

Reference Guide for the 2013-2014 Public School Compliance Probe

Illinois State Board of Education
Division of Public School Recognition

SECTION I—GOVERNANCE AND OPERATIONS

Reference(s): 105 ILCS 5/2-3.64; 105 ILCS 5/2-3.25(b)

1. A. The district annually administers the Illinois Standards Achievement Test and Prairie State Achievement Examination to all students required by 105 ILCS 5/2-3.64 of the School Code to ensure compliance with the participation rate referred to in 105 ILCS 5/2-3.25(b) of the School Code.
- B. The district informs the students of the timelines and procedures applicable to their participation in every yearly administration of the Illinois Standards Achievement Exam and the Prairie State Achievement Examination.

SOURCE	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 Prairie State Achievement Test.

Noncompliance

1. All students are not afforded at least 2 opportunities to take the Prairie State Achievement Exam as per 105 ILCS 5/2-3.64(c).
 2. Students and/or parents are not informed of timelines, procedures applicable to participation in every yearly administration of the exam.
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Reference(s): 105 ILCS 5/2-3.25d
23 Ill Admin. Code 1.85 (d)

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

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

Noncompliance

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

Note: Items 3 (A) through 3 (J) apply only to Title I schools.

Reference(s): Sec. 1116: 20 U.S.C.A. 6316
C.F.R. 200

3.
 - A. The district, with one or more schools in school improvement, corrective action, or restructuring, has received ISBE approval of its parent notification about Public School Choice prior to distribution to the parents of students attending such schools.
 - B. The district, with one or more schools in school improvement, corrective action, or restructuring, has notified the parents about the availability of Public School Choice at least 14 days before the start of the school year.
 - C. The district, with one or more schools in school improvement, corrective action, or restructuring, has provided all students enrolled in these schools with the option to transfer to another public school within the district, which may include a public charter school, that has not been identified for school improvement.
 - D. The district, with one or more schools in school improvement, corrective action, or restructuring, in providing students the option to transfer to another public school, has given priority to the lowest achieving students from low-income families.
 - E. The district, with one or more schools in school improvement, corrective action, or restructuring, has ensured that students who used the option to transfer were enrolled in classes and other activities in the schools to which the students transferred, in the same manner as all other students at the school.
 - F. The district, with one or more schools in school improvement, corrective action, or restructuring, provides or pays for the provision of transportation for each student who transferred to another public school within the district.
 - G. The district, with one or more schools in school improvement, corrective action, or restructuring, has attempted to the extent practical to establish a cooperative agreement with other districts in the area for a transfer when there is no school within its district making Adequate Yearly Progress.
 - H. The district, with one or more schools in school improvement, corrective action, or restructuring, allows each student who transferred to another public school to remain in that school until the student has completed the highest grade in that school.
 - I. The district, with one or more schools in school improvement, corrective action, or restructuring, prominently display on its Web site, in a timely manner to ensure that parents have current information, the following information regarding the district's implementation of the public school choice requirements:
 1. Beginning with data from the 2007-2008 school year and each subsequent school year, the number of students who were eligible for

- and the number of students who participated in public school choice;
2. Beginning with data from the 2007-2008 school year and for each subsequent school year, the number of students who were eligible for and the number of students who participated in supplemental educational services;
 3. For the current school year, a list of available schools to which students eligible to participate in public school choice may transfer.

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

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

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

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

Noncompliance

1. The district does not have current ISBE approval of its parent notification for Public School Choice.
2. The school in school improvement status did not notify all parents of enrolled students of the option to transfer to another school making AYP at least 14 days prior to the first day of the school year.
3. The district that could offer the option to transfer to a public charter school not identified for school improvement failed to do so.
4. The district has no written procedure for giving priority to lowest-achieving students from low-income families.
5. The receiving school to which the students transferred did not provide appropriate grade/classes and participation in special programs and extracurricular activities as it did for other students.
6. The district has not provided for the transportation or charged the cost to the required Title I set aside (20%).
7. The district has no written documentation of its attempt to contact neighboring districts to establish choice cooperative agreements when the option to transfer to another school within the district does not exist.
8. The district has no written documentation to ensure that each student who transferred to another public school could remain in that school until the students completed the highest grade at the school.
9. The district does not have the required Public School Choice information on its Web Site, or the district does not have a Web site and has no documentation that it informed ISBE of that fact.
10. The district does not have an approved policy for student transfers per 105 ILCS 5/10-21.3a.

