

**Guidelines for the Development
of an Educational Program Description
for Nonpublic Elementary and Secondary Schools**

Illinois State Board of Education
Educator and School Development
September 2009

The purpose of this document is to provide a guide for nonpublic school personnel who are preparing for a State recognition visit.

Directions for Filing

Schools currently recognized must mail or e-mail their Educational Program Description to the Educator and School Development Division at the Illinois State Board of Education at least six weeks prior to the scheduled on-site evaluation. If sending your Educational Program Description by e-mail, please send it to Henri Fonville at hfonvill@isbe.net.

Schools seeking initial recognition must mail their Educational Program Description to the Educator and School Development Division at the Illinois State Board of Education prior to being scheduled for an on-site evaluation.

Please mail two copies of the Educational Program Description to:

Illinois State Board of Education
Educator and School Development Division
100 North First Street, E-310
Springfield, Illinois 62777-0001

Directions for Completion

1. The Educational Program Description must contain responses to all statements found in these Guidelines for the Development of the Educational Program Description.
2. The evaluation team will verify the information contained in the Educational Program Description.
3. References to pertinent pages in board documents, policy statements, handbooks, curriculum guides, and self-studies should be included in the Educational Program Description. Do not mail these documents to the Illinois State Board of Education. Do have them available on the day of the on-site evaluation.

Questions concerning the Educational Program Description or the on-site visit should be referred to the Illinois State Board staff member assigned to visit the school.

Educational Program Description

5.00 Nonpublic Elementary and Secondary School (Pre K-12) Governance

5.01 Organization: Policy and Philosophy

- A. Each school or school system shall identify and describe in writing its policies and its policy-making procedure. (Include dates approved by school's governances.)
- B. State the school's philosophy, purpose, and objectives. Include the date the philosophy, purpose, and objectives were approved by the school's governance. Identify the membership of the school's governance board.
- C. Identify and describe the nondiscrimination policies for students, faculty, and staff.

5.02 Administration: Supervision and Planning

- A. Identify the name and qualifications of the individual or individuals who are chiefly responsible for the administration and supervision of the school.
- B. Identify those documents which show how effective planning, operation, and reporting are accomplished by the school.
- C. Describe how the school provides for continuity and articulation of the school's program of studies.
- D. Describe how the school has provided for the progression of students and their records within and between schools.
- E. Describe how provisions are made for the maintenance of student records.

6.00 Nonpublic Elementary and Secondary (Pre K-12) Instructional Programs and Services

6.01 Instructional Programs: Philosophy and Curriculum

- A. Describe how the school's educational program has been developed from its philosophy, special purposes and objectives, from knowledge of the educational and developmental needs of its students, and how it serves the educational functions for which the school exists.

B. Provide on-site documentation of the curriculum offered, its scope and sequence.

1. If an elementary school instruction is provided in:

- Language Arts
- Mathematics
- Science
- Social Science
- Physical Education and Health
- Safety
- Fine Arts
- Technology

If a high school, assure that state high school graduation requirements are met:

Students entering 9th grade during 2008-2009 school year and thereafter

- 2 years Writing Intensive courses – 1 year must be an English Language Arts course and the other may be provided as part of any course offered
- 4 years of Language Arts
- 2 years of Social Studies, 1 year must be the History of the United States or a combination of US History and American government
- 3 years of Mathematics, 1 year must be algebra and 1 year must include geometry content
- 2 years of Science
- 1 year of electives chosen from Music, Art, Foreign Language (may include American Sign Language) or Vocational Education
- Driver and Safety Education provisions are made
- Survey and elective courses are appropriate

Students entering 9th grade during 2007-2008 school year

- 2 years Writing Intensive courses – 1 year must be an English Language Arts course and the other may be provided as part of any course offered
- 3 years of Language Arts
- 2 years of Social Studies, 1 year must be the History of the United States or a combination of US History and American government
- 3 years of Mathematics, 1 year must be algebra and 1 year must include geometry content
- 2 years of Science
- 1 year of electives chosen from Music, Art, Foreign Language (may include American Sign Language) or Vocational Education
- Driver and Safety Education provisions are made

- Survey and elective courses are appropriate

Students entering 9th grade during 2006-2007 school year

- 2 years Writing Intensive courses – 1 year must be an English Language Arts course and the other may be provided as part of any course offered
- 3 years of Language Arts
- 2 years of Social Studies, 1 year must be the History of the United States or a combination of US History and American government
- 3 years of Mathematics, 1 year must be algebra and 1 year must include geometry content
- 1 year of Science
- 1 year of electives chosen from Music, Art, Foreign Language (may include American Sign Language) or Vocational Education
- Driver and Safety Education provisions are made
- Survey and elective courses are appropriate

If the high school is **college preparatory**, assure that high school requirements for college admission are met:

- 4 years of English
- 3 years of Social Studies
- 3 years of Science
- 3 years of Mathematics, (may include 1 year of fundamentals of computer programming)
- 2 years of electives chosen from Music, Art, Foreign Language (may include American Sign Language) or Vocational Education
- Survey and elective courses are appropriate

2. Describe measures taken to facilitate the development of skills, such as: reading, writing, spelling, listening, expressing ideas, speaking clearly, critical thinking, using basic mathematical computation, observing carefully, solving problems, participating effectively in groups, healthy living, enjoying aesthetic experiences, understanding career development, clarification of individual values.

