

# Reference Guide for the 2014-2015 Public School Compliance Probe

Illinois State Board of Education  
Division of Public School Recognition

**SECTION I – GOVERNANCE AND OPERATIONS**

**Reference(s):** 105 ILCS 5/2-3.64b

1. A. The district annually administers assessments as required by law.
- B. The district informs the students of the timelines and procedures applicable to their participation in every yearly administration of the state assessments.

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

**Noncompliance**

1. Required state assessments are not administered.
2. Students and/or parents are not informed of timelines, procedures applicable to participation in every yearly administration of the exam.

**Reference(s):** 105 ILCS 10/1-10/10  
105 ILCS 5/2-3.64  
23 Ill. Admin Code 375.10; 375.40(a); 375.75

2. A. The board of education is in compliance with the procedures outlined in the rules governing student records.
1. Scores on the state assessments administered at the secondary level are part of the student's record.
  2. Scores received on state assessments administered at the elementary level 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" for students of all grade levels.

**Reference(s):** 105 ILCS 10/4; 105 ILCS 10/5(a)  
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.

**Reference(s):** 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.

**Reference(s):** 105 ILCS 10/8.1(a)

- D. The school observes the statute that does not allow 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.

**Reference(s):** 105 ILCS 10/8.1(b)  
23 Ill. Admin. Code 375.75

- E. The district observes the statute that requires 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.

**Reference(s):** 105 ILCS 5/2-3.13a

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

**Reference(s):** 325 ILCS 50/5(b)

- 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	DATA SOUGHT OR METHOD OF VERIFICATION
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**

- The district has no student record policies or procedures.
- The contents of the district's records are not in procedural compliance with the law and rules governing student records.
- The district or its records custodian does not keep all permanent records for 60 years.
- All temporary records are not kept for a period of 5 years.
- Proper written initial enrollment notification of their rights under the Illinois School Student Records Act is not given to parents/students.
- Proper written notification is not provided to parents/students when pupils graduate, transfer, or withdraw from school.
- There is no notification given concerning the destruction of temporary and permanent student records.
- There is no notice concerning potential future usefulness of records given to parents of handicapped students.
- Student Transfer Forms (ISBE 33-78) are not provided to students that are moving from the school district to another Illinois public school district.
- Scores received on secondary state assessments are not part of the student's permanent record.
- Scores received on elementary state assessments are not part of the student's temporary record.
- 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.

**Reference(s):** 23 Ill. Admin. Code 1.450(b) and (c); 1.460; 1.47(c)(1)

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

<b>SOURCE</b>	<b>DATA SOUGHT OR METHOD OF VERIFICATION</b>
Policy Manual	Required components of the policy are present.

**Reference(s):** 105 ILCS 5/27-23.7

4. The district has adopted a policy on bullying that:
  - A. Is based on the engagement of a range of school stakeholders, including students and parents or guardians.
  - B. Is posted on the school district’s existing Internet website and is included in the student handbook, and, where applicable, posted where other policies, rules, and standards of conduct are currently posted in the school. The information developed as a result of the policy evaluation is also made available on the Internet website of the school district. If an Internet website is not available, the information is to be provided to school administrators, school board members, school personnel, parents, guardians, and students.
  - C. Is distributed annually to parents, guardians, students, and school personnel, including new employees when hired.

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
A. Policy Manual	The district has a policy on bullying in its adopted policies.
B. Parent/Student Handbooks	The policy is included in student handbooks and everywhere else where standards of conduct are posted.
C. Website	The policy is accessible on the district website.
D. Notes, Agendas	Evidence suggests that the policy was created through engagement with students and parents.
E. Sample mailings, documents	Evidence suggests that the policy is distributed annually to parents/guardians, students school employees and new staff.

**Noncompliance**

1. The district does not have a bullying policy.
2. Evidence cannot be found that verifies that the policy is present in handbooks or other documents and on the district website.
3. Evidence cannot be found that verifies that the policy was created via engagement with relevant stakeholders.
4. Evidence cannot be found that verifies that the policy is distributed annually to parents/guardians, students school employees and new staff.

**Reference(s):** 105 ILCS 5/10-20.14; 105 ILCS 5/10-22.6; 105 ILCS 5/24-24; 105 ILCS 5/27-23.7(d)  
23 Ill. Admin. Code 1.280(a) and (b)

5. 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).

**Reference(s):** 105 ILCS 5/24-24  
23 Ill. Admin. Code 1.280(a) and (b)

- B. If the board of education has established a discipline policy which allows for the use of isolated time out or physical restraint, such policy 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 23Ill. Admin. Code 1.280(c).

**Reference(s):** 105 ILCS 5/10-20.14  
23 Ill. Admin. Code 1.280

- C. 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 (including without exclusion, bullying) and school searches. The guidelines lead to a policy addressing temporary classroom exclusion of disruptive students by the teacher.
- D. Students, parents or guardians are informed of the contents of the discipline policy within 15 days of enrollment.

**Reference(s):** 105 ILCS 5/10-22.6

- E. The district provides appropriate notification and “due process” as required in all issues involving suspensions and expulsions.

**Reference(s):** 105 ILCS 75/15

- F. The district provides notification to students, parents/guardians that it may request or require a student to provide a password or other related account information in order to gain access to the student’s account or profile on a social networking website if the district has reasonable cause to believe that the student’s account on a social networking website contains evidence that the student has violated a disciplinary rule or policy. The notification must be published in the elementary or secondary school’s disciplinary rules, policies, or handbook or communicated by similar means.

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
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.
12. As applicable, the district has not provided notification in its disciplinary rules, policies, or handbook or communicated by similar means that it may require a student's social network password.

**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.

**Reference(s):** 105 ILCS 5/26-13

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

**Reference(s):** 105 ILCS 5/26-1; 105 ILCS 5/26-14

7. The district permits dropouts from the age of 17 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	DATA SOUGHT OR METHOD OF VERIFICATION
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.

**Reference(s):** 105 ILCS 5/27-13.2

8. A. 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.
- B. The district provides that such pupils shall not be required to take the course if the parent/guardian submits written objection.

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
A. Written Policy	Policy which reflects compliance with mandate.
B. Student/Parent Handbook	Written notice which reflects compliance with mandate.
C. Written notification during enrollment	Written requests for exclusion from parents/guardians.

**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**

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.

**Reference(s):** 23 Ill. Admin. Code 1.310(c)

9. 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	DATA SOUGHT OR METHOD OF VERIFICATION
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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.
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**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.

**Reference(s):** 105 ILCS 5/10-20.12a; 105 ILCS 5/10-20.12b; 105 ILCS 5/22-65

10. 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 non-residents during a school term are not charged tuition for the remainder of the term.  Yes  No  N/A
- B. The board of education has a policy stating if a pupil's change of residencies 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.  Yes  No  N/A
- C. At the time of annual enrollment or at any time during the school year the district provides, either on its standard enrollment form or on a separate form, the opportunity for the individual enrolling the student to voluntarily state whether the student has a parent or guardian who is a member of a branch of the armed forces of the United States and who is either deployed to active duty or expects to be deployed to active duty during the school year.  Yes  No  N/A

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
A. Policy Manual	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.

