

ILLINOIS STATE BOARD OF EDUCATION
 Career and Technical Education Division
 100 North First Street, N-242
 Springfield, Illinois 62777-0001

APPLICATION FOR INITIAL RECOGNITION OF NONPUBLIC SCHOOLS

SCHOOL NAME	REGION, COUNTY, DISTRICT, TYPE CODE
SCHOOL ADMINISTRATOR	SCHOOL AFFILIATION
ADDRESS (Street, City, State, Zip Code)	TELEPHONE (Include Area Code)
	FAX (Include Area Code)
TOTAL STUDENT ENROLMENT	GRADE LEVELS SERVED

The information contained in this application comprises the complete set of regulations required by the Illinois Administrative Code for a nonpublic school to achieve "Recognized" status through the Illinois State Board of Education. Questions or concerns may be directed to the Career and Technical Education Division at 217/782-4620. A decision to assign recognition to a nonpublic school is based on three separate but related processes:

Completed Application. The following pages of this packet contain items required for nonpublic schools seeking recognition. The chief administrator of a school seeking such recognition must:

(a) In Sections I through IV, respond to each application query in one of the following ways:

Yes: Indicates that the school meets the requirements identified in the corresponding application item;

No: Indicates that the school does not meet the requirements identified in the corresponding application item. For any item marked "No", a detailed explanation as to why the school is not in compliance with the item must be given in the space provided.

N/A: Indicates that the requirements identified in the corresponding application item are not applicable to the school. For any item marked "NA", a detailed explanation as to why the school is not required to be in compliance with the item must be given in the space provided.

(b) In the "Evidence/Comments" section of each application item, the chief administrator must identify the specific document(s), page number(s) and location(s) where proof of the school's compliance can be located and reviewed.

(c) In Section V, complete as fully and accurately as possible the information requested concerning the school's calendar.

On-Site Visit. After a school's application has been deemed complete and in compliance with applicable rules and regulations, a consultant from the Illinois State Board of Education (ISBE) will contact the school to schedule an onsite team visit. The visit team will include an ISBE consultant, a representative from the relevant regional office of education (if applicable), a nonpublic school administrator from a different school (chosen by the school under review) and a public school administrator (chosen by the school under review). The purpose of the visit is to confirm the school's compliance with each item in this application packet. During the visit, the consultant will ask to view each piece of evidence and proof indicator indicated in this packet to ensure the school's compliance with relevant rules and regulations.

Status Determination. After the onsite team visit has concluded, ISBE will review all applicable information gathered from the application and visit and make a determination as to whether or not the school shall be issued recognition status. Typically, it may take anywhere from two to four weeks after a visit has concluded for ISBE to issue a report indicating the school's recognition status. However, this is not an exact timeframe and response times may vary on a case by case basis.

Please submit a completed application to the following address:

Illinois State Board of Education
 Career and Technical Education Division
 100 North First Street, N-240
 Springfield, Illinois 62777-0001

Administrator Attestation.

By signing and dating this document below, I affirm that all information contained in all application response items in this entire application are truthful and complete. I have read the administrative rules for nonpublic school recognition [Ill Adm. Code 425] and understand that omissions or false information provided in the responses to this application may impact the school's ability to obtain recognized status.

Chief Administrator (Print Name)
Original Signature Chief Administrator
Date

SECTION I - ADMINISTRATIVE REQUIREMENTS

A. The school maintains written descriptions of its governance structure and its policy-making procedure, maintains its policies in written form, and makes its policies routinely available to parents of the students enrolled and to school staff, as well as to other individuals upon request.

In Compliance Yes No **N/A**

Reference(s)

[23 Ill. Adm. Code 425.30(a)(2)(A)]

Evidence/Comments:

B. The school offers an academic term of at least 176 days of pupil attendance annually, with at least five clock hours of instruction daily or at least 880 clock hours of instruction annually.

