



Office of School Choice
Annual Site Visit
Orientation

Agenda

- Introductions
- Purpose and Philosophy of Annual Site Visits
- Annual Site Visit Activities/Tools
- Tentative Annual Site Visit Schedule
- Questions

Purpose of Annual Site Visits

- For the LDOE to have face-to-face visit with each school that BESE authorizes
- Ensure that charter schools are complying with all federal and state policies
 - General Compliance, Facilities Compliance, Special Education Compliance
- Philosophy
 - When our schools win, we win
 - “See it, Say it, Fix it”
 - Issuance of Notices (Concern or Breach)



Annual Site Visit Activities

Leadership Conversation (~30 mins- 1 hour):	Any member(s) of the school leadership team that Principal/ED feels is appropriate to attend. Discussion will center around learning from COVID, teaching and learning, student progress, parent involvement, etc.
Classroom Observations (~30 mins):	School leaders will provide a schedule and map of classes taking place and staff will conduct an unguided tour of informal classroom observations.
General Compliance Review (~30 mins):	Will address the areas of compliance indicated on the General Compliance Rubric. (see slides 5 and 6)
Facilities Compliance Review (~30 mins):	Will address the areas of compliance indicated on the Facilities Compliance Rubric. (see slide 7)
Special Education Compliance Review (~1 hour):	Will address the areas of compliance indicated on the Special Education Compliance Rubric. (see slides 9 and 10)
Follow up Conversation	No later than a week following the visit, a Zoom call will be set up with the school leadership to formally go over the results of the compliance reviews and communicate any next steps.

General Compliance Review

General Compliance	Acceptable Documentation (to be provided by LEA)	Status at Review
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
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
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
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
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
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

General Compliance Review cont'd.

General Compliance	Acceptable Documentation (to be provided by LEA)	Status at Review
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
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
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
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.lla.la.gov/hotline/prints/	<input type="checkbox"/> In Compliance <input type="checkbox"/> Not In Compliance <input type="checkbox"/> Not Available/Missing
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
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

Facilities Compliance Review

Facility Compliance	Acceptable Documentation (to be provided by LEA)	Status at Review
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
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
Cafeteria/Kitchen	DHH Inspection Report is posted	<input type="checkbox"/> In Compliance <input type="checkbox"/> Not In Compliance <input type="checkbox"/> Not Available/Missing
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
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
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
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
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

Special Education Compliance Review

Student:	Grade Level:	Exceptionality:
Special Education Compliance	Acceptable Documentation (to be provided by the LEA)	Status at Review
IEP Date	IEP dated within one calendar year.	<input type="checkbox"/> In Compliance <input type="checkbox"/> Not In Compliance <input type="checkbox"/> Not Available/Missing
Evaluation Date	Evaluation or waiver dated within 3 years. <i>If a signed waiver is present, the initial evaluation must be accompanying the waiver. If the student is new, attach the records request if the evaluation is not uploaded in SER.</i>	<input type="checkbox"/> In Compliance <input type="checkbox"/> Not In Compliance <input type="checkbox"/> Not Available/Missing
IEP Compliance with Evaluation	Student exceptionality on IEP aligns with evaluation. <i>For out of state evaluations, documentation that the school has conducted a formal Bulletin 1508 administrative review using the 1508 checklist is necessary.</i>	<input type="checkbox"/> In Compliance <input type="checkbox"/> Not In Compliance <input type="checkbox"/> Not Available/Missing
IEP Signatures	IEP is signed by all required parties. <i>If any person on the IEP team is not present for the meeting, there is an official excusal form on file.</i>	<input type="checkbox"/> In Compliance <input type="checkbox"/> Not In Compliance <input type="checkbox"/> Not Available/Missing
Prior Written Notice	Prior Written Notice is completed, signed, and matches the IEP date. <i>If unable to reach parent for signature, three documented attempts must be listed on the Due Process form.</i>	<input type="checkbox"/> In Compliance <input type="checkbox"/> Not In Compliance <input type="checkbox"/> Not Available/Missing

Special Education Compliance Review cont'd.

