

Office of School Choice

BESE Authorized Head of School/ CEO Assurances

Charter Schools are required to adhere to several statutes and regulations throughout the academic year. The Louisiana Department of Education has developed a Head of School/CEO Assurances document intended to assist school leaders with compliance. This list provides a selection of key statutes and guidelines; however, it is not intended to be a complete or comprehensive list of the duties and responsibilities of each school leader.

This list is non-exhaustive and may be updated periodically to reflect recent changes to statutes or BESE policy.

Louisiana Statutes referenced below can be found on the Legislature's website [here](#). BESE Bulletins can be found on the Division of Administration's website [here](#).

The Head of School/ CEO must initial each indicator below, sign, and date the assurance directly below. A signed copy should be submitted to the charter's board chair and charters@la.gov.

This document should be reviewed by your legal representative, in addition to board members and school leadership.

By signing below, I certify that I have read, understand, and agree to each of the provisions and requirements. Evidence for each indicator is available for review upon request.

Non-Profit Organization Name _____

Charter School Name(s) _____

Head of School/CEO Printed Signature _____

Head of School/CEO Signature _____

Date _____

Initial Here	Description	Regulations & Resources (as applicable)
Initial	All applicable requirements of the Louisiana Charter law	R.S. 17:3971 through 3999
Initial	All applicable requirements of BESE Bulletin 126, Charter Schools	Bulletin 126, <i>Charter Schools</i>
Initial	Requirements for other public schools and Local Education Agencies (LEAs) that are also applicable to Type 2 and 5 charter schools	Portions of various BESE Bulletins, including, but not limited to: Bulletin 111, <i>The Louisiana School, District, and State Accountability System</i> Bulletin 118, <i>Statewide Assessment Standards and Practices</i> Bulletin 741, <i>Louisiana Handbook for School Administrators</i> Bulletin 1566, <i>Pupil Progression Policies and Procedures</i> Bulletin 1929, <i>Louisiana Accounting and Uniform Governmental Handbook (LAUGH)</i> Bulletin 1706, <i>Regulations for Implementation of the Children with Exceptionalities Act</i> Bulletin 1922, <i>Compliance Monitoring Procedures</i> Bulletin 1530, <i>Louisiana's IEP Handbook for Students with Exceptionalities</i> Bulletin 1508, <i>Pupil Appraisal Handbook</i> Bulletin 129, <i>The Recovery School District</i> (Type 5 charter schools only) Bulletin 130, <i>Regulations for the Evaluation and Assessment of School Personnel</i> (§§301-309, 325-329, 701 only) Bulletin 131, <i>Alternative Education Schools/Programs Standards</i> Bulletin 140, <i>Louisiana Childhood Care and Education Network</i>

La. R.S. 17:3996 requires charter schools to comply with state rules and regulations listed below that are applicable to other public schools. By initialing below, I assure that the charter school is in compliance with each of these requirements.

Initial Here	Item/Responsibility	Regulations & Resources (as applicable)
Initial	Facility Accessibility	R.S. 40:1731 through 1749 Bulletin 741, <i>Louisiana Handbook for School Administrators</i>
Initial	Asbestos detection and abatement	Louisiana Administrative Code, Title 33, Part II, <i>Environmental Quality: Air</i> , Chapter 27: Asbestos-Containing Materials (ACM) in Schools and State Buildings
Initial	The Sanitary Code	Louisiana Administrative Code, Title 51, <i>Public Health – Sanitary Code</i> (primarily Part XVII, Public Buildings, Schools, and Other Institutions)
Initial	Pesticide use and safety	R.S. 3:3387-3389, Louisiana Department of Agriculture & Forestry Integrated Pest Management
Initial	Fire safety	Bulletin 741, <i>Louisiana Handbook for School Administrators</i>
Initial	Safe work environments	Occupational Safety and Health Act (OSHA) and Regulations
Initial	The possession and safe use of weapons and hazardous materials	Bulletin 741, <i>Louisiana Handbook for School Administrators</i>
Initial	Adolescent health initiatives and school health centers	R.S. 40:31.3, Adolescent School Health Program
Initial	Hearing and vision screenings	Bulletin 135, <i>Health and Safety</i>
Initial	Immunizations and health records	Bulletin 135, <i>Health and Safety</i>
Initial	Communicable disease prevention	Bulletin 135, <i>Health and Safety</i>
Initial	Drug use prevention	Louisiana Commission on Law Enforcement and Administration of Criminal Justice, Drug Abuse Resistance Education (D.A.R.E.)
Initial	Eye safety and the use of protective goggles	R.S. 17:2114
Initial	Missing children identification procedures	R.S. 40:2521 through 2528
Initial	School and district accountability system	Bulletin 111, <i>The Louisiana School, District, and State Accountability System</i> , Bulletin 118, <i>Statewide Assessment Standards and Practices</i>
Initial	Required competencies and assessments for high school graduation	Bulletin 111, <i>The Louisiana School, District, and State Accountability System</i> Bulletin 118, <i>Statewide Assessment Standards and Practices</i> Bulletin 1566, <i>Pupil Progression Policies and Procedures</i>