Yes No

Reference(s)

[23 Ill. Adm. Code 425.30(a)(1)(A)]

Evidence/Comments:

C. The school requires students who are enrolled to attend daily during the entire regular school term.

Yes No

Reference(s)

[23 Ill. Adm. Code 425.30(a)(1)(B)]

Evidence/Comments:

		In Compliance		N/A
D.	The school complies with applicable federal and State laws prohibiting discrimination, including, but not limited to:			
1.	Title IX of the Education Amendments of 1972 (20U.S.C. 1681 et seq.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>
2.	The Individuals with Disabilities Education Improvement Act (20 U.S.C. 1400 et seq.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>
3.	The Age Discrimination in Employment Act of 1967 (29 U.S.C. 621 et seq.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>
4.	Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq., 2000e et seq.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>
5.	The Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>
6.	The Illinois School Code [105 ILCS 5], and relevant case law including Plyler v. Doe, 457 U.S. 202, 102 S.Ct. 2382 (1982)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>
7.	The school maintains a written description of its methods for complying with the nondiscrimination requirements identified in items D1-D6 above.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>

Reference(s)

[23 Ill. Adm. Code 425.30(a)(1)(C)]

[23 Ill. Adm. Code 425.30(a)(2)(B)]

Various as noted above

Evidence/Comments:

		In Compliance		N/A
E.	The school complies with the student records requirements of			
1.	Section 4 of the Abused and Neglected Child Reporting Act [325 ILCS 5/4]. School personnel are informed that they are mandated reporters of child abuse and neglect and all school personnel hired on or after July 1, 1986 have signed the statement required by the Department of Children and Family Services acknowledging this obligation.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>
2.	Section 5(a) of the Missing Children Records Act [325 ILCS 50/5]. The school has a system in place that flags records requests for any current or former student reported as a missing person by the Illinois State Police.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>
3.	Sections 5(b) and (c) of the Missing Children Records Act [325 ILCS 50/5]; Section 5 of the Missing Children Registration Law [325 ILCS 55/5]; and State Board rules promulgated pursuant to Section 2-3.13a of the School Code [105 ILCS 5/2-3.13a] (see 23. Ill. Adm. Code 375.75, Public and Nonpublic Schools: Transmission of Records for Transfer Students.). The school maintains certified copies of birth certificates for each student enrolled. The school notifies the parents or guardians that such documentation must be submitted within 30 days of enrolling the student. Certified copies of transfer students' records must be requested within 14 days of enrollment; the school sends unofficial records of students transferring to other schools within 10 days of the request.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>

Reference(s)

[23 Ill. Adm. Code 425.30 (a)(1)(D)]
 [105 ILCS 5/2-3.13a]
 [23 Ill. Adm. Code 375.75]
 [325 ILCS 5]
 [325 ILCS 50]
 [325 ILCS 55]

Evidence/Comments:

In Compliance

N/A

- F. The chief administrator of the school, or his/her designee, reports instances of drug violations to local law enforcement officials as required by the School Reporting of Drug Violations Act [105 ILCS 127].

Yes No

Reference(s)

[23 Ill. Adm. Code 425.30 (a)(1)(E)]
[105 ILCS 127]

Evidence/Comments:

- G. The chief school administrator immediately notifies local law enforcement officials of firearm incidents at the school. The administrator also notifies such officials of verified incidents involving drugs in the school. The administrator shall also notify the Illinois State Police of such incidents through the School Incident Reporting System (SIRS).

Yes No

Reference(s)

[23 Ill. Adm. Code 425.30 (a)(1)(F)]
[105 ILCS 5/10-27.1 A and 10-27.1B]

Evidence/Comments:

H. The chief school administrator immediately notifies local law enforcement officials of written complaints from school personnel concerning instances of battery committed against school personnel at the school. The administrator shall also notify the Illinois State Police within 3 days of each incident through the School Incident Reporting System (SIRS).

In Compliance

Yes No

N/A

Reference(s)

[23 Ill. Adm. Code 425.30(a)(1)(G)]
[105 ILCS 5/10-21.7]

Evidence/Comments:

SECTION II - THE EDUCATIONAL PROGRAM

- | | In Compliance | | N/A |
|---|------------------------------|-----------------------------|--------------------------|
| A. Instruction is provided in English, except as otherwise permitted pursuant to Section 27-2 of the School Code [105 ILCS 5/27-2], in the branches of education taught to children of corresponding age and grade in the public schools (Section 26-1 of the School Code), including the language arts, mathematics, the biological, physical and social sciences, the fine arts, and physical development and health (Section 27-1 of the School Code). | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> |
| Reference(s)
[23 Ill. Adm. Code 425.30(b)(1)]
[105 ILCS 5/27-1 and 27-2]
[105 ILCS 5/26-1] | | | |
| Evidence/Comments: | | | |