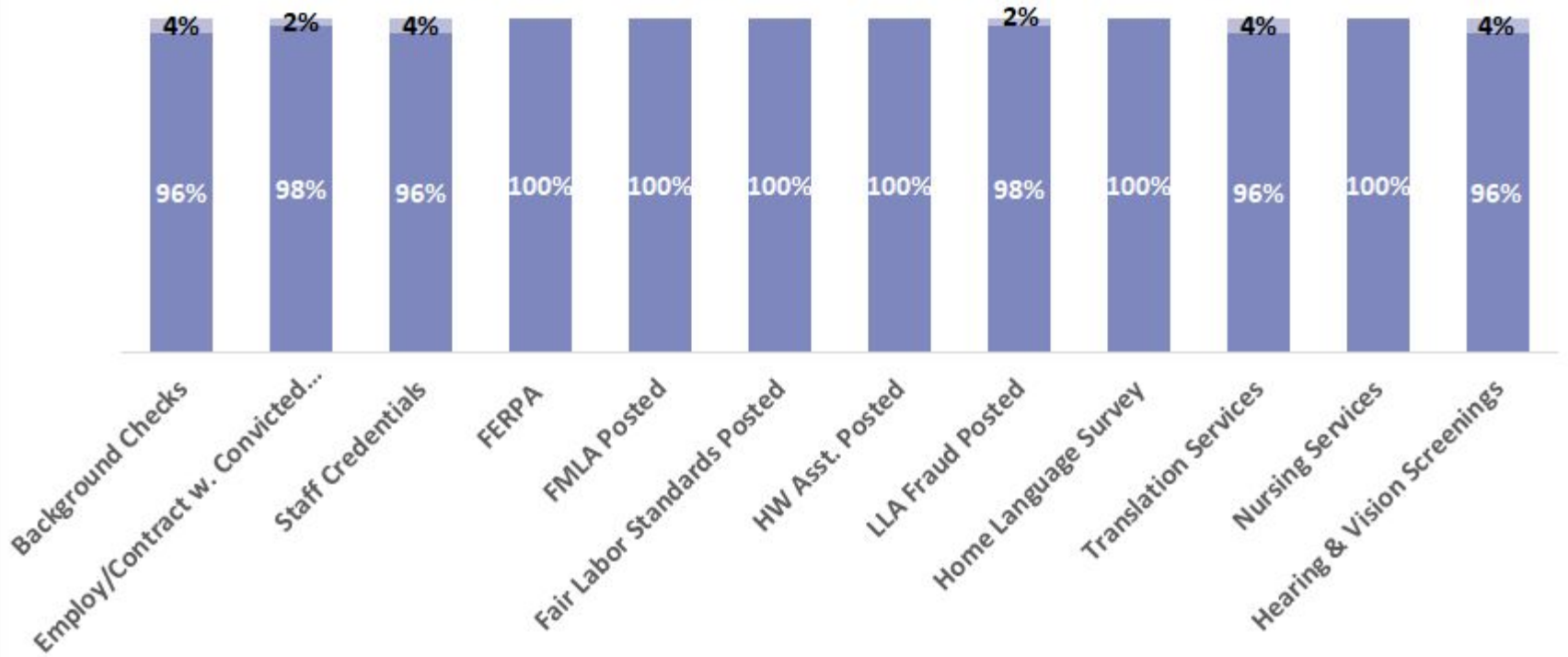
Student:	Grade Level:	Exceptionality:
Special Education Compliance	Acceptable Documentation (to be provided by the LEA)	Status at Review
Service Minutes	Evidence is present of service minutes provided in accordance with current IEP or contingency plan for current quarter/semester (or since IEP creation/date).	<input type="checkbox"/> In Compliance <input type="checkbox"/> Not In Compliance <input type="checkbox"/> Not Available/Missing
Progress Reports	Two most recent progress reports are present in the folder and signed by the <u>service provider and/or special education teacher.</u>	<input type="checkbox"/> In Compliance <input type="checkbox"/> Not In Compliance <input type="checkbox"/> Not Available/Missing
Contact Logs	Evidence of attempts to communicate with and/or families in the event of disengagement.	<input type="checkbox"/> In Compliance <input type="checkbox"/> Not In Compliance <input type="checkbox"/> Not Available/Missing

