to information on how to obtain an application and application assistance. [[The link to information on how to obtain an application and application assistance](#). Additional information and resources about Minnesota health care programs can be found on the Minnesota Department of Human Services [Health care programs webpage](#).]

Miscellaneous

_____ [Minnesota Statutes, section 124E.08\(c\)](#): Districts, authorizers, or charter schools entering into a collaborative agreement are equally and collectively subject to the same state and federal accountability measures for student achievement, school performance outcomes, and school improvement strategies. The collaborative agreement and all accountability measures must be posted on the district, charter school, and authorizer Web sites.

_____ [Minnesota Statutes, section 124E.12, subdivision 5\(b\)](#): A charter school board or a cooperative of teachers that provides group health insurance coverage must establish and publish on its Web site the policy for purchasing group health insurance coverage. A charter school board policy must include a sealed proposal process, which requires all proposals to be opened at the same time. Upon opening the proposals according to the school or cooperative policy, the proposals become public data under [chapter 13](#).

_____ [Minnesota Statutes, section 124E.13, subdivision 3\(b\)](#): An affiliated nonprofit building corporation under this subdivision must [...] post on the school Web site the name, mailing address, bylaws, minutes of board meetings, and names of the current board of directors of the affiliated nonprofit building corporation.

