

ILLINOIS STATE BOARD OF EDUCATION

Nonpublic School Recognition On-Site Review Instrument

School Name

Reviewer Name/Title

Date of Recognition Visit

ILLINOIS STATE BOARD OF EDUCATION

Nonpublic School Recognition Report

School Name:
Administrator:
Address:

Phone Number:
RCDT Number:

Principal Education Consultant Name

Date of Review

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

5.01 Organization: Policies and Philosophy

A. The school or school system identifies and describes in writing its policies and its policy-making procedure.

	Yes	No	N/A
• Clear and comprehensive written policies are available on-site.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Written policy making procedures are available for review on-site.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Written policy revision procedures are available for review on-site.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Dates of policy adoptions and revisions are noted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Policies *recommended* (but not limited to):

• Administration/Organization Policies, <i>e.g. Tuition Refund Policies</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Personnel Policies, <i>e.g., Leave of Absence, Benefits</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Instructional Policies, <i>e.g., Grading and Promotion Policies</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Student Policies, <i>e.g., Grievance Procedures, Truancy</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Policies regarding discipline and behavior *recommended* (but not limited to):

• Corporal Punishment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Levels of Discipline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Conflict Resolutions Procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Suspension/Expulsion Hearing Procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

B. The school's philosophy, purpose, and objectives are clearly expressed and approved by its governance.

• The written philosophy, purpose, and objectives of the school are in evidence.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Written evidence exists to show that the philosophy, purpose, and school's objectives have been approved by the governance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Individuals that comprise the governing body are identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

C. The school identifies and describes its means for complying with applicable federal and state laws regarding nondiscrimination.

• Written policies exist that prohibit discrimination against students and personnel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• The school publishes its nondiscrimination policies regarding admissions and employment policies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

D. In accordance with the Child Nutrition and WIC Reauthorization Act of 2004

- The school has adopted a Wellness Policy available for review on site.

Comments:

5.02 Administration: Supervision and Planning

A. The administration and supervision of the school is the chief responsibility of a designated individual or individuals.

- The school has identified and appointed an administrator.

Comments:

B. Documentation of effective planning, operation, evaluation, and reporting is maintained.

- The school has a written document describing both annual and long-term goals.
- The administration has an Instructional Improvement Plan that combines assessment of student-learning with goals for improved student performance.
- Students and parents are informed of the student's learning performance.

Comments:

C. There is evidence of continuity and articulation of the program of studies.

- Curriculum Guides/Scope and Sequence Charts/Course Syllabi are available across all academic learning areas.
- Plans for articulation of shared programs exists between and among area schools.

Comments:

D. Provision is made for the maintenance of student records.

- The school maintains both permanent and temporary records in compliance with the Federal Family Education Rights and Privacy Act of 1974.
- Health records contain the required parental and physician signatures.
- The school has written policies regarding the transfer of student records.
- Copies of student records are sent within 10 days of the request.
- The school gives ISBE assurance it has made arrangements for safekeeping of scholastic student records in the event the school closes.

Comments:

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

6.01 Instructional Programs: Philosophy and Curriculum

A. The educational program is developed from the school's philosophy, special purposes and objectives, knowledge of the educational and developmental needs of its students, and serves the educational functions for which the school exists.

- The school's philosophy, purpose, and objectives are integrated into the curriculum and extra curricular activities.
- The special purpose of the school is easily identified.

Comments:

B. The curriculum places emphasis upon the development of knowledge, skills, and understanding appropriate to its student body in accordance with its stated purpose, goals, and objectives. The school's curriculum...

1. provides learning experiences which may include, but are not limited to, the following: language arts, mathematics, science, social science, physical education and health, fine arts, and technology;
2. facilitates the development of skills, such as: reading, writing, spelling, listening, expressing ideas, speaking clearly, critical thinking, using basic mathematical computation, observing carefully, solving problems, participating effectively in groups, healthy living, enjoying aesthetic experiences, understanding career development, clarification of individual values.
3. the school 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.