**Noncompliance**

- The district does not charge tuition to non-resident transfer students.
- The district does charge tuition fees to parents of students who become non-resident during the school year.
- The district does not insert language on enrollment forms for military families to include requested data.

**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.

**Reference(s):** 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)  
23 Ill. Admin. Code 1.240(b)

11. 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.

**Reference(s):** 105 ILCS 5/10-22.5; 105 ILCS 5/22-19; 105 ILCS 5/27-1; 105 ILCS 5/34-18(1)  
23 Ill. Admin. Code 1.240; 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.

**Reference(s):** 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 at least once every 4 years 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 disproportionately 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.

**Reference(s):** 23 Ill. Admin. Code 200.50(e)(4) and (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.

**Reference(s):** 105 ILCS 5/10-20.12  
23 Ill. Admin. Code 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	DATA SOUGHT OR METHOD OF VERIFICATION
A. Policy Manual	<p>Formal policies prohibit sex discrimination and provide equal education opportunities to all students.</p> <p>Formal policies, Title IX, and EEO prohibit discrimination and provide equal educational opportunities to all students.</p>
B. Class Schedule	<p>Classes are scheduled as co-curricular.</p> <p>Schedule time frames are equitable.</p>
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 to 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(s):** 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

12. 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	DATA SOUGHT OR METHOD OF VERIFICATION
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| A. Staff Directory and Handbook | Specific identification of appropriate staff person (who may also be coordinator for other Federal programs) to serve as LEA liaison for homeless children. |
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**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(s):** Subtitle B of Title VII of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.)  
No Child Left Behind - Sec. 722(g)(1)(J)(ii)

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

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
A. Visible sign/poster accessible to public	On-site visitation

**Noncompliance**

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

**Reference(s):** 105 ILCS 5/10-20.12b  
105 ILCS 45/1 et seq.

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

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

**Noncompliance**

- 16A The school district does not ensure that homeless children and youth are immediately enrolled.
- 16B 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.
- 16B The school district has no process for timely records transfer for homeless students.
- 16C The district does not have a policy related to legal guardianship of minor children as part of the enrollment process.
- 16C The school district has not reviewed and revised its complaint or dispute procedures to include homeless students.
- 16D The school district does not ensure that homeless students are given free school supplies and course fee waivers and immediately receive free meals.
- 16D The school district has not reviewed policies and procedures to ensure no barriers exist for the full educational participation of homeless students.

**Reference(s):** 105 ILCS 5/10-21.4a

15. A. 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 the planning, operation, and evaluation of the educational program in their respective attendance centers.

**Reference(s):** 105 ILCS 5/10-21.4a

- B. 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	DATA SOUGHT OR METHOD OF VERIFICATION
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**

- The principal has not assumed administrative responsibilities and instructional leadership under the supervision of the superintendent.
- 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.

**Reference(s):** 105 ILCS 5/10-20.9a

16. A. 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.
- B. The policy ensures that students meet local goals and objectives and can perform at the expected grade level prior to promotion.
- C. 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 local board of education.
- D. 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	DATA SOUGHT OR METHOD OF VERIFICATION
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**

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

**Reference(s):** 105 ILCS 5/10-20.30

17. 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 of 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.

**Reference(s):** 105 ILCS 5/10-20.53  
23 Ill. Admin. Code 375.10

18. A. All local boards of education, including both high school and elementary districts, have adopted a policy regarding student athlete concussions and head injuries that is in compliance with the protocols, policies, and by-laws of the Illinois High School Association.
- B. The local board of education has included information on the district's concussion/head injury policy on any agreement, contract, code or other written instrument that the district requires parents or guardians to sign before a student athlete is allowed to participate in practice or interscholastic competition. Such signed statement is considered "health-related information" and is part of the student's temporary record.

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
A. Policy Manual	Written Policy
B. Student Parent Handbook	Policy and/or written notification to parents/guardians
C. Parental Consent Form	Information on policy concerning concussions

**Noncompliance**

- The district has not developed and adopted policies concerning student athlete concussions and head injuries in compliance with the protocols, policies, and by-laws of the Illinois High School Association.
- The district's Student Parent Handbook or Parental Consent Form(s) for student athletes does not include any information on the district's policies concerning student athlete concussions and head injuries.
- The district does not have parents/guardians sign a Parental Consent Form for student athletes.

**Reference(s):** 105 ILCS 5/10-20.14b; 105 ILCS 5/22-30

19. A. The district has developed and adopted a policy for the administration of medication.
- B. The medication policy is distributed to parents or guardians of each pupil within 15 days of student enrollment.
- 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
A. Policy Manual	Written policies
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.
3. The district fails to notify parents/guardians of each pupil in writing of the administration of medication policy within 15 days of student enrollment.
4. 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.

**Reference(s):** 105 ILCS 5/10-20.13; 105 ILCS 5/34-21.6; 105 ILCS 5/2-3.96  
23 Ill. Admin. Code 1.245

20. 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**

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**

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



**Reference(s):** Physical Fitness Facility Medical Emergency Preparedness Act: 210 ILCS 74/15 et seq.  
77 Ill. Admin. Code 527

21. The district has adopted a plan that requires an automated external defibrillator (AED) in each indoor and outdoor physical fitness facility and athletic field and to have a trained AED user on staff during staffed business hours. The plan requires the AED to be in a building that is within 300 feet of the outdoor athletic facility where an event or activity is being held and ensures that 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
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.

**Reference(s):** 105 ILCS 5/10-20.36

22. A. 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.
- B. The policy requires that at least once every 2 years, licensed 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**

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.

**Reference(s):** 105 ILCS 5/10-21.7

23. The following incidents have been reported to the Illinois State Board of Education through the Student Incident Reporting System (SIRS):

- A. 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.

**Reference(s):** 105 ILCS 5/10-21.7A

- B. 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.

**Reference(s):** 105 ILCS 5/10-21.7B

- C. The school has an established procedure in place to report all drug-related incidents occurring in a school or on school property to local law enforcement immediately and to the Department of State Police in a form, manner, and frequency as prescribed by the Department of State Police.

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
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- |                          |  |
|--------------------------|--|
| A. Policy and procedures | Procedure is in compliance with 5/10-21.7, 5/10-21.7A and 5/10-21.7B |
|--------------------------|--|

**Noncompliance**

1. The school does not have an established procedure in place for meeting the intent of 5/10-2 1.7, 5/10-21.7A and 5/10-21.7B.
2. Incident(s) is/are not reported to ISBE using the Student Incident Reporting System (SIRS).

**Reference(s):** 105 ILCS 5/17-1;105 ILCS 5/2-3.27

24. 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

**Noncompliance**

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

**Reference(s):** 105 ILCS 5/17-1.2

25. 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.

