**School Legal Operations Guidelines**

**(ICAA Assurance #5)**

The following areas should receive appropriate consideration regarding the school’s legal operation.

* Immigration Reform and Control Act of 1986
* Federal and state requirements for immunizations, health screening, and for the administration of medication
* Civil rights and non-discrimination policies and practices for admissions and/or employment: race, sex, age, pregnancy status, sexual non-harassment, Employment Opportunities Commission requirements; annual publishing of racial nondiscrimination statement
* Americans with Disabilities Act
* Fair Labor Standards Act and Equal Pay Act
* Federal Minimum Wage Laws
* IRS regulations regarding reporting, withholdings, benefits, etc.
* State and local taxes and other payroll considerations
* Family and Medical Leave Act of 1993
* OSHA requirements: blood-borne pathogens, use of any hazardous chemicals (may include cleaning supplies, science lab supplies, certain office products, automotive products, etc.)
* Asbestos Hazard Emergency Response Act
* Federal and state requirements related to student transportation services, school vehicles, and school employees operating school vehicles
* Copyright licenses/approvals related to digital media, print media, software, or other proprietary materials
* State incorporation and charter
* Federal, state, and local fire, safety, and health regulations
* Federal, state, and local requirements related to student and employee records
* State requirements for school licensing, exemptions, accreditation, etc.
* Early childhood program licensing, exemptions as required
* State minimum wage laws
* State teacher qualification/certification requirements (if any)
* Federal, state, and local requirements related to criminal background checks, fingerprinting, Child Abuse & Neglect Registry, other reference checks, etc. for all employees and volunteers
* State and local child abuse regulations and stipulations
* State compulsory attendance, instructional days/hours, in-service/professional development requirements
* State requirements for standardized testing, high school graduation, etc.
* Local zoning requirements
* Access to children and records
* Additional requirements related to the acceptance of federal and/or state funding or grants
* Other requirements not listed above

**Please note that this is not necessarily a complete list. Legal requirements may change over time and may vary in requirements and implementation from state to state. Each school is responsible to ensure that it meets all the federal, state, and local requirements necessary for it to remain in operation. Also note that some of the items listed below affect schools located in the United States only. Schools located in other countries may have different requirements.**