La. R.S. 17:3996 requires charter schools to comply with the statutes listed below that are applicable to other public schools. By initialing below, I assure that the charter school is in compliance with each of these requirements.

Initial Here	Item/Responsibility	Policy & Statutes (as applicable)
Initial	School entrance age	R.S. 17:222
Initial	Corporal punishment	R.S. 17:416.1(B)
Initial	Suspension of students	R.S. 17:223
Initial	Expulsion of students	R.S. 17:224
Initial	Attendance Reporting	R.S. 17:232
Initial	Admission of home study students	R.S. 17:236 et seq.
Initial	Unauthorized use of electronic communication devices	R.S. 17:239
Initial	Smoking	R.S. 17:240
Initial	Open meetings	R.S. 42:11 et seq.
Initial	Public Records	R.S. 44:1 et seq.
Initial	Teaching regarding the United States Constitution	R.S. 17:261
Initial	Teaching regarding the Federalist Papers and the Declaration of Independence	R.S. 17:268
Initial	Teaching regarding Civics and Free Enterprise	R.S. 17:274.1
Initial	Teaching regarding sex	R.S. 17:281
Initial	Religious liberty of students	R.S. 17:2115 et seq.
Initial	Pupil assessment	R.S. 17:24.4
Initial	Any school and district accountability system required by law for a public school of a similar grade or type	R.S. 17:10 through 10.8
Initial	Public bids for the erection, construction, alteration, improvement, or repair of a public facility or immovable property	Part II of Chapter 10 of Title 38 of the Louisiana Revised Statutes of 1950
Initial	Code of Governmental Ethics, with the exception of R.S. 42:1119, as it applies to any person employed by a charter school prior to August 15, 2003	R.S. 42:1101 et seq.
Initial	The charter school shall be prohibited from employing, in any manner, any member of the governing or management board of such school.	Bulletin 126 §2101. (B)
Initial	Electronic communication by an employee at a school to a student enrolled at that school	R.S. 17:81(Q)
Initial	Teaching regarding the state's Safe Haven Law	R.S. 17:81(R)