**Reference(s):** 105 ILCS 5/10-20.44

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

**Reference(s):** 105 ILCS 5/10-17a; 105 ILCS 5/10-20.47

- C. If a school district has an Internet website, the school district posts its School Report Card which describes the performance of its students by school attendance centers and by district and the district's financial resources and the use of financial resources.
- D. If a school district has an Internet website, the salary, compensation and benefits of the district superintendent and all administrators, and teachers are posted to the district website before October 1 annually and prior to submission to ISBE.

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
District's Internet website	Annual budget itemized by receipts and expenditures Itemization of contracts over \$25,000 School Report Cards for all attendance centers Administrator and teacher salaries, compensation and benefits

**Noncompliance**

- The district's Internet website does not include the posting of its current annual budget, itemized by receipts and expenditures.
- The district's Internet website does not include the posting of all contracts over \$25,000 and any contract entered into with the exclusive bargaining unit.
- The district's Internet website does not include the posting of the School Report Cards for all attendance centers.
- The district's Internet website does not include administrator and teacher salaries, compensation, and benefits or was not posted by October 1.

**Reference(s):** 105 ILCS 5/3-7

26. 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 Illinois School Code.

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
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Financial Information	Annual Financial Report (AFR)
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**Noncompliance**

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

**Reference(s):** 105 ILCS 5/10-20.21

27. 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, and 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**

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

**Reference(s):** 105 ILCS 5/10-16a

28. A. School board members elected or appointed to their seat after June 13, 2011 complete within the first year of their term a minimum of four hours of professional development leadership training covering topics in education and labor law, financial oversight and accountability, and fiduciary responsibilities of a board member.
- B. The school district maintains on its Internet website the names of all voting members of the school board who have successfully completed the training.

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
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District website	Verification of completion
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**Noncompliance**

The district does not have verification on its website that board members subject to training have completed the training.



**Reference(s):** 105 ILCS 110/3.10

29. The board of education has adopted a policy on teen dating violence that does all of the following:
- A. States that teen dating violence is unacceptable and prohibited and that each student has the right to a safe learning environment.
  - B. Incorporates age-appropriate education about teen dating violence in new or existing training programs for students in grades 7 through 12 and school employees.
  - C. Establishes procedures for the manner in which employees of a school are to respond to incidents of teen dating violence that take place at the school, on school grounds, at school-sponsored activities, or in vehicles used for school-provided transportation.
  - D. Identifies by job title the school officials who are responsible for receiving reports related to teen dating violence.
  - E. Notifies students and parents of the teen dating violence policy adopted by the board.

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
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Board policies	Inclusion of the policy meeting the specified requirements.
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**Noncompliance**

The district has not adopted a policy in accordance with 105 ILCS 110/3.10.

Survey of Learning Conditions

**Reference(s):** 105 ILCS 5/2-3.153

30. The district biannually administers the 5Essentials Survey or an alternate survey of learning conditions approved by the State Superintendent and offers the survey to all teachers, students in grades 6-12, and parents.

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
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5Essentials Survey website	Verification of survey administration.
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**Noncompliance**

The 5Essentials Survey website does not indicate that the district administered the survey as required in 105 ILCS 5/2-3.153 at least biannually.

**SECTION II – GENERAL HEALTH AND SAFETY**

**Reference(s):** 105 ILCS 5/2-3.12; 105 ILCS 5/2-3.25  
23 Ill. Admin. Code 180

- 31. A. A. The district complies with 23 Ill. Admin Code Part 180 rules entitled "Health/Life Safety Code for Public Schools" as issued by the State Superintendent of Education.
- B. 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 180.3 10)

**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.

**Reference(s):** 105 ILCS 5/27-8.1  
 23 Ill. Admin. Code 1.530(a)  
 23 Ill. Admin. Code 375.10  
 77 Ill. Admin. Code 665.140; 665.240

- 32. A. A. Each school maintains records for each student which reflect compliance with the examinations and immunizations prescribed by Section 27-8 of the School Code and the applicable rules and regulations of the Illinois Department of Public Health. Such records are "health records" and filed within the each student's permanent record.
- B. The district excludes students for health examinations and immunization requirements 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.

**Reference(s):** 105 ILCS 5/27.8.1(1.5); 105 ILCS 5/27-8.1(6); 105 ILCS 5/27-8.1(1.10)  
 77 Ill. Admin. Code 665.240(a)(5) and (6)

- C. 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 15 of the school year. If a child in the second or sixth grade fails to present proof by May 15, the school may hold the child's report card until one of the following occurs: 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 15.
- D. On or before December 1 of each year, the school district makes publicly available the immunization data they are required to submit to the State Board of Education by November 15. Immunization data made publicly available must be identical to the data the school district or school has reported to the State Board of Education.
- E. The school district has submitted the Immunization Survey to the Illinois State Board of Education by November 15 of the school year.
- F. The district has a policy for all children enrolling in either kindergarten or for the first time in a public, 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.
- G. Students entering the sixth grade are required to show proof of receiving one dose of Tdap (defined as tetanus, diphtheria, acellular pertussis) vaccine regardless of the interval since the last DTaP, DT or Td dose. Students entering grades seven through twelve who have not already received Tdap are required to receive 1 Tdap dose regardless of the interval since the last DTaP, DT or Td dose.

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

**Noncompliance**

1. Physicals or health records are missing for pupils.
2. The district's rate of returns for physicals and/or immunizations is below 90%.
3. Hearing or vision screenings are not conducted as required by law.
4. Proper notification of prior date of exclusion was not in compliance with the mandate.
5. The district does not exclude students for failing to be in compliance with 105 ILCS 27-8.1.
6. The Immunization Survey is timely filed via IWAS.
7. Immunization data is publicly available.

**Reference(s):** 105 ILCS 128/1 et seq.

33. The following general safety procedures are followed by the district:

- A. 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 (1 of which must involve the participation of the fire department/district); 1 bus evacuation drill. (accounted for in the district's curriculum); 1 severe weather and shelter-in-place drill to address and prepare students and school personnel for possible tornado incidents; and 1 law enforcement drill with the participation of law enforcement.
- B. The district holds an annual review meeting of safety procedures that meets the requirements of 105 ILCS 128/25 and submits an annual report to each party that participates in the annual review process and to the appropriate regional superintendent of schools.

**Reference(s):** 23 Ill. Admin. Code 1.530(c)

- C. 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.

**Reference(s):** Illinois Eye Protections in School Act: 105 ILCS 115/1  
23 Ill. Admin. Code 1.420(s)

- D. 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.

**Reference(s):** Illinois Toxic Art Supplies in School Act: 105 ILCS 135/6

- E. 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.

**Reference(s):** 105 ILCS 5/10-20.17a

- F. The district provides in-service 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.

**Reference(s):** 23 Ill. Admin. Code 275.100(a) through (h)

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

**Reference(s):** 105 ILCS 5/3-14.23

- H. 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

**Reference(s):** 625 ILCS 5/12-813.1(e)

- I. Each school bus must contain either an operating cellular radio telecommunication device or a two-way radio while the school bus driver is in possession of a school bus.

