



# Illinois State Board of Education

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**TO:** Eligible Applicants – Regional Offices of Education

**FROM:** Derreck Langwith  
Director  
Regional Office of Education & Intermediate Service Center Department  
Center for Regional Services

**SUBJECT:** FY 2022 Regional Safe Schools Cooperative Education Program (RSSCEP)

## General Information

**Eligible Applicants:** Regional Safe Schools Programs (RSSP) that serve expulsion-eligible students who are 16 years of age or older prior to the time of employment under the program. This program is currently established by 105 ILCS 5/13A of the Illinois School Code.

**Grant Award:** Annual grant awards will be a base of \$35,000 for each Regional Office of Education (ROE) plus the best 3 months' average daily attendance (ADA) and low income count for each region.

**Grant Period:** The grant period will begin no sooner than July 1, 2021 and will extend from the execution date of the grant until June 30, 2022.

Funding in the subsequent years will be contingent upon a sufficient appropriation for the program and satisfactory progress in the preceding grant period.

**Application Deadline:** Applications must be submitted no later than September 1, 2021.

**Contact Person:** For more information on this application, contact Brian Houser, ROE-ISC Services Department, at 217/782-9998.

## Background and Program Specifications

Part 254 – Subpart K (254.110 – 254.1198) of the Illinois Administrative Code (Title 23) Administrative rules governing Vocational Education (23 Illinois Administrative Code 254; see <https://www.isbe.net/Documents/254ARK.pdf>) authorizes the Illinois State Board of Education to provide grants to school districts to develop career-related classroom instruction and cooperative work experience for students who are currently enrolled as full-time students in the regular school program but who have the potential to drop out of school. The purpose of the Regional Safe Schools Cooperative Education (RSSCEP) program is to provide alternative cooperative education for suspended or expelled youth due to gross misconduct who are 16 years or older and are administratively transferred to a Regional Safe Schools Program (RSSP) at the discretion of the local school district in lieu of suspension or expulsion or have been expelled or suspended in excess of twenty (20) days and administratively transferred to a RSSP in accordance with Sections 10-22.6, 13B-20.25, and 34-19 of the School Code [105 ILCS 5/10-22.6, 13B-20.25, and 34-19].

This program is specifically aimed at assisting suspended or expelled youth to become reoriented and motivated to complete their education by allowing a student to participate in career-related classroom and structure cooperative work experience provided by the private sector for not more than 20 hours a week.

The Regional Safe Schools Cooperative Education Program is designed to motivate and encourage students to complete high school while enabling them to make a successful transition to postsecondary education, employment, or other career advancement opportunities. The program emphasizes career-related classrooms in a structured and cooperative work experience environment, and preparation and motivation through a combination of paid work experience. One of the goals of the program is to provide students at risk of not completing high school with career options.

Each student should receive individualized classroom instruction and supervision time that is equal to one-half hour or more per week. Students who successfully complete classroom instruction and work experience must receive high school credit for both school-related instruction and on-the-job experience.

All funded programs must employ a teacher-coordinator to implement the program. Each teacher-coordinator must meet the following program requirements:

- possess (a) licensure requirements - Professional Educator License (PEL) OR Educator License with Stipulations (ELS (CTE)/ELS (CTEP) endorsement in Agriculture Education, Business, Marketing, and Computer Education, Family and Consumer Science, Health Science Technology, or Technology Education), (b) occupational experience, and (c) occupational study/courses related to cooperative education <https://www.isbe.net/Documents/ONEARK.pdf> ;
  - occupational experience – 2,000 hours of related work experience outside of education, i.e., experience directly related to the teaching field;
  - occupational study/courses related to cooperative education – six (6) hours in organizing and administering cooperative education.
- provide for course credit, a minimum of 200 minutes of instruction per week on general and specific topics related to careers and employment;
- provide an individualized optional education plan (IOEP) for each student;
- work closely with the employer, school guidance personnel, teachers, parents, and others;
- provide a suggested minimum 10 hours per week of work experience, not to exceed 20 hours per week with the permission of the teacher-coordinator and employer;
- provide grades for students' completion of classroom assignments and work experience;
- contact or visit each training site at least once each month;
- approve all training sites utilized for the work based learning experience;
- maintain adequate records of activities/visits performed; and
- file a monthly progress report with each student's immediate site supervisor.

In addition, the following outcomes are minimum requirements for all programs.