- C. State the opening and closing dates for the school year. Identify the number of hours of instruction per year and/or the number of five clock hour school attendance days of instruction per year. (The program shall consist of a minimum of 176 days of no less than five clock hours of instruction per day, or 880 clock hours of instruction within each school year.)
- D. Describe the provisions that have been made for students with different talents, intellectual capacities, and interests.

- E. Describe how the school uses the following components to develop a program of instruction that facilitates student learning:
 - 1. Instructional objectives
 - 2. Lesson plans
 - 3. The selection and uses of a variety of learning materials and experiences
 - 4. Multiple assessment strategies for measuring student achievement
 - 5. Program evaluation instruments and procedures.
- F. Describe how the school provides instruction in the history of the United States and representative government and proper use and display of the American flag. Additionally, provide evidence that all students take and pass examinations on the United States and Illinois Constitutions prior to graduation.
- G. Describe the school's professional development program and how it is designed to stimulate continued improvement of teaching and curriculum.
- H. Describe how the school and classroom supports student learning.

6.02 Extra-Classroom Activities: Development of Leadership and Social Skills

Describe how the school fosters an appropriate intellectual, cultural, and social climate; promotes growth in student leadership and social interactive skills; and encourages special student interests through a diversified and balanced program of extra classroom activities.

6.03 Pupil Services: Diagnosis and Services

Identify and describe how pupil services are provided for all enrolled students. Verify that a record of health examinations and immunizations are maintained as required by law.

Identify the person responsible for completing the annual Immunization Survey Form (ISBE 70-11).

7.00 Nonpublic Elementary and Secondary School (Pre K-12) Facilities and Support Services

7.01 School Facilities: Building Safety and Fire Standards

- A. Describe precautions taken to assure the site is accessible to the school population, as free as possible from traffic hazards and distracting noise, and functional for the instructional program.
- B. Describe provisions for a maintenance program that assures the building is clean and kept in good repair. An Asbestos Inspection and Management Plan must be available on-site for review.
- C. Describe the school's crisis management plan. Have this plan available on-site for review.
- D. Provide documents that assure the school is in compliance with applicable standards for heating, ventilation, and illumination. Current Boiler Inspection Certificate(s) must be properly displayed.
- E. A copy of the Annual Fire Inspection Report with No Violations is to be attached to this document. This report is to be obtained from either the local Fire Department or the State Fire Marshall prior to the evaluation.

7.02 School Food Services: Balanced Meals and Service Operations

- A. If the school provides food service, provide evidence that the school offers a variety of well-balanced meals in accordance with applicable local, state, and federal regulations.
- B. Provide evidence that all federal or state funds for food and/or milk programs follow state/federal guidelines for the operation of the program, record keeping, and claims filing.

8.00 Nonpublic Elementary and Secondary School (Pre K-12) Personnel Qualifications

- 8.01** Identify nondiscrimination policies as they relate to admission of students and hiring, selection, and assignment of staff. Provide evidence of conducting fingerprint-based criminal history records checks on all applicants for employment after July 1, 2007. Provide evidence that a check of the Statewide Sex Offender database has been completed on all applicants for employment after July 1, 2007. Provide assurance that the school administration has not employed a person after July 1, 2007, for whom checks of the fingerprint-based criminal history records and Statewide Sex Offender Database have not been initiated or employed someone who has been convicted of certain criminal or drug offenses.
- 8.02** Maintain on-site documentation of evidence that all teachers and professional staff members hold a baccalaureate degree or equivalent education or have demonstrated competency to teach. Identify and describe specifically the measure used to determine competency or equivalency in the selection of teachers or administrators who have less than a baccalaureate degree or equivalent formal education.
- 8.03** Identify the administration's method or criteria used to determine the teacher's competency and proficiency for the particular level of assignment. Describe the formal teacher evaluation process used for monitoring and measuring teacher competency and proficiency.
- 8.04** Document the method or criteria used by the governing board to determine the chief administrator's competency in administration and supervision and related administrative fields.
- 8.05** Provide documentation of the formal evaluation process used to measure competency and proficiency of administrators.