Comments:

C. The school's program consists of a minimum of 176 days of no less than five clock hours of instruction or 880 clock hours of instruction within each school year.

- The school calendar provides adequate hours for students to have the opportunity to obtain a quality educational program commensurate with their capabilities.
- Class schedules validate the above.

Comments:

D. The school describes the provisions made for students of different talents, intellectual capacities and interests, as far as these are compatible with the special functions of the school.

- The program of studies makes adequate provision for all students.
- Male/Female
- Academically at risk students
- Students with disabilities
- Limited English Proficient
- Gifted/Talented
- Extra-classroom activities, such as student council, band, sports, and various clubs are included.

Comments:

E. The school provides a program of instruction that includes such special components as:

1. instructional objectives

- Instructional objectives have been developed across the curriculum for each grade level.
- In elementary schools, instruction is provided in:
 - Language Arts
 - Mathematics
 - Science
 - Social Science
 - Physical Education/Health Safety
 - Fine Arts
 - Technology
- In high schools, state high school graduation requirements are met:
 - a. As a prerequisite to receiving a high school diploma, each pupil entering the 9th grade in the 2006-2007 school year must, in addition to other course requirements, successfully complete the following courses:
 - 3 years of Language Arts
 - 2 years of Writing: one year must be an English language arts course and one year may be provided as part of any course offered.
 - 3 years of Mathematics – at least one year of Algebra I and one year of a course that includes Geometry content.
 - 1 year of Science
 - 2 years of Social Studies, of which at least one year must be in the history of the United States or a combination of U.S. History and American government.

	Yes	No	N/A
1 year of electives chosen from (a) Music, (b) Art, (c) Foreign Language, or (d) Vocational Education	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. As a prerequisite to receiving a high school diploma, each pupil entering the 9 th grade in the 2007-2008 school year, must in addition to other course requirements, successfully complete the following courses:			
3 years of Language Arts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 years of Writing: one year must be an English language arts course and one year may be provided as part of any course offered.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 years of Mathematics – at least one year of Algebra 1 and one year of a course that includes Geometry content.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 years of Science	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 years of Social Studies, of which at least one year must be in the history of the United States or a combination of U.S. History and American government.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1 year of electives chosen from (a) Music, (b) Art, (c) Foreign Language, or (d) Vocational Education	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. As a prerequisite to receiving a high school diploma, each pupil entering the 9 th grade in the 2008-2009 school year and thereafter must in addition to other course requirements, successfully complete the following courses:	—	—	—
4 years of Language Arts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 years of Writing - one year must be an English language arts course and one year may be provided as part of any course offered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 years of Mathematics – at least one year of Algebra I and one year of a course that includes Geometry content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 years of Social Studies, of which at least one year must be in the History of the United States or a combination of U.S. History and American government	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 years of Science	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1 year of electives chosen from (a) Music, (b) Art, (c) Foreign Language, or (d) Vocational Education	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Provision for Driver and Safety Education are made.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Yes No N/A

2. planning by teachers

- Teacher lesson plans are available for review.
- Teachers participate in the development of instructional goal setting.
- Test results and other means of evaluation are used to improve student performance.
- Students participate to some degree in planning their learning experience.
- Teachers have planning time for lesson preparation.
- Teachers maximize learning time. (classes start on time, time on task)

Comments:

3. selection and use of varied types of learning materials and experiences,

- Instructional resources such as printed material, audio and video equipment and tapes and computer software are adequate for the instructional program.
- Textbooks are up-to-date.
- Students have opportunities to become technologically literate.
- A variety of educational approaches is used.

Comments:

4. adaptation of organizational and instructional procedures to pupil needs,

- The school has taken adequate steps to ensure that educational material is fair in regards to cultural, ethnic, racial, language or gender differences.
- Individual student progress is monitored closely through test results and grade reports.
- Teachers monitor student learning. (i.e., walk around, offer assistance, be sure students are engaged)

Comments:

5. the use of varied assessment instruments and procedures,

- The school has an assessment system that effectively documents what students know and are able to do.
- Tests results are used effectively to modify and improve curricular offerings.
- The school has taken adequate measures to assure the validity and reliability of chosen assessment instruments.
- Summaries of student performance are available to each teacher.
- Teachers use assessment results for instructional diagnosis.