Tentative Annual Site Visit Schedule

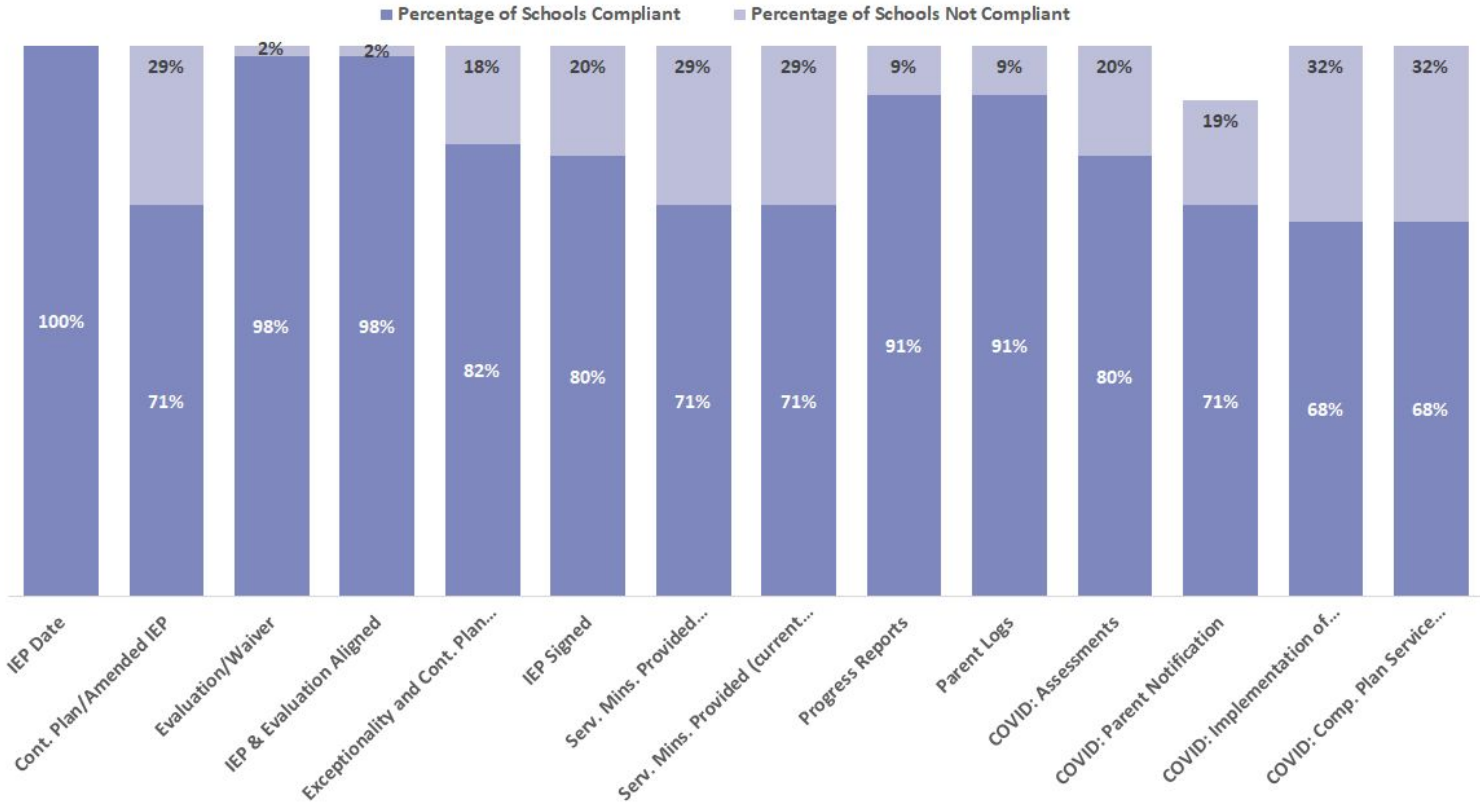
Time	Activity
8:15 am	Arrival
8:30 - 9:30 am	Leadership Conversation
9:30 - 10:00 am	Classroom Observations
10:00 - 10:30 am	General Compliance and Facilities Review
10:30am - 11:30 am	Special Education Compliance Review
11:30 am - 12:00 pm	Debrief and Questions

Annual Site Visits: General Compliance Data

■ Percentage of Schools Compliant ■ Percentage of Schools Not Compliant



Annual Site Visits: Special Education Compliance Data



Any Questions??

Mr. Clint Ebey
Educational Program Consultant
Office of School Choice
clint.ebey@la.gov

Ms. Sheneyce Tippen
Educational Program Consultant
Office of School Choice
sheneyce.tippen@la.gov

