

Reference Guide to Compliance Probe Document

**Illinois State Board of Education
Educator and School Development
2009-2010 School Year**

**REGIONAL SUPERINTENDENT OF SCHOOLS
SCHOOL EVALUATION FORM
IASB Policy and Administrative Procedure Code Cross Reference Tool
(2009-2010 School Year)**

Section 1 – Governance and Operations

Probe Number	Topic	IASB Code Number
1.	ISAT & Prairie State Achievement Examination Administered	6:340
2.	As applicable, each school in the district has a revised School Improvement Plan	6:15
	A. If school is on warning list, or	6:15-AP
	B. If school remains in academic status and has an expired plan	
3.	Public School Choice (item applies to Title 1 schools only). The district, with one or more schools in school improvement, corrective action, or restructuring, has	6:15
	A. Received ISBE approval of its parent notification about Public School Choice prior to distribution to the parents of students attending such schools.	6:15-AP (Contains links to resources needed to comply with these requirements)
	B. Notified the parents about the availability of Public School Choice at least 14 days before the start of the school year.	6:15-E
	C. Provided all students enrolled in these schools with the option to transfer to another public school within the district.	6:15
	D. Given priority to the lowest achieving students from low-income families.	6:15-AP
	E. Ensured that students who transfer were enrolled in the same manner as all other students at the school.	
	F. Provided or paid for transportation for each student who transferred to another school within the district.	
	G. Attempted to establish a cooperative agreement with other districts in the area for a transfer when there is no school within its district making AYP.	
	H. Allowed each student who transferred to remain in that school until the student has completed the highest grade in that school.	
	I. Displayed on its web site the following information:	
	1. The number of students eligible for and the number of students who participated in public school choice;	
	2. The number of students eligible for and the number of students who participated in supplemental educational services; and	
	3. A list of available schools to which students eligible to participate in public school choice may transfer.	
	J. Established and implemented a policy governing the transfer of a student from one attendance center to another within the school district.	7:30

Section 1 – Governance and Operations

Probe Number	Topic	IASB Code Number
4.	<p>Supplemental Educational Services</p> <p>The district, with one or more schools in the second year of school improvement, corrective action, or restructuring has:</p> <p>A. Received ISBE approval of its parent notification letter about SES prior to distribution to the parents.</p> <p>B. Notified parents of low-income students about SES within the timeline specified.</p> <p>C. Has supplied SES providers with fully executed contracts, student information, and any other materials required to begin services.</p> <p>D. Treats all providers equitably and impartially.</p> <p>E. Ensures that parents may choose from all providers approved to serve the district.</p> <p>F. Ensured that a learning plan has been made in consultation with parents and providers.</p> <p>G. Pays only those SES provider invoices whose net total is the amount specified in the ISBE STARS system.</p> <p>H. Does not pay from SES funds more per child than the per-child allocation as determined by federal formula.</p> <p>I. Posted all required information on the district’s website.</p> <p>J. Documented its efforts to use SES funds for the purpose of SES before requesting ISBE to amend those unspent funds into regular Title 1 funds.</p>	<p>6:15</p> <p>6:15-AP (Contains links to resources needed to comply with these requirements)</p> <p>6:15-E</p>
5.	<p>Student Records</p> <p>A. Permanent and Temporary (PSAE and ISAT scores, unique student identified used)</p> <p>B. Notification of Rights</p> <p>C. Notification of Destruction</p> <p>D. Failure to Present Student Records</p> <p>E. Transferring Student Records</p> <p>F. Student Transfer Forms (ISBE 33-78)</p> <p>G. Certified Copy of Birth Certificate</p>	<p>7:340</p> <p>7:340-E1</p> <p>7:340-AP</p> <p>7:50</p> <p>7:50-AP</p>
6.	<p>Correspondence Courses, Credit for Alternative Courses, Proficiency Testing</p>	<p>6:310</p> <p>6:320</p>
7.	<p>A. School Searches</p> <p>Student Discipline, Corporal Punishment, Aggressive Behavior (Bullying)</p> <p>B. Policy on bullying filed with ISBE and communicated to students and parents</p> <p>C. Use of Isolated Time Out or Physical Restraint</p>	<p>7:140</p> <p>7:190</p> <p>7:190-E</p> <p>5:230</p> <p>7:180</p> <p>7:190</p> <p>7:190-AP4</p> <p>5:230</p>

Section 1 – Governance and Operations

Probe Number	Topic	IASB Code Number
	D. Parent/Teacher Advisory Committee	2:150
	E. Notification of Discipline Policy	7:190
	F. Due Process for Suspensions and Expulsions	7:200
		7:210
8.	Supportive Services for Truants and Chronic Truants	7:70
9.	Truant status for dropouts	7:70
10.	Notice of Class or Course on Sexual Abuse Parental objection	6:60 6:60-AP 6:60-E1
11.	Administrators' Professional Capacities	N/A
12.	A. Tuition for Nonresident Students	7:60
	B. Change of Residence Due to Military Obligation	7:60
13.	A. No pupil excluded from or segregated within any school	7:10
	B. Sex Discrimination	7:10
	1. Sex Equity, Grievance Procedure, Evaluation, and Notification	2:260
	2a. Barriers to Pregnant and Parenting Students	7:10
		6:150
	2b. Sexual Intimidation or Harassment	7:20
		7:20-AP
	C. The Right and Opportunity to a Free and Equal Education	7:10
14.	Liaison for Homeless Children and Youth	6:140
		6:140-AP
15.	Public Notice Regarding Rights of Homeless	6:140
		6:140-AP
16.	Enrollment of homeless students not delayed due to scheduling issues	6:140
		6:140-AP
17.	Enrollment of homeless students not delayed due to residency document requirements	7:60
18.	Enrollment of homeless students not delayed due to lack of guardianship or student records	7:50
		7:50-AP
19.	Tuition not charged for homeless students	7:60
20.	Principal's Primary Responsibilities	3:60
	Principal's job description	5:30

Section 1 – Governance and Operations

Probe Number	Topic	IASB Code Number
21.	No Social Promotion	6:280
	A. Perform at Grade Level	6:280-AP
	B. Completion of Curriculum, Attendance, Testing	6:280
	C. Remedial Assistance	6:280
22.	No Pass/No Play	6:190 6:190-AP
23.	A. Administration of Medication	7:270
	B. Distribution to Parents	7:270-AP 7:270-E
	C. Self-administration of asthma medication, use of an epinephrine auto-injector	7:270
24.	Waiver of School Fees	4:140 4:140-AP 4:140-E1 4:140-E2
25.	Physical Fitness Facility Medical Emergencies	4:170
	A. District has a plan to require AEDs in indoor and outdoor physical fitness facilities and to have a trained AED user on staff.	4:170-AP6 4:170-AP6,E1
	B. AEDs available at all outdoor athletic fields	4:170-AP6,E2
	C. Physical fitness facility staff that conduct practices or have games outside have been trained to use an AED	
26.	Policy prohibiting disciplinary action based on the refusal of a student's parent or guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.	7:190
	In-service training required	5:100
27.	Reporting Incidents of Battery Committed Against Staff to Local Law Enforcement	7:190 7:190-AP3
28.	Notification of Person in Possession of a Firearm	7:190 7:190-AP3
29.	Reporting of Drug-Related Incidents	7:190 7:190-AP3
30.	A. The Board of Education has a balanced budget	4:10
	B. Board of Education submits budget to ISBE	4:10
31.	A. If district has a web site, budget is posted	4:10
	B. If district has a web site, all contracts over \$25,000 and any contract with the exclusive bargaining representative is posted	4:60
32.	Written minutes of all meetings and a verbatim record of all closed meetings.	2:220 2:220-E1

Section 1 – Governance and Operations

Probe Number	Topic	IASB Code Number
33.	Minutes open to public available for inspection within 7 days.	2:220
34.	School districts that have a website that the full-time staff maintains shall post the minutes of the regular school board meeting that are open to public on the school district's website.	2:200
35.	Minutes of meetings open to the public posted on the school district's website shall remain posted for at least 60 days.	2:200
36.	Board of education meets no less than semi-annually to review the minutes of all closed meetings.	2:220 2:220-E5 2:220-E6
37.	District causes an audit of its accounts to be made and submits the resulting financial report.	4:80
38.	District has filed report regarding vendor contracts	4:60 4:60-AP

Section II – General Health and Safety

Probe Number	Topic	IASB Code Number
39.	Health/Life Safety Code for Public Schools Facilities kept in compliance with life safety standards.	4:170 4:170-AP1 4:150
40.	Examinations and Immunizations A. Exclusion Date B. Notice of Dental Exam Requirement C. District has submitted the Immunization Survey to ISBE D. Eye examinations requirement	7:100 7:100 7:100 7:100 7:100
41.	General Safety Procedures A. 1. Evacuation Drills 2. Bus Evacuation Drills 3. Severe Weather Drills 4. Review of each buildings Emergency and Crisis Plan 5. Annual Safety Report 6. Distribution of Copies of Safety Report 7. Law Enforcement Drill B. Injury/Sudden Illness C. Protective Eye Devices D. Toxic Substances E. Training – Hazardous or Toxic Materials F. Pupil Transportation/School Bus Safety G. Valid Bus Driver Permits H. Pesticide Registry I. Develop and implement an integrated pest management program, assign and train a designated staff member, or provide written notification and cost comparisons. J. Establish a green cleaning policy or provide written notification annually to the IGGCC	4:170 4:170 4:170-AP1 4:170-AP1 4:170-AP1 4:170-AP1 4:170-E5 4:170-E5 4:170 4:170-AP1 4:170-AP1 4:160 4:160-AP 4:110 4:170-AP3 7:220 5:280 4:160 4:160-AP 4:160-AP 4:150
42.	School(s) in the district participate(s) in the School Breakfast Program (SBP) or National School Lunch Program (NSLP) and sells beverages or food to students in grades 8 and below . Note: If you responded “yes” to the above statement, please respond to the next three statements: 1. Sells ONLY beverages specified in the Illinois Administrative Code. 2. Sells ONLY food specified in the Illinois Administrative Code 3. Prohibits the sale to students of all confections, candy, and potato chips during meal periods.	4:120 4:120-AP 6:50

Section II – General Health and Safety

Probe Number	Topic	IASB Code Number
43	A. Plan for summer breakfast or lunch, if applicable	4:120
	B. Request for exemption from the summer food requirements	4:120
44.	School Breakfast Program, or Exemption	4:120
45.	Policy that ensures the bus driver is the last person leaving every school bus and no passengers are left behind. (Post Trip Inspection)	4:110

Section III – Personnel

Probe Number	Topic	IASB Code Number
46.	A - F Administrators and Professional Staff Certified	3:40 3:50 5:190 5:150 5:150-AP
47.	A. The local school district equity plan is on file. B. The equity plan includes the strategies the district will use. C. There is evidence the district has implemented the equity plan.	6:170 5:190 5:190-AP
48.	A. Annual report for not-highly qualified teachers with the Regional Office of Education. B. School district has a list of all of their not-highly qualified teachers. C. The plan specifies the resources/support, provide to ensure all not-qualified highly qualified within 2 years. D. Plan identifies an individual responsible for working with the teachers to become highly qualified.	6:170-AP3 5:190 5:190-AP 5:190-AP
49.	A. There is a roadmap on file with the district for each not-highly qualified teacher. B. Each filed plan specifies a district commitment of resources to assist the teachers in becoming highly qualified. C. Each filed plan specifies the benchmark for each strategy.	5:190 5:190-AP
50.	A. List of Teachers that receive any part of Title I funds B. All teachers highly qualified for Title I assignment(s) C. Plan to correct not-highly qualified status of teachers	6:170 6:170-AP3 5:190 5:190-AP
51.	A. Letters to parents of children in Title I programs who were taught for more than four consecutive weeks by not-highly qualified teachers. B. Letters were forwarded in a timely manner. C. District has informed parents, they have the right to know about the qualifications of their child's teachers and paraprofessionals. D. The school district has reported the assignments of teachers accurately on the Teacher Service Record.	5:190-E2 5:190-E1 N/A
52.	A. Newly elected School Board Members take oath of office B. School Board makes employment decisions pertaining to superintendent and directs, through policy, the administration of the districts. C. School Board evaluates the superintendent in administration of school board policies and stewardship of the assets of the district.	2:80 2:130 2:240 4:10 4:150 5:30 6:40 3:40

Section III – Personnel

Probe Number	Topic	IASB Code Number
53.	District has principal mentoring program for first-year principals. Survey of progress completed yearly.	3:60
54.	Administrators and Professional Staff Qualified	3:40 3:50
55.	Teaching Certificates Registered	5:190
56.	A. Records for Professional Personnel and Teachers Aides	5:150 5:150-AP
	B. Transcripts	5:190 5:280
	C. Physical Examinations	5:30
	D. Other Personnel Records	5:150-AP
	E. Criminal Background Checks	5:30 5:30-AP
	F. Background Checks on Contract Employees	4:170 4:170-AP2
	G. Statewide Sex Offender Check	5:30
	H. Check against the Child Molester and Violent Offender against Youth Database	5:30 5:30-AP2
	I. Evaluations – Tenured Teachers	5:200
	J. Evaluations – Non-tenured Teachers	5:200
	K. Evaluations – Administrators	3:30
	L. Principal Evaluation Plan	3:40
	M. Remediation Plans	5:150-AP
	N. Revised evaluation plans submitted to ISBE for review	N/A
	O. a. New employees sign Abused and Neglected Child Reporting Act form stating they are mandated reporters	5:90
	b. Board of Education members made aware they are mandated reporters if an allegation is raised during a board meeting.	5:90 2:20
57.	District submits a list of all paraprofessional to ISBE	5:280
58.	Paraprofessionals assigned only to tasks for which their approval is valid	5:280
	A. Utilization of paraprofessionals, volunteers, and other non-certified personnel	5:280
	B. Utilization of volunteer personnel	6:250 6:260-AP 6:250-E

Section IV – Instructional Program and Services

Probe Number	Topic	IASB Code Number
59.	Inservice programs for professional staff	5:100 5:100-AP
60.	A. Inservice programs scheduling B. Evaluation is on file in the district office	5:100 5:100-AP 6:20
61.	Class Schedules on File	N/A
62.	A. Plan for recording pupil progress and/or awarding credit B. Changing a Grade C. Information concerning graduation requirements	6:280 6:280-AP 6:300
63.	A. Annual Calendar B. School calendar with minimum term	6:20 6:20
64.	Minimum clock hours of school work per day	6:20
65.	Minimum clock hours – kindergarten and first grade	6:20
66.	Program of media services that includes an organized collection of resources that circulate to students and staff. Annual budget includes allocation for resources and supplies for the library media program. District ensures that equitable access to a library media center is provided.	6:230 5:10 6:230
67.	Comprehensive needs assessment in the areas of A. Guidance and Counseling Services B. Psychological Services C. Social Work Services D. Health Services	6:270 7:250 7:250 7:250

Section V**Transitional Program Instruction (TPI) and Transitional Bilingual Education (TBE)**

Probe Number	Topic	IASB Code Number
68.	Plan for the transition to the use of a process that determines how children respond to scientific, research-based interventions.	6:120-AP
69.	Identification of Eligible Students, Home Language Survey	6:160
70.	Screen the English language proficiency of each student identified through the home language survey as having a non-English background.	6:160
71.	Submit language classification of children information for the school year to the State Superintendent of Education. 1. Number of students of non-English background. 2. Number of students who have been identified as having limited English proficiency. 3. The home languages, ages, and grade or achievement levels of the students identified as having limited English proficiency.	6:160 6:160
72.	Transitional Bilingual Education Program (TBE) – 20 students or more of the same non-English language background	6:160
73.	Students' Participation; Records (TBE and TPI Programs) Notice to parents or legal guardians of the student that their child has been enrolled in a transitional bilingual education program or a transitional program of instruction.	6:160
74.	Program Options, Placement, and Assessment (TPI Programs) Conduct an individual student language assessment when an attendance center has an enrollment of 19 or fewer students of limited English proficiency from any single non-English language.	6:160
75.	Annually assess the English language proficiency of all students enrolled in English language programs.	6:160

Section VI-A Instructional Program – Districts with Elementary Schools

Probe Number	Topic	IASB Code Number
76.	Areas of Study	
	A. Full-day and Half-day Kindergarten	6:30
	B. Language Arts, Reading, and other Communication Skills	6:60
	C. Mathematics	6:60
	D. Science	6:60
	E. Conservation of Natural Resources	6:60
	F. Social Studies	6:60
	G. History of the United States: Role of Ethnic Groups and Labor Unions	6:60
	H. Black History	6:60
	I. Constitution of the U.S. and the State of Illinois, use of flag, etc.	6:60
	J. Unit of instruction on the Holocaust	6:60
	K. Unit of instruction on acts of Genocide	6:60
	L. Unit of study on the History of Women in America	6:60
	M. Career Education	6:60
	N. Character Education	6:60
	O. Music	6:60
	P. Art	6:60
	Q. Physical Education	6:60
	1. Special activities in physical education or modifications	7:260
	2. Developmentally planned and sequential curriculum	6:60
	3. If P.E. not offered, waiver in place	N/A
	R. Health Education	6:60
	Major Areas, sex education and family life courses	6:60-AP
	S. Instruction related to the prevention and abuse of steroids	6:60
		7:240
	T. Prevention of Abuse of Anabolic Steroids - Athletics	6:60
		7:240
	U. Safety Education	6:60
	V. Internet Safety Education for grades 3 through 12	6:60