Supplemental Educational Service

Note: Items 4 (A) through 4 (J) apply only to Title I schools.

Reference(s): Sec. 1116: 20 U.S.C.A. 6316
34 C.F.R. 200
23 Ill. Admin. Code 675

4. A. The district, when having one or more schools in the second year of school improvement, corrective action, or restructuring, has received ISBE approval of its parent notification letter about SES prior to distribution to the parents as required by 23 Ill Admin. Code 675.175.
- B. The district, when having one or more schools in the second year of school improvement, corrective action, or restructuring, notifies parents of low-income students about Supplemental Educational Services (SES) within the timeline specified in 23 Ill Admin. Code 675.175.
- C. The district, when having one or more schools in the second year of school improvement, corrective action, or restructuring, supplies SES providers with fully executed contracts, student information, and any other materials required to begin services within the timeline specified in 23 Ill Admin. Code 675.175.
- D. The district, when having one or more schools in the second year of school improvement, corrective action, or restructuring, treats all providers equitably and impartially, giving the same opportunities, access to school facilities, etc. to all providers as specified in 23 Ill Admin. Code 675.30 and 34 C.F.R. 200.48.
- E. The district, when having one or more schools in the second year of school improvement, corrective action, or restructuring, ensures that parents may choose from all providers approved to serve the district and who are willing to serve the district in a given school year as required by 20 U.S.C.A. 6316(e)(2).
- F. The district, when having one or more schools in the second year of school improvement, corrective action, or restructuring, has ensured that a learning plan has been made in consultation with parents and providers that contains all the elements as required by 20 U.S.C.A. 6316(e)(3).
- G. The district, when having one or more schools in the second year of school improvement, corrective action, or restructuring, pays only those SES provider invoices whose net total is the amount specified in the ISBE STARS system as indicated in 23 Ill Admin. Code 675.70.
- H. The district, when having one or more schools in the second year of school improvement, corrective action, or restructuring, does not pay from SES funds more per child than the per-child allocation as determined by federal formula found in 20 U.S.C.A. 6316(e)(6).
- I. The district, when having one or more schools in the second year of school improvement, corrective action, or restructuring, has posted on the district's website the information required to be posted in 34 C.F.R. 200.39:

1. Beginning with data from the 2007-2008 school year each subsequent school year, the number of students who were eligible for and the number of students who participated in public school choice;
 2. Beginning with data from the 2007-2008 school year and for each subsequent school year, the number of students who were eligible for and the number of students who participated in supplemental educational services.
- J. The district, when having one or more schools in the second year of school improvement, corrective action, or restructuring, has documented its efforts to use SES funds for the purpose of SES before requesting ISBE to amend those unspent funds into regular Title I funds as required by 34 CFR 200.48.

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

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| | specified in the ISBE STARS system. | report. |
| H. | The district does not pay from SES funds more per child than the per-child allocation as determined by federal formula. | Check payments against the Per Pupil Expenditure Report posted at:
http://www.isbe.net/ses/html/district_information.htm . |
| I. | The district has posted on the district's website the information required to be posted. | View website for information required by 34 Compiled Federal Regulations 200. |
| J. | The district has documented as required its efforts to use SES funds for the purpose of SES before requesting ISBE to amend those unspent funds into regular Title I funds. | Documentation of multiple efforts to recruit students and reasonable explanations for failure to expend all available funds for SES. |