- | | | | |
|---|------------------------------|-----------------------------|--------------------------|
| B. The school provides instruction in American patriotism, the principles of representative government, as enunciated in the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois, and the proper use and display of the American flag, and shall require pupils to recite the Pledge of Allegiance daily. (Sections 27-3 and 27-4 of the School Code [105 ILCS 5/27-3 and 27-4]) Not less than one hour per week, or the equivalent, shall be devoted to the study of this subject matter in the 7th and 8th grades or their equivalent and in all high school grades. No student shall receive a certificate of graduation from the 8th grade or from high school without passing an examination on these subjects. No student shall be graduated from the 8th grade unless he or she has received instruction in the history of the United States and has given evidence of a comprehensive knowledge of the subject (Section 27-21 of the School Code [105 ILCS 5/27-1]). | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> |
| Reference(s)
[23 Ill. Adm. Code 425.30(b)(2)]
[105 ILCS 5/27-1, 27-3, and 27-4] | | | |
| Evidence/Comments: | | | |

In Compliance

N/A

C. The school provides health education as required by the Critical Health Problems and Comprehensive Health Education Act (105 ILCS 110).

Yes

No

Reference(s)

[23 Ill. Adm. Code 425.30(b)(3)]

[105 ILCS 110]

Evidence/Comments:

SECTION III - PERSONNEL

In Compliance

N/A

- A. A fingerprint-based criminal history records check has been conducted for each certified and non-certified employee hired on or after July 1, 2007. The school has not knowingly employed an individual for whom a criminal history records check has not been initiated (Section 2-3.25o of the School Code [105 ILCS 5/2-3.25o (c-5)].

Yes No

Reference(s)

[23 Ill. Adm. Code 425.30(c)(1)]
[105 ILCS 5/2-3.25o(c-5)]

Evidence/Comments:

- B. The school has performed a check of the Statewide Sex Offender Database, as authorized by the Sex Offender Community Notification Law, for each applicant for employment, after July 1, 2007, to determine whether the applicant has been adjudicated a sex offender. The school has not knowingly employed an individual, hired after July 1, 2007, for whom a check of the Statewide Sex Offender Database has not been initiated.

Yes No

Reference(s)

[23 Ill. Adm. Code 425.30(c)(1)]
[105 ILCS 5/2-3.25o(c-5)]

Evidence/Comments:

In Compliance

N/A

- C. The school has not knowingly employed an individual, hired after July 1, 2007, who has been convicted for committing attempted first degree murder or for committing or attempting to commit a Class X felony or any one or more of the offenses enumerated in 105 ILCS 5/21-23(a).

Yes No

Reference(s)

[23 Ill. Adm. Code 425.30(c)(1)]

[105 ILCS 5/2-3.25o)(c-5)]

[105 ILCS 5/21-23a]

Evidence/Comments:

- D. The school requires of each new employee evidence of freedom from communicable disease, including tuberculosis. This evidence shall consist of a tuberculin skin test and, if appropriate, an x-ray, performed by a physician licensed in Illinois or any other state to practice medicine in all its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the nurse to perform health examinations, or a physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician not more than 90 days preceding the date on which the report of the test results is presented to the school's chief administrator.

Yes No

Reference(s)

[23 Ill. Adm. Code 425.30(c)(2)]

Evidence/Comments:

In Compliance

N/A

E. The school's personnel policies require:

1. Monitoring the performance of each employee who provides or assists with instruction or has other instructional responsibilities (e.g., teachers, teacher aides, administrators, department chairs).
2. Formal evaluation at least every two years in terms of proficiency and competency

<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>

Reference(s)

[23 Ill. Adm. Code 425.30(c)(3)(A)]

[23 Ill. Adm. Code 425.30(c)(3)(B)]

Evidence/Comments:

F. Students' needs for support services such as counseling and social work are evaluated when school staff believe consideration is needed, such as when there are changes in the student body or stresses within the surrounding community, and the school's staffing configuration shall reflect decision-making about how those needs should be addressed.

<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>
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Reference(s)

[23 Ill. Adm. Code 425.30(c)(4)]

Evidence/Comments:

In Compliance

N/A

- G. Each individual first assigned to a full-time teaching or administrative professional position at or after the beginning of the 2011-12 school year shall hold a bachelor's or higher degree.

Yes No

Reference(s)

[23 Ill. Adm. Code 425.30(c)(5)]

Evidence/Comments:

- H. Each individual first assigned to a full-time teaching or administrative professional position prior to the beginning of the 2011-12 school year who does not hold a bachelor's or higher degree participates annually in professional development that is demonstrably designed to strengthen his or her knowledge and skills in areas directly related to job duties (e.g., content-area knowledge or pedagogy for teaching staff, and administration, supervision, evaluation, or school management for administrators).