**Reference(s):** 625 ILCS 5/12-813.1(e)  
23 Ill. Admin. Code 1.510(i)(3)

- J.
1. 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.
  2. This policy requires the school bus driver to:
    - a. Test the cellular radio telecommunication device or two-way radio to ensure that it is functioning properly before the bus is operated.
    - b. Before leaving the bus at the end of each route, work shift, or work day, to walk to the rear of the bus and check the bus for children or other passengers in the bus.

**Reference(s):** 625 ILCS 5/11-208.9(1)

- K. School buses equipped with an automatic traffic law enforcement system have signs posted that the bus is being monitored by an automatic traffic control system.

**Reference(s):** 625 ILCS 5/11-208.9(m)

- L. If the district has one or more school busses equipped with an automatic traffic control system, notice is provided to drivers by posting that information on the district website.

**Reference(s):** Lawn Care Products Application Notice Act: 415 ILCS 65/3(f)  
Structural Pest Control Act: 225 ILCS 235/10.3

- M. The district maintains a registry of parents/guardians of students and employees who have registered to receive written or telephonic notification 2 business days prior to the application of pesticides to grounds or property.

**Reference(s):** Integrated Pest Management Act: 225 ILCS 235/10.2

- N.
1. 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.
  2. Each school district is required to assign a designated person to assume responsibility for oversight of the integrated pest management program.
  3. 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 its designated person assigned to assume responsibility oversight of the integrated pest management program to attend an applicable training course on integrated pest management.

**Reference(s):** Movable Soccer Goal Safety Act: 430 ILCS 145

- O. If a school district owns and controls a movable soccer goal, it must create a soccer goal safety and education policy that outlines how it will. specifically address the safety issues associated with movable soccer goals.

**Reference(s):** 105 ILCS 25/1.10

- P. The school district notifies parents and staff in newsletters, bulletins, calendars, or other correspondence currently published by the school district of the video on hands-only cardiopulmonary resuscitation and automated external defibrillators posted by IHSA and encourage parents and staff to view it.

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
A. Policy manual	Written Policies.
B. Buildings	On-site inspection for emergency evacuation instructions, appropriate exits, etc.
C. Interviews with custodial and bus staff	Principal's records as to compliance with regard to evacuations for tornadoes and/or fire drills; law enforcement drill.  Transportation provides records of safe bus riding practice/instruction and emergency evacuation drills; law enforcement drill.  Cards/printouts of individual student/staff emergency procedures.  Warning signs concerning protective eye devices in appropriate lab areas, vocational areas, etc.  Observation of compliance during class periods.
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.
E. Newsletters, bulletins, calendars	Evidence of notification of the IHSA video and encouraging viewing.
F. School buses	As applicable, signs are posted on the bus indicating the presence of an automatic traffic law enforcement system.
G. Website	As applicable, the district website indicates that school buses are equipped with an automatic traffic law enforcement system.

**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. School buses do not have operating cellular radio telecommunication devices or two-way radios.
13. Each school bus is not equipped with an operating cellular radio telecommunication device or two-way radio.
14. The district does not have a policy to ensure the school bus driver is the last person leaving the bus each day.
15. Bus drivers do not test the cellular radio telecommunication device or two-way radio to ensure it is functioning properly before the bus is operated.
16. Bus drivers do not test the cellular radio telecommunication device or two-way radio at the end of the work day, route, or shift to ensure it continues to function properly.
17. Bus drivers do not report that a cellular radio telecommunication device or two-way radio is out of order.
18. 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.
19. Each school in the district does not have an integrated pest management program.
20. Each school in the district has not notified the Department of Public Health of the development of the program.
21. The district does not have a designated person assigned to assume responsibility for oversight of the integrated pest management program.
22. The person assigned the responsibility for the program has not attended an applicable training course.
23. 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.

24. If the district has a movable soccer goal, it has not adopted a policy in accordance with 430 ILCS 145.
25. As applicable, school buses and/or the district website does not indicate that buses are equipped with an automatic traffic law enforcement system.

**Reference(s):** School Breakfast and Lunch Program Act: 105 ILCS 125/1 et seq.  
23 Ill. Admin. Code 305

34. A. School(s) in the district that participate in the School Breakfast Program (SBP) and/or National School Lunch Program (NSLP) and sell beverages or food other than as a part of the SBP/NSLP reimbursable meals that do not meet the competitive food standards (7 CFR 201.11 (2013) to students before, during and/or within 30 minutes after the end of the school day do so only on exempted fundraising days.
- B. If the district allows for exempted fundraising days, it:
1. Has a policy stating procedures to be used to request an exempted fundraising day and the process and criteria to review and approve or deny a request.
  2. Includes the fundraising policy in the participating school’s local wellness policy.
  3. Maintains for no less than three years a listing of the exempted fundraising days held.
- C. All revenue from the sale of any food or beverage meeting the competitive food standards sold to students in the food service areas during the meal period accrue to the nonprofit school lunch account. Foods and beverages not meeting the competitive food standards are not sold in the food service area during meal periods per federal regulation.
- D. Every public school in the district provides a free lunch to students eligible for free meals.
- E. Every public school in the district that offers a breakfast program as defined in 105 ILCS 125/1 shall provide free breakfasts to students eligible to receive free meals.
- F. If claiming only state reimbursement, the district maintains an accurate record of the number of free breakfasts and lunches served to children each day.

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
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Food, beverage, candy, and potato chip sales	Cafeteria, vending machines, and fundraisers.
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Policy manual	Relevant policies are in place.
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**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.



**Reference(s):** Childhood Hunger Relief Act: 105 ILCS 126/20

35. A. If the district has a summer program, 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.
1. 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.

**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.

**Reference(s):** Childhood Hunger Relief Act: 105 ILCS 126/20

36. A. 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.
- B. 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.

**Reference(s):** 105 ILCS 5/2-3.148

37. The district has a policy based on the Guidelines for Managing Life-Threatening Food Allergies in Illinois Schools. Posted at [www.isbe.net/nutrition/htmls/food\\_allergy\\_guidelines.htm](http://www.isbe.net/nutrition/htmls/food_allergy_guidelines.htm).

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
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Local school district policy	Evidence of policy implementation
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**Noncompliance**

The district has not adopted a policy for managing life threatening food allergies.

**Reference(s):** 105 ILCS 5/2-3.148

38. The district conducts training on management of life-threatening food allergies:
- A. at least every two years.
  - B. for all school personnel who work with students are trained, including but not limited to school and district administrators, teachers, school advisors and counselors, school health personnel, and school nurses.
  - C. Training is conducted by persons with expertise in anaphylactic reactions and management.

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
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Training materials/syllabus	Evidence training has been conducted.
Participation roster	Evidence all school personnel who work with students have been trained.

**Noncompliance**

- 1. No training on the management of life-threatening food allergies has been conducted.
- 2. All school personnel who work with students have not attended a training session on the management of life-threatening food allergies.
- 3. Training not conducted by people with expertise in anaphylactic reactions and management.