Noncompliance

1. The district does not have approval from ISBE of its parent notification materials for SES.
 2. The district does not notify all parents of eligible students of the availability of SES within the timeline specified.
 3. The district does not supply SES providers with fully executed contracts, student information, and any other materials required to begin services within the timeline specified.
 4. The district does not treat all providers equitably and impartially, giving the same opportunities, access to school facilities, etc. to all providers.
 5. The district does not ensure that parents may choose from all providers approved to serve the district and who are willing to serve the district in a given school year.
 6. The district does not ensure that a learning plan has been made in consultation with parents and providers that contains all the required elements.
 7. The district does not pay only those SES provider invoices whose net total is the amount specified in the ISBE STARS system.
 8. The district pays from SES funds more per child than the per-child allocation as determined by federal formula.
 9. The district does not post on the district's website the information required to be posted.
 10. The district cannot document as required its efforts to use SES funds for the purpose of SES before requesting ISBE to amend those unspent funds into regular Title I funds.
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References (s): 105 ILCS 10/1-10/10
105 ILCS 5/2-3.64
23 Ill Admin Code 375.10; 375.40 (a); 375.75

5. A. The board of education is in compliance with the procedures outlined in the rules governing student records.
1. Scores on the Prairie State Achievement Examination are part of the student's permanent record.
 2. Scores received on the Illinois Standards Achievement Test (ISAT) administered at required grade levels 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

1. The district has no student record policies or procedures.
2. The contents of the district's records are not in procedural compliance with the law and rules governing student records.
3. The district or its records custodian does not keep all permanent records for 60 years.
4. All temporary records are not kept for a period of 5 years.
5. Proper written initial enrollment notification of their rights under the Illinois School Student Records Act is not given to parents/students.
6. Proper written notification is not provided to parents/students when pupils graduate, transfer, or withdraw from school.
7. There is no notification given concerning the destruction of temporary and permanent student records.
8. There is no notice concerning potential future usefulness of records given to parents of handicapped students.

9. Student Transfer Forms (ISBE 33-78) are not provided to students that are moving from the school district to another Illinois public school district.
10. Scores on the Prairie State Achievement Examination are not part of the student's permanent record.
11. Scores received on the Illinois Standards Achievement Test (ISAT) administered in other grades are not part of the student's temporary record.
12. The district does not observe the statutory regulation that does not allow an Illinois public school refusal to admit or enroll a student because of his/her failure to present their student permanent or temporary record from a previously attended Illinois public school.
13. The district does not observe the statutory regulation that requires forwarding, within 10 days of receipt of request, an unofficial record of the student's grades to the school to which the student is transferring.
14. The district does not forward, within 10 days after the student has paid all of his or her outstanding fines and fees, an official transcript of the scholastic records of each student transferring.
15. The unique student identifier is NOT included on each student transcript and on his/her "Official Transcript of Scholastic Record."

Recommendation

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

Reference(s): 23 Ill Admin. Code 1.450 (b) and (c); 1.460; 1.470 (c) (l)

6. 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.

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

Noncompliance

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

Area of Concern

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

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)

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

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

- B. The board of education is in compliance regarding the adoption, updating and dissemination of a bullying policy.
1. The board of education has a written policy on bullying that has been filed with the State Board of Education.
 2. The school district has annually communicated its bullying policy to its students and parents/guardians.
 3. The district has updated its bullying policy every 2 years and filed the update with the State Board of Education.

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

- C. 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 23 Ill.Admin.Code 1.280(c).

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

- D. The district has established and maintains a parent/teacher advisory committee to assist in the development of guidelines leading to a policy on student discipline (including without exclusion, bullying) and school searches. The guidelines lead to a policy addressing temporary classroom exclusion of disruptive students by the teacher.
- E. 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

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

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

Noncompliance

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

Recommendation

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

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

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

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

9. 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.
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Reference(s): 105 ILCS 5/27-13.2

10. 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)

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

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

Noncompliance

1. The district superintendent serves in more than two professional capacities that equates to more than one full-time position.
 2. The principal serves in more than two professional capacities that equates to more than one full-time position.
 3. Any district administrator serves in more than two professional capacities that equates to more than one full-time position.
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Reference(s): 105 ILCS 5/10-20.12a; 105 ILCS 5/10-20.12b; 105 ILCS 5/22-65

12. A. In instances where non-resident pupils are admitted, the board of education charges a tuition amount to non-resident pupils which does not exceed 110% of the per capita cost of maintaining the schools of the district for the preceding school year. Pupils who become 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 residence is due to the military service obligation of the person with legal custody of a student, as defined by the above-referenced section, (with a written request from this person), he/she can maintain his/her residency as determined prior to the military obligation. 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	<ol style="list-style-type: none"> If tuition students are accepted, the policy is in compliance with 105 ILCS 5/10-20.12a. 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 that 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)

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

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

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

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
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.