- provide work experience training:
  - for which school credit is awarded;
  - which is related to existing career opportunities with potential for advancement;
  - which is permissible employment for individuals of the particular age at which the student is employed under federal and state law; (see <https://www2.illinois.gov/idol/Laws-Rules/FLS/Pages/child-labor-law.aspx>).
  - which compensates student learners in conformity with federal, state and local laws and regulations and in manner not resulting in exploitation of the student learner for private gain;
  - which does not displace other workers who ordinarily perform such work; and

- which, under terms of a written training agreement between the student and the employer, incorporates a training plan which has been developed for each student learner and which includes, but is not limited to, worker verified tasks for the occupational and employability skills;
- establish procedures for cooperation with employment agencies, labor groups, employers, and other community agencies in identifying suitable training sites;
- establish policies to be followed in the case of students not being at school or not reporting to their training sites, changing from one job to another without consent, loss of job as a result of unfavorable circumstances or events, and school holidays (students are expected to follow the training site calendar with regard to working days and vacation periods);
- support the policies and guidelines of the training site;
- provide high school credit upon successful completion of the cooperative education program;
- require proof-of-age certificate or work permit for each student who is 16 through 20 years of age, and who is employed under such plans;
- provide travel reimbursement for teacher-coordinator at regular rate provided by the ROE.

The program shall meet the educational standards as designated in the Illinois Learning Standards established by the Illinois State Board of Education (ISBE) (see <https://www.isbe.net/Pages/Learning-Standards.aspx>). These policies shall apply to all cooperative education plans that are supported by career and technical education funds administered by ISBE. The curriculum and instruction stressing rigorous academic achievement must be aligned with these standards and include real-world applications.

### **Fiscal Information**

Individual grant awards will be made according to the Regional Safe School Program (RSSP) guidelines, based upon best practices of alternative programs for disruptive students, under the 105 ILCS 5/13A. State funds for the support of these programs can be allocated only to currently approved RSSP recipients.

Allowable expenditures include the cost of employing teacher-coordinators, teacher-coordinators' travel expenses, student transportation costs, and supplemental supplies and material.

Applicants should refer to the [State and Federal Grant Administration Policy and Fiscal Requirements and Procedures Handbook](#), which information to assist applicants in meeting the fiscal obligations of the proposal.

All subcontractors, including partnerships with community based organizations (CBOs) must be approved by ISBE.

### **Narrative Requirements**

The **Narrative** provides sufficient information about the program goals, the target population, the number of teacher coordinators, and the program's function within the Cooperative Education and Regional Safe Schools initiatives in Illinois. The narrative demonstrates a documented need for the program in the **rationale/problem statement**, has program **metrics** (outcomes) that are measurable and appropriate, presents a process that will lead to the selection of participants who will be likely to succeed in employment, identifies **partnerships**, and **retention and placement strategies** that will lead to the successful implementation of the program. The narrative also includes a **course outline for class-related instruction** that ensures the program will be implemented in such a way so as to meet its goals. The **job description for the teacher-coordinator** includes proposed duties and responsibilities appropriate for the implementation of the program.

A description of the work related course and on-the-job training can be located within the Cooperative Vocational Education rules, <https://www.isbe.net/Documents/254ARK.pdf>. A pdf will open; scroll down to subpart K, Section 254.1180 (Related Instruction) and Section 254.1185 (On-The-Job Training). The work related course should incorporate but are not limited to: 1) student diversity and the different lifestyles of students, 2) soft skills, 3) career planning, 4) leadership and human relation skills, 5) support services, 6) mentoring opportunities, 7) sample activities for professional growth, etc. A **sample** course description includes:

This course provides students with work experience in the health care industry. This course is designed for students interested in pursuing career in health occupations. Students are released from school for their paid cooperative education work experience and participate in 200 minutes per week of related classroom instruction. Classroom instruction focuses on providing students with job survival skills, career exploration skills related to the job, and improving students' abilities to interact positively with others. For skills related to the job, refer to industry standards of the desired career. Goals are typically set cooperatively by the students, teacher, and employer (although students are not necessarily paid). These courses may include classroom activities as well, involving further study of the field or discussion regarding experiences that students encounter in the workplace.

### **Budget**

The proposed budget covering the period starting with the application submission in July 2020, through June 30, 2021, is sufficient to plan, develop and implement the program's objectives and procedures.