Initial Here	Item/Responsibility	Policy & Statutes (as applicable)
Initial	Inspection and operation of fire safety and prevention equipment	R.S. 17:81(S)
Initial	Teaching regarding dating violence	R.S. 17:81(T)
Initial	Reporting by a school bus operator employed by the governing authority of a public elementary or secondary school of his arrest for one or more of the specified offenses relative to operating a vehicle	R.S. 17:491.3
Initial	School master plans for supporting student behavior and discipline	R.S. 17:252
Initial	Data collection system	R.S. 17:3911
Initial	The charter operator shall notify the Department of Education (charters@la.gov) no later than the end of the calendar month if its enrollment decreases by 10 percent or more compared to the most recent pupil count submitted to the Department of Education and/or BESE	Bulletin 126: §3101.(F)
Initial	The charter operator shall notify State Police Special Investigations- Cyber Crimes Division (1-800-434-8007), download the app or file an online complaint at first knowledge that any cyber crime or attempt has occurred. Notify the Department of Education (charters@la.gov) after your report to the State Police, 12-24 hours after the event.	R.S. 17:§410 (D) The Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP)
Initial	Reporting by a school employee employed by the governing authority of a public elementary or secondary school of his arrest for one or more of the specified offenses relative to sexual morality affecting minors, crimes listed in R.S. 15:587.1, or any justified complaint of child abuse or neglect on file in the central registry pursuant to Article 615 of the Children's Code	R.S. 17:16 R.S. 15:587.1 Article 615 of the Children's Code
Initial	The charter operator shall notify the Department of Education (charters@la.gov) of the arrest of any members of the charter's school board of directors, employees, contractors, subcontractors, or a person directly or indirectly employed by the charter operator for a crime listed in R.S. 15:587.1(C) or any crimes related to the misappropriation of funds or theft.	R.S. 15:587.1(C) Bulletin 126: §3101.(C)
Initial	Seclusion and physical restraint of students with exceptionalities	R.S. 17:416.21
Initial	Teaching regarding Internet and cell phone safety	R.S. 17:280
Initial	Instruction on the Founding Principles of the United States of America in American history and civics courses	R.S. 17:265
Initial	Review and post procedures on bullying	R.S. 17:416.13

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Initial	School crisis management and response plans	R.S. 17:416.16
Initial	The charter operator shall notify the Department of Education (charters@la.gov) of any circumstances requiring the closure of the charter school.	Bulletin 126: §3101.(B)
Initial	Instruction relative to cardiopulmonary resuscitation and the use of automatic external defibrillators	R.S. 17:81(X)
Initial	Instruction and hotline number posting requirements relative to child assault awareness and prevention	R.S. 17:81(Y)
Initial	Deferred compensation plans	R.S. 17:81(Z)
Initial	School bus loading and unloading provisions	R.S. 17:158(J)
Initial	School transportation plan	R.S. 17:158(J) Bulletin 126, Section 2801
Initial	Student information	R.S. 17:3913 and 3914
Initial	Notification of homework assistance services	R.S. 17:182.1
Initial	Prohibits suspension or expulsion of students in grades pre-kindergarten through five	R.S. 17:416(J)
Initial	Deaf Child's Bill of Rights	R.S. 17:1960
Initial	Instruction in cursive writing	R.S. 17:266
Initial	Louisiana Expectant and Parenting Students Act	R.S. 17:221.7
Initial	In-service training regarding suicide prevention	R.S. 17:437.1
Initial	Instruction in litter prevention and awareness	R.S. 17:267
Initial	Administration of medication and exceptions thereto	R.S. 17:436.1
Initial	State and federal laws and regulations otherwise applicable to public schools with respect to civil rights and individuals with disabilities	Various
Initial	A charter school shall accordingly recruit, employ, and train teachers, administrators, and other employees without regard to race, color, religion, sex, or national origin. Race, color, religion, sex, and national origin shall not constitute bona fide occupational qualifications. Proficiency in a foreign language may constitute a bona fide occupational qualification for a teacher who spends more than half of his daily instruction time providing instruction in or teaching in a foreign language.	Various
Initial	Financial audits	R.S. 24:513 et seq.

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Initial	Budget preparation: each Type 2 and Type 5 charter school annually shall submit its budget directly to the state superintendent of education.	R.S. 39:1301 through 1315
Initial	The charter operator shall notify the Department of Education (charters@la.gov) of default of any obligation, which shall include debts for which payments are past due by 60 days or more.	Bulletin 126: §3101.(D)
Initial	The charter operator shall notify the Department of Education of any change in its standing with the office of the Louisiana Secretary of State.	Bulletin 126: §3101.(E)
Initial	If the charter operator has contracted with a management organization and such contract is terminated or not renewed, it shall provide written notification to the Department of Education (charters@la.gov) within two business days stating the reasons for the termination of the relationship.	Bulletin 126: §3101.(G)
Initial	The charter operator shall notify the Department of Education (charters@la.gov) should the charter operator's chief executive officer or president of the charter school's governing board change. Such notification shall be made within two business days of the official board action taken on this matter.	Bulletin 126: §3101.(H)