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)

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

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
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- | | |
|---|--------------------|
| 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.

- 16. 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
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- | | |
|---------------------------------------|--|
| A. Student/Parent Handbook | Written information |
| B. Informational packet at enrollment | Information pertinent to rights of homeless children |

Noncompliance

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

17. 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

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

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

18. 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

19. 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

20. 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:

1. 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.
2. 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.
3. 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

21. 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

22. 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

23. 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

24. 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
A. Policy Manual	Policy adopted by local board

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

25. 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
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Noncompliance

1. The school does not have an established procedure in place for meeting the intent of 5/10-21.7, 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

26. 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
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

27. 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 1st 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

1. The district's Internet website does not include the posting of its current annual budget, itemized by receipts and expenditures.
2. 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.
3. The district's Internet website does not include the posting of the School Report Cards for all attendance centers.
4. The district's Internet website does not include administrator and teacher salaries, compensation, and benefits or was not posted by October 1st.

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

28. 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
Financial Information	Annual Financial Report (AFR)

Noncompliance

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

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

29. 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

30. 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
District website	Verification of completion

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

31. 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.

5Essentials Survey

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

32. The district biannually administers the 5Essentials Survey developed by ISBE and offers the survey to all teachers, students in grades 6-12, and parents.

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

Noncompliance

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

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

- 33. 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 180.310)

Area of Concern

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

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

34. 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 15th of the school year. If a child in the second or sixth grade fails to present proof by May 15th, the school may hold the child’s report card until one of the following occurs: the child presents proof of a completed dental examination or (ii) the child presents proof that a dental examination will take place within 60 days after May 15th.
- 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 15th 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 | 1. Examination of policy for compliance with Code.
2. Examination for a policy or practices regarding exclusion if students are not in compliance. |

Noncompliance

1. 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.

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

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

- K. 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

- L. 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

- M. 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

- N. 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.

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

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

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

Noncompliance

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

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

37. 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

38. 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

39. 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.

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

40. 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)

41. 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

42. 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)

- 43. 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
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Noncompliance

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

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

- 44. 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.
- C. The plan specifies the resources/support the district will provide to ensure all not-qualified teachers will become highly qualified within 2 years.
- D. The plan identifies an individual responsible for working with the teachers to become highly qualified.
- E. There is a roadmap on file with the district for each not-highly qualified teacher.
- F. Each filed plan specifies a district commitment of resources to assist the teachers in becoming highly qualified.
- G. Each filed plan specifies the benchmark for each strategy.

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
Annual Report and Plan	List of teachers not highly qualified and resources available to support those teachers
Roadmap for each teacher not-highly qualified	District resources are identified and benchmarks are specified for each strategy

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)

45. 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)

46. 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
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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

47. 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

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

Reference(s): 105 ILCS 21B-40

48. 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
ELIS, ROE Records	Proof of registration and fees paid

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

49. A. The district maintains records for all professional personnel, paraprofessional personnel, and teacher aides currently employed by the district. The records shall contain: Yes No N/A
- B. the individual's name. Yes No N/A

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. Yes No N/A

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

- D. proof of a physical examination including verification of freedom from tuberculosis. Yes No N/A

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. Yes No N/A

Reference(s): 105 ILCS 5/10-21.9; 105 ILCS 5/24-12; 105 ILCS 5/24A-2.5; 105 ILCS 5/24A-5; 105 ILCS 5/24A-8; 105 ILCS 5/24A-15; 105 ILCS 5/34-18.5
105 ILCS 154/95
23 Ill Admin. Code 1.320 (b); 23 Ill Admin. Code 50.200 (a)

