

**Survey for Charter Schools on Handbooks/Policies:**

**To: School Leader and Business Manager**

**We have sent out the following survey to several schools to determine whether you currently have handbooks/policies in place for your employees, students and parents. Additionally, we want to determine if your school has retained the advice of an HR professional or legal counsel to review and advise you on the substance and implementation of your policies. We appreciate your participation. A timely response would be very helpful.**

**(You are welcome to use additional space to answer)**

Name and address of School:

Name of individual(s) responding to survey:

Contact number and email address:

Name of School Principal, Vice Principal, and Business Administrator:

Start date as Charter School:

Grades taught:

Number of Students per grade:

Male and Female:

Number of Employees (full and part time):

Do you currently rely upon any written handbooks:

If yes, identify if you have a separate or consolidated handbook for:

Staff/Employees:

Students:

Parents:

(For each handbook used, give the date drafted and most recently revised)

Were the handbooks drafted specifically for your school or did you “adopt” an on-line format:

Were your handbooks reviewed by legal counsel and which ones:

Identify whether your handbook (or policies separate from a handbook) cover the following (place an “X” next to each category that you include and H(for handbook)and P(if separate policy from handbook):

Staff:

- Mission statement
- At will employment
- Equal Employment Opportunity
- Performance expectations
- Attendance
- Sick leave or illness
- Harassment/Discrimination
- Maternity/paternity leave
- Pay
- Overtime
- Discipline/Termination
- Drug Policy

Students:

- Code of Conduct
- Attendance
- Academic Expectations and Consequences
- Grievance procedure
- Illness
- Drug Policy

Parents:

- Contract of Involvement
- Code of Conduct
- Attendance of student
- Expectations of Student's conduct and consequences
- Grievance procedure
- Probation/suspension
- Drug policy

Do you conduct an employee orientation of your policies, and if so how often:

Do you conduct a student orientation, and if so how often:

Do you conduct a parent orientation, and if so how often:

Do you have designated Human Resources support for your school (on staff or on a contract basis):

If you could get targeted support for HR/Handbooks what would your prioritized needs be:

What HR issues are the most troubling to you and your school:

**Please forward a copy of your Handbooks/policies prior to August 15, 2009 to:**

**Andrea Chen**  
**Louisiana Charter Schools**  
**[achen@lcharterschools.org](mailto:achen@lcharterschools.org)**

**Your participation is greatly appreciated**