

‘22-‘23 BESE-Authorized Charter Schools Annual Site Visit Compliance Review

School:		LDE Representative:	
Date:		School Representative:	

General Compliance	Acceptable Documentation (to be provided by LEA)	Status at Review	Notes	Follow-up Required
School conducts background checks and fingerprint records for all employees (including, but not limited to: teachers, administrators, bus drivers, custodians) as outlined in <i>R.S. 17:15</i>	Statement of approval from the Louisiana Bureau of Criminal Identification. <i>Third party background checks do not satisfy the requirements of the law.</i>	<input type="checkbox"/> In Compliance <input type="checkbox"/> Not In Compliance <input type="checkbox"/> Not Available/Missing		<input type="checkbox"/> Yes <input type="checkbox"/> No
School does not employ or contract with staff who have been convicted of any offence listed in <i>R.S.15.587.1</i>	Statements of approval from the LBCI should not include crimes against juveniles or convictions for significant drug or violent offenses. A list of offenses that may violate <i>R.S. 15.587.1</i> should be made in the “notes” column.	<input type="checkbox"/> In Compliance <input type="checkbox"/> Not In Compliance <input type="checkbox"/> Not Available/Missing		<input type="checkbox"/> Yes <input type="checkbox"/> No
Staff credentials per state law as outlined in <i>Bulletin 746, La. R.S. 3991 (C)(6), R.S. 17:28</i>	Documentation of staff credentials files should be available for review. The review may include the following staff members: <ul style="list-style-type: none"> • Teachers • Business Manager or CFO • School Nurse 	<input type="checkbox"/> In Compliance <input type="checkbox"/> Not In Compliance <input type="checkbox"/> Not Available/Missing		<input type="checkbox"/> Yes <input type="checkbox"/> No
Procedures for protecting student records per <i>LA Acts 937, 677, and 340.</i>	School will provide documented protocol for compliance with data governance and student privacy laws.	<input type="checkbox"/> In Compliance <input type="checkbox"/> Not In Compliance <input type="checkbox"/> Not Available/Missing		<input type="checkbox"/> Yes <input type="checkbox"/> No
Notification of Homework Assistance Services <i>LA. R.S. 17:182.1, 17:3996(B)(39)</i>	Online services for homework assistance should be posted in prominent location in the school where it can be seen by all students on a daily basis.	<input type="checkbox"/> In Compliance <input type="checkbox"/> Not In Compliance <input type="checkbox"/> Not Available/Missing		<input type="checkbox"/> Yes <input type="checkbox"/> No
Home Language Survey, including language translations as required by federal and state requirements as outlined in ESEA/ESSA/Title III guidelines.	School will provide copies of Home Language Survey, including language translations.	<input type="checkbox"/> In Compliance <input type="checkbox"/> Not In Compliance <input type="checkbox"/> Not Available/Missing		<input type="checkbox"/> Yes <input type="checkbox"/> No

Sign or notice of translation service offerings as required by OCR guidelines.	School must have notification of translation services, in multiple languages that is visible in an area of primary access to the building.	<input type="checkbox"/> In Compliance <input type="checkbox"/> Not In Compliance <input type="checkbox"/> Not Available/Missing	<input type="checkbox"/> Yes <input type="checkbox"/> No
Schools posts the required workplace notices as required by the <i>Fair Labor Standards Act, 29 USC 211, 29 CFR 516.4</i>	Fair Labor Standards Act poster is displayed in an area with access by employees.	<input type="checkbox"/> In Compliance <input type="checkbox"/> Not In Compliance <input type="checkbox"/> Not Available/Missing	<input type="checkbox"/> Yes <input type="checkbox"/> No
School displays employee rights under the Family and Medical Leave Act (FMLA) as required by the <i>FMLA section 109 (29 U.S.C. § 2619)</i>	Rights under the Family Medical Leave Act poster is displayed in an area with access by employees.	<input type="checkbox"/> In Compliance <input type="checkbox"/> Not In Compliance <input type="checkbox"/> Not Available/Missing	<input type="checkbox"/> Yes <input type="checkbox"/> No
School displays LLA Fraud Hotline posters. <i>LA Act 693 enacted LA. R.S. 24:523.1</i>	School must have Louisiana Legislative Auditor (LLA) notice posted in conspicuous places. The LLA recommends that the notice be posted wherever there is an EEO poster. <i>Acceptable Documentation :</i> https://www.la.gov/hotline/prints/	<input type="checkbox"/> In Compliance <input type="checkbox"/> Not In Compliance <input type="checkbox"/> Not Available/Missing	<input type="checkbox"/> Yes <input type="checkbox"/> No
School provides nursing services as outlined in <i>R.S.17:28</i> and BESE Policy.	Documentation verifying contracted nursing services.	<input type="checkbox"/> In Compliance <input type="checkbox"/> Not In Compliance <input type="checkbox"/> Not Available/Missing	<input type="checkbox"/> Yes <input type="checkbox"/> No
School provides hearing and vision screening as outlined in <i>Bulletin 741, Bulletin 1508, and R.S.17:2111.</i>	Documentation verifying the most recent hearing and vision screening. <i>Dependent upon the date of visit, this may be from the previous school year.</i>	<input type="checkbox"/> In Compliance <input type="checkbox"/> Not In Compliance <input type="checkbox"/> Not Available/Missing	<input type="checkbox"/> Yes <input type="checkbox"/> No

Facility Compliance	Acceptable Documentation (to be provided by LEA)	Status at Review	Notes	Follow-up
Cafeteria/Kitchen	Current Permit to operate is posted	<input type="checkbox"/> In Compliance <input type="checkbox"/> Not In Compliance <input type="checkbox"/> Not Available/Missing		<input type="checkbox"/> Yes <input type="checkbox"/> No
Cafeteria/Kitchen	Kitchen Ansul status is indicated by a green tag	<input type="checkbox"/> In Compliance <input type="checkbox"/> Not In Compliance <input type="checkbox"/> Not Available/Missing	Service Date: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Cafeteria/Kitchen	DHH Inspection Report is posted	<input type="checkbox"/> In Compliance <input type="checkbox"/> Not In Compliance <input type="checkbox"/> Not Available/Missing		<input type="checkbox"/> Yes <input type="checkbox"/> No
Fire Safety	Fire Alarm status is indicated by a green tag	<input type="checkbox"/> In Compliance <input type="checkbox"/> Not In Compliance <input type="checkbox"/> Not Available/Missing	Service Date: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Fire Safety	Sprinkler System status is indicated by a green tag	<input type="checkbox"/> In Compliance <input type="checkbox"/> Not In Compliance <input type="checkbox"/> Not Available/Missing	Service Date: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Fire Safety	Fire Extinguisher(s) tagged and stamped with a service date within the past 12 months	<input type="checkbox"/> In Compliance <input type="checkbox"/> Not In Compliance <input type="checkbox"/> Not Available/Missing	Service Date: _____ # Expired Service Date: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Fire Safety	Fire Evacuation routes posted and exit signs illuminated	<input type="checkbox"/> In Compliance <input type="checkbox"/> Not In Compliance <input type="checkbox"/> Not Available/Missing		<input type="checkbox"/> Yes <input type="checkbox"/> No
Maintenance	Elevator is in working order with a current/valid permit posted	<input type="checkbox"/> In Compliance <input type="checkbox"/> Not In Compliance <input type="checkbox"/> Not Available/Missing	Service Date: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No