Section VI-B Instructional Program – Districts with High Schools

Probe Number	Topic	IASB Code Number
77.	Comprehensive curriculum for grades 9-12	6:60
		6:300
A.	Language Arts	6:60
B.	Mathematics	6:60
C.	Science	6:60
D.	Conservation of Natural Resources	6:60
E.	1. Social Studies, including History of the United States	6:60
	2. History of Women in America	6:60
	3. Unit of instruction on the Holocaust	6:60
	4. Acts of Genocide	6:60
	5. Black History, including slave trade	6:60
F.	Consumer Education	6:60
	Proficiency in Consumer Education	6:320
G.	Career Education	6:60
H.	Foreign Language	6:60
I.	Music	6:60
J.	Art	6:60
K.	Vocational Education	6:60
L.	Physical Education	6:60
	Special activities or modified course	7:260
	1. Provisions for allowable variability in special cases	6:310
	2. Excusing students from physical education	6:310
	3. Excusing students to receive Special Education services	6:310
	4. Developmentally Planned and Sequential Curriculum	6:60
M.	Health Education	6:60
		6:60-AP
N.	Instruction in prevention of abuse of anabolic steroids	6:60
O.	Instruction in prevention of abuse of steroids – athletics	7:240
P.	Program of Media/Library Services	6:230
Q.	1. Driver Education Program	6:60
	a. Classroom instruction, 30 clock hours of instruction	6:60
	b. Instruction on distracted driving	6:60
	c. Behind-the-Wheel, full 6 hours of practice driving	6:60
	2. Offered during the normal school day	N/A
	3. Fees and fee waivers	4:140
		4:140-AP
	4. Enrollment eligibility – passing grade in at least 8 courses	6:60
78.	Minimum Requirements for Graduation for students entering 9 th grade	
A.	Number of units required 2006-2007	6:300
B.	Number of units required 2007-2008	6:300
C.	Number of units required 2008-2009	6:300
D.	American patriotism and the government	6:60

Section VII - Special Education

Probe Number	Topic	IASB Code Number
79.	Professional personnel have appropriate certification, approval, and/or training for Special Ed	3:30 3:40 5:190 5:280
80.	Supervision of non-certificated personnel	5:280
81.	Age range of students in special programs does not exceed A. Four year limit for primary, intermediate, and junior high B. Four to six year limit for secondary	6:120 6:120-AP
82.	Enrollment limitations	6:120 6:120-AP
83.	Transportation is provided	4:110
84.	Full instructional day	6:20
85.	Facilities used are in compliance	6:120 – AP 6:170
86.	Students eligible for special education and related services through age 21 (through the day before the student’s 22 nd birthday)	6:120
87.	Within 14 school days district determines whether an evaluation is warranted after receiving a request	6:120-AP
88.	District develops a plan specifying limits on the work load of special educators.	6:120-AP

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References:

Illinois School Code: 105 ILCS 5/2-3.64; 105 ILCS 5/2-3.25(b)

1. The district annually administers the Illinois Standards Achievement Test and the Prairie State Achievement Examination to all students required by 105 ILCS 5/2-3.64 of the School Code to ensure compliance with the participation rate specified by 105 ILCS 5/2-3.25(b) of the School Code.

The district informs the students of the timelines and procedures applicable to their participation in every yearly administration of the Illinois Standards Achievement Exam and the Prairie State Achievement Examination.

SOURCE VERIFICATION	DATA SOUGHT OR METHOD OF
A. Student/Parent Handbook	Written policies/information
B. Student Records	Dates, grade level taken, scores of tests taken on student records.
C. Informational packet given during enrollment	Information regarding timelines, procedures applicable to students' participation in every yearly administration of the Prairie State Achievement Test.

Noncompliance

1. All students are not afforded at least 2 opportunities to take the Prairie State Achievement Exam as per 105 ILCS 5/2-3.64(c).
2. Students and/or parents are not informed of timelines, procedures applicable to participation in every yearly administration of the exam.

References:

Illinois School Code: 105 ILCS 5/2-3.25d

Illinois Administrative Code: 23 Ill.Admin.Code 1 .85(d)

- 2. As applicable, each school in the district posted a revised School Improvement Plan at the Interactive Illinois Report Card (<http://iirc.niu.edu>) by the next business day following its approval by the local board.
 - A. if that school has been placed in academic early warning status, or if a school is new to academic status, or
 - B. if that school remains in academic status and has an expired plan.

SOURCE VERIFICATION	DATA SOUGHT OR METHOD OF
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A. Academic Early Warning List	Revised School Improvement Plan
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Noncompliance

- 1. A revised School Improvement Plan is not available if a school in the district has been placed in academic early warning status or is new to academic status.
- 2. The revised School Improvement Plan does not address measurable outcomes for improving student performance.

References:

**Section 9101 (23) of the ESEA of 1965, as amended by No Child Left Behind, Section 1116
34 Compiled Federal Regulations 200**

3. A. PUBLIC SCHOOL CHOICE

(This applies only to Title I schools.)

The district, with one or more schools in school improvement, corrective action, or restructuring, has received ISBE approval of its parent notification about Public School Choice prior to distribution to the parents of students attending such schools.

- B. The district, with one or more schools in school improvement, corrective action, or restructuring, has notified the parents about the availability of Public School Choice at least 14 days before the start of the school year.
- C. The district, with one or more schools in school improvement, corrective action, or restructuring, has provided all students enrolled in these schools with the option to transfer to another public school within the district, which may include a public charter school, that has not been identified for school improvement.
- D. The district, with one or more schools in school improvement, corrective action, or restructuring, in providing students the option to transfer to another public school, has given priority to the lowest achieving students from low-income families.
- E. The district, with one or more schools in school improvement, corrective action, or restructuring, has ensured that students who used the option to transfer were enrolled in classes and other activities in the schools to which the students transferred, in the same manner as all other students at the school.
- F. The district, with one or more schools in school improvement, corrective action, or restructuring, provides or pays for the provision of transportation for each student who transferred to another public school within the district.
- G. The district, with one or more schools in school improvement, corrective action, or restructuring, has attempted to the extent practical to establish a cooperative agreement with other districts in the area for a transfer when there is no school within its district making Adequate Yearly Progress.
- H. The district, with one or more schools in school improvement, corrective action, or restructuring, allows each student who transferred to another public school to remain in that school until the student has completed the highest grade in that school.
- I. The district, with one or more schools in school improvement, corrective action, or restructuring, prominently display on its Web site, in a timely manner to ensure that parents have current information, the following information regarding the district's implementation of the public school choice requirements:
 - 1. beginning with data from the 2007-2008 school year and each subsequent school year, the number of students who were eligible for and the number of students who participated in public school choice;
 - 2. beginning with data from the 2007-2008 school year and for each subsequent school year,

the number of students who were eligible for and the number of students who participated in supplemental educational services; and

3. for the current school year, a list of available schools to which students eligible to participate in public school choice may transfer.

Reference:

Illinois School Code: 105 ILCS 5/10-21.3a

- J. The district, with one or more schools in school improvement, corrective action, or restructuring, has established and implemented a policy governing the transfer of a student from one attendance center to another within the school district no later than 30 days after the student’s parent or guardian receives notice of the right to transfer pursuant to Section 1116 of the federal Elementary and Secondary Education Act of 1965, as amended by No Child Left Behind (PA 107-110).

SOURCE VERIFICATION	DATA SOUGHT OR METHOD OF
A. Approval letter from ISBE for Parent Notification	Original of approval letter is in district files. The letter must be approved annually and reflect the current school year.
B. Parent Notification	Annual letter made available to parents 14 days prior to the first day of the school year. Evidence that the letters have been sent via mail (postage entry), e-mail (copy of e-mail on file), via Internet (Web Page), media (press release on file), via public agencies (public relations information), or via student book bag (signed response by parent).
C. District letter with Request to Transfer Form	The form includes the list of schools to which students can transfer and academic performance information on each (when there are schools to which the students can transfer).
D. District Prioritization Procedure and List	Documentation of procedure to ensure priority has been given to the lowest-achieving students from low-income families exercising the choice option when transfers are limited.
E. Receiving school’s enrollment roster	Documentation that each student was placed in the appropriate grade/classes and participated in special programs and extracurricular activities as other students.

SOURCE VERIFICATION	DATA SOUGHT OR METHOD OF
F. Fiscal Records (Transportation)	Documentation that the district provided for the transportation or charged the cost to the required Title I set aside (20%).
G. Cooperative Intergovernmental Agreements	Documentation that the district contacted neighboring districts to establish a cooperative agreement for the purpose of accepting out-of-district transfers.
H. District Enrollment by School	Class rosters indicate that each student who transferred was allowed to stay in highest grade attended.
I. Web Site Information	Web site meets the Public School Choice requirements beginning with data from 2007 to the current date.
J. District Policy	Documentation of district's approved policy for student transfers per 105 ILCS 5/10-21.3a

Noncompliance

1. The district does not have current ISBE approval of its parent notification for Public School Choice.
2. The school in school improvement status did not notify all parents of enrolled students of the option to transfer to another school making AYP at least 14 days prior to the first day of the school year.
3. The district that could offer the option to transfer to a public charter school not identified for school improvement failed to do so.
4. The district has no written procedure for giving priority to lowest-achieving students from low-income families.
5. The receiving school to which the students transferred did not provide appropriate grade/classes and participation in special programs and extracurricular activities as it did for other students.
6. The district has not provided for the transportation or charged the cost to the required Title I set aside (20%).
7. The district has no written documentation of its attempt to contact neighboring districts to establish choice cooperative agreements when the option to transfer to another school within the district does not exist.

8. The district has no written documentation to ensure that each student who transferred to another public school could remain in that school until the students completed the highest grade at the school.
9. The district does not have the required Public School Choice information on its Web Site, or the district does not have a Web site and has no documentation that it informed ISBE of that fact.
10. The district does not have an approved policy for student transfers per 105 ILCS 5/10-21.3a.

References:

Section 9101 (23) of the ESEA of 1965, as amended by No Child Left Behind Section 1116
34 Compiled Federal Regulations 200; 34 Compiled Federal Regulations 299
Illinois Administrative Code: 23 Ill.Admin.Code 675

4. A. SUPPLEMENTAL EDUCATIONAL SERVICES

- The district, when having one or more schools in the second year of school improvement, corrective action, or restructuring, has received ISBE approval of its parent notification letter about SES prior to distribution to the parents.
- B. The district, when having one or more schools in the second year of school improvement, corrective action, or restructuring, notifies parents of low-income students about Supplemental Educational Services (SES) within the timeline specified.
- C. The district, when having one or more schools in the second year of school improvement, corrective action, or restructuring, supplies SES providers with fully executed contracts, student information, and any other materials required to begin services within the timeline specified.
- D. The district, when having one or more schools in the second year of school improvement, corrective action, or restructuring, treats all providers equitably and impartially, giving the same opportunities, access to school facilities, etc. to all providers.
- E. The district, when having one or more schools in the second year of school improvement, corrective action, or restructuring, ensures that parents may choose from all providers approved to serve the district and who are willing to serve the district in a given school year.
- F. The district, when having one or more schools in the second year of school improvement, corrective action, or restructuring, has ensured that a learning plan has been made in consultation with parents and providers that contains all the required elements.
- G. The district, when having one or more schools in the second year of school improvement, corrective action, or restructuring, pays only those SES provider invoices whose net total is the amount specified in the ISBE STARS system.
- H. The district, when having one or more schools in the second year of school improvement, corrective action, or restructuring, does not pay from SES funds more per child than the per-child allocation as determined by federal formula.
- I. The district, when having one or more schools in the second year of school improvement, corrective action, or restructuring, has posted on the district's website the information required to be posted.
- J. The district, when having one or more schools in the second year of school improvement, corrective action, or restructuring, has documented as required its efforts to use SES funds for the purpose of SES before requesting ISBE to amend those unspent funds into regular Title I funds.

SOURCE VERIFICATION	DATA SOUGHT OR METHOD OF
A. Approval letter from ISBE for Parent Notification	Original of approval letter in district files. Note this is an annual approval.
B. Parent Notification	Approved notification (letter plus a list of providers and information about each) along with a provider selection form. Provider names and information may be on the selection form. Documentation showing distribution to all low-income parents at the SES-designated schools in the district. Distribution occurred within the timeline required in 23 Illinois Administrative Code 675.175.
C. The district supplies SES providers with fully executed contracts, student information, and any other materials required to begin services within the timeline specified.	Documentation of delivery of contracts and other listed items to providers within the timeline required in 23 Illinois Administrative Code 675.175.
D. The district treats all providers equitably and impartially, giving the same opportunities, access to school facilities, etc. to all providers.	Documentation of equitable access for all providers.
E. The district ensures that parents may choose from all providers approved to serve the district and who are willing to serve the district in a given school year.	Documentation that parents have freely chosen from all providers. Districts having selection forms showing a high percentage of parents choosing the same provider may not have allowed for such parent choice.
F. The district has ensured that a learning plan has been made in consultation with parents and providers that contains all the required elements.	Documentation of a learning plan for each SES student showing parent and providers that all the required elements are contained in the learning plan.
G. The district pays only those SES provider invoices whose net total is the amount specified in the ISBE STARS system.	Documentation that district has checked invoice amount against STARS system, either by logging into stars or by requiring providers to include a printout of a STARS billing report.
H. The district does not pay from SES funds more per child than the per-child allocation as determined by federal formula.	Check payments against the Per Pupil Expenditure Report posted at: http://www.isbe.net/ses/html/district_information.htm .

SOURCE VERIFICATION	DATA SOUGHT OR METHOD OF
I. The district has posted on the district's website the information required to be posted.	View website for information required by 34 Compiled Federal Regulations 200.
J. The district has documented as required its efforts to use SES funds for the purpose of SES before requesting ISBE to amend those unspent funds into regular Title I funds.	Documentation of multiple efforts to recruit students and reasonable explanations for failure to expend all available funds for SES.

Noncompliance

1. The district does not have approval from ISBE of its parent notification materials for SES.
2. The district does not notify all parents of eligible students of the availability of SES within the timeline specified.
3. The district does not supply SES providers with fully executed contracts, student information, and any other materials required to begin services within the timeline specified.
4. The district does not treat all providers equitably and impartially, giving the same opportunities, access to school facilities, etc. to all providers.
5. The district does not ensure that parents may choose from all providers approved to serve the district and who are willing to serve the district in a given school year.
6. The district does not ensure that a learning plan has been made in consultation with parents and providers that contains all the required elements.
7. The district does not pay only those SES provider invoices whose net total is the amount specified in the ISBE STARS system.
8. The district pays from SES funds more per child than the per-child allocation as determined by federal formula.
9. The district does not post on the district's website the information required to be posted.
10. The district cannot document as required its efforts to use SES funds for the purpose of SES before requesting ISBE to amend those unspent funds into regular Title I funds.

References:

Illinois School Code: 105 ILCS 5/2-3.64; 325ILCS 50/2

Illinois School Student Records Act: 105 ILCS 10/1-10/10

Illinois Administrative Code: 23 Ill.Admin.Code 375.10; 23 Ill.Admin.Code 375.40(a);

23 Ill.Admin.Code 375.75

5. A. The board of education is in compliance with the procedures outlined in the rules governing the student records.

1. Scores on the Prairie State Achievement Examination are part of the student's permanent record.
2. Scores received on the Illinois Standards Achievement Test (ISAT) administered in other grades are part of the student's temporary record.
3. Permanent and temporary student records are maintained in compliance with state laws and regulations.
4. The unique student identifier used with the Student Information System is included on each student transcript and his/her "Official Transcript of Scholastic Record."

Illinois School Student Records Act: 105 ILCS 10/4; 105 ILCS 10/5(a)

Illinois Administrative Code: 23 Ill.Admin.Code 375.30

- B. The written notification of their rights under this Act is given to parents/students upon initial enrollment or transfer of a student to the school.

Illinois Administrative Code: 23 Ill.Admin.Code 375.40

- C. Proper written notification regarding the destruction schedule for permanent and temporary records and the right to request a copy of such records prior to their destruction is provided to parents/students when pupils graduate, transfer or withdraw from school.

Illinois School Student Records Act: 105 ILCS 10/8.1(a)

- D. The district observes the statutory regulation that does not allow an Illinois public school refusal to admit or enroll a student because of that student's failure to present his/her student permanent or temporary record from a school attended previously.

Illinois School Student Records Act: 105 ILCS 10/8.1(b)

Illinois Administrative Code: 23 Ill.Admin.Code 375.75

- E. The district observes the statutory regulations that require the forwarding, within 10 days of the receipt of request, an unofficial record of the student's grades to the school to which the student is transferring. Each school shall forward written information relative to the grade levels, subjects and record of academic grades achieved, current mathematics and language arts placement levels, health records and a most current set of standardized test reports. The district, within 10 days after the student has paid all of his or her outstanding fines and fees, forwards an official transcript of the scholastic records of each student transferring.

Illinois School Code: 105 ILCS 5/2-3.13(a)

- F. The district observes the statutory regulations that require a Student Transfer Form (ISBE 33-78) be provided to any Illinois public school student who is moving from a school district in this state to verify whether or not the student is “in good standing” and their medical records are up-to-date and complete.