**Reference(s):** 105 ILCS 5/22-15(b)

39. If the district includes high school grades, the district maintains catastrophic accident insurance for all student athletes injured while participating in school-sponsored or school-supervised athletic events sanctioned by IHSA. The catastrophic accident insurance policy must cover whichever occurs first, \$3 million in aggregate benefits or 5 years of coverage for injuries that result in medical expenses in excess of \$50,000. (Note: school districts that require student athletes to have health insurance coverage in order to participate in athletic events are exempt from this requirement.)

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
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Insurance policy	Verification that the policy is on file and compliant.
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**Noncompliance**

The district does not maintain insurance for student athletes in accordance with 105 ILCS 5/22-15(b).

**SECTION III - PERSONNEL**

**Reference(s):** 105 ILCS 5/21 and 5/21B et seq.  
23 Ill. Admin. Code 1.310, 1.610, 1.630, and 1.705 through 1.790

40. All administrators, teachers, school support personnel, and professional staff are properly licensed and qualified for their assignments.

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
Personnel files, ELIS	Transcripts, licensure information on ELIS

**Noncompliance**

The district employees one or more individuals without proper licensure.

NCLB Highly Qualified Requirements

**Reference(s):** ESEA Title I, Part A, Section 1119(a)(3)

- 41. A. The local school district office has an equity plan 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

**Noncompliance**

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

NCLB Highly Qualified Requirements

**Reference(s):** ESEA Title I, Part A, Section 1119(a)(3)

- 42. A. The most recent 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.

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
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Annual Report and Plan	List of teachers not highly qualified and resources available to support those teachers
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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. 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.
5. A roadmap is not on file for each not-highly qualified teacher.
6. Not every not-highly qualified teacher has filed a plan with the district to become highly qualified.
7. Not every filed plan specifies a district commitment of resources to assist the teacher in becoming highly qualified.
8. Not every filed plan specifies the benchmark for each strategy.

NCLB Highly Qualified Requirements

**Reference(s):** ESEA Title I, Part A, Section 1119(a)(1)

- 43. 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(s):** ESEA Title I, Part A, Section 1111(h)(6)

- 44. 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 licensed employees accurately on the Employment Information System.

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
Parent notification letters, EIS	Timely notification and provides status of teacher
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 EIS.

**Reference(s):** 105 ILCS 5/10-16.5; 105 ILCS 5/10-16.7

45. 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
Official local board minutes	Oath of office taken by local board members
Policy Manual	Written policy
District Personnel Evaluation Plan	Superintendent evaluation

**Noncompliance**

- The district does not require local board members to take an oath of office.
- 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.
- The school board does not evaluate the superintendent regarding the administration of policies and assets of the district.

**Reference(s):** 105 ILCS 21B-40

46. All staff members have their licenses 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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ELIS, ROE Records	Proof of registration and fees paid
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**Noncompliance**

All staff members do not have their licenses registered with the Regional Superintendent of Schools.



**Reference(s):** 105 ILCS 5/10-22.34  
23 Ill. Admin. Code 1.630; 1.650; 1.660

47. A. The district maintains records for all professional personnel, paraprofessional personnel, and teacher aides currently employed by the district. The records shall contain:

B. the individual's name.

**Reference(s):** 105 ILCS 5/24-23  
23 Ill. Admin. Code 1.650

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

**Reference(s):** 105 ILCS 5/24-5

D. proof of a physical examination.

**Reference(s):** 105 ILCS 5/24-6; 105 ILCS 5/24-8

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

**Reference(s):** 105 ILCS 5/10-21.9

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

G. 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.

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

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

J. evaluations for all professional staff.

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
Personnel files/records	Evidence that the aforementioned documents are maintained.

**Reference(s):** 105 ILCS 5/24A-2.5; 105 ILCS 5/24A-5; 105 ILCS 5/24A-8; 105 ILCS 5/24A-15; 23 Ill. Admin. Code 1.320(b); 23 Ill. Admin. Code 50.200(a)

48. Staff evaluation plans meet the following requirements:
- A. Each teacher in contractual continued service is evaluated at least once in the course of every two school years.
  - B. Each teacher not in contractual continued service is evaluated at least once during the course of each school year.
  - C. A four category rating system using “excellent,” “proficient,” “needs improvement,” and “unsatisfactory” is utilized by the district.
  - D. Evaluations of principals and assistant principals weight student growth 30% or more of the summative rating.
  - E. No later than its PERA implementation date, the district has incorporated student growth as a significant factor in teacher evaluation ratings. “Significant factor” is defined as at least 25% during the first two years of implementation and 30% thereafter.
49. Evaluators have completed the pre-qualification training program required by law.
50. As applicable, the district and its teachers (or their collective bargaining unit) have convened a joint committee on or before November 1 in the year prior to its PERA implementation date for teacher evaluations.

<b>SOURCE</b>	<b>DATA SOUGHT OR METHOD OF VERIFICATION</b>
Teacher and principal/assistant principal evaluation plans	Evidence that evaluation requirements are in conformance with law.
Personnel files/records	Evidence that evaluation requirements are in conformance with law.
ELIS	Evidence that evaluators are pre-qualified.
Joint committee notes, agendas	Evidence that the joint committee, as applicable, has met.

**Reference(s):** 105 ILCS 5/24-12(b), 105 ILCS 5/24-12(c)

51. The district adheres to the following reduction in force RIF procedures:
- A. The district groups all teachers into one of four appropriate reduction in force (RIF) categories each year.
  - B. The district's RIF Joint Committee meets on or before December 1 annually.

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
RIF joint committee notes, agendas	Evidence that the RIF joint committee has met on or before December 1 <sup>st</sup> annually.
RIF list	Evidence that teachers have been grouped into RIF groupings and, as applicable, honorable dismissals proceed according to such lists.

**Reference(s):** Abused and Neglected Child Reporting Act: 325 ILCS 5/4

52. 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).  Yes  No  N/A
- 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.  Yes  No  N/A

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
Personnel files/records	Evidence that the ANCRA statement is signed.
Board minutes, agendas	Evidence that board members have been informed for their mandated reporter status.

**Reference(s):** 105 ILCS 5/10-22.34  
23 Ill. Admin. Code 1.630

53. The school district submits a list of all paraprofessionals it employs to the State Superintendent of Education with its annual Application for Recognition.  Yes  No  N/A

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
Application for Recognition of Schools	At the time the it was submitted, the list provided on the Application for Recognition of Schools was consistent with the paraprofessionals employed by the district.
District/personnel files	At the time the it was submitted, the list provided on the Application for Recognition of Schools was consistent with the paraprofessionals employed by the district.