Comments:

F. Upper elementary and secondary schools provide instruction in the history of the United States and representative government.

- If the school receives public funds, all students must pass examinations on the Illinois and United State Constitutions prior to graduation, as required by P.L. 195.
- Elementary and secondary school pupils recite the Pledge of Allegiance daily.

Comments:

G. A program of in-service education is maintained to stimulate continued improvement of teaching skills and curriculum.

- Topics addressing the improvement of teaching skills and curriculum are scheduled for the in-service program.
- In-service programs include input from teachers, administrators, and school board.
- Topics selected for the in-service program meet the needs of the teaching staff.

Comments:

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

The school fosters an appropriate intellectual, cultural, and social climate to promote growth in student leadership and social interaction skills and encourages special student interests through a diversified and balanced program of extra-classroom activities.

- Extra-curricular activities other than sports are provided for the development of leadership and social skills.
- The school offers an athletic program.
- Extra-curricular activities include areas of the community.

Comments:

6.03 Pupil Services: Diagnosis and Services

The school provides pupil services for all enrolled students. A record of health examinations and immunizations as required by law shall be established and maintained.

- The current Immunization School Survey has been submitted to ISBE through the IWAS computer system and a copy is available on-site.
- The school has written policy requiring health examinations and immunizations.
- The school has a written policy requiring dental examinations for all students in grades kindergarten, second, and sixth grades by May 15th.
- Students are excluded from school by October 15 if requirements for health examinations and immunizations have not been met.
- The school provides a comprehensive program of pupil personnel services for all enrolled students.
- The school has a written policy requiring all children enrolling in kindergarten or students enrolling into the school for the first time to provide 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 law within the previous year before October 15 of the school year.

Comments:

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

7.01 School Facilities: Building Safety and Fire Standards

A. The school site is accessible to the school population, free from traffic hazards and distracting noise, and functional for the instructional program.

- Accommodations have been made for access to buildings by persons with disabilities.
- Student drop off and pick up areas are marked to prevent accidents.
- The physical environment is conducive to teaching and promotes learning by students.

Comments:

B. The building is clean and kept in good repair. Proper precautions have been taken to protect pupils and employees from injury.

- During the academic year, each school conducts a minimum of 3 school evacuation drills to address and prepare students and school personnel for fire incidents. One of the 3 evacuation drills must require the participation of the appropriate local fire department/district.

Yes No N/A

- During the academic year, each school conducts one bus evacuation drill for all students.
- During the academic year, each school conducts a minimum of one severe weather and shelter-in-place drill to address and prepare students and school personnel for possible tornado incidents, earthquakes or exposure to hazardous materials.
- Bleachers are inspected annually.
- Elevators are inspected annually.
- An Asbestos Inspection and Management Plan or Exclusion was provided on-site.

Comments:

- C. The school has a crisis management plan to protect pupils and employees from injury.**

Comments:

- D. The school is in compliance with applicable standards for heating, ventilation, and illumination.**
- Heating is provided for student comfort.
 - Ventilation exists to prevent stale air or odors.
 - Illumination is provided for students for reading, writing, and doing school work.

Comments:

- E. The school complies with prevailing state or local fire safety codes.**
- Written documentation of compliance with fire safety codes exists with local or state fire marshal.
 - If boilers are used, certificates of inspection are current and properly posted.

Comments:

- F. The school has a policy on medical emergencies, to have**
- an automated external defibrillator (AED) in each indoor physical fitness facility.
 - a trained AED user in each physical fitness facility, during school-sponsored physical fitness activities.

7.02 School Food Services: Balanced Meals and Service Operations

A. If food service is provided, the school offers a variety of well-balanced meals in accordance with local, state, and federal regulations.