Missing Children’s Records Act: 325 ILCS 50/2

- G. The district observes the statute that requires a certified copy of a child’s birth certificate, or other reliable proof of the child’s identity and age and an affidavit explaining the inability to produce a copy of the birth certificate is submitted within 30 days of enrollment.

SOURCE VERIFICATION	DATA SOUGHT OR METHOD OF
A. Policy Manual	Policy in compliance with <u>Rules and Regulations to Govern School Student Records</u> , and the Illinois School Student Records Act.
B. Student Records	Procedural compliance with policy.
C. Parent/Student Handbook	Formal notification to parents and students of registration materials, etc., and their rights to access them.
D. District Forms	The forms used, when review and/or transfer of records is requested, are in compliance with laws and regulations.
E. Policy Manual	Policy requiring formal notification to parents that when enrolling a new student, a certified copy of the child’s birth certificate is presented, copied, and returned to parent(s).

Noncompliance

1. The district has no student record policies or procedures.
2. The contents of the district's records are not in procedural compliance with the law and rules governing student records.
3. The district or its records custodian does not keep all permanent records for 60 years.
4. All temporary records are not kept for a period of 5 years.
5. Proper written initial enrollment notification of their rights under the Illinois School Student Records Act is not given to parents/students.

6. Proper written notification is not provided to parents/students when pupils graduate, transfer, or withdraw from school.
7. There is no notification given concerning the destruction of temporary and permanent student records.
8. There is no notice concerning potential future usefulness of records given to parents of handicapped students.
9. Student Transfer Forms (ISBE 33-78) are not provided to students that are moving from the school district to another Illinois public school district.
10. Scores on the Prairie State Achievement Examination are not part of the student's permanent record.
11. Scores received on the Illinois Standards Achievement Test (ISAT) administered in other grades are not part of the student's temporary record.
12. The district does not observe the statutory regulation that does not allow an Illinois public school refusal to admit or enroll a student because of his/her failure to present their student permanent or temporary record from a previously attended Illinois public school.
13. The district does not observe the statutory regulation that requires forwarding, within 10 days of receipt of request, an unofficial record of the student's grades to the school to which the student is transferring.
14. The district does not forward, within 10 days after the student has paid all of his or her outstanding fines and fees, an official transcript of the scholastic records of each student transferring.
15. The unique student identifier is NOT included on each student transcript and on his/her "Official Transcript of Scholastic Record."

Recommendation

The evaluator's review of both past and present student records can also be utilized to verify that the district is in compliance with the minimum graduation requirements.

References:

Illinois Administrative Code: 23 Ill.Admin.Code 1.450(b)(c), 1.460, 1.470(c)(1)

6. The board of education has adopted policies regarding institutions that provide correspondence courses and the number of credits that will be applied toward graduation; regarding the awarding of credits for evening school classes on the same basis as courses taught in the day program; and regarding the awarding of credit through proficiency testing, military experience, life experiences, and other nonformal educational endeavors.

SOURCE VERIFICATION	DATA SOUGHT OR METHOD OF
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- | | |
|----------------------------|------------------------------|
| A. Policy Manual | Written Policies |
| B. Student/Parent Handbook | Written Policies/Information |

Noncompliance

1. The district has no policy regarding institutions that provide correspondence courses and the number of credits that will be applied to graduation.
2. The district has no policy regarding the awarding of credits for evening school courses on the same basis as courses taught in the day program.
3. The district has no policy addressing the awarding of credit through proficiency testing, military experience, life experiences, and other nonformal educational endeavors.

Area of Concern

1. If the district does not allow correspondence courses, the evaluation may address a positive statement to encourage the district to adopt such a policy as an “area of concern” issue.

References:

Illinois School Code: 105 ILCS 5/10-20.14; 105 ILCS 5/24-24; 105 ILCS 5/10-22.6

Illinois Administrative Code: 23 Ill.Admin.Code 1.280(a)(b)

- 7. A. The board of education has a written policy that was adopted at a legal board meeting on school searches, student discipline (including the prohibition of corporal punishment), and students with aggressive behavior (bullying).

Illinois School Code: 105 ILCS 5/27-23.7(d)

- B. The board of education has a written policy on bullying that is filed with the State Board of Education and the school district has communicated this policy to its students and parents/guardians on an annual basis. The policy is updated every 2 years and filed with the State Board of Education after being updated.

Illinois School Code: 105 ILCS 5/24-24

Illinois Administrative Code: 23 Ill.Admin.Code 1.280(a)(b)

- C. The board of education has established a discipline policy which ensures any use of isolated time out or physical restraint conforms to the requirements of Section 1.285 (to be used only as a means of maintaining a safe and orderly environment for learning). This policy must include all components listed in 1.280(c).

Illinois School Code: 105 ILCS 5/10-20.14

Illinois Administrative Code : 23 Ill.Admin.Code 1.280

- D. The district has established and maintains a parent/teacher advisory committee to assist in the development of guidelines leading to a policy on student discipline and school searches. The guidelines lead to a policy addressing temporary classroom exclusion of disruptive students by the teacher.
- E. Students and parents or guardians are informed of the contents of the discipline policy within 15 days of enrollment.

Illinois School Code: 105 ILCS 5/10-22.6

- F. The district provides appropriate notification and "due process" as required in all issues involving suspensions and expulsions.

SOURCE VERIFICATION	DATA SOUGHT OR METHOD OF
A. Policy Manual	Formal policy concerning corporal punishment, bullying, suspension and expulsion, truancy and special education discipline.
B. Parent/Student Handbooks	Adopted by the board.

C. District Teacher Handbook Policies/Rules and Regulations.

Noncompliance

1. The district does not have a written policy on school searches and student discipline which was adopted at a legal board meeting.
2. The district does not provide appropriate notification and does not follow due process procedures as required for suspensions and expulsions.
3. The district does not have an isolated time out or physical restraint discipline policy that conforms to the requirements of Section 1.285 and incorporates all components listed in 1.280(c).
4. The district allows suspensions beyond 10 days.
5. The district does not have and maintain a parent/teacher advisory board to assist in the development of guidelines leading to a policy on student discipline.
6. Students and parents or guardians are not informed of the contents of the discipline policy within 15 days of enrollment.
7. The discipline policy does not address the issue of school searches.
8. The discipline policy does not address temporary classroom exclusion of disruptive students by teachers.
9. The discipline policy does not address the prohibition of corporal punishment.
10. The district has not communicated its bullying policy to the parents/guardians on an annual basis.
11. The district has not filed and updated its bullying policy with the State Board of Education every two years.

Recommendation

The evaluator may want to compare the Policy Manual, Student/Parent Handbook and any information provided during initial enrollment to determine if policies are consistent and/or the same.

References:

Illinois School Code: 105 ILCS 5/26-13

- 8. The board of education has adopted policies which identify the appropriate supportive services and available resources which are provided for truants and chronic truants.

Illinois School Code: 105 ILCS 5/26-1, 105 ILCS 5/26-14

- 9. The district permits dropouts from the age of 17-18 to apply to the school district for status as a truant and permits such persons to participate in the district's various programs for truants.

SOURCE VERIFICATION	DATA SOUGHT OR METHOD OF
A. Policy Manual	Policy which reflects compliance with mandate.
B. Student/Parent Handbook	Written Policies/Information
C. Individual Student Schedules	Enrollment in classes and/or identified programs.

Noncompliance

- 1. The district does not have adopted policies which identify the appropriate supportive services and available resources provided for truants and chronic truants.
- 2. The district prohibits dropouts from the age of 17-18 from applying for status as a truant and does not permit such persons to participate in the districts' various programs for truants.

References:

Illinois School Code: 105 ILCS 5/27-13.2

- 10. The district provides 5 days advance notice to parents prior to offering any class or course in recognizing and avoiding sexual abuse to pupils in grades kindergarten through 8.
 - A. The district provides that such pupils shall not be required to take the course if the parent/guardian submits written objection.

SOURCE VERIFICATION	DATA SOUGHT OR METHOD OF
A. Written Policy	Policy which reflects compliance with mandate.
B. Student/Parent Handbook	Written notice which reflects compliance with mandate.
C. Written notification available during initial enrollment	Written requests from parents/guardians requesting that their child be excluded from such instruction.

Noncompliance

- 1. The district does not notify parents 5 days in advance of instruction in recognizing and avoiding sexual abuse to pupils in grades kindergarten through 8.
- 2. The district does not provide parents the opportunity to submit a written objection to having their child receive sexual abuse instruction.

Area of Concern

- 1. The district does not have an official policy regarding notification of parents in advance of such instruction.

Recommendation

The evaluator may want to ask to see any written objections submitted by the parent/guardian. The evaluator may also recommend that the district keep a record/copy of any written objections received.

References:

Illinois Administrative Code: 23 Ill.Admin.Code 1.310(c)

11. In instances of divided service, the number of professional capacities in which an administrator serves does not exceed those allowable under the relevant provisions of Illinois Administrative Code.

SOURCE VERIFICATION	DATA SOUGHT OR METHOD OF
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|-----------------------------|---|
| A. Administrative Structure | No administrator may serve in more than two professional capacities. Exception: in districts of less than 100 pupils, an individual may serve as superintendent/principal and teach up to one half day. |
|-----------------------------|---|

Noncompliance

1. The district superintendent serves in more than two professional capacities that equates to more than one full-time position.
2. The principal serves in more than two professional capacities that equates to more than one full-time position.
3. Any district administrator serves in more than two professional capacities that equates to more than one full-time position.

References:

Illinois School Code: 105 ILCS 5/10-20.12a; 105 ILCS 5/10-20.12b

- 12. A. In instances where non-resident pupils are admitted, the board of education charges a tuition amount to non-resident pupils which does not exceed 110% of the per capita cost of maintaining the schools of the district for the preceding school year. Pupils who become nonresidents during a school term are not charged tuition for the remainder of the term.
- B. The board of education has a policy stating if a pupil’s change of residence is due to the military service obligation of the person with legal custody of a student, as defined by the above-referenced section, (with a written request from this person), he/she can maintain his/her residency as determined prior to the military obligation.

SOURCE VERIFICATION	DATA SOUGHT OR METHOD OF
A. Policy Manual	<ul style="list-style-type: none">1. If tuition students are accepted, the policy is in compliance with 105 ILCS 5/10-20.12a.2. The policy concerning students who became non-residents is in compliance with 105 ILCS 5/10-20.12a.
B. Audit	Tuition is reflected in the audit and is consistent with figures stated in the previous annual district financial report.
C. Student/Parent Handbook	Written notice which reflects compliance with 105 ILCS 5/10-20.12b.

Noncompliance

- 1. The district does not charge tuition to non-resident transfer students.
- 2. The district does charge tuition fees to parents of students that become non-resident during the school year.

Recommendation

The evaluator may want to ask to see written requests of the military person with legal custody. The evaluator may also recommend the district keep a copy of these written requests.

References:

Illinois School Code: 105 ILCS 5/10-20.12; 105 ILCS 5/10-22.5; 105 ILCS 5/22-19
775 ILCS 5/1-102(A); 105 ILCS 45/1-5; 42 USC 11434a(2)

Illinois Administrative Code: 23 Ill.Admin.Code 1.240(b)

13. A. No pupil in the district is excluded from or segregated within any school on account of his or her color, race, nationality, religion, sex, sexual orientation, ancestry, age, marital status, or physical or mental handicap or status of being homeless.

Illinois School Code: 105 ILCS 5/10-22.5; 105 ILCS 5/22-19; 105 ILCS 5/27-1; 105 ILCS 5/34-18(1)

Illinois Administrative Code,: 23 Ill.Admin.Code 1.240

Illinois Administrative Code: 23 Ill.Admin.Code 200

- B. The district does not discriminate on the basis of sex in the provision of educational and extra-curricular programs, activities, services, and benefits.

Illinois Administrative Code: 23 Ill.Admin.Code 200.40 (b) through (e)

1. The board of education has (in written form):
 - a. adopted a sex equity policy statement;
 - b. established a sex discrimination grievance procedure;
 - c. notified students, parents, employees, and the community of (a) and (b) above;
 - d. completed a system-wide sex equity evaluation that included an examination of course enrollment data to identify any instances of disproportionate enrollment on the basis of sex and where discrimination may have contributed to such disproportionality, the sex equity plan shall seek to redress any such disproportionality identified.
 - e. developed and implemented a sex equity plan (if applicable);
 - f. conducted a student sports-interest survey and used the results in planning for the future as well as in assessing current program comparability for both sexes.

Illinois Administrative Code: 23 Ill.Admin.Code 200.50(e)(4), 200.50(f)

2. The district has taken steps to:
 - a. eliminate administrative and programmatic barriers to school attendance and school completion by pregnant and parenting students;
 - b. protect students from sexual intimidation and sexual harassment by any school employee, other students, or the effect of any school policy or practice.

Illinois School Code: 105 ILCS 5/10-20.12

23 Illinois Administrative Code, Part 1: 1.240(a)

- C. All persons within the district between the ages of 5 and 21 are accorded the right and opportunity to a free and equal education.

SOURCE VERIFICATION	DATA SOUGHT OR METHOD OF
A. Policy Manual	Formal policies prohibit sex discrimination and provide equal educational opportunities to all students. Formal policies, Title IX, and EEO prohibit discrimination and provide equal educational opportunities to all students.
B. Class Schedule	Classes are scheduled as co-curricular. Schedule time frames are equitable.
C. Supplies, Equipment and Facilities	Equivalent to other buildings in the district.
D. Class Size	Class sizes are comparable.
E. Schedule of Activities	Activities (where applicable) are comparable or co-curricular.
F. On-Site Inspection	Visual evaluation of the district's programs.
G. Registration Information, Curriculum Guides, Teacher And Parent/Student Handbooks.	Written procedures and guidelines indicate compliance.

Noncompliance

1. The pupils in the district are excluded from or segregated within the school because of their color, race, nationality, religion, sex, sexual orientation, ancestry, age, marital status, or physical or mental handicap or status of being homeless.
2. The district discriminates on the basis of sex in the provision of educational and extra-curricular programs, activities, services, and benefits.
3. The district has not adopted a sex equity policy statement.
4. The district has not established a sex discrimination grievance procedure.
5. The district has not properly informed students, parents, employees, and the community of the sex equity policy statement and/or the grievance procedures as mandated.
6. The district has not completed a system-wide sex equity evaluation as required that includes an examination of course enrollment data at least once every 4 years.
7. The district has not conducted a student sports-interest survey and used the results in planning for the future as well as in assessing current program comparability for both sexes.

8. All persons between the ages of 5 and 21 are not accorded the right and opportunity to a free and equal education.

Reference:

Subtitle B of Title VII of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq); No Child Left Behind – Part C, Sec. 1031

- 14. The board of education has designated an appropriate staff person, who may also be a coordinator for other Federal programs, as the local education agency liaison for homeless children and youth.

SOURCE VERIFICATION	DATA SOUGHT OR METHOD OF
A. Staff Directory	Specific identification of appropriate staff person (who may also be coordinator for other Federal programs) to serve as LEA liaison for homeless children.
B. Student/Parent Handbook	

Noncompliance

- 1. The board of education does not have a designated and trained homeless liaison.
- 2. The district homeless liaison has not provided contact information to district staff.
- 3. The school district does not have a homeless “contact person” in each attendance center.
- 4. The school district does not have the homeless liaison listed on the district’s website with contact information (home page).

Reference:

Subtitle B of Title VII of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq); No Child Left Behind – Sect. 722 (g)(1)(J)(ii)

- 15. The school has a visible public notice regarding the education rights of homeless children and youth.

SOURCE VERIFICATION	DATA SOUGHT OR METHOD OF
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- | | |
|---|--------------------|
| A. Visible sign or poster located in area of school accessible to the public. | On-site visitation |
|---|--------------------|

Noncompliance

- 1. The school does not have a visible public notice regarding the education rights of homeless children and youth.

References:

Illinois School Code: 105 ILCS 5/10-20.12b

Education for Homeless Children Act: 105 ILCS 45/1 et seq.

- 16. The district has ensured the enrollment of homeless children is ongoing and is not delayed due to scheduling issues.
- 17. The district has ensured the enrollment of homeless children is not delayed due to residency document requirements.
- 18. The district has ensured enrollment of homeless children is not delayed due to the lack of legal guardianship or student records.
- 19. The school district has ensured it does not charge tuition for homeless students or refuse enrollment.

SOURCE VERIFICATION	DATA SOUGHT OR METHOD OF
A. Student/Parent Handbook	Written information
B. Informational packet given during enrollment	Information pertinent to rights of homeless children

Noncompliance

- 16.1 The school district does not ensure that homeless children and youth are immediately enrolled.
- 17.1 The district does not have a residency requirement. If no, the school district has not reviewed any residency requirement for compliance with the McKinney-Vento Act.
- 17.2 The school district has no process for timely records transfer for homeless students.
- 18.1 The district does not have a policy related to legal guardianship of minor children as part of the enrollment process.
- 18.2 The school district has not reviewed and revised its complaint or dispute procedures to include homeless students.
- 19.1 The school district does not ensure that homeless students are given free school supplies and course fee waivers and immediately receive free meals.
- 19.2 The school district has not reviewed policies and procedures to ensure no barriers exist for the full educational participation of homeless students.

References:

Illinois School Code 105 ILCS 5/10-21.4a

20. The principals have assumed administrative responsibilities and instructional leadership under the supervision of the superintendent and in accordance with reasonable rules and regulations of the board of education for planning, operation, and evaluation of the educational program in their respective attendance centers.

