



New! Fisher & Phillips LLP Is Offering Two Different Audit Packages For Independent Schools

Employee Policy/Practice Audits • Student Policy/Practice Audits

Fisher & Phillips LLP, which represents independent schools throughout the United States, has partnered with SOS to bring education and affordable legal services to our members. One service Fisher & Phillips has agreed to provide is employee or student audits using an attorney specializing in employment and education law and representing the interests of your school. The attorney will assess your policies and practices, identify those areas where further attention is needed, and make both verbal and written recommendations for future action.

The *Fisher & Phillips Employee Audit Package* includes:

- A preliminary desk review of various employment policies/practices based on the school's completion of a checklist and submission of documents.
- A one-day meeting with the appropriate administrators and an on-site inspection of a sampling of various employment policies and practices such as record retention, hiring, personnel files, drug testing, background checks, reference checks, arbitration agreements, I-9 forms, employee handbooks, harassment, internet usage and electronic communications, fraternization, driving record checks, confidentiality, employment agreements, security, posting requirements, leaves of absence, accommodating disabilities, discipline, performance evaluations, training programs, independent contractor arrangements, and pay practices.
- An attorney-client privileged follow-up report identifying those areas that may need further attention and, where appropriate, recommendations for future action, including model policies, forms, and/or guidelines.
- A two-hour training session on any offered topic. The seminar will occur during the on-site visit. A listing of available seminars will be provided upon request.

The *Fisher & Phillips Student Audit Package* includes:

- A preliminary desk review of various student policies and procedures based on the school's completion of a checklist and submission of documents.
- A one-day meeting with the appropriate administrators and an on-site inspection of a sampling of various student-related policies and practices such as record retention, record release, enrollment, advertising, applications, student/parent handbooks, student files, harassment/bullying, accommodating disabilities, abuse recognition and reporting, internet usage and electronic communications, blogging, confidentiality and privacy, federal funding, FERPA, Title IX, drug testing, security, complaint/grievance procedures, discipline, tuition refunds, and training programs.
- An attorney-client privileged follow-up report identifying those areas that may need further attention and, where appropriate, recommendations for future action, including model policies, forms, and/or guidelines.
- A two-hour training session on any offered topic. The seminar will occur during the on-site visit. A listing of available seminars will be provided upon request.

PRICING:

Employee Audit Package \$7,500, plus travel • Student Audit Package \$7,500, plus travel
Both packages for \$13,500, if purchased at the same time. SOS Members Receive a 5% Discount.
Prices are good through December 31, 2007

For more information on the Fisher & Phillips LLP audit packages, contact Suzanne Bogdan, Chair of the Education Practice Group, at 954.525.4800, or sbogdan@laborlawyers.com

Presented By

FISHER & PHILLIPS LLP

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