- F. evidence that a criminal background investigation for all employees hired after August 1, 1985, has been performed. Yes No N/A
- 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. Yes No N/A
- H. evidence that the school district or ROE has performed a check for all applicants for employment on the statewide Sex Offender Database. Yes No N/A
- 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. Yes No N/A
- J. every teacher in contractual continued service is evaluated at least once in the course of every two school years. Yes No N/A
- K. non-tenured teachers' evaluations are in the teachers' files (completed annually). Yes No N/A
- L. principal evaluation plan. Yes No N/A
- M. remediation plans for teachers given unsatisfactory ratings. Yes No N/A

- N. As part of its teacher, principal and assistant principal evaluation plans, the district has implemented a four category rating system using “excellent”, “proficient”, “needs improvement”, and “unsatisfactory”. Yes No N/A
- O. Each evaluator that has undertaken an evaluation on or after September 1, 2012 has completed the pre-qualification training program required by law. Yes No N/A
- P. As applicable, the district and its teachers (or their collective bargaining unit) have convened a joint committee on or before November 1st in the year prior to its PERA implementation date for teacher evaluations. Yes No N/A
- Q. The district groups all teachers into one of four appropriate reduction in force (RIF) categories each year. Yes No N/A
- R. Evaluations of principals and assistant principals conducted on or after September 1, 2012 use student growth as a significant factor in evaluation ratings. “Significant factor” is defined as at least 25% during 2012-2013, 25% during 2013-2014, and 30% for 2014-2015 and thereafter. Yes No N/A
- S. 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. Yes No N/A

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

- T. 1. 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
2. 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
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District Personnel Files	Inspection of each individual teacher file for compliance.
District Staff Development Files	Evidence of participation in an inservice workshop on school improvement or the evaluation of certified personnel.

Noncompliance

- New employees since July 1, 1986, have not signed statements stating that the employee has knowledge and understanding of the reporting requirements of the Abused and Neglected Child Reporting Act.
- Teacher files showing evidence that the school district has not performed a check against the Child Murderer and Violent Offender against Youth Database.

3. All properly qualified certified administrators that evaluate other certified staff have not participated at least once every 2 years in an in-service workshop on either school improvement or the evaluation of certified personnel.
 4. Local board of education members have not been made aware they are mandated reporters if an allegation of abuse or neglect is raised during the course of a school board meeting.
 5. The local board of education does not have a policy regarding disclosure of job performance of a current or former employee that is required by DCFS under the Mandated Reporters Act.
 6. Evaluations do not meet requirements specified by law.
 7. One or more evaluators are not pre-qualified.
 8. The district has not developed a RIF list within the prescribed timelines.
 9. A PERA joint committee has not been formed by met by November 1st in the year prior to the district's PERA implementation date.
-

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

50. The school district submits a list of all paraprofessionals it employs to the State Superintendent of Education with its annual Application for Recognition.

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

51. 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.
- 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.
- C. Volunteer personnel are utilized in compliance with the School Code.

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
District Personnel Files	Inspection of each individual teacher file for compliance.
Application for Recognition of Schools	Comparison of district files with the ARS

Noncompliance

1. One or more paraprofessionals is not properly licensed or approved.
2. Paraprofessionals/ non-licensed individuals have assignments for which they are not approved.
3. The job descriptions for paraprofessionals are not in compliance with the law.
4. The district allows paraprofessionals to supervise students in an instructional setting without a licensed professional staff member present.
5. District allows volunteer personnel to supervise students in an instructional setting without a licensed professional staff member present.

SECTION IV – INSTRUCTIONAL PROGRAM AND SERVICES

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

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

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

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
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 (a)

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

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
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Buildings	On-site inspections of schedules.
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Noncompliance

The district does not maintain written class schedules.