Illinois School Code: 105 ILCS 5/10-21.4a

- A. The district has established a job description for principals stating their primary responsibility is in the improvement of instruction and that a majority of their time shall be spent on curriculum and staff development.

SOURCE VERIFICATION	DATA SOUGHT OR METHOD OF
A. Policy Manual	Job description adopted by the board.
B. Principal	During the evaluation, if a principal indicates that the district is not in compliance with rules and regulations, he/she must present documented evidence to support the claim.

Noncompliance

1. The principal has not assumed administrative responsibilities and instructional leadership under the supervision of the superintendent.
2. The district's job description of principals does not include the statement that the principal's primary responsibility is in the improvement of instruction and that a majority of their time shall be spent on curriculum and staff development.

References:

Illinois School Code: 105 ILCS 5/10-20.9a

- 21. The board of education has adopted and enforces a policy that prohibits the promotion/passing of a student to the next higher grade for **any reason not related to the academic performance** of the student, including age of the student or for any other social reasons.
 - A. The policy ensures that students meet local goals and objectives and can perform at the expected grade level prior to promotion.
 - B. Decisions to **promote** or retain students in any classes are based on successful completion of the curriculum, attendance, and performance-based testing or any other criteria established by the board.
 - C. Students that do not qualify for promotion are provided remedial assistance, which may include, but not be limited to: a summer bridge program of no less than 90 hours; tutorial sessions; increased or concentrated instructional time; modifications of instructional materials; and/or retention in grade.

SOURCE VERIFICATION	DATA SOUGHT OR METHOD OF
A. Policy Manual	Formal written policy
B. Parent/Student Handbook	Statement or policy outline that details of remedial assistance that will be provided to students.

Noncompliance

- 1. The district has not adopted a formal policy as mandated above.

References:

Illinois School Code: 105 ILCS 5/10-20.30

- 22. The board of education in a district that maintains any of the grades 9 through 12, has adopted and enforces a no pass/no play policy at the high school level in which affected students are to be suspended from further participation in any school sponsored or school supported athletic or extra-curricular activities for a specific period or until a specified minimum grade point average or minimum grades, or both, is earned by the student.

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
A. Policy Manual	Formal Written Policy
B. Student/Parent handbook	Statement or policy outline
C. District Athletic Code	Statement or policy outline

Noncompliance

- 1. The district has not adopted a formal policy as mandated above.
- 2. The district’s formal policy does not address affected students to be suspended from extra-curricular activities.

References:

Illinois School Code: 105 ILCS 5/10-20.14b; 105 ILCS 5/22-30

23 A. The district has developed and adopted a policy for the administration of medication.

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
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- | | |
|----------------------------|---|
| A. Policy Manual | Written Policy |
| B. Student/Parent Handbook | Policy and/or written notification to parents/guardians |

Noncompliance

1. The district has not developed and adopted policies regarding the administration of medication.
2. The district has not developed and adopted policies which include a statement that allows each school in the district to permit self-administration of medication by a pupil with asthma or the use of an epinephrine auto-injector by a pupil at risk of anaphylaxis.

23 B. The medication policy is distributed to the parents or guardians of each pupil within 15 days of student enrollment.

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
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- | | |
|----------------------------|---|
| A. Student/Parent Handbook | Policy and/or written notification to parents/guardians |
|----------------------------|---|

Noncompliance

1. The district fails to notify parents/guardians of each pupil in writing of the administration of medication policy within 15 days of student enrollment.

23 C. The district’s policy includes a statement that allows each school in the district to permit the self-administration of medication by a pupil with asthma or the use of an epinephrine auto-injector by a pupil at risk of anaphylaxis in accordance with 105 ILCS 5/22-30.

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
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A. Policy Manual	Written Policy
B. Student/Parent Handbook	Policy and/or written notification to parents/guardians

Noncompliance

1. The district has not developed a policy that includes a statement that allows each school in the district to permit the self-administration of medication by a pupil with asthma or the use of an epinephrine auto-injector by a pupil at risk of anaphylaxis in accordance with 105 ILCS 5/22.30.

References:

Illinois School Code: 105 ILCS 5/10-20.13; 105 ILCS 5/34-21.6 ; 105 ILCS 5/2-3.96

Illinois Administrative Code: 23 Ill.Admin.Code 1.245

- 24. The district has adopted written policies for the administration of the waiver of school fees. The policies include: standards for the determination of eligibility, procedures for notification of parents, and procedures for resolving disputes regarding the waiver of school fees.

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
A. Policy Manual or Administrative Procedures	Policy or procedures are in compliance with 105 ILCS 5/10-20.13 and 23 Ill. Admin. Code 1.245
B. Student/Parent Handbook	Waiver of fee policy and/or procedures are in writing and contained in this handbook or they are available during the initial enrollment notification. This notification includes a statement that textbooks are available on loan basis for students whose parents are unable to pay rental fees.

Noncompliance

- 1. The district has not adopted either a written waiver of fee policy or a written policy indicating that the district does not charge fees.

Area of Concern

- 1. Information regarding waiver of fees is not shared during initial enrollment of students.

References:

Physical Fitness Facility Medical Emergency Preparedness Act: 210 ILCS 74/1 et seq.
Illinois Administrative Code: 77 Ill.Admin.Code 527

- 25. A The district has adopted a plan that requires an automated external defibrillator (AED) in each indoor and outdoor physical fitness facility and to have a trained AED user on staff.
- B. The district has adopted a plan, as of January 1, 2009, that requires an automated external defibrillator (AED) to be available at all outdoor athletic fields. The required AED must be in a building that is within 300 feet of the outdoor athletic facility where an event or activity is being held. If there is no building, the person responsible for supervising the activity has ensured an AED is available during the time of the activity.
- C. The district has adopted a plan, as of January 1, 2009, that ensures, in general, all physical fitness facility staff that conduct practices or have games outside have been trained to be an AED user and have an AED at every practice and game.

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
A. Policy Manual	Written policy in compliance with the Physical Fitness Facility Medical Emergency Preparedness Act.

Noncompliance

- 1. The district has not adopted a plan as mandated.
- 2. The district’s plan does not require an AED to be available at all outdoor facilities.
- 3. The required AED is not within 300 feet of the outdoor athletic facility where an event or activity is held.
- 4. If there is no building, the person responsible for supervision of the activity does not ensure an AED is available during the time of the activity.
- 5. All physical fitness and facility staff conducting practices or games outside are not trained to be AED users.
- 6. There is not an AED at every practice and game.

References:

Illinois School Code: 105 ILCS 5/10-20.36

26. The school board has adopted and implemented a policy that prohibits any disciplinary action that is based totally or in part on the refusal of a student’s parent or guardian to administer or consent to the administration of psychotropic or psychostimulant medication as defined by the above referenced section to the student.
(Note: The policy must require that at least once every 2 years, certified school personnel and administrators receive in-service training on current best practices regarding the identification and treatment of ADD and ADHD, the application of non-aversive behavioral interventions in the school environment and the use of psychotropic or psychostimulant medication for school age children.)

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
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A. Policy Manual	Policy adopted by local board
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Noncompliance

1. The local board has not adopted a policy that prohibits disciplinary action based on a parent or guardian’s refusal to allow the administration of psychostimulant medication.

References:

Illinois School Code: 105 ILCS 5/10-21.7

- 27. The school reports all incidents of battery committed against teachers, teacher personnel, administrative personnel or educational support personnel to the local law enforcement authorities immediately after the occurrence of the attack and to the Department of State Police’s Illinois Uniform Crime Reporting Act no later than 3 days after the occurrence of the attack.
 - a. The incident is reported to the Illinois State Board of Education through the Student Incident Reporting System (SIRS).

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
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A. Policy and procedures	Procedure is in compliance with 105 ILCS 5/10-21.7
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Noncompliance

- 1. The school does not have an established procedure in place for meeting the intent of 105 ILCS 5/10-21.7.
- 2. Incident(s) is/are not reported to ISBE using the Student Incident Reporting System (SIRS).

References:

Illinois School Code: 105 ILCS 5/10-27.1A

- 28. All school officials, including teachers, guidance counselors, and support staff immediately notify the principal’s office in the event they observe any person in possession of a firearm on school grounds.
 - a. The incident is reported to the Illinois State Board of Education through the Student Incident Reporting System (SIRS).

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
A. Policy and procedures	Procedure is in compliance with 105 ILCS 5/10-27.1A

Noncompliance

- 1. The school does not have an established procedure in place for meeting the intent of 105 ILCS 5/10-27.1A.
- 2. Incident(s) is/are not reported to ISBE using the Student Incident Reporting System (SIRS).

References

Illinois School Code: 105 ILCS 5/10-27.1B

- 29. The school has an established procedure in place to report all drug-related incidents occurring in a school or on school property to the local law enforcement authorities immediately and to the Department of State Police in a form, manner, and frequency as prescribed by the Department of State Police.
 - a. The incident is reported to the Illinois State Board of Education through the Student Incident Reporting System (SIRS).

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
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A. Policy and procedures	Procedure is in compliance with 105 ILCS 5/10-27.1B
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Noncompliance

- 1. The school does not have an established procedure in place for meeting the intent of 105 ILCS 5/10-27.1B.
- 2. Incident(s) is/are not reported to ISBE using the Student Incident Reporting System (SIRS).

References:

Illinois School Code: 105 ILCS 5/17-1; 105 ILCS 5/2-3.27

- 30 A. The board of education has a balanced budget as required by law.
- B. The board of education of each school district submits their budget and any required additional documentation to ISBE, in the approved format, as required by the statutory deadline.

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
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Budget for local school district	Financial information/records
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Noncompliance

- 1. The district’s budget is not balanced and transmitted to ISBE by the statutory deadline.

References:

Illinois School Code: 105 ILCS 5/17-1.2

- 31 A. If a school district has an Internet web site, the school district posts its current annual budget, itemized by receipts and expenditures, on the district’s Internet web site.

- B. If a school district has an Internet website, the school district posts on its annual website all contracts over \$25,000 and any contract entered into with the exclusive bargaining representative.

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
District’s Internet web site	Itemization of contracts over \$25,000

Noncompliance

- 1. The district Internet web site does not include the posting of all contracts over \$25,000 and any contract entered into with the exclusive bargaining unit.

References:

Illinois Open Meetings Act: 5 ILCS 120/2.06

- 32. Each local board of education shall keep written minutes of all of their meetings, whether open or closed, and a verbatim record of all their closed meetings in the form of an audio or video recording.

The minutes must include, but need not be limited to:

- 1. the date, time, and place of the meeting;
- 2. the members of the public body recorded as either present or absent; and
- 3. a summary of discussion on all matters proposed, deliberated, or decided and a record of any votes taken.

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
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Board of Education minutes

Agenda and minutes of each school board meeting

Noncompliance

- 1. Written minutes are not kept for all open meeting which include:
 - a. the date, time, and place of the meeting;
 - b. the members of the public body recorded as either present or absent; and
 - c. a summary of discussion on all matters proposed, deliberated, or decided and a record of any votes taken.
- 2. Written minutes are not kept for closed meetings.
- 3. A verbatim record of all closed meetings in the form of an audio or video recording is not kept.

References:

Illinois Open Meetings Act: 5 ILCS 120/2.06

33. The minutes of school board meetings open to the public shall be available for public inspection within 7 days of the approval of the minutes by the local board of education members.

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
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Board of Education minutes

Agenda and minutes of each school board meeting

Noncompliance

1. The minutes of school board meetings are not available for public inspection within 7 days of approval by the local board of education.

Reference:

Illinois Open Meetings Act: 5 ILCS 120/2.06

34. The local school districts that have a website that the full-time staff maintains shall post the minutes of the regular school board meetings that are open to the public on the school district's website within 7 days of the approval by the board of education members.

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
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District's Internet website

Minutes of most recent school board meeting

Noncompliance

1. The district has an Internet website that full-time staff that does this (and other duties) maintains and does not post the minutes of school board meetings within 7 days of approval by the local board of education.

References:

Illinois Open Meetings Act: 5 ILCS 120/2.06

35. Any minutes of meetings open to the public posted on the school district’s website shall remain posted for at least 60 days after their initial posting.

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
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District’s Internet website

Minutes of most recent school board meeting

Noncompliance

1. Minutes posted on the school district’s website do not remain posted for at least 60 days after their initial posting.

References:

Illinois Open Meetings Act: 5 ILCS 120/2.06

36. Each local board of education meets no less than semi-annually to review the minutes of all closed meetings held during the school year.

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
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Board of Education minutes

Minutes documenting semi-annual review

Noncompliance

1. Minutes do not document that the local board of education meets no less than semi-annually to review the minutes of all closed meetings held during the school year.

References:

Illinois School Code: 105 ILCS 5/3-7

37. The school district causes an audit of its accounts to be made, and submits the resulting financial report in accordance with the requirements of Section 3-7 of the School Code.

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
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Financial Information

Annual Financial Report (AFR)

Noncompliance

1. The school district does not transmit the AFR by the statutory deadline.

References:

Illinois School Code 105 ILCS 5/10-20.21

38. Each school district has filed a report regarding vendor contracts as an attachment to their budget. Vendor contracts refers to all contracts and agreements that pertain to goods and services and that were intended to generate additional revenue and other remunerations for the school district in excess of \$1,000, including without limitation, vending machine contracts, sports and other attire, class rings, photographic services. The report lists information for the fiscal year immediately preceding the fiscal year of the budget.

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
District Budget	Vendor Contracts

Noncompliance

1. The district does not include an attachment to their budget regarding vendor contracts.

Section II - General Health and Safety

References:

Illinois School Code: 105 ILCS 5/2-3.12, 105 ILCS 5/2-3.25

Illinois Administrative Code: 23 Ill.Admin.Code 180

- 39. The district complies with 23 Ill. Adm. Code Part 180 rules entitled, “Health/Life Safety Code for Public Schools,” as issued by the State Superintendent of Education.
 - A. The school board maintains and operates all facilities housing students under its jurisdiction in full and continual compliance with life safety standards. All repairs and alterations to buildings constructed under these standards and all additions to buildings are in compliance with life safety standards.

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
A. Life Safety Statements	All buildings are issued statements of compliance or extensions of time.
B. On-Site Inspection	Building modifications are in process or have been completed.
C. Life Safety Survey	Review most recent survey.

Noncompliance

- 1. The district does not comply with 23 Illinois Administrative Code Part 180. Examples include:
 - a) A certificate of occupancy has not been obtained prior to any occupancy of a facility including a vehicular facility. (23 IAC 180.230)
 - b) District has not completed architectural survey as required every 10 years (105 ILCS 5/2-3.12 and 23 IAC 180.310)

Area of Concern

- 1. The district has not taken positive steps to come into full compliance. (Applicable to districts when a sufficient period of time has elapsed.)
- 2. Recommend that an architectural survey be conducted.
- 3. Approvals are in process and the district is awaiting their issuance from ISBE.

References:

Illinois School Code: 105 ILCS 5/27-8.1

Illinois Administrative Code: 23 Ill.Admin.Code 1.530(a) ; 77 Ill.Admin.Code 665.140

40. Each school maintains records for each student which reflect compliance with the examinations and immunizations prescribed by Section 27-8.1 of the School Code and the applicable rules and regulations of the Illinois Department of Public Health.

Illinois School Code: 105 ILCS 5/27-8.1

- A. The district does not exclude students for health examinations and immunization requirements until after the October 15 exclusion date of the current school year, or by an earlier date of the current school year established by official board policy and with proper notification.

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
A. ROE	ROE summary of health record examinations.
B. Buildings	On-site inspection of health records.
C. Policy	<ol style="list-style-type: none"> 1. Examination of policy for compliance with Code. 2. Examination for a policy or practices regarding exclusion if students are not in compliance.

Noncompliance

1. No physicals are required for K/1st, 6th and/or 9th grade students.
2. No health records are maintained by the district.
3. The district's rate of returns for physicals and/or immunizations is below 90%.
4. Hearing or vision screenings are not conducted as required by law.
5. Proper notification of prior date of exclusion was not in compliance with the mandate.
6. The district does not exclude students for failing to be in compliance with 105 ILCS 27-8.1.

References:

Illinois School Code: 105 ILCS 5/27-8.1(1.5); 105 ILCS 5/27-8.1(6)

- B. The district gives notice to parents/guardians at least 60 days prior to May 15 of each school year that all children in kindergarten and the second and sixth grades must present proof of having been examined by a dentist before May 15th of the school year. If a child in the second or sixth grade fails to present proof by May 15th, the school may hold the child’s report card until one of the following occurs:
 - (i) the child presents proof of a completed dental examination or (ii) the child presents proof that a dental examination will take place within 60 days after May 15th.
- C. The school district has submitted the Immunization Survey to the Illinois State Board of Education by November 15th of the school year.
- D. The district has a policy for all children enrolling in either kindergarten or for the first time in a public school, private, or parochial school, and any student enrolling for the first time in a public, private, or parochial school shall have an eye examination. Each child shall present proof of having been examined by a licensed optometrist or physician licensed to practice medicine in all its branches and does eye examinations as defined by the law within the previous year before October 15 of the school year.