Yes No

Reference(s)

[23 Ill. Adm. Code 425.30(c)(6)]

Evidence/Comments:

In Compliance

N/A

- I. Each individual employed in a field requiring licensure holds and practices within the scope of the relevant license.

Yes No

Reference(s)

[23 Ill. Adm. Code 425.30(c)(7)]

Evidence/Comments:

SECTION IV - HEALTH AND SAFETY

- | | | In Compliance | | N/A | | |
|----|---|--------------------------|-----|--------------------------|----|--------------------------|
| A. | The physical facilities occupied by the school comply with the applicable local building code and fire safety requirements. | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

Reference(s)

[23 Ill. Adm. Code 425.30(d)(1)]

Evidence/Comments:

- | | | | | | | |
|----|--|--------------------------|-----|--------------------------|----|--------------------------|
| B. | If the school provides food service, the nutrition program and the facilities used comply with the Richard B. Russell National School Lunch Act (42 USC 1751 et seq.), the Child Nutrition Act of 1966 (42 USC 1771 et seq.), and the School Breakfast and Lunch Program Act [105 ILCS 125]. | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
|----|--|--------------------------|-----|--------------------------|----|--------------------------|

Reference(s)

[23 Ill. Adm. Code 425.30(d)(2)]

[42 USC 1751 et seq.]

[42 USC 1771 et seq.]

[105 ILCS 125]

Evidence/Comments:

		In Compliance		N/A
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>
C.	<p>The school has a wellness policy on file that complies with the requirements of the Child Nutrition and WIC Reauthorization Act of 2004 (Section 204 of Public Law 108-265; 42 USC 1751 note).</p> <p>Reference(s) [23 Ill. Adm. Code 425.30(d)(3)] [Section 204 of P.L. 108-265; 42 USC 1751 note]</p> <p>Evidence/Comments:</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D.	<p>A record of students' health examinations and immunizations as required by law shall be established and maintained.</p>			
1.	<p>The school requires students to receive health examinations within one year prior to entering kindergarten or first grade; upon entering the sixth and ninth grades; prior to entrance into any nursery school; and, irrespective of grade, immediately prior to or upon entrance into any school or nursery school. The health examination may include a tuberculosis skin test screening if the student resides in an area designated by the Illinois Department of Public Health as having a high incidence of tuberculosis. The Department of Public Health shall promulgate rules and regulations specifying the examinations and procedures that constitute a health examination.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<p>The school requires students to present proof of having received such immunizations against preventable communicable diseases as the Department of Public Health shall require by rules and regulations pursuant to Section 27-8.1 of the School Code [105 ILCS 5/27-8.1] and the Communicable Disease Prevention Act [410 ILCS 315/0.01 et seq.].</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	<p>The school requires students in kindergarten and in the second and sixth grades to have a dental examination. Each of these students shall present proof, before May 15 of the school year, of having been examined by a dentist in accordance with Section 425.30(d)(4) of the School Code [105 ILCS 5/425.30(d)(4)], Section 27-8.1 of the School Code [105 ILCS 5/27-8.1] and the rules of the Illinois Department of Public Health at 77 Ill. Adm. Code 665.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	<p>The school requires students to receive an eye examination when enrolling in kindergarten and when enrolling for the first time in public, private or parochial school. Each of these students shall present proof, before October 15 of the school year, of having been examined by a qualified physician or licensed optometrist within the previous year in accordance with Section 425.30(d)(4) of the School Code [105 ILCS 5/425.30(d)(4)], Section 27-8.1 of the School Code [105 ILCS 5/27-8.1] and the rules of the Illinois Department of Public Health at 77 Ill. Adm. Code 665.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- | | In Compliance | | N/A |
|--|------------------------------|-----------------------------|--------------------------|
| 5. The school shall report to the State Board of Education, by November 15, information on students who have and have not received necessary immunizations and health examinations. The State Board shall dictate the manner in which the information is to be submitted. | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> |
| 6. The school shall report to the State Board of Education, by June 30, information on students who have and have not received required dental examinations and required eye examinations. The State Board shall dictate the manner in which the information is to be submitted. | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> |
| 7. Students are to be excluded from school by October 15 if requirements for health examinations and immunizations have not been met. | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> |

Reference(s)

