



2018-19 Annual Site Visit Compliance Review

School:		OPSB Representative:	
Date:		School Representative:	

Policy	Acceptable Documentation (to be provided by LEA)	Status at Review	Notes (Optional)
School conducts background checks and fingerprint records for all employees as outlined in R.S. 17:15	Statement of approval from the Louisiana Bureau of Criminal Identification.	<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 Bulletin 746, La. R.S. 3991 (C)(6), R.S. 17:28, and Charter Agreement § § 9.2, 9.3	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 LA Acts 937, 677, and 340.	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	
School displays employee rights under the Family and Medical Leave Act (FMLA) as required by the FMLA section 109 (29 U.S.C. § 2619)	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	
Schools posts the required workplace notices as required by the Fair Labor Standards Act, 29 USC 211, 29 CFR 516.4	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	
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	
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	