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
A. ROE	ROE summary of health record examinations
B. Buildings	On-site inspection of health records
C. Policy	<ul style="list-style-type: none">1. Examination of policy for compliance with School Code2. Examination for a policy or practices regarding exclusion if students are not in compliance

Noncompliance

- 1. No dental exams are required for children in kindergarten, second, and sixth grades.
- 2. Dental health records are not maintained by the district.
- 3. Proper notification is not given to parents/guardians at least 60 days prior to May 15th of each school year.
- 4. No Immunization Survey was submitted for the school district.
- 5. No eye examinations are required for all children enrolling in either kindergarten or for the first time in a public, private, or parochial school.
- 6. There is no proof of each child having an eye exam by a physician licensed to practice medicine in all its branches and does eye exams as defined by the law, or by a licensed optometrist. This exam is not done within the previous year before October 15 of the school year.

References:

Illinois School Safety Drill Act: 105 ILCS 128/1 et seq.

41. The following general safety procedures are followed by the district:
 - A.
 1. During the academic year, each school conducts a minimum of 3 school evacuation drills to address and prepare students and school personnel for fire incidents. One of the 3 school evacuation drills must require the participation of the appropriate local fire department/district.
 2. During the academic year, each school conducts a minimum of one bus evacuation drill. This drill must be accounted for in the curriculum in all public schools and shall include instruction in safe bus riding practices for all students.
 3. During the academic year, each 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. They may also conduct additional drills to account for other incidents, including without limitation, earthquakes, or hazardous materials.
 4. Each district conducts a minimum of one annual meeting at which it will review each school building's emergency and crisis response plans, protocols, and procedures and each building's compliance with the school safety drill programs. The purpose of the annual review is to update and review emergency and crisis response plans, protocols, and procedures and the school safety drill programs of the district and each of its school buildings.
 5. Each school board or board's designee shall sign a one page report upon the conclusion of the annual report which includes the following:
 - (a) A summary of the review's recommended changes to the existing school safety plans and drill plans;
 - (b) A list of the parties that participated in the annual review, including the annual review's attendance record;
 - (c) Certification that an effective review of the emergency and crisis response plans, protocols, and procedures and the school safety drill programs of the district and each of its school buildings has occurred;
 - (d) A statement that the school district will implement those plans, protocols, procedures, and programs of the school safety drill program, during the academic year; and
 - (e) The inclusion of the authorization of the school board of the board's designee.
 6. The school board or its designee has submitted a copy of the annual report to each party that participates in the annual review process and to the appropriate regional superintendent of schools.
 7. During the academic year, each school conducts a minimum of one law enforcement drill to address incidents, including without limitation, reverse evacuations, lock-downs, shootings, bomb-threats, or hazardous materials. These drills must be conducted according to the school district's emergency and crisis response plans, protocols, and procedures, with the participation of the appropriate law enforcement agency.

References:

Illinois Administrative Code: 23 Ill.Admin.Code 1.530(c)

- B. The district has adopted and appropriately distributed an emergency procedure to be followed in case of injury or sudden illness to students and/or staff.

Illinois Eye Protections In School Act: 105 ILCS 115/1

Illinois Administrative Code: 23 Ill.Admin.Code 1.420(s)

- C. Protective eye devices shall be required to be worn by all students, teachers, and visitors when participating in or observing dangerous vocational arts and chemical or combined chemical-physical laboratories involving caustic or explosive chemicals or hot liquids or solids.

Illinois Toxic Art Supplies in School Act: 105 ILCS 135/6

- D. The school district has taken precautions to ensure that art or craft materials which are toxic substances shall not be ordered or purchased by any school for use by students in grades kindergarten through 6th. In grades 7-12 toxic art substances are purchased only when they meet labeling standards.

Illinois School Code: 105 ILCS 5/10-20.17a

- E. The district provides inservice training programs on the safe handling and the use of hazardous or toxic materials for personnel in the district who work with such materials on a regular basis.

Illinois Administrative Code: 23 Ill.Admin.Code 275.100(a-h)

- F. The district has developed and implemented local pupil transportation policies and regulations, including those for special education.

Illinois School Code: 105 ILCS 5/3-14.23

- G. All persons hired to operate school buses have valid school bus driver permits as required under Sections 6-104 and 6-106.1 of the Illinois Vehicle Code. [625 ILCS 5/6-104; 625 ILCS 5/6-106.1]

Lawn Care Products Application Notice Act: : 415 ILCS 65/3(f)

Structural Pest Control Act: 225 ILCS 235/10.3

- H. The district maintains a registry of parents/guardians of students and employees who have registered to receive written notification prior to the application of pesticides to grounds or property.

SOURCE VERIFICATION	DATA SOUGHT OR METHOD OF
A. Policy manual	Written Policies.
B. Buildings	On-site inspection for emergency evacuation instructions, appropriate exits, etc.
C. Interviews with custodial staff and bus drivers.	<p>Principal's records as to compliance with regard to evacuations for tornadoes and/or fire drills; law enforcement drill.</p> <p>Transportation provides records of safe bus riding practice/instruction and emergency evacuation drills; law enforcement drill.</p> <p>Cards/printouts of individual student/staff emergency procedures.</p> <p>Warning signs concerning protective eye devices in appropriate lab areas, vocational areas, etc.</p> <p>Observation of compliance during class periods.</p>
D. Annual Review Report	Each school board or board's designee signs a one page report upon conclusion of annual report that contains all necessary components in item 41. 5 (a-e) (above).

Recommendation

It is recommended that each attendance center has a card file for each student and/or staff member for procedures to be followed in case of injury or sudden illness. It would be expected such files contain addresses, medical problems, emergency phone numbers, and/or procedures, medications, doctors/hospital preference, etc.

The evaluator may want to ensure that evacuation drill information for fires, tornadoes, law enforcement drills, and student/staff emergency procedures have been shared with all substitute teachers, parent volunteers, teacher aides, etc.

The evaluator should also insure that proper emergency evacuation notices are appropriately posted and that all substitute teachers, classroom aides, etc., have knowledge of appropriate procedures.

Noncompliance

1. Each school has not conducted a minimum of one severe weather and shelter-in-place drill to prepare students and personnel for possible tornado incidents.

2. Each school has not conducted the required three (3) emergency fire drills as required. The appropriate local fire department/district is not involved in one of the three evacuation drills.
3. Each school has not conducted a minimum of one bus evacuation drill. This drill is not accounted for in the curriculum in each school and does not include safe bus riding practices in the instruction. (Should be able to provide documentation of compliance. Recommend consultations with bus drivers as to type of instruction and frequency of drills.)
4. Each district has not conducted a minimum of one annual meeting at which a review of each building's emergency and crisis response plans, protocols, and procedures are reviewed, as well as each building's compliance with the school safety drill programs.
5. Each school board does not have a one page signed report upon the conclusion of the annual report.
6. Each school board (that participates in the annual review process) has not submitted a copy of the annual report to the appropriate ROE.
7. The district and/or individual attendance center has not adopted and appropriately distributed emergency procedures to be followed in case of injury or sudden illness to students and/or staff. (Recommend that each attendance center have a file on-site for all students and all personnel that may be assigned to the building.)
8. The district does not insure and/or provide that protective eye devices are worn as required.
9. The district has not taken appropriate precautions to ensure that art or craft materials that contain toxic substances are not ordered or purchased for use by students in grades K-6.
10. The district has no transportation policies.
11. Bus driver(s) do not have valid permits.
12. District has not appropriately notified parents, or does not maintain a registry of those who have registered to receive written notification prior to the application of pesticides.

References:

Integrated Pest Management Act: 225 ILCS 235/10.2

- 41. I. a. Each school in the district is required to develop and implement an integrated pest management program and notify the Department of Public Health of the development of the program.
- b. Each school district is required to assign a designated person to assume responsibility for oversight of the integrated pest management program.
- c. If it is not economically feasible to adopt an integrated pest management program, the district must provide written notification to the Department of Public Health which includes projected pest control cost comparisons and require the designated person assigned to assume responsibility oversight of the integrated pest management program to attend an applicable training course on integrated pest management.

SOURCE VERIFICATION	DATA SOUGHT OR METHOD OF
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Local school district policy manual (must include specific name of person responsible for program.)

Evidence of implementation of policy/plan(s)

Written attendance center plan for integrated pest management program.

Noncompliance

- 1. Each school in the district does not have an integrated pest management program.
- 2. Each school in the district has not notified the Department of Public Health of the development of the program.
- 3. The district does not have a designated person assigned to assume responsibility for oversight of the integrated pest management program.
- 4. The person assigned the responsibility for the program has not attended an applicable training course.
- 5. If it is not economically feasible to adopt an integrated pest management program, the district has not provided written notification to IDPH and included projected cost comparisons.

References

Green Cleaning Schools Act: 105 ILCS 140/1 et seq.

- 41. J. a. When economically feasible, elementary and secondary public schools in the district that have 50 or more students have established a green cleaning policy and exclusively purchase and use environmentally-sensitive cleaning products.
- b. If adopting a green cleaning policy that is not economically feasible for the schools of the district, the schools must provide written notification to the Illinois Green Government Coordinating Council (IGGCC) on a form provided by the IGGCC. This form must be completed annually until such time as it is economically feasible.

SOURCE VERIFICATION	DATA SOUGHT OR METHOD OF
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Local school district policy

Evidence of implementation of policy

Noncompliance

- 1. There is no green cleaning policy in the district (if have 50 or more students).
- 2. The schools have not provided written notification to the Illinois Green Government Coordinating Council (IGGCC) on a provided form when it is not economically feasible for them to adopt such a policy.

References:

School Breakfast and Lunch Program Act: 105 ILCS 125/1 et seq.
Illinois Administrative Code: 23 Ill.Admin.Code 305

- 42. School(s) in the district participate(s) in the School Breakfast Program (SBP) and/or National School Lunch Program (NSLP) and sell(s) beverages or food (other than SBP/NSLP reimbursable meals) to students in **grades 8 and below**.
 - 1. When selling beverages to students in grades 8 and below before and during the school day, each school in the district that participates in the SBP and/or NSLP sells **ONLY** beverages specified in Section 305.15(a)(1)(A-F) of the 23 Illinois Administrative Code.
 - 2. When selling food to grades 8 and below before and during the school day outside of the food service areas or within the food service areas other than during meal periods, each school in the district that participates in the SBP and/or NSLP sells **ONLY** food specified in Section 305.15(a)(2)(A-B) of the 23 Illinois Administrative Code.
 - 3. Each school in the district that participates in the SBP or NSLP and has classes of grades 5 and below operating, prohibits the sale of confections, candy, and potato chips during meal periods to students.

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
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Food, beverage, candy, and potato chip sales Cafeteria, vending machines, and fund raisers.

Noncompliance

- 1. Beverages other than those specified in Section 305.15(a)(1)(A-F) of the 23 Illinois Administrative Code are sold to students in grades 8 and below before and during the school day.
- 2. Foods other than those specified in Section 305.15(a)(2)(A-B) of the 23 Illinois Administrative Code are sold to students in grades 8 and below before and during the school day outside of the food service areas or within the food service areas other than during meal periods.
- 3. The sale of all confections, candy, and potato chips during meal periods are not prohibited in schools that have grades 5 and below.

References:

Childhood Hunger Relief Act: 105 ILCS 126/20

- 43. A. The district, on or before February 15 annually has promulgated a plan to have a summer breakfast or lunch (or both) food service program for each school (i) in which at least 50% of the students are eligible for free or reduced-price meals and (ii) that has a summer school program.

The school district meeting the above criteria has implemented a summer food program.

- B. If the school district opts out of the summer food service program requirements, the district petitions its regional superintendent by January 15 to request to be exempt from the summer food requirements. The petition includes:
 - 1. All legitimate costs associated with implementing and operating a summer food service program, the estimated reimbursement from State and federal sources; and
 - 2. Any unique circumstances the school district can verify that exist that would cause the implementation and operation of such a program to be prohibited.

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
Plan for summer breakfast or lunch (or both) food service program (if applicable).	Specific information indicating that a summer food program is available in each school in which at least 50% of students are eligible for free or reduced-price school meals.
Petition to opt out of program (if applicable).	Specific information required in 42. B. (1-2)

Noncompliance

- 1. Each school in the district in which at least 50% of the students are eligible for free or reduced-price school meals does NOT participate in a summer food program.
- 2. If the school district opts out of the summer food program requirements, the district does NOT petition the ROE by January 15.
- 3. The petition to “opt out” of the summer food program does **not** include: all legitimate costs associated with implementing and operating a summer food service program, the estimated reimbursement from State and federal sources, and any unique circumstances the school district can verify that exist that would cause the implementation and operation of such a program to be prohibited.

References:

Childhood Hunger Relief Act: 105 ILCS 126/15

44. The school district in which 40% or more of the students are eligible for free or reduced-price lunches based upon the count on October 31 of the previous year (for those schools that participate in the National School Lunch Program) or in which at least 40% or more of the students are classified as low-income according to the Fall Housing Data from the previous year operate a School Breakfast Program.

The school district that meets the above criteria but does not operate a School Breakfast Program, has received an exemption from their regional superintendent’s office.

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
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Fall Housing Data	Percentage of students that are classified as low-income from previous year.
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Noncompliance

1. School districts in which 40% or more of students are eligible for free or reduced-price lunches or in which 40% or more of the students are classified as low-income based on Fall Housing Data from the previous year do NOT operate a School Breakfast Program.
2. School districts that meet the criteria in question 44 and do not operate a School Breakfast Program, have NOT received an exemption to do so from their ROE office.

References

Illinois School Code: 625 ILCS 5/12-816

Illinois Administrative Code: 23 Ill.Admin.Code 1.510(i)(3)

45. Each school district has a policy to ensure the school bus driver is the last person leaving every school bus and no passenger is left behind or remains on the vehicle at the end of a route, a work shift, or the work day.

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
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Local school district policy manual

Evidence of implementation of policy

Noncompliance

1. The district does not have a policy to ensure the school bus driver is the last person leaving the bus each day.

Section III - Personnel

References:

Illinois School Code: 105 ILCS 5/21-1 et seq.

Illinois Administrative Code: 23 Ill.Admin.Code 1.310

46 A. All administrators and professional staff are properly certificated.

Illinois Administrative Code: 23 Ill.Admin.Code 1.310

B. Superintendent

Illinois Administrative Code: 23 Ill.Admin.Code 1.310(a)

C. Chief School Business Official

23 Illinois Administrative Code, Part 1: 1.310

D. Principals

Illinois Administrative Code: 23 Ill.Admin.Code 1.310(b)

E. Department Chairpersons

Illinois School Code: 105 ILCS 5/21

Illinois Administrative Code: 23 Ill.Admin.Code 1.310

F. Professional Staff (i.e., teachers, school service personnel, and all individuals required to be certified)

Reference:

NCLB Highly Qualified Requirements
ESEA Title I, Part A, Section 1119(a)(3)

47. **School District NCLB Plans**

- A. The local school district equity plan is on file.
- B. The equity plan includes the strategies the district will use.
- C. There is evidence the district has implemented the equity plan.

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
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Local school district equity plan	Evidence of implementing strategies listed
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Noncompliance

- 1. The district equity plan is not on file.
- 2. The equity plan does not include strategies.
- 3. Strategies have not been implemented

Reference:

NCLB Highly Qualified Requirements
ESEA Title I, Part A, Section 1119(a)(3)

- 48 A. The annual report for not-highly qualified teachers is on file with the Regional Office of Education.
- B. The school district has a list of all of their not-highly qualified teachers.
- C. The plan specifies the resources/support the district will provide to ensure all not-qualified teachers will become highly qualified within 2 years.
- D. The plan identifies an individual responsible for working with the teachers to become highly qualified.

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
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Annual Report and Plan available to support those teachers

List of teachers not highly qualified and resources

Noncompliance

- 1. The annual report for not-highly qualified teachers is not on file with the Regional Office of Education
- 2. The district does not have a list of all of their not-highly qualified teachers.
- 3. The plan does not specify the resources used to ensure all not-qualified teachers become qualified within 2 years.
- 4. The plan does not identify an individual responsible for working with the teachers to become highly qualified.

Reference:

NCLB Highly Qualified Requirements
ESEA Title I, Part A, Section 1119(a)(3)

- 49 A. There is a roadmap on file with the district for each not-highly qualified teacher.
- B. Each filed plan specifies a district commitment of resources to assist the teachers in becoming highly qualified.
- C. Each filed plan specifies the benchmark for each strategy.

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
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Roadmap for each teacher not-highly qualified	District resources are identified and benchmarks are specified for each strategy
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Noncompliance

- 1. A roadmap is not on file for each not-highly qualified teacher.
- 2. Not every not-highly qualified teacher has filed a plan with the district to become highly qualified.
- 3. Not every filed plan specifies a district commitment of resources to assist the teacher in becoming highly qualified.
- 4. Not every filed plan specifies the benchmark for each strategy.

Reference:

NCLB Highly Qualified Requirements
ESEA Title I, Part A, Section 1119(a)(1)

- 50 A. The school district maintains a list of teachers that receive any part of Title I funds.
- B. All teachers included on the district’s Title I listing are all highly qualified for their Title I assignment(s).
- C. The district has a plan in place to correct the not-highly qualified status of these teachers or to reassign them.

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
Local district database for teachers	Names of Title I assigned teachers
Local district Highly Qualified database	
District plan	Specified written plan to correct not-highly qualified status for Title I teachers

Reference:

NCLB Highly Qualified Requirements
ESEA Title I, Part A, Section 1111(h)(6)

- 51 A. A review of the school district files indicate the district has forwarded letters to parents of children in Title I programs who were taught for more than four consecutive weeks by not-highly qualified teachers. These letters inform parents of the teacher’s status.
- B. The files indicate the letters were forwarded in a timely manner.
- C. The school district has informed parents of children in Title I Programs they have the right to know about the qualifications of their child’s teachers and paraprofessionals.
- D. The school district has reported the assignments of all certificated employees accurately on the Teacher Service Record.