**Reference(s):** 105 ILCS 5/10-22.34  
23 Ill. Admin. Code 1.630

54. A. The school district ensures no individual is employed as a paraprofessional without an Educator License With Stipulations endorsed for Paraprofessional [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.  Yes  No  N/A
- B. Paraprofessionals, volunteer personnel, and other non-licensed personnel are utilized in compliance with the School Code and the Rules and regulations for the Utilization of Teaching Aides and other Non-licensed Personnel.  Yes  No  N/A
- C. Volunteer personnel are utilized in compliance with the School Code.  Yes  No  N/A

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
Personnel files, ELIS	Transcripts, licensure information on ELIS

**SECTION IV – INSTRUCTIONAL PROGRAM AND SERVICES**

**Reference(s):** 105 ILCS 5/24-5

- 55. A. The school district conducts supervisory and in-service programs for the professional staff.
- B. The staff is involved in planning, conducting, and evaluating in-service programs.

**Reference(s):** 105 ILCS 5/10-22.39

- 1. School guidance counselors, teachers, school social workers, and other school personnel who work with pupils in grades 7 through 12 have been trained to identify the warning signs of mental illness and suicidal behavior in adolescents and teens and are taught the various intervention techniques.
- 2. This training is provided within the framework of the district's existing in-service training programs or as part of the professional development activities required for licensure renewal.

**Reference(s):** 105 ILCS 145

- C. In schools that have a student with diabetes, all school employees shall receive training in the basics of diabetes care, how to identify when a student with diabetes needs immediate or emergency medical attention, and whom to contact in the case of an emergency during a regular in- service training as provided for by Section 10-22.39 of the School Code.
- D. Delegated care aide for students with diabetes shall receive initial training provided by a licensed healthcare provider with expertise in diabetes or a certified diabetic educator and individualized by a student's parent or guardian. Training must be consistent with the guidelines provided by the U.S. Department of Health and Human Services in the guide for school personnel entitled "Helping the Student with Diabetes Succeed." The training shall be updated when the diabetes care plan is changed and at least annually.

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
In-service Committee	Roster of staff involved.
Reports	Summaries of in-service.
Other documents such as the calendar board minutes, policy manual, etc.	Verification that in-services take place.
Comprehensive Special Education Personnel Development Program	Verification of in-service related to special education.

**Noncompliance**

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

3. There is no in-service training for guidance counselors, teachers, school social workers, or other school personnel who work with pupils in grades 7 through 12 to identify the warning signs of mental illness and suicidal behavior and the various intervention techniques.
4. There is no in-service training to identify when a student with diabetes needs immediate or emergency medical attention.



**Reference(s):** 105 ILCS 5/18-8.05(F)(2)(d)

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

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
Application	The application is approved.
In-service Program Plan	Specifies contents of in-service.
Evaluation Report	Summary of the evaluation of the in-service.
Other documents including the calendar board minutes and policy manual.	Verifies in-services.

**Noncompliance**

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

**Recommendation**

The evaluator should ensure that the dates for in-service programs and activities are the same as those listed on the district's official school calendar.



**Reference(s):** 23 Ill. Admin. Code 1.420(b)

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

**Reference(s):** 105 ILCS 5/10-20.9a

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

**Reference(s):** 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
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.
Student records	Inspection of materials that would be transferred to another school.
Policy and handbooks	The pupil progress reporting system is identified which includes the procedure and reasons why a grade may be changed.
Newsletter	Documentation of notification.
Handbooks	Documentation of notification.

**Noncompliance**

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

**Reference(s):** 105 ILCS 5/10-19  
23 Ill. Admin. Code 1.420(g)

59. 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.

**Reference(s):** 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		
Minimum Official Calendar	Calendar approved:		
	<b>Total Days</b>	<b>Instruction</b>	<b>Institutes</b>
	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.

**Reference(s):** 105 ILCS 18-8.05(F)(2)(f)  
23 Ill. Admin. Code 1.420(f)(4)(B)

60. 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 licensed 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.)

**Reference(s):** 105 ILCS 10-22.34(a), 105 ILCS 18-8.05(F)(1)(c)  
23 Ill. Admin. Code 1.420(f)(4)(A)

61. 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 ½ day of attendance by pupils in kindergartens which provide only a ½ day of attendance.

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
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.
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 ½ day of attendance for pupils in K day kindergarten.
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**

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

**Reference(s):** 23 Ill. Admin Code 1.420(o)

62. A. 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
Buildings	On-site review of facilities
Staff Roster	Verification of qualifications
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 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 license**. 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.



**Reference(s):** 23 Ill. Admin. Code 1.420(q)

63. 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
Needs Assessment	<ol style="list-style-type: none"> <li>1. Formally documented needs assessments: Guidance Psychological Services Social Work Services Health Services</li> <li>2. If services are provided by certificated individuals, no needs assessment is required.</li> </ol>
High School Guidance	A high school must have a certified counselor (the district may determine the amount of time through a needs assessment).
Health Services	<ol style="list-style-type: none"> <li>1. The county nurse, if unpaid by the district, may assist the district.</li> <li>2. A person enrolled in an approved intern program is acceptable.</li> </ol>

**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.

**Reference(s):** Reference(s): 23 Ill. Admin. Code 226.130

64. 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.

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**

Identification of English Learners

**Reference(s):** 105 ILCS 5/14C-1 et seq.  
23 Ill. Admin. Code 228.15

65. The school district administers a home language survey to every student first enrolled in the district. The survey shall include at least the following questions:
- A. Whether a language other than English is spoken in the student's home and, if so, which language.
  - B. 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
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**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.

Identification of English Learners

**Reference(s):** 105 ILCS 5/14C-3  
23 Ill. Admin. Code 228.15

66. The school district screens the English language proficiency of each student identified through the home language survey within 30 days after the students' enrollment in the district.

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.

Program Options, Placement and Assessment (TBE Programs)

**Reference(s):** 105 ILCS 5/14C-3, 105 ILCS 5/14C-3, 105ILCS 5/14C-10  
23 Ill. Admin. Code 228.25, 23 Ill. Admin. Code 228.30

- 67. A. The school district has established a transitional bilingual education (TBE) program for each language classification when an attendance center has an enrollment of 20 or more English Learners of the same language classification in K-12 or 20 or more English Learners of the same language classification in Preschool.
- B. English Learners in a full-time TBE program are provided instruction in the native language and English in subjects that are either required by law or by the school district, including in subjects such as language arts, math, science and social studies.
- C. All teachers teaching English Learners in the native language are properly licensed, including holding a bilingual endorsement.
- D. English Learners in TBE program are provided instruction in English as a second language by teachers holding the ESL or ENL endorsement.
- E. The school district established a bilingual parent advisory committee which meets at least four times per year.
- F. English Learners placed on a part TBE program meet the criteria for the part-time program placement.

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
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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.

Students' Participation; Records (TBE and TPI Programs)

**Reference(s):** 105 ILCS 5/14C-4  
23 Ill. Admin. Code 228.40

68. 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 or transitional program of instruction in the middle of a school year, the school district notifies by mail the parents or legal guardians of the student.

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](http://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.

Program Options, Placement, and Assessment (TPI Programs)

**Reference(s):** 105 ILCS 5/14C-3  
23 Ill. Admin. Code 228.30(d)

69. If the district has 19 or fewer students of limited English proficiency from any single non-English language, and the district elects not to provide a transitional bilingual education (TBE) program, it provides a locally determined transitional program of instruction (TPI) for those students and instruction is provided by a qualified ESL teacher.