- The local health department inspects the food service program.
- The school menu indicates that a variety of well-balanced meals are served.
- Action has been taken to remedy any deficiencies noted in the last food service inspection by the local Department of Public Health.
- A time specific plan for the completion of corrective action has been produced and implemented.
- A Certificate of Food Service Sanitation from the Illinois Department of Public Health or Chicago Department of Health has been issued to the food service manager.
- The license or permit to operate the food service facility has been issued if required by local ordinance.

Comments:

B. If the schools receives reimbursement for food and/or milk programs it follows state/federal guidelines for the operation of the program, record keeping, and claims filing.

- The school is free from reported violations of state/federal guidelines regarding the operation of record keeping or claims filing.
- The school abides by the rules specified in Section 305.15 of the 23 *Illinois Administrative Code* if the school participates in the School Breakfast Program and/or National School Lunch Program and sells beverages or food to students in grades 8 and below during the school day.

Comments:

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

8.01 The school’s policies and procedures for staff selection and assignment comply with federal and state regulations pertaining to nondiscrimination.

- The school’s policy states that the school will not discriminate on the basis of race, sex, ethnic or national origin, and complies with the Americans with Disabilities Act.
- The school provides evidence of conducting fingerprint-based criminal history records checks on all applicants for employment after July 1, 2007.
- The school provides evidence that a check of the Statewide Sex Offender Database has been completed on each applicant for employment after July 1, 2007.
- The school administration has not employed a person after July 1, 2007, for whom a fingerprint-based criminal history records check and a Statewide Sex Offender Database check has not been initiated or who has been convicted of certain criminal or drug offenses.

Comments:

8.02 Teachers and other professional staff members hold a baccalaureate degree in their assigned teaching area or equivalent formal education.

- Personnel files contain proof of a baccalaureate in the form of transcripts, copies of diplomas, and/or teacher certificates or,
- Evidence of annual professional development through in-service training, workshops and college credits leading to a baccalaureate degree.

Comments:

8.03 Teachers demonstrate competency in teaching students at the level of assignment and display proficiency in their assigned content areas.

- Job descriptions are available for all full- and part-time faculty positions.
- Written policies describing qualifications for employment of professional staff are available.
- Part-time staff qualifications are described in fields/subject areas such as music, art, and religion.
- Teacher competency and proficiency are measured and monitored through a formal teacher evaluation process.
- Teachers with less than a baccalaureate degree have evidence of a written plan of action for professional development consisting of in-service training, workshops, and college credits leading to a baccalaureate degree in their assigned teaching area.
- Continuing education seminars, workshops, and professional reading are encouraged.

Comments:

8.04 **The administrator(s) of the school demonstrates competency in administration, supervision, and related administrative fields.**

- A written job description for the administrator is on file.

Comments:

8.05 **The school identifies and describes specifically the measure used to determine competency or equivalency in its selection of administrators who have less than a baccalaureate degree or equivalent formal education.**

- The school has written policies for hiring professional staff who do not have a degree.
- Administrators with less than a baccalaureate degree have documented experience directly related to their assignment.
- Formal evaluation of the administrator by the school’s governance is conducted and documented.

Comments:

Review Findings

Name of School: _____

City: _____

Principal Education Consultant: _____

Commendations:

Concerns:

Recommendations:

School Improvement Suggestions/Considerations:

The following suggestions/considerations are based on observations of the visiting team. They are not binding on you or your school as a requirement for recognition but are potential school improvement areas/issues.

Team Members:

ILLINOIS STATE BOARD OF EDUCATION

Nonpublic School Recognition Report

Name of School:

Grade Levels:

Review Date:

RECOMMENDED STATUS:

- | | |
|--------------------------|--------------------------|
| <input type="checkbox"/> | Full Recognition |
| <input type="checkbox"/> | Probationary Recognition |
| <input type="checkbox"/> | Non-Recognition |

To achieve the status of full recognition the following actions must be taken:

Principal Education Consultant

Division Administrator

Date