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
Parent notification letters	Timely notification and provides status of teacher
Teacher Service Record	
Class schedules	Teaching assignments

Noncompliance

- 1. The district has not forwarded letters to parents of children in Title I programs taught for more than four consecutive weeks by not-highly qualified teachers.
- 2. The letters do not inform the parents of the teacher’s status.
- 3. The letters were not sent in a timely manner.
- 4. Parents of children in Title I Programs were not informed of their right to know about the qualifications of their child’s teachers and paraprofessionals.
- 5. Assignments of teachers were not accurately reported on the Teacher Service Record.

References:

Illinois School Code: 105 ILCS 5/10-16.5; 105 ILCS 5/10-16.7

- 52 A. There is evidence at the district level that newly elected school board members take an oath of office.
- B. Each school board makes all employment decisions pertaining to the superintendent and shall direct, through policy, the superintendent’s administration of the district in matters, including without limitation, budget, building plans, retention, dismissal of employees, selection of textbooks, instructional materials, and courses of study.
- C. Each school board evaluates the superintendent in his/her administration of school board policies and stewardship of the assets of the district.

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
A. Official local board minutes	Oath of office taken by local board members
B. Policy Manual	Written policy
C. District Personnel Evaluation Plan	Superintendent evaluation

Noncompliance

- 1. The district does not require local board members to take an oath of office.
- 2. The district’s local board of education does not direct, through policy, the superintendent’s administration of the district regarding budget, building plans, retention, dismissal of employees, selection of textbooks, instructional materials, and courses of study.
- 3. The school board does not evaluate the superintendent regarding the administration of policies and assets of the district.

Reference:

Illinois School Code : 105 ILCS 5/2-3.53a

- 53. Each school district has a principal mentoring program and every principal hired on or after July 1, 2007, must participate in this program for the duration of his or her first year in this position.

On or after January 1, 2008, and on or after January 1 of each year thereafter, each mentor and each new principal completes a survey of progress on a form developed by their school district.

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
Principal mentoring plan	Evidence that a plan exists
A survey of progress form developed by district	Completed survey forms

Noncompliance

- 1. The district does not have a principal mentoring program.
- 2. Every principal hired on or after July 1, 2007, does not participate in this program for the first year in this position.
- 3. On or after January 1, 2008, (and on or after January 1 of each year thereafter), each mentor and each new principal does not complete a survey of progress form developed by their district.

References:

Illinois School Code: 105 ILCS 5/21-1 et seq.

Illinois Administrative Code: 23 Ill.Admin.Code 1.705 et seq.

54. All administrators and professional staff members are properly qualified and/or approved for their assignments.

A. Request for Authorization to Employ Teachers in Position Otherwise Unfilled is on file for all staff members who are not properly qualified and/or approved for their assignments.

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
A. Personnel Files	1. Verification of proper semester hour requirements.
1. Complete official transcripts	A. Qualification - Self-Contained Teacher
2. Letters of approval	1. Elementary teachers shall have formal training in each instructional area to be taught
3. Notarized or verified statements of work experience	2. Elementary teachers assigned prior to September 1, 1978, are "grandfathered" from subject area requirements
4. Request for Authorization to Employ Teacher in Position Otherwise Unfilled	B. Qualification - Middle School and Junior High Departmentalized.
5. Employment records	1. Departmental teachers must have 18 semester hours in major subject area, this includes library/media personnel.
	2. Teachers assigned prior to September 1, 1973, are "grandfathered" from 18-hour requirements.
	C. Qualification - High School Meet semester hour requirements for the subject area.
	2. Verification of 2000 hours work experience for teachers who are involved in vocationally reimbursed programs.

Noncompliance

1. The teacher does not have the required semester hours verified on official transcripts in the teacher's personnel file for their teaching assignment.
2. The person does not have 2000 hours of work experience verified on record.
3. The time limit on a Request for Authorization to Employ Teacher in Position Otherwise Unfilled expired.

Area of Concern

1. A person does not have 2000 hours work experience but is approved under the district's One and Five Year Plan.
2. If a person has a valid Request for Authorization to Employ Teacher in Position Otherwise Unfilled certificate he/she needs to be listed in the report and encouraged to pursue proper qualifications.
3. Any teachers who are “grandfathered” into a position should be encouraged to pursue full qualifications. An example includes: vocational, reimbursed teachers with the 2000 hours of work experience only.

References:

Illinois School Code: 105 ILCS 5/21-16

55. All professional staff members have their teaching certificates properly registered with the Regional Superintendent having supervision and control over the school where the teaching is done.

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
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Certificates or Registration Forms	Registration stamped and certificates registered by the ROE for the current school year.
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Noncompliance

1. Teacher's certificate is not registered with the appropriate regional superintendent.

References:

Illinois School Code: 105 ILCS 5/10-22.34

Illinois Administrative Code: 1.630, 1.650, 1.660

56. The district maintains records for all paraprofessional personnel and teacher aides currently employed by the district.
The records shall contain:

A. the individual's name;

Illinois School Code: 105 ILCS 5/24-23

B. a copy of official, up-to-date transcripts are on file to verify qualifications for the assignments;

Illinois School Code: 105 ILCS 5/24-5

C. proof of a physical examination, including verification of freedom from tuberculosis;

Illinois School Code: 105 ILCS 5/24-6; 105 ILCS 5/24-8

D. other items such as verification of past teaching experiences, salary schedule placement, and accumulative sick leave;

Illinois School Code: 105 ILCS 5/10-21.9; 105 ILCS 5/34-18.5; 105 ILCS 5/24 A-5;
105 ILCS 24A-8; 105 ILCS 5/24A-15 ; 105 ILCS 154/95

Illinois Administrative Code: 23 Ill.Admin.Code 1.320(b)

E. evidence that a criminal background investigation for all employees hired after August 1, 1985, has been performed;

F. background checks on employees of firms contracting with the school board (applies to employees who have direct daily contact with pupils of any school in the district). Includes fingerprint checks on school bus drivers;

G. evidence that the school district or ROE has performed a check for all applicants for employment on the statewide Sex Offender Database;

H. evidence that the school district has performed a check for all applicants for employment against the Child Murderer and Violent Offender against Youth Database;

I. every teacher in contractual continued service is evaluated at least once in the course of every two school years;

J. non-tenured teachers' evaluations are in the teachers' files (completed annually);

K. administrators' evaluations completed and reported to district board of education;

L. principal evaluation plan (beginning with the 2006-2007 school year);

- M. remediation plans for teachers given unsatisfactory ratings;
- N. if a substantive change has been made to the district’s teacher evaluation plan, the revised plan has been submitted to the State Board of Education for review and comment prior to implementation. The district, at the same time, provides a copy of any such revised plan to the exclusive bargaining representatives.

Reference:

Abused and Neglected Child Reporting Act: 325 ILCS 5/4;

- O. a. New employees have signed statements stating that the employee has knowledge and understanding of the reporting requirements of the Abused and Neglected Child Reporting Act (ANCRA).
- b. Local board of education members for the district have been made aware they are mandated reporters under the Act if an allegation of abuse or neglect is raised to a school board member during the course of a school board meeting. The board member shall direct or cause the school board to direct the superintendent of the school district or other equivalent administration to comply with the requirements of this Act.

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
A. District Personnel Files	Inspection of each individual teacher file for compliance.
B. District Staff Development Files	Evidence of participation in an inservice workshop on school improvement or the evaluation of certified personnel.

Noncompliance

1. New employees since July 1, 1986, have not signed statements stating that the employee has knowledge and understanding of the reporting requirements of the Abused and Neglected Child Reporting Act.
2. Teacher files showing evidence that the school district has not performed a check against the Child Murderer and Violent Offender against Youth Database.
3. All properly qualified certified administrators that evaluate other certified staff have not participated at least once every 2 years in an inservice workshop on either school improvement or the evaluation of certified personnel.
4. Local board of education members have not been made aware they are mandated reporters if an allegation of abuse or neglect is raised during the course of a school board meeting.

5. The local board of education does not have a policy regarding disclosure of job performance of a current or former employee that is required by DCFS under the Mandated Reporters Act.

Area of Concern

1. It is recommended that districts conduct a national background check as per the provision of the Adam Walsh Child Protection and Safety Act of 2006 (P.I. 109-248). Information is available from the Illinois State Police website at http://www.isbe.net/pdf/Adam_Walsh.pdf.

References:

Illinois School Code: 105 ILCS 5/10-22.34

Illinois Administrative Code: 23 Ill.Admin.Code 1.630

- 57. The school district submits a list of all paraprofessionals it employs to the State Superintendent of Education with its Annual Application for Recognition.
- 58. The school district ensures no individual is employed as a paraprofessional without a statement of approval [except as permitted under 23 Ill.Admin.Code Section 1.630 (b)(2)] and paraprofessionals are assigned only to tasks for which their approval is valid.
 - a. Paraprofessionals, volunteer personnel, and other non-certified personnel are utilized in compliance with the School Code and the Rules and Regulations for the Utilization of Teaching Aides and Other Noncertified Personnel.
 - b. Volunteer personnel are utilized in compliance with the School Code.

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
A. Letters	Letters of approval are on file for non-certificated personnel or volunteers involved in the instruction of pupils.
B. On-Site Inspection and Observation	Staff utilized in compliance.

Noncompliance

- 1. Non-certificated personnel do not have required letters of approval on file.
- 2. Paraprofessionals/ non-certificated individuals have assignments for which they are not approved.
- 3. The job descriptions for paraprofessionals are not in compliance with the law.
- 4. The district allows paraprofessionals to supervise students in an instructional setting without a certificated professional staff member present.
- 5. District allows volunteer personnel to supervise students in an instructional setting without a certificated professional staff member present.

Section IV – Instructional Program and Services

References:

Illinois Administrative Code: 23 Ill.Admin.Code 1.420(e)

59. The school district conducts supervisory and inservice programs for the professional staff. The staff is involved in planning, conducting, and evaluating the programs.

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
A. Inservice Committee	Roster of staff involved.
B. Reports	Summaries of inservice.
C. Other documents such as the calendar, board minutes, policy manual, etc.	Verification that inservices take place.
D. Comprehensive Special Education Personnel Development Program	Verification of inservice related to special education.

Noncompliance

1. No district sponsored or state approved inservice programs are conducted.
2. The district’s staff is not involved in the development and evaluation of inservice programs.

References:

Illinois School Code: 105 ILCS 5/18-8.05 (F)(2)(d)

- 60. If the school system conducts state pre-approved inservice programs:
 - A. the inservice programs are coupled with a three-hour school day or are full-day parent-teacher conferences or full-day inservice programs;
 - B. the evaluation of the inservice programs is on file in the district office.

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
A. Application	The application is approved.
B. Inservice Program Plan	Specifies contents of inservice.
C. Evaluation Report	Summary of the evaluation of the inservice.
D. Other documents including the calendar, board minutes and policy manual.	Verifies inservices.

Noncompliance

- 1. No approval for the application is verified.
- 2. The dates of the inservices do not coincide with the approved application.
- 3. The inservice did not follow the approved agenda.
- 4. No evaluation of the inservice is on file.

Recommendation

The evaluator should ensure that the dates for inservice programs and activities are the same as those listed on the district’s official school calendar.

References:

Illinois Administrative Code: 23 Ill.Admin.Code 1.420(a)

61. Complete class schedules are maintained in the administrative office of each attendance center for all teachers assigned to that attendance center.

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
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Buildings

On-site inspections of schedules.

Noncompliance

1. The district does not maintain written class schedules.

Area of Concern

1. Class schedules are not maintained in each attendance center for all teachers assigned.

References:

Illinois Administrative Code: 23 Ill.Admin.Code 1.420(b)

62 A. The district has an organized plan for recording pupil progress and/or awarding credit.

Illinois School Code: 105 ILCS 5/10-20.9a

B. The district has a policy that provides the procedure and reasons why a grade may be changed; provided that no grade shall be changed without notification to the teacher concerning the nature and reasons for such change.

Illinois Administrative Code: 23 Ill.Admin.Code 1.440(e)

C. The district provides parents and guardians of high school students timely periodic information concerning graduation requirements.

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
A. Report Cards	Inspection of reporting form. Evidence maintained and recorded for Constitution and flag tests, and any mandated curricula, which are non-graded, example: consumer education.
B. Student Records	Inspection of materials that would be transferred to another school.
C. Policy and Handbooks	The pupil progress reporting system is identified which includes the procedure and reasons why a grade may be changed.
D. Newsletter	Documentation of notification.
E. Handbooks	Documentation of notification.

Noncompliance

1. The district does not have a plan.
2. The district does not provide timely or periodic information.

References:

Illinois School Code: 105 ILCS 5/10-19

Illinois Administrative Code: 23 Ill.Admin.Code 1.420(g)

- 63 A. The school board has prepared an annual calendar for the school term, specifying the opening and closing dates and providing a minimum term of at least 185 days to ensure 176 days of actual student attendance.

Illinois School Code: 105 ILCS 5/10-19.1

- B. Schools operating on a full school year plan have devised a calendar that has a minimum term of 180 days of actual attendance, including not more than 4 institute days, but not exceeding 185 days. The full school year plan has been approved by the State Board of Education.

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION		
A. Minimum Official Calendar	Calendar approved:		
	Total Days	Instruction	Institutes
	185	176	4
		177	3
		178	2
		179	1
		180	0

Noncompliance

- 1. The district has not adopted a legal calendar.
- 2. The full school year plan has not been approved by the State Board of Education.

References:

Illinois School Code: 105 ILCS 10-22.34(a); 105 ILCS 5/18-8.05(F)(1)(c); 105 ILCS 34-18(10)

Illinois Administrative Code: 23 Ill.Admin.Code 1.420(f)(4)(b)

64. A The board of education operates its schools so that each child receives a minimum of five (5) clock hours of school work per day under direct supervision of certified teachers or non-teaching personnel or volunteer personnel when engaging in non-teaching duties and supervising in instances that do not require instructional judgment or evaluation of students and supervising study halls, long distance teaching reception areas used incident to instructional programs transmitted by electronic media such as computers, video and audio, and detention and discipline areas, and school sponsored extracurricular activities. (This excludes recess, lunch periods, and passing time.)

Illinois School Code: 105 ILCS 5/18-8.05(F)(2)(f)

Illinois Administrative Code 23 Ill.Admin.Code 1.420(f)(4)(a)

65. The board of education allows a session of at least 4 clock hours to be counted as a day of attendance for first grade pupils, and pupils in full day kindergartens, and a session of 2 or more hours may be counted as a 1/2 day of attendance by pupils in kindergartens which provide only a 1/2 day of attendance.

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
A. Student Teacher and Class Schedules	Five clock hours of instructional programming for all students in grades 2-12. Lunch periods, passing time between departmentalized classes and recess periods are not counted as instructional time – split shifts must have prior approval of ISBE and ROE office.
B. Student handbook	Indicates five clock hours of school work for all students. (Check for any exceptions.) The board of education can allow a session of at least 4 clock hours of instruction for first grade students, and a session of 2 or more hours for 1/2 day of attendance for pupils in 1/2 day kindergarten.
C. Class Schedules	Students are scheduled for five (5) clock hours of instruction.

Noncompliance

1. Not all students in grades two through twelve in the district receive a minimum of five clock hours of school work each day and are claimed for full ADA reimbursement.
2. The district operates on a split shift of less than 5 clock hours, unapproved by ISBE.

Area of Concern

1. The district operates on split shifts of less than 5 clock hours approved by ISBE.

References:

Illinois Administrative Code: 23 Ill.Admin.Code 1.420(o)

- 66. Each school in the district provides a program of library media services for the students in each of its schools.
 - 1. The program includes an organized collection of resources that circulate to students and staff in order to supplement classroom instruction, foster reading for pleasure, enhance information literacy, and support research, as appropriate to students of all abilities in the grade levels served.
 - 2. Each school district’s annual budget includes an identifiable allocation for resources and supplies for the library media program (except if the district is a unit district serving fewer than 400 students or an elementary or high school district serving fewer than 200 students. If this is the case, the district demonstrates it is meeting its students’ needs through alternative means that the district has determined are adequate in light of local circumstances).
 - 3. If there is no single location within a particular attendance center that is specifically devoted to a library media center, the district ensures that equitable access to library media services is made available to students in all grade levels served. If the only access is achieved by visiting a location outside their attendance center, the district maintains records demonstrating that all students’ regular schedules include time for this purpose.

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
A. Buildings	On-site review of facilities
B. Staff Roster	Verification of qualifications
C. Budget	Money appropriated for library media services

Noncompliance

- 1. General Organization and Use
The district cannot show that either of the following is true, (*i.e. the district has not arranged for an organized collection to be available for use by its students*).
 - A. The district has **its own organized collection** of library media resources that are available for circulation to students and staff in order to supplement classroom instruction, foster reading for pleasure, enhance information literacy, and support research. (*Evidence of organization includes a catalog of the resources and information showing that their selection was made systematically, i.e., with the needs of an entire attendance center or the entire district in mind.*)

OR

- B. The school district **relies on the local public library's collection and**, beginning with the 2014-2015 school year, the district provides evidence that **students receive instruction, direction, or assistance** in locating and using resources that are applicable to the purposes outlined in item A above **from an individual who is qualified** under Section 1.755 of the rules. *(If the district has no collection of its own, it must eventually arrange for services from a qualified individual so that students will be instructed on how to use the less focused collection of the public library for educational purposes.)*

2. Financial Resources

The district cannot show that either of the following is true, *i.e.*, *the district does not devote resources to this purpose and also does not show that it has found some other way of meeting students' needs related to library media services.*

- A. The school district's budget reflects an **identifiable allocation** for resources and supplies for the library media program.