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

**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.

**Reference(s):** 105 ILCS 5/14C-3  
23 Ill. Admin Code 228.25(c)

70. A. The school district annually assesses the English language proficiency of English Learners.

**Reference(s):** 105 ILCS 5/14C-3  
23 Ill. Admin Code 228.25(c)(3)

Program Options, Placement, and Assessment (TPI Programs)

B. Students not enrolled in a TBE or TPI program but who have been identified as having limited English proficiency are required to participate in the assessment each year until they achieve a "proficient" score.

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
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English assessment	Test results
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**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.



**SECTION VI(A) – INSTRUCTIONAL PROGRAM: DISTRICTS WITH ELEMENTARY SCHOOLS**

**Reference(s):** 23 Ill. Admin. Code 1.420 and 1.430

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

**Reference(s):** 105 ILCS 5/10-22.18; 105 ILCS 5/10-20.19a  
23 Ill. Admin. Code 1.420(h)

A. **Kindergarten**

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, everyday kindergarten must also provide half-day sessions for those children whose parents prefer that option.

**Reference(s):** 23 Ill. Admin. Code 1.430(a)

B. Language Arts, Reading, and other Communication skills

**Reference(s):** 23 Ill. Admin. Code 1.430(a)(3)

C. Mathematics

**Reference(s):** 23 Ill. Admin. Code 1.430(a)(2)

D. Science

**Reference(s):** 105 ILCS 5/27-13.1  
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.

**Reference(s):** 23 Ill. Admin. Code 1.430(a)(4)

F. Social Studies

**Reference(s):** 105 ILCS 5/27-21

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

**Reference(s):** 105 ILCS 5/27-20.4

2. 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.

**Reference(s):** 105 ILCS 5/27-1; 105 ILCS 5/27-3; 105 ILCS 5/27-3; 105 ILCS 5/27-21

23 Ill. Admin. Code 1.430(b)

3. 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 8<sup>th</sup> 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.

**Reference(s):** 105 ILCS 5/27-20.3

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

**Reference(s):** 105 ILCS 5/27-20.3

5. 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.

**Reference(s):** 105 ILCS 5/27-20.5

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

**Reference(s):** 105 ILCS 5/27-23.8

7. The district provides a unit of instruction on disability history, people with disabilities, and the disability rights movement.

**Reference(s):** 105 ILCS 5/27-21

8. The district provides a unit of instruction studying the role and contributions of Hispanics and shall include the study of events related to the forceful removal and illegal deportation of Mexican-American U.S. citizens during the Great Depression.

**Reference(s):** 23 Ill. Admin. Code 1.420(i); 23 Ill. Admin. Code 1.430(a)(9)

G. Career Education - Awareness and Exploration

**Reference(s):** 105 ILCS 5/27-12

H. 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.

**Reference(s):** 23 Ill. Admin. Code 1.430(a)(5)

I. Music

**Reference(s):** 23 Ill. Admin. Code 1.430(a)(6)

J. Art

**Reference(s):** 105 ILCS 5/27-6  
23 Ill. Admin. Code 1.420(p); 23 Ill. Admin. Code 1.430(a)(8)

K. 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.

**Reference(s):** 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.

**Reference(s):** 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.

**Reference(s):** Critical Health Problems and Comprehensive Health Education Act:  
105 ILCS 110/1 et seq. 105 ILCS 5/27-9.1  
23 Ill. Admin. Code 1.420(n)

L. Health Education

1. 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 the equivalent at the middle school or junior high school level is required.

2. 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.

3. The district's health education program and sex education and family life course in grades 6-12 includes instruction in prevention, transmission and spread of AIDS and the dangers associated with drug and alcohol consumption during pregnancy.

**Reference(s):** 105 ILCS 5/27-23.3

M. The district provides instruction in relation to the prevention of abuse of anabolic steroids in grades 7 through 12 (grades 7 and 8 if an elementary district) and includes such instruction in science, health, drug abuse, physical education or other appropriate courses of study. The district also provides this instruction to students who participate in interscholastic athletic programs.

**Reference(s):** 105 ILCS 5/27-17  
23 Ill. Admin. Code 1.430(a)(10)

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

**Reference(s):** 105 ILCS 5/27-13.3

**O. Internet Safety Education**

The district provides in grades 3 through 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.

**Reference(s):** 105 ILCS 5/10-20.53

P. The district promotes 60 minutes of minimum reading opportunities daily for students in kindergarten through 3rd grade whose reading level is one grade level or lower than his or her current grade level according to current learning standards and the school district.

**Reference(s):** 105 ILCS 110/3

Q. The district offers age-appropriate sexual abuse and assault awareness and prevention education.

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
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Class and/or teachers schedules, and handbooks	Listing of courses or subjects taught.
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Curriculum Guide/Syllabus	Documented course content.
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Student Records	Documented evidence that students receive instruction.
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**Noncompliance**

1. Absence of a program.

2. Program doesn't meet state minimum requirements.

**Area of Concern**

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 for 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 (7<sup>th</sup> and 8<sup>th</sup> grades if an elementary school) in relation to the prevention of abuse of anabolic steroids for students who participate in interscholastic athletic programs.
6. The district does not provide instruction in grades 6-12 on the dangers associated with drug and alcohol consumption during pregnancy.

**SECTION VI(B) – INSTRUCTIONAL PROGRAM: DISTRICTS WITH HIGH SCHOOLS**

**Reference(s):** 105 ILCS 5/27-22  
23 Ill. Admin. Code 1.440(a)

72. The district provides a comprehensive curriculum that includes at least the following course offerings for grades 9-12.

**Reference(s):** 23 Ill. Admin. Code 1.440(a)(1)

A. Language Arts

**Reference(s):** 23 Ill. Admin. Code 1.440(d)(1)(2)

B. "Writing Intensive" courses.

**Reference(s):** 23 Ill. Admin. Code 1.440(a)(2);1.440(g)(2)

C. Science

**Reference(s):** 23 Ill. Admin. Code 1.440(a)(3); 1.440(g)(3)

D. Mathematics

**Reference(s):** 23 Ill. Admin. Code 1.440(a)(4)

E. History of the United States

**Reference(s):** 105 ILCS 5/27-20.3; 105 ILCS 5/27-20.4; 105 ILCS 5/27-20.5; 105 ILCS 5/27-23.8; 105 ILCS 5/27-21  
23 Ill. Admin. Code 1.420(r)(4)(5)(6)

1. The district includes a unit of instruction studying the History of Women in America.
2. The district includes a unit of instruction studying the period in World War II known as the Holocaust.
3. 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.
4. The 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.
5. The district provides a unit of instruction on disability history, people with disabilities, and the disability rights movement.
6. The district provides a unit of instruction studying the role and contribution of Hispanics and shall include the study of events related to the forceful removal and illegal deportation of Mexican-American

U.S. citizens during the Great Depression.