[23 Ill. Adm. Code 425.30(d)(4)]
 [105 ILCS 5/27-8.1]
 [77 Ill. Adm. Code 665]
 [77 Ill. Adm. Code 675]
 [77 Ill. Adm. Code 685][410 ILCS 205]
 [410 ILCS 315/0.01]

Evidence/Comments:

		In Compliance		N/A
E.	The school complies with the requirements of the School Safety Drill Act:			
1.	During the academic year, the school conducts a minimum of three school evacuation drills to address and prepare students and school personnel for fire incidents, bomb threats and hazardous materials events. One of the three school evacuation drills must require the participation of the appropriate local fire department/district.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>
2.	During the academic year, the school conducts a minimum of one bus evacuation drill. The school's curriculum shall include this drill and instruction in safe driving practices for all students.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>
3.	During the academic year, the school conducts a minimum of one severe weather and shelter-in-place drill to address and prepare students and school personnel for possible tornado incidents. The school may also conduct additional drills to account for other incidents, including earthquakes or hazardous materials.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>
4.	During the academic year, the school conducts a minimum of one law enforcement drill to address incidents, including reverse evacuations, lock-downs, shootings, bomb threats, or hazardous materials. These drills must be conducted according to the school's emergency crisis response plans, protocols, and procedures, with the participation of the appropriate law enforcement agency. These drill may be conducted when students are not present in the school building.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>
5.	The school's governing structure or its designee submits a copy of the annual report to each party that participates in the annual review process and to the office of the State Fire Marshal.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/>

Reference(s)

[23 Ill. Adm. Code 425.30(d)(5)]

[29 Ill. Adm. Code 1500]

[105 ILCS 128]

Evidence/Comments:

In Compliance

N/A

F. The school complies with the requirements of the Eye Protection in School Act [105 ILCS 115]. Every student, teacher, and visitor is required to wear an industrial quality eye protective device when participating in or observing any of the following courses: vocational or industrial arts shops or laboratories involving experience with the following: hot molten metals; milling, sawing, turning, shaping, cutting, grinding or stamping of any solid materials; heat treatment, tempering or kiln firing of any metal or other materials; gas or electric arc welding; repair or servicing of any vehicle; caustic or explosive materials; chemical or combined chemical-physical laboratories involving caustic or explosive chemicals or hot liquids or solids.

Yes No

Reference(s)
[23 Ill. Adm. Code 425.30(d)(6)]
[105 ILCS 115]
Evidence/Comments:

G. The school complies with the requirements of the Toxic Art Supplies in Schools Act.

1. Toxic art supplies, as defined in 105 ILCS 135, are not used in grades K-6.

Yes No

2. Art supplies containing toxic substances should be used for students in grades 7 through 12 only if the materials are properly labeled as required by 105 ILCS 135.

Yes No

Reference(s)
[23 Ill. Adm. Code 425.30(d)(7)]
[105 ILCS 135]
Evidence/Comments:

In Compliance

N/A

H. The school complies with the applicable requirements of the Asbestos Abatement Act.

Yes

No

Reference(s)

[23 Ill. Adm. Code 425.30(d)(8)]

[105 ILCS 105]

Evidence/Comments:

SECTION V: SCHOOL CALENDAR DATA

Instructions: Please complete the requested information below fully and accurately. Per 23 Ill. Adm. Code 425.30 (a) (1) (A), a nonpublic school seeking recognition must offer an academic term of at least 176 days of pupil attendance annually, with at least five clock hours of instruction daily or at least 880 clock hours of instruction annually. Further, such schools must require that enrolled students attend school on a daily basis throughout the regular school term [23 Ill. Adm. Code 425.30 (a) (1) (B)].

SCHOOL CALENDAR DATA (2011-2012)

Date of the First Day of School (MM/DD/YY) _____

Date of the Last Day of School (MM/DD/YY) _____

Starting Time for Full Days _____ AM PM

Ending Time for Full Days _____ AM PM

Starting Time for Half Days _____ AM PM

Ending Time for Half Days _____ AM PM

Total Instructional Time Per Full Day _____ AM PM

Total Instructional Time Per Half Day _____ AM PM

Days of the Week for Student Attendance (**Check all that apply**)

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

School Holidays (List each individually by date)

1. _____ 6. _____

2. _____ 7. _____

3. _____ 8. _____

4. _____ 9. _____

5. _____ 10. _____

***Note:** total instructional time per day does not include lunch, passing time or recess.