OR

- B. The school district is either a unit district serving fewer than 400 students or an elementary or high school district serving fewer than 200 students and meets its students' needs through **another method**. *(If the district has not allocated funds for library media services and materials in its budget, there must be a locally developed plan, board meeting minutes, or some other descriptive material about the district's approach to meeting these needs that is also reflected in lesson plans, students' schedules, etc.)*

3. Facilities

The district cannot show that any of the following is true, *i.e.*, *the district does not arrange for any use of space that ensures equitable access to library media resources for all students in all grade levels in all attendance centers.*

- A. Each attendance center in the district has a **specifically designated library media center**.

OR

- B. Some of the district's attendance centers have specifically designated centers and others use different models, such as classroom collections. For each attendance center where there is **no single centralized library media center, equitable access** to library media resources has been arranged for all students in all the grade levels served. If the students' only access to the library media resources is available **outside the school they attend**, the students' **regular schedules include time** for this purpose.

OR

- C. **No** attendance center in the district has a **designated library media center**. **Different organizational models**, such as classroom collections, are used **in each attendance center**. **Equitable access** to library media resources has been arranged for all students in all the grade levels served. If the students' only access to the library media resources is available **outside the school they attend**, the students' **regular schedules include time** for this purpose.

(If a district does not provide a location that is designated for use by all students, then it must take steps to ensure that all grade levels have equitable resources and that all students have access to those resources. If students have to leave their buildings, the district must build the opportunity to do so into the regular school day.)

4. Staffing

Please note, recent changes to the applicable rule (cited above) will also soon require the following: **No later than the beginning of the 2009-2010 school year, the district shall assign responsibility for overall direction of the library media program to an employee who holds an elementary, a secondary, a special K-12, a special preschool-age 21, an early childhood, or an administrative certificate.** The individual assigned to this responsibility shall meet the requirements of Section 1.755 of the 23 Illinois Administrative Code, with the exception of the following conditions:

- a. The individual to whom the direction of the program is assigned has participated annually in professional development consisting of:
 - i. Undergraduate or graduate coursework in library science offered by a regionally accredited institution of higher education; or
 - ii. One or more workshops, seminars, conference, institutes, symposia, or similar training events that are offered by the Illinois State Library, a regional library system, or other professional librarians; organization; or
 - iii. One or more “library academies” if these are made available by or at the direction of the State Superintendent of Education.
- b. If the district is unable to ensure the requirements of the above have been met, the district can show that the overall direction of the library media program is accomplished with the advice of an individual that is qualified pursuant to Section 1.755 of the 23 Illinois Administrative Code.

References:

Illinois Administrative Code: 23 Ill.Admin.Code 1.420(q)

- 67. The district shall conduct a comprehensive needs assessment to determine the scope of Pupil Personnel Services needs in the area of:
 - A. Guidance and Counseling Services
 - B. Psychological Services
 - C. Social Work Services
 - D. Health Services

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
A. Needs Assessment	1. Formally documented needs assessments: Guidance Psychological Services Social Work Services Health Services 2. If services are provided by certificated individuals, no needs assessment is required.
B. High School Guidance	A high school must have a certified counselor (the district may determine the amount of time through a needs assessment).
C. Health Services	1. The county nurse, if unpaid by the district, may assist the district. 2. A person enrolled in an approved intern program is acceptable.

Noncompliance

- 1. There is no needs assessment or service by a qualified staff member.
- 2. High School - No guidance counselor would expect recommendation of “Probationary Recognition” for failure to employ a properly certified guidance counselor.

Area of Concern

- 1. Recommend the expansion of service.
- 2. Nursing service by county nurse - suggest more nursing service time by the county nurse if health records are poorly maintained.

Illinois Administrative Code: 23 Ill.Admin,Code 226.130

68. Each district has developed a plan for the transition to the use of a process that determines how children respond to scientific, research-based interventions as part of the evaluation procedures no later than January 1, 2009.

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
Illinois Interactive Report Card e-Plan website	School Improvement Plan with embedded Rti elements

Section V
Transitional Program Instruction (TPI) and Transitional Bilingual Education (TBE)

References:

Illinois School Code: 105 ILCS 5/14C-1 et seq.
 Illinois Administrative Code: 23 Ill.Admin.Code 228.15

69. Identification of Eligible Students

Each school district shall administer a home language survey with respect to each student entering the district’s schools for the first time, for the purpose of identifying students of non-English background. The survey shall include at least the following questions, and the student shall be identified as having a non-English background if the answer to either question is yes:

1. Whether a language other than English is spoken in the student’s home and, if so, which language; and
2. Whether the student speaks a language other than English and, if so, which language.

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
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Survey Results

Review of surveys for students entering

Noncompliance

1. No home language survey was administered for any student entering the district’s schools for the first time.
2. Home language surveys were not uniformly administered for all students entering the district’s schools for the first time.

References:

Illinois School Code: 105 ILCS 5/14C-3

Illinois Administrative Code: 23 Ill.Admin.Code 228.15

70. **Identification of Eligible Students**

Each school district shall, using the prescribed screening instrument, screen the English language proficiency of each student identified through the home language survey as having a non-English background. This assessment shall take place within 30 days after the students' enrollment in the district, for the purpose of determining the students' eligibility for bilingual education services, and if eligible, the appropriate placement for the students.

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
Identified students	Roster of students in need of services

Noncompliance

1. No screening of English language proficiency of students is done of students identified through the home language survey.
2. Not all students identified through the home language survey are screened for English language proficiency.

References:

Illinois School Code: 105 ILCS 5/14C-3

Illinois Administrative Code: 23 Ill.Admin.Code 228.20

71. Language Classification of Children

Each school district shall submit language classification of children information for the school year no later than the first day of March of each year to the State Superintendent of Education. The language classification of children information shall be submitted on forms provided by the Superintendent and shall include:

1. the number of students of non-English background in each attendance center, as identified via the home language survey;
2. the number of students who have been identified as having limited English proficiency based on the results of the prescribed screening instrument or the English language assessment;
3. the home languages, ages, and grade or achievement levels of the students identified as having limited English proficiency.

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
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Identified students	Language classification of children information forms
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Noncompliance

1. The language classification of children information is not submitted for the school year no later than the first day of March to the State Superintendent.
2. The information on these forms does not include all of the items listed above (71 1-3).

References:

Illinois School Code: 105 ILCS 5/14C-3
Illinois Administrative Code: 23 Ill.Admin.Code 228.25

72. **Program Options, Placement and Assessment (TBE Programs)**

When an attendance center has an enrollment of 20 or more limited English proficient students of the same language classification, the school district must establish a transitional bilingual education (TBE) program for each language classification represented by those students. A further assessment of those students to determine their specific programmatic needs for placement in either a full-time or a part-time program may be conducted.

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
Document of further assessment	Review of student files Class rosters

Noncompliance

1. No transitional bilingual education program is established for each language represented by 20 or more students at the same attendance center.
2. Assessment and placement of an English Language Learning (ELL) student in a part-time TBE program has not been completed to determine if the student has sufficient proficiency to benefit from a part-time program.
3. The district staff has not considered the student’s (ELP) score, and his or her proficiency in the home language, prior performance, if any, in coursework taught exclusively in English, current academic performance, and other relevant factors such as age, disability, and cultural background in order to determine whether a full-time or a part-time program is appropriate.

References:

Illinois School Code: 105 ILCS 5/14C-4

Illinois Administrative Code: 23 Ill.Admin.Code 228.40

73. **Students' Participation; Records
(TBE and TPI Programs)**

Notice of Enrollment and Withdrawal

No later than 30 days after the beginning of the school year or 14 days after the enrollment of any student in a transitional bilingual education program in the middle of a school year, the school district shall notify by mail the parents or legal guardians of the student that their child has been enrolled in a transitional bilingual education program or a transitional program of instruction. The notice shall be in English and in the home language of the student and shall convey, in simple, nontechnical language, the statutorily required information.

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
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Documentation of parent notification	Letters or notices in appropriate language
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Noncompliance

1. The district does not notify the parents or legal guardians of students that their child is enrolled in a transitional bilingual education program or transitional program of instruction.
2. The notice is not in both English and (in) the home language of the student. Samples of such notices are available in English and in 40 other languages on the DELL website at www.isbe.net/bilingual and are provided for use by districts.
3. The school district does not conduct an individual student language assessment to determine the need for native language instruction.
4. The school district does not provide a transitional program of instruction (TPI) for those students who need it.

References:

Illinois School Code: 105 ILCS 5/14C-3

Illinois Administrative Code: 23 Ill.Admin.Code 228.25

74. **Program Options, Placement, and Assessment (TPI Programs)**
When an attendance center has an enrollment of 19 or fewer students of limited English proficiency from any single non-English language, the school district shall conduct an individual student language assessment to determine each student’s need for native language instruction and may provide a transitional bilingual program in the non-English languages common to such students. If the district elects not to provide a transitional bilingual program, the district shall provide a locally determined transitional program of instruction (TPI) for those students.

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
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Testing of individual students	Test results
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Noncompliance

1. The school district does not conduct an individual student language assessment to determine the need for native language instruction.
2. The school district does not provide a transitional bilingual program for those students who need it.

References:

Illinois School Code: 105 ILCS 5/14C-3

Illinois Administrative Code: 23 Ill.Admin.Code 228.25(c)

- 75 A. School districts must annually assess the English language proficiency including aural comprehension (listening), speaking, reading, and writing skills, of all students enrolled in programs using the English language proficiency assessment prescribed by the State Superintendent of Education.

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
English assessment	Test results

Noncompliance

- 1. The school district does not annually assess English language proficiency of students enrolled in bilingual education programs.
- 2. The district does not annually assess the English language proficiency of students identified as ELLs who are not in a TBE or TPI program because their parents have refused services. Such students are to be annually assessed until they achieve English language proficiency.
- 3. The district does not annually assess the English language proficiency of ELL students with IEPs. Such students are to be annually assessed until they achieve English language proficiency.

References:

Illinois Administrative Code: 23 Ill.Admin.Code 228.25(c)(3)

- 75. B. **Program Options, Placement, and Assessment (TPI Programs)**
Beginning with the 2007 administration of the annual English language proficiency examination, each student that is not enrolled in a program under this Part but who has been identified as having limited English proficiency at any time since 2006 shall be required to participate in the annual examination each year until he or she achieves a “proficient” score.

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
English assessment	Test results

Section VI- A - Instructional Program - Districts with Elementary Schools

References:

Illinois Administrative Code: 23 Ill.Admin. Code 1.420, 1.430

76. A district must provide the following areas of study appropriately coordinated and supervised:

Illinois School Code: 105 ILCS 5/10-22.18; 105 ILCS 5/10-20.19a

Illinois Administrative Code: 23 Ill.Admin.Code 1.420(h)

Kindergarten

- A. School districts are authorized to provide full-day kindergarten and claim a full-day attendance under the general state aid formula. Districts providing all-day, every-day kindergarten must also provide half-day sessions for those children whose parents prefer that option.

Illinois Administrative Code: 23 Ill.Admin.Code 1.430(a)(1)

- B. Language Arts, Reading, and other Communication Skills

Illinois Administrative Code: 23 Ill.Admin.Code 1.430(a)(3)

- C. Mathematics

Illinois Administrative Code: 23 Ill.Admin.Code 1.430(a)(2)

- D. Science

Illinois School Code: 105 ILCS 5/27-13.1

Illinois Administrative Code: 23 Ill.Admin.Code 1.430(a)(11)

- E. Conservation of Natural Resources

The district provides instruction in the current problems and the needs in the conservation of material resources including but not limited to air pollution, water pollution, the effects of excessive use of pesticides, preservation of wilderness areas, forest management, protection of wildlife, and humane care of domestic animals.

Illinois Administrative Code: 23 Ill.Admin.Code 1.430(a)(4)

- F. Social Studies

Illinois School Code: 105 ILCS 5/27-21

- G. History of the United States including the role and contributions of ethnic groups and the role of labor unions.

Illinois School Code: 105 ILCS 27-20.4

- H. The school district provides a unit of instruction studying the events of Black History, including the history of the African slave trade, slavery in America, and the vestiges of slavery in this country.

Illinois School Code: 105 ILCS 5/27-1; 105 ILCS 5/27-3, 105 ILCS 5/27-4, 105 ILCS 5/27-21;
Illinois Administrative Code: 23 Ill.Admin.Code 1.430(b)

- I. 1. The school district provides history and social studies courses which do the following: analyze the principles of representative government, the Constitution of both the United States and the State of Illinois, the proper use of the flag, and how these concepts have related in actual practice in our world. The teaching of history includes study of the roles and contributions of members of ethnic groups and both sexes in the history of this country and state. No student shall be graduated from the 8th grade unless he or she has received instruction in the history of the U.S. and has given evidence of comprehensive knowledge of the subject. This may include, without limitation, a written test or the teacher's evaluation of the student's work.

Illinois School Code: 105 ILCS 5/27-20.3

- J. The district includes a unit of instruction studying the events known as the Holocaust.

Illinois School Code: 105 ILCS 5/27-20.3

- K. The elementary program includes an additional unit of instruction studying other acts of genocide across the globe, including but not limited to the Armenian Genocide, the Famine-Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan.

Illinois School Code: 105 ILCS 5/27-20.5

- L. The district includes a unit of instruction studying the events known as the History of Women in America.

Illinois Administrative Code: 23 Ill.Admin.Code 1.420(i), 1.430(a)(9)

- M. Career Education – Awareness and Exploration

Illinois School Code: 105 ILCS 27-12

- N. The school district teaches character education, which includes teaching of respect, responsibility, fairness, caring, trustworthiness, and citizenship in order to raise pupils standard of good character.

Illinois Administrative Code: 23 Ill.Admin.Code 1.430(a)(5)

- O. Music

Illinois Administrative Code: 23 Ill.Admin.Code 1.430(a)(6)

- P. Art

Illinois School Code: 105 ILCS 5/27-6
Illinois Administrative Code: 23 Ill.Admin.Code 1.420(p); 1.430(a)(8)
Illinois Administrative Code: 23 Ill.Admin.Code 25.520(a)(3)

Q. Physical Education

1. Appropriate activity related to physical education is required of all students each day. Special activities in physical education, or a modified course thereof, shall be provided for pupils whose physical or emotional condition prevents their participation in courses provided for other children.

Illinois School Code: 105 ILCS 5/27-7

2. The district has a physical education course of study that must include a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers district opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. The physical education course of study is part of the regular school curriculum and provides students with an opportunity for an appropriate amount of daily physical activity.

Illinois Administrative Code: 23 Ill.Admin.Code 1.100(a)(2)

3. If daily physical education is not offered as a course of study, the district has a current approved waiver on file.

Critical Health Problems and Comprehensive Health Education Act: 105 ILCS 110/1 et seq.

Illinois Administrative Code: 23 Ill.Admin.Code 1.420(n)

R. Health Education

There is no specific time requirement for grades K-6; however, it shall be part of the formal regular instructional program at each grade level. One semester or equivalent at the middle school or junior high school level is required.

The health education program shall include, but not be limited to, the following major areas as a basis for curricula in all elementary and secondary schools: human ecology and health; human growth and development; the emotional, psychological, physiological, hygienic and social responsibilities of family life including sexual abstinence until marriage; prevention and control of disease; public and environmental health; consumer health; safety education and disaster survival; mental health and illness; personal health habits; alcohol and drug use and abuse; the dangers of tobacco use; nutrition; and dental health.

The district's health education program and sex education and family life courses in grades 6-12 includes instruction in prevention, transmission and spread of AIDS.

Illinois School Code: 105 ILCS 5/27-23.3

Illinois Administrative Code: 23 Ill.Admin.Code 1.420(u)

- S. The district provides, in grades 7 through 12, (7th and 8th grades if an elementary school) instruction in relation to the prevention and abuse of anabolic steroids.

- T. The district provides, in grades 7 through 12, (7th and 8th grades if an elementary school) instruction in relation to the prevention of abuse of anabolic steroids for students who participate in interscholastic athletic programs.

Illinois School Code: 105 ILCS 5/27-17

Illinois Administrative Code: 23 Ill.Admin.Code 1.430(a)(10)

- U. Safety Education, grades 1-8 equivalent to one class per week is offered.

Illinois School Code: 105 ILCS 5/27-13.3

- V. Internet Safety Education

The district provides in grades 3-12 yearly instruction on Internet safety. Each school board must determine the scope and duration of the unit of instruction and this instruction may be integrated into the existing curriculum.

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
A. Class and/or Teachers Schedules and Handbooks	Listing of courses or subjects taught.
B. Curriculum Guide/Syllabus	Documented course content.
C. Student Records	Documented evidence that students receive instruction.