**Reference(s):** 23 Ill. Admin. Code 1.420(a)(5)

F. Foreign Language

**Reference(s):** 23 Ill. Admin. Code 1.420(a)(6)

G. Music

**Reference(s):** 23 Ill. Admin. Code 1.420(a)(7)

H. Art

**Reference(s):** 23 Ill. Admin. Code 1.420(i); 1.440(a)(8)

I. Career Education -Orientation and Preparation

**Reference(s):** 105 ILCS 110/1; 105 ILCS 5/27-9.1  
23 Ill. Admin. Code 1.420(n); 1.440(a)(9)

J. **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; dangers associated with drug and alcohol consumption during pregnancy, 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.

**Reference(s):** 105 ILCS 5/27-6  
23 Ill. Admin. Code 1.420(p); 1.430(a)(8); 1.440(a)(10)

K. **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.

**Reference(s):** 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.

**Reference(s):** 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.

3. The district excuses pupils in grades 9 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.

**Reference(s):** 105 ILCS 5/27-6

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.

**Reference(s):** 105 ILCS 5/27-12.1  
23 Ill. Admin. Code 1.420(k); 1.440(a)(11); 1.440(b)(3)

L. 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.

**Reference(s):** 105 ILCS 5/27-13.1  
23 Ill. Admin. Code 1.430(a)(11)

M. **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.

**Reference(s):** 105 ILCS 5/27-23.3

N. The district provides instruction in relation to the prevention of abuse of anabolic steroids in grades 7 through 12 (grades 9, 10, 11 and 12 if high school district) and includes such instruction in science, health, drug abuse, physical education or other appropriate courses of study. The district also provides this instruction to students who participate in interscholastic athletic programs.

**Reference(s):** 23 Ill. Admin. Code 1.420(o)

O. Each high school attendance center provides a program of medial/library services.

**Reference(s):** 105 ILCS 110/3

P. The district offers age-appropriate sexual abuse and assault awareness and prevention education.

**Reference(s):** 105 ILCS 5/27-24  
23 Ill. Admin. Code 252

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.



**Reference(s):** 105 ILCS 5/27-24.2

a. *Classroom Instruction*

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

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

**Reference(s):** 105 ILCS 5/27-24.2

c. *Behind-the- Wheel*

The full six hours of practice driving and observation time is in a dual-control vehicle with a licensed driving instructor on public roadways.

**Reference(s):** 23 Ill. Admin. Code 252.20(b)

2. The classroom portion of the course shall be during the school day and may be offered at other times (i.e., before or after school, in the evenings or on weekends). The school district shall determine when to offer the behind-the-wheel portion of the course during the regular school year, which may be during the school day, at times other than during the school day, or through a combination of both options; however, this subsection (b) shall not authorize a school district to offer behind-the-wheel instruction only during the summer.

**Reference(s):** 105 ILCS 5/27-23  
23 Ill. Admin. Code 252.30(a)(3) and (4)

3. The driver education fee is waived with respect to any student who is eligible for free lunches or breakfasts pursuant to the School Breakfast and Lunch Program Act [105 ILCS 125] and 23 Ill. Adm. Code 305 (School Food Service), and with respect to other students in accordance with the district's policy accordance with Section 1.245 (Waiver of School Fees) of the rules of the State Board of Education (see 23 Ill. Adm. Code 1 (Public Schools Evaluation, Recognition and Supervision)).

**Reference(s):** 105 ILCS 5/27-23; 105 ILCS 5/27-24.2; 105 ILCS 5/27-24.1; 105 ILCS 5/26-3a  
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 place in the district policy manual.

R. The district includes in its curriculum training on how to properly administer cardiopulmonary resuscitation (which training must be in accordance with standards of the American Red Cross, the American Heart

Association, or another nationally recognized certifying organization) and how to use an automated external defibrillator.

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

**Noncompliance**

1. Absence of any mandated Program (example: Art, Music, etc.)
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 Curriculum

#### 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(s):** 105 ILCS 5/27-22

73. A. **Minimum Requirements of Graduation**

As a prerequisite to receiving a high school diploma, each pupil entering the 9<sup>th</sup> grade in the 2008-2009 school year or a subsequent school year must, in addition to other course requirements, successfully complete the following courses:

1. Four (4) years of language arts.
2. Two (2) years of writing intensive courses: one year must be an English language arts course and one year may be provided as part of any other course.
3. Three (3) years of mathematics: At least one year of Algebra I and one year of a course that includes geometry content and one of which may be an Advanced Placement computer science course if the pupil successfully completes Algebra II or an integrated mathematics course with Algebra II content.
4. Two (2) years of science.
5. 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.
6. 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.

**Reference(s):** 105 ILCS 5/27-21  
23 Ill. Admin. Code 1.440(b)(4)

- B. 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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Policy Manual	Formal Policy.
Student handbook	Listing of graduation requirements.
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**

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

**SECTION VII – SPECIAL EDUCATION**

**Reference(s):** 105 ILCS 5/14-9.01  
23 Ill. Admin. Code 226.800(k)(1), (2), (3)

74. Necessary non-licensed personnel employed in classes, programs, or services are under the direct supervision of a qualified specialist and receive in-service training experiences appropriate to the nature of their responsibilities.

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
Personnel files	Job descriptions indicating such supervisory roles.
Classroom observations	Observing the work of such personnel.

**Reference(s):** 105 ILCS 5/14-8.01  
23 Ill. Admin. Code 226.720(b)

75. The age range of students in each special education program or instructional grouping does not exceed:
- A. The four (4) year limit for primary, intermediate, and junior high;
  - B. The four (4) to six (6) year limit for secondary.

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
Student records and class rosters	Verification that the age range of students complies with the provisions noted.

**Reference(s):** 23 Ill. Admin. Code 226.730

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

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
Student records and class rosters	Verification that the age prescribed enrollment limitations are followed.

**Reference(s):** 105 ILCS 5/14-7.01  
23 Ill. Admin. Code 226.750(b)

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

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
Student records and transportation logs	Verification that transportation is provided to eligible students.



**Reference(s):** 23 Ill. Admin. Code 226.750(b)(1)

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

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
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Class schedules	Times and schedules comply with the requirement.
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**Reference(s):** 23 Ill. Admin Code 1.240(a); 226.720(a)

79. 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.

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
Physical inspection of facilities	Inspection confirms that the facilities are at least equal that those provided to general education students.

**Reference(s):** 23 Ill. Admin. Code 226.50(c)(1)

80. 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 student's 22<sup>nd</sup> birthday).

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
Student records and class rosters	Verification that eligible pupils are enrolled and provided with such services.

**Reference(s):** 23 Ill. Admin. Code 226.110(c)(3)

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

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
Student records and evaluations	Copies of such evaluations are available for inspection to confirm compliance with the requirement.

**Reference(s):** 23 Ill. Admin. Code 226.735

82. Each district develops a plan 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.

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
District plan	A plan is available for inspection to confirm compliance with this requirement.