



Audubon Center of the North Woods 2016-2017 Expectations for School Websites

Each charter school must ensure that it has an effectively designed, implemented, and updated website that serves the public at-large, parents and guardians, students, the authorizer, and other entities in need of school information. Listed below are requirements from Minnesota Statutes and recommended best practices for charter school websites.

Legal Requirements

New Requirement for 2016-2017 School Year

- Calendar of standardized tests to be administered during the school year, including the rationale for administering each assessment. The calendar must also indicate whether the assessment is a local option or required by state or federal law.

MN Statutes 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.

Continuing Requirements

- Annual Report and World's Best Workforce Annual Report
 - See FY16 Annual Report Guidance for detailed requirements.
- Lottery policy and process
- If your school considers admission of students under age five to kindergarten, or under age six to first grade, provide your admission policy
 - Board-adopted policy for early admission to kindergarten must be based on a comprehensive evaluation to determine the child's ability to meet kindergarten expectations and progress to first grade in the subsequent year
- School's student bullying policy in the languages appearing on the school's website, in accordance with the Safe and Supportive Schools Act
- Policy for the purchase of group health insurance coverage (if your school provides group health insurance and has at least 25 employees); this policy must include a sealed proposal process
- Local literacy plan for schools that service grades K-3, including the school's plan for English learners
- Board meeting minutes for at least one calendar year
- Board committee meeting minutes for at least one calendar year for committees with any board delegated authority
- Directory information of board members and board-delegated committee members:
 - Affiliation (e.g. community member, parent, or teacher)
 - Contact information (phone number and email address)

- Identifying and contact information for the school's authorizer:
 - Audubon Center of the North Woods
David Greenberg, Director of Charter School Authorizing
43 Main Street SE, Suite #507
Minneapolis, MN 55414
(612) 331-4181
admin@auduboncharterschools.org
www.auduboncharterschools.org
- If your school leases space through an Affiliated Building Corporation (ABC), the following information must be posted: the ABC's corporate name, mailing address, bylaws, minutes of board meetings, and current board members' names

ACNW Recommendations

- Mission, vision, and school description (including grade levels served)
- Board meeting schedule (including specific dates, times, and location)
- School calendar (including testing dates and conferences)
- Contact information for all members of school leadership
- Complaint policies and procedures (for community, parents, and staff)
- List of all staff, including assignments and contact information
- Budget information
- Annual financial audit
- Enrollment forms
- Additional board policies
- Newsletters or school updates
- Parent and student handbooks
- Information on student achievement and activities