Noncompliance

1. Absence of a program.
2. Program doesn't meet state minimum requirements.

Area of Concern

1. Curriculum needs further identification and/or documentation strengthening.

Specific Curriculum Areas

Constitution Curriculum

Noncompliance

The students are not required to show evidence of comprehensive knowledge of subject matter regarding the federal and state constitutions.

Area of Concern

The district maintains no evidence of assurance that the students have comprehensive knowledge of the federal and state constitutions.

Physical Education Curriculum

Noncompliance

1. Physical education not offered/required on a daily basis.
2. No adaptive or modified physical education program is available.
3. Students are excluded from physical education classes in order to complete make-up course work in another curriculum area; or are excluded from participation in physical education activities as punishment or disciplinary reasons.
4. Physical education not offered on daily basis due to lack of proper facilities (Please note: Need to consider size of gym/all purpose room; utilization as lunch room; time element if used for lunch purposes, etc.)

Health Education Curriculum

Noncompliance

1. The district does not offer one semester or the equivalent at the middle school (grade 6) or junior high school (grades 7 and 8) level as mandated.
2. The examination of the health education curriculum does not cover/contain the major areas as a basis for curriculum as mandated.
3. The district's health education program at the junior high school level contains no instruction in relation to the prevention and abuse of anabolic steroids.
4. The district's health education program in grades 6, 7 and 8 does not include instruction in the prevention, transmission and spread of AIDS.
5. The district does not provide instruction in grades 7-12 (7th and 8th grades if an elementary school) in relation to the prevention of abuse of anabolic steroids for students who participate in interscholastic athletic programs.

Section VI- B - Instructional Program - Districts with High Schools

References:

Illinois School Code: 105 ILCS 5/27-22

Illinois Administrative Code: 23 Ill.Admin.Code 1.440(a)

77. Criteria for high schools:

The district provides a comprehensive curriculum including the following as a minimum program of offerings for grades 9-12:

Illinois Administrative Code: 23 Ill.Admin.Code 1.440(a)(1)

A. Three years of Language Arts

Illinois Administrative Code: 23 Ill.Admin.Code 1.440(a)(3), 1.440(g)(2)

- B. Two years of Mathematics, one of which may be related to computer technology. (Three years of Mathematics is required for students that entered the 9th grade in the 2005-2006 school year.)

Illinois Administrative Code: 23 Ill.Admin.Code 1.440(a)(2); 1.440(g)(3)

C. Science

Illinois School Code: 105 ILCS 5/27-13.1

Illinois Administrative Code: 23 Ill.Admin.Code 1.420(1)(1)(2); 1.440(a)(12)

D. Conservation of Natural Resources

The district provides instruction in the current problems and needs in the conservation of material resources, including but not limited to, air pollution, water pollution, the effects of excessive use of pesticides, preservation of wilderness areas, forest management, protection of wildlife, and humane care of domestic animals.

Illinois School Code: 105 ILCS 5/27-21; 105 ILCS 5/27-22

Illinois Administrative Code: 23 Ill.Admin.Code 1.440(a)(4)

- E. 1. Two years of Social Studies of which at least one year must be History of the United States, or a combination of the History of the United States and American Government.

Illinois School Code: 105 ILCS 5/27-20.3; 105 ILCS 5/27-20.4; 105 ILCS 5/27-20.5

Illinois Administrative Code: 23 Ill.Admin.Code 1.420(r)(4)(5)(6)

2. The district includes a unit of instruction studying the History of Women in America.
3. The district includes a unit of instruction studying the period in World War II known as the Holocaust.

4. The district provides an additional unit of instruction studying other acts of genocide across the globe, including but not limited to the Armenian Genocide, the Famine-Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan.
5. The school district provides a unit of instruction studying the events of Black History, including the history of the African slave trade, slavery in America, and the vestiges of slavery in this country.

Illinois School Code: 105 ILCS 5/27-12.1, 105 ILCS 5/27-12.5

Illinois Administrative Code: 23 Ill.Admin.Code 1.420 (k), 1.440(a)(11), 1.440(b)(3)

- F. Nine weeks of Consumer Education (grades 9-12) which includes three weeks instruction in installment purchasing, three weeks instruction in budgeting, three weeks instruction in comparison of prices, homeownership (including the basic process of obtaining a mortgage and the concepts of fixed and adjustable rate mortgages, subprime loans, and predatory lending), and an understanding of the roles of consumers interacting with agriculture, business, trade unions, and government in formulating and achieving the goals of the mixed free enterprise system.

Illinois School Code: 105 ILCS 5/27-12.1(b)

Illinois Administrative Code: 23 Ill.Admin.Code 1.440(b)(3), 1.462

1. The board of education has adopted a definite policy excusing those students who demonstrate proficiency from taking a consumer education course as a prerequisite for graduation from high school and receipt of a high school diploma.

Illinois Administrative Code: 23 Ill.Admin.Code 1.420(i), 1.440(a)(8)

G. Career Education - Orientation and Preparation

Illinois Administrative Code: 23 Ill.Admin.Code 1.440(a)(5)

H. Foreign Language

Illinois Administrative Code: 23 Ill.Admin.Code 1.440(a)(6)

I. Music

Illinois Administrative Code: 23 Ill.Admin.Code 1.440(a)(7)

J. Art

Illinois Administrative Code: 23 Ill.Admin.Code 1.440(a)(14)

K. Vocational Education - Job Entry Skill Development

Illinois School Code: 105 ILCS 5/27-6

Illinois Administrative Code: 23 Ill.Admin.Code 1.420(p), 1.430(a)(8), 1.440(a)(10)

L. Physical Education

Appropriate activity related to physical education is required of all students each day. Special activities in physical education, or a modified course thereof, is provided for pupils whose physical or emotional condition prevents their participation in courses provided for other children.

Illinois Administrative Code: 23 Ill.Admin.Code 1.420(p)(2)

1. There is a definite school policy regarding credit earned each semester in physical education with provisions for allowable variability in special cases.

Illinois School Code: 105 ILCS 5/27-6(b)

2. If the board has established a policy to excuse students from physical education, they are excused for only those reasons and grade levels as authorized by statute.

Illinois School Code: 105 ILCS 5/27-6

3. The district excuses pupils in grades 3 through 12 from engaging in physical education courses if those pupils must utilize the time set aside for physical education to receive special education support and services.

Illinois School Code: 105 ILCS 5/27-7

4. The district has a physical education course of study that must include a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. The physical education course of study is part of the regular school curriculum and provides students with an opportunity for an appropriate amount of daily physical activity.

Illinois School Code: 105 ILCS 110

Illinois Administrative Code: 23 Ill.Admin.Code 1.420(n), 1.440(a)(9)

M. Health Education

The health education program shall include, but is not limited to, the following major educational areas as a basis for curricula in all elementary and secondary schools: human ecology and health; human growth and development; the emotional, psychological, physiological, hygienic and social responsibilities of family life including sexual abstinence until marriage; prevention and control of disease; sexual assault awareness in secondary schools; public and environmental health; consumer health; safety education and disaster survival; mental health and illness; personal health habits; alcohol and drug use and abuse; the dangers of tobacco use; nutrition; dental health.

References:

Illinois School Code: 105 ILCS 5/27-23.3

Illinois Administrative Code: 23 Ill.Admin.Code 1.420(u)

- N. The district provides in grade 7 through 12 (grade 9th, 10th, 11th and 12th in high schools) instruction in relation to the prevention of abuse of anabolic steroids.

Illinois School Code: 105 ILCS 5/27-23.3

Illinois Administrative Code: 23 Ill.Admin.Code 1.420(u)

- O. The district provides in grades 7 through 12 instruction in relation to the prevention of abuse of anabolic steroids for students who participate in interscholastic athletic programs. (This becomes effective 1-1-2006.)

Illinois Administrative Code: 23 Ill.Admin.Code 1.420(o)

- P. Each school district shall provide a program of library media services for the students in each of its schools. Each program must meet the requirements of 1.420(o).

Illinois Administrative Code: 23 Ill.Admin.Code 1.440(a)(13)

Illinois Administrative Code: 23 Ill.Admin.Code 252.20 (a)

Q. Driver Education

1. **Program**

The school provides the driver education course to all eligible students that reside within the district (whether enrolled in the school or not) between the ages of 15 and 21 who request such course.

Illinois School Code: 105 ILCS 5/27-23

A. **Classroom Phase**

Thirty (30) clock hours of instruction is offered/required of all eligible students.

- B. The classroom instruction does include instruction on distracted driving as a major traffic safety issue.

Illinois School Code: 105 ILCS 5/27-24.2

(Recent Legislative Change – Public Act 95-0310)

C. **Behind-the-Wheel**

Beginning July 1, 2008, the full six hours of practice driving and observation time is in a dual-control vehicle with a certified driving instructor on public roadways.

Illinois Administrative Code: 23 Ill.Admin.Code 252.20(b)

- 2. The course is offered during the normal school day.

References:

Illinois School Code: 105 ILCS 5/27-23

Illinois Administrative Code: 23 Ill.Admin.Code 252.30(a)(3)

3. If course fees are charged, they do not exceed \$50.00. The fee is calculated by dividing the sum of documented annual district costs for items such as instructional materials (if not included in the district's textbook rental fee), the cost of driver education cars, car maintenance costs, fuel, and insurance by the number of students enrolled or participating in the driver education course. The district's cost used in this calculation shall not include any portion of the salaries or benefits of school district personnel. (Fees are waived if a student is unable to pay and/or for those who are eligible for the free and reduced meals and with respect to other students in accordance with the district's policy adopted in accordance with Section 1.245 (Waiver of School Fees).)

Illinois School Code: 105 ILCS 5/27-23; 105 ILCS 5/27-24.2; 105 ILCS 5/27-24.1; 5/26-3a

Illinois Administrative Code: 23 Ill.Admin.Code 252.30(a)(4)

4. For Driver Education enrollment eligibility each student has either received a passing grade in at least eight courses during the previous two semesters or has received a waiver of that requirement by the local superintendent. The district has adopted the above policy and it is in the district policy manual.

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
A. Curriculum Guide	Documented Course Content
B. Attendance Center Class Schedule	Course Listings
C. Individual Student Schedules	Enrollment in courses

Noncompliance

1. Absence of any mandated Program (example: Art, Music, Probationary Recommendation).
2. Program does not meet minimum requirements.

Area of Concern

1. The curriculum needs further identification or strengthening.
2. The district and/or high school program only offers that course work, which would satisfy the minimum state, mandated requirements.

Specific Curriculum Areas

Consumer Education Curriculum

Noncompliance

1. The district could not document that the consumer education curriculum met the nine weeks, fifty minutes per day time element mandated requirements for instruction.
2. The district does not maintain evidence that students receive adequate instruction related to mandated course content requirements.

Driver Education Curriculum

Noncompliance

1. The district does not provide the course (both classroom and behind the wheel) during the regular school day.
2. The district does not provide the programs for all eligible students (including private school and home schooled children) of the district.
3. The district by either policy or scheduling procedures does not offer the program based on the **age** of the student. (Example: district only allows sophomores and older students to take the course.)
4. The district charges driver education fees in excess of the \$50.00 limitation (Fees are waived if a student is unable to pay and/or for those who are eligible for the free and reduced meals and with respect to other students in accordance with the district's policy adopted in accordance with Section 1.245 (Waiver of School Fees).)

Recommendation

It is a strong recommendation the evaluation should examine the individual student Driver Education Record Form (ISBE 34-06) in order to verify that each student receives a minimum of 6 clock hours of practice driving instruction and 6 hours of observation time in a dual-control vehicle with a certified driving instructor on public roadways.

Physical Education

Noncompliance

1. Physical education not offered on a daily basis.
2. The district has not developed a definite school policy regarding credit earned each semester in physical education with provisions for allowable variability in special cases.
3. The district does not provide a modified course of physical education (Adaptive PE course) for students whose physical or emotional condition prevents the student's participation in the regular physical education classes provided for other students.
4. The district allows physical education excusals/waivers for students for other reasons and grade levels as authorized by statute (Section 27-6).

Recommendation

The evaluation needs to insure that the district is in compliance in regards to the type of waivers/excusals that the district allows, and that such waivers/excusals are in **ONLY** for the 5 reasons listed in Section 27-6.

Reference:

Illinois School Code: 105 ILCS 5/27-22

78. Minimum Requirements for Graduation

- A. As a prerequisite to receiving a high school diploma, each pupil entering the 9th grade in the 2006-2007 school year must, in addition to other course requirements, successfully complete the following courses:

Three (3) years of language arts.

Two (2) years of writing: one year must be an English language arts course and one year may be provided as part of any course offered.

Three (3) years of mathematics: At least one year of Algebra I and one year of a course that includes geometry content.

One (1) year in science.

Two (2) years in social sciences, of which at least one year must be in the history of the U.S. or a combination of U.S. History and American Government.

One (1) year chosen from (a) music, (b) art, (c) foreign language, which shall be deemed to include American Sign Language, (d) vocational education.

- B. As a prerequisite to receiving a high school diploma, each pupil entering the 9th grade in the 2007-2008 school year must, in addition to other course requirements, successfully complete the following courses:

Three (3) years of language arts.

Two (2) years of writing: one year must be an English language arts course and one year may be provided as part of any course offered.

Three (3) years of mathematics: At least one year of Algebra I and one year of a course that includes geometry content.

Two (2) years of science.

Two (2) years in social sciences, of which at least one year must be in the history of the U.S. or a combination of U.S. History and American Government.

One (1) year chosen from (a) music, (b) art, (c) foreign language, which shall be deemed to include American Sign Language, or (d) vocational education.

- C. As a prerequisite to receiving a high school diploma, each pupil entering the 9th grade in the 2008-2009 school year must, in addition to other course requirements, successfully complete the following courses:

Four (4) years of language arts.

Two (2) years of writing: one year must be an English language arts course and one year may be provided as part of any course offered.

Three (3) years of mathematics: At least one year of Algebra I and one year of a course that includes geometry content.

Two (2) years of science.

Two (2) years in social sciences, of which at least one year must be in the history of the U.S. or a combination of U.S. History and American Government.

One (1) year chosen from (a) music, (b) art, (c) foreign language, which shall be deemed to include American Sign Language, or (d) vocational education.

School Code Reference: 105 ILCS 5/27-21
23 Illinois Administrative Code, Part 1: 1.440(b)(4)

- D. American patriotism and the government, principles of our representative form of 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, is taught. The teaching of history includes study of the roles and contributions of members of ethnic groups and both sexes. Not less than one hour per week, or the equivalent, is devoted to the advanced study of this subject (Section 27-3 and 27-4 of the School Code). No student receives certification of graduation without passing a satisfactory examination upon such subjects.

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
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A. Policy Manual	Formal Policy.
B. Student handbook	Listing of graduation requirements.
C. Curriculum Guide	Content in compliance.

Noncompliance

1. State minimum graduation requirements are not mandated by the district.
2. The students are not required to show evidence of knowledge of the federal and state constitutions.

Area of Concern

1. The district maintains no evidence of assurance that the students show evidence of knowledge of the federal and state constitutions.

Section VII - Special Education

References:

Illinois School Code: 105 ILCS 5/14-9.01

Illinois Administrative Code: 23 Ill.Admin.Code 226.800

79. All teachers, professional personnel, and necessary staff employed in each class, service, program, or supervisory (line and technical assistance supervision) positions are appropriately certificated and/or approved, or have such special training as the Illinois State Board of Education requires.

Illinois School Code: 105 ILCS 5/14-9.01

Illinois Administrative Code: 23 Ill.Admin.Code 226.800

80. Necessary noncertificated personnel employed in classes, programs, or services are under the direct supervision of a qualified specialist and receive inservice training experiences appropriate to the nature of their responsibilities.

Illinois School Code: 105 ILCS 5/14-8.01

Illinois Administrative Code: 23 Ill.Admin.Code 226.720

81. The age range of students in each special program or instructional grouping does not exceed:
 - A. the four (4) year limit for primary, intermediate, and junior high;
 - B. the four to six year limit for secondary.

Illinois Administrative Code: 23 Ill.Admin.Code 226.730

82. All special education instructional and resource program enrollments are within the prescribed enrollment limitations.

References:

School Code: 105 ILCS 5/14-7.01

Illinois Administrative Code: 23 Ill.Admin.Code 226.750(b)

83. Transportation is provided by the local district as each special education eligible child's exceptionalities or program location requires.

Illinois Administrative Code: 23 Ill.Admin.Code 226.750(b)(1)

84. The special education student's arrival and departure times ensure a full instructional day for each day the child's program is in session.

Illinois Administrative Code: 23 Ill.Admin.Code 1.240(a); 23 Ill.Admin.Code 226.720

85. The facilities used for special education programs and services are in compliance with life/safety regulations and are appropriate to, and adequate for, the particular program or service. They are at least equal to those provided to the students in the standard school program.

Illinois Administrative Code: 23 Ill.Admin.Code 226.50(c)

86. All eligible students who require continued public school educational experiences to facilitate integration into society are eligible for special education and related services through age 21 (i.e., through the day before the students' 22nd birthday).

Illinois Administrative Code: 23 Ill.Admin.Code 226.110(c)(3)

87. Within 14 school days, each district determines whether an evaluation is warranted after receiving a request for an evaluation.

Illinois Administrative Code: 23 Ill.Admin.Code 226.735

88. Each district develops a plan to be in effect for the 2009-2010 school year specifying limits on the work load of its special educators so that all services required under students' IEPs, as well as all needed ancillary and support services can be provided.