

**2018-19 Annual Site Visit Compliance Review**

<b>School:</b>	Bricolage Academy	<b>OPSB Representative:</b>	Danalyn E. Hypolite
<b>Date:</b>	11.13.18	<b>School Representative:</b>	Josh Densen

<b>General Compliance Policy</b>	<b>Acceptable Documentation (to be provided by LEA)</b>	<b>Status at Review</b>	<b>Notes</b>
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 checked="" type="checkbox"/> <b>In Compliance</b> <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"> <li>• Teachers</li> <li>• Business Manager or CFO</li> <li>• School Nurse</li> </ul>	<input checked="" type="checkbox"/> <b>In Compliance</b> <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 checked="" type="checkbox"/> <b>In Compliance</b> <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 checked="" type="checkbox"/> <b>In Compliance</b> <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 checked="" type="checkbox"/> <b>In Compliance</b> <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 checked="" type="checkbox"/> <b>In Compliance</b> <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 checked="" type="checkbox"/> <b>In Compliance</b> <input type="checkbox"/> Not In Compliance <input type="checkbox"/> Not Available/Missing	

**Student Files Reviewed:**

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

Special Education Compliance Policy	Acceptable Documentation (to be provided by LEA)	Status at Review	Notes
IEP Date	IEP dated within one calendar year	<input checked="" type="checkbox"/> In Compliance <input type="checkbox"/> Not In Compliance <input type="checkbox"/> Not Available/Missing	6/6 files in compliance
Evaluation Date	Evaluation or waiver dated within 3 years	<input checked="" type="checkbox"/> In Compliance <input type="checkbox"/> Not In Compliance <input type="checkbox"/> Not Available/Missing	5/6 files in compliance; 1/6 files not in compliance [REDACTED] [REDACTED]
IEP Compliance with Evaluation	Student exceptionality on IEP aligns with evaluation	<input checked="" type="checkbox"/> In Compliance <input type="checkbox"/> Not In Compliance <input type="checkbox"/> Not Available/Missing	5/6 files in compliance; 1/6 files not in compliance [REDACTED] [REDACTED]
IEP Signatures	IEP is signed by all Required Parties	<input checked="" type="checkbox"/> In Compliance <input type="checkbox"/> Not In Compliance <input type="checkbox"/> Not Available/Missing	6/6 files in compliance
Service Minutes Provided	Evidence of service minutes provided in accordance with current IEP for previous and current semester (or since IEP creation/date)	<input checked="" type="checkbox"/> In Compliance <input type="checkbox"/> Not In Compliance <input type="checkbox"/> Not Available/Missing	6/6 files in compliance
Progress Reports	Most recent 2 progress reports are present in the folder and signed by the service provider.	<input checked="" type="checkbox"/> In Compliance <input type="checkbox"/> Not In Compliance <input type="checkbox"/> Not Available/Missing	5/6 files in compliance; 1/6 files not in compliance [REDACTED] [REDACTED] [REDACTED]