Area of Concern

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

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

55. 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)

56. 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:		
	Total Days	Instruction	Institutes
	185	176	4
		177	3
		178	2
		179	1
		180	0

Noncompliance

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

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

57. 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)

58. 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 ½ 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)

59. 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 of organization includes a catalog of the resources and information showing that their selection was made systematically, i.e., with the needs of an entire attendance center or the entire district in mind.*)

OR

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

instructed on how to use the less focused collection of the public library for educational purposes.)

2. Financial Resources

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

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

OR

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

3. Facilities

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

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

OR

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

OR

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

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

4. Staffing

Please note, recent changes to the applicable rule (cited above) will also soon require the following: **No later than the beginning of the 2009-2010 school year, the district shall assign responsibility for overall direction of the library media program to an employee who holds an elementary, a secondary, a special K-12, a special preschool-age 21, an early childhood, or an administrative 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)

60. 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.

SOURCE	DATA SOUGHT OR METHOD OF VERIFICATION
Needs Assessment	<ol style="list-style-type: none"> 1. Formally documented needs assessments: <ul style="list-style-type: none"> Guidance Psychological Services Social Work Services Health Services 2. If services are provided by certificated individuals, no needs assessment is required.
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"> 1. The county nurse, if unpaid by the district, may assist the district. 2. A person enrolled in an approved intern program is acceptable.

Noncompliance

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

Area of Concern

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

Reference(s): 23 Ill Admin. Code 226.130

61. 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 Eligible Students

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

- 62. 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

Survey Results Review of surveys for students entering

Noncompliance

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

Identification of Eligible Students

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

63. 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
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Identified students	Roster of students in need of services
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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.
-

Language Classification of Children

Reference(s): 105 ILCS 5/14C-3
23 Ill Admin. Code 228.20

64. The school district updates its individual student records in the Student Information System (SIS) authorized under 23 Ill Admin. Code 1.75 (Public Schools Evaluation, Recognition and Supervision) *no later than the first day in March of each year* to reflect the following information:
- A. Whether the student has a language background other than English.
 - B. Whether the student has been identified as having limited English proficiency.
 - C. The home language, birth date, and grade or achievement level of the student identified as having limited English proficiency.

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

Noncompliance

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

Program Options, Placement and Assessment (TBE Programs)

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

65. 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 limited English proficient students.

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

66. 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
Documentation of parent notification	Letters or notices in appropriate language

Noncompliance

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

Program Options, Placement, and Assessment (TPI Programs)

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

67. 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.

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

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

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

68. A. The school district annually assesses the English language proficiency of Limited English Proficiency students.

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

69. 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)

Kindergarten

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

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)

Conservation of Natural Resources

- E. 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 8th grade unless he or she has received instruction in the history of the U.S. and has given evidence of comprehensive knowledge of the subject. This may include without limitation, a written test or the teacher's evaluation of the student's work.

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
Class and/or teachers schedules, and handbooks	Listing of courses or subjects taught.
Curriculum Guide/Syllabus	Documented course content.
Student Records	Documented evidence that students receive instruction.

Noncompliance

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

Area of Concern

Curriculum needs further identification and/or documentation strengthening.

Specific Curriculum Areas

Constitution Curriculum

Noncompliance

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

Area of Concern

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

Physical Education Curriculum

Noncompliance

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

Health Education Curriculum

Noncompliance

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

70. 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)

Conservation of Natural Resources

- M. 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 media/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.

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, Probationary Recommendation).
2. Program does not meet minimum requirements.

Area of Concern

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

Specific Curriculum Areas

Consumer Education Curriculum

Noncompliance

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

Driver Education Curriculum

Noncompliance

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

Recommendation

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

Physical Education

Noncompliance

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

Recommendation

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

Reference(s): 105 ILCS 5/27-22

71. A. **Minimum Requirements of Graduation**

As a prerequisite to receiving a high school diploma, each pupil entering the 9th 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.
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
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)

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

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)

73. 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

74. 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)

75. 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)

76. 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
Class schedules	Times and schedules comply with the requirement. .

Reference(s): 23 Ill Admin Code 1.240(a); 226.720 (a)

77. 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)

78. 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 22nd 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)

79. 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

80. 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.