Nonpublic School Recognition Training 2014
Resources


• Illinois School Code – www.ilschoolcode.edu

• Non Public Recognition page (forms and resources) - http://www.isbe.net/grants/html/np_recognition.htm
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AGENDA

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Purpose of Recognition Visits

• ISBE is required by state law to have a voluntary process for schools to use. (105 ILCS 5/2-3.25o)
• The visit offers a general assurance that the nonpublic school is roughly equivalent to a comparable public school through compliance with various requirements.
• A visiting team looks at four areas: (23 Illinois Administrative Code Part 425.30)
  – Administration (including written policies)
  – Education program
  – Personnel
  – Health and safety
Benefits of Recognition

• Helpful to parents—my child attends a state-recognized school.
• Helpful to teachers—I can get service credit for my experience if I transfer to another school.
• Helpful to students—I can participate in IHSA events.
• Helpful to schools—we can market our school as a state-recognized institution.
• Helpful to all—the review process pushes us to think about health, safety, curricular, administrative, and other matters in new ways that improve the school overall.
Process Overview

• ISBE sends Initial Visit Letter after the application closes in November to each school stating a visit will be scheduled.

• ISBE/ROE/ISC/Contractor (hereafter, “contractor”) schedules visits January-May.

• Contractor conducts the visit.
  • Contractor acts as ISBE’s representative and head a small team for the visit.
  • The visits will review health and safety matters, student records, personnel records, and curricula.

• Visit dates, any materials collected during the visit, and completed reports will be submitted to ISC 2 (West 40) on a regular basis.
Setting up Visits

Contractor follows-up from initial letter to schedule visit (via phone call and/or email).

- Give proposed date to school.
- Be persistent and set a date. Don’t let the school put it off.
- Confirm visit date in writing with copy to ISC.
- Let ISC 2 (West 40) know of issues in scheduling or repeated or last minute cancellations.
Tools for Visits
(http://www.isbe.net/grants/html/np_recognition.htm)

• Evaluation Instrument with response suggestions
• Nonpublic Personnel Files Checklist
• DCFS Mandated Reporter Form (CANTS 22)
• School Drill Document
• Annual Review Report
• Building & Fire Safety Review
• Drivers Education Information
School Visit Components

Entrance Conference

• Meet and greet with team members (typically, contractor lead, private school administrator, public school administrator)
• Involves school administrator and team leader at the least
• Covers what is expected as the day progresses (review of records, tour, housekeeping issues)
School Visit Components

Team Assignments

• 4 sections to the evaluation
  • Administration
  • Educational Program
  • Personnel
  • Health & Safety

• ROE/ISC representative generally does the Building and Fire Safety review form with the school’s head custodian.

• Remaining sections can be worked on collectively or one person can be assigned 2 sections.
School Visit Components

• **Walk-through:** Ask the principal to take the team on a tour of the school. This is an opportunity for observation and to ask questions.

• **Team debrief:** Team members re-group, review and answer questions, write up finding and/or any issues.

• **Collect assignment reports/materials from team members:** Each assignment is provided by team members and reviewed. Team members are free to leave after the assignments are reviewed to the satisfaction of the lead team member.
School Visit Components

Exit Conference

• Team leader summarizes the visit and the issues with principal and other school personnel.
• Discuss any issues and how they can be resolved.
• Do not discuss the school recognition status—ISBE decides this after reviewing the visit materials and reports.
• If there are deficiencies, encourage rapid resolution.
Most Common Findings & Responses

Section I—Administrative Requirements

Policies needing revision or adoption:

• Missing Children Act: procedures on flagging current or former students; copies of reviewed or adopted policies and procedures

• Missing or lack of government-issued birth certificates: Copies of the birth certificates of the missing students (no hospital birth records with footprints allowed)
Most Common Findings & Responses

Section I—Administrative Requirements, continued

Policies needing revision or adoption:

- Drug Violations Act: Copies of reviewed or adopted policies and procedures
- Firearm Incident: Copies of reviewed or adopted policies and procedures
- Battery committed against school personnel: Copies of reviewed or adopted policies and procedures
Most Common Findings & Responses

Section II—The Educational Program

• Instruction not offered in the U.S. and Illinois Constitutions: Test/student records and/or curriculum guides

• The Pledge of Allegiance not recited daily: Observe flags in the classroom, talk to teachers and/or ask if the pledge is recited daily
Most Common Findings & Responses

Section III—Personnel

- Missing or lack of fingerprint-based background checks on certified and non-certified personnel: Copies of live scan receipts
- Sex offender data sheets not available: Print-outs from the Illinois sex offender website
Most Common Findings & Responses

Section III—Personnel, continued

- Missing or lack of proof that checks for communicable diseases were conducted: Copies of receipts and/or results
- Formal evaluations not completed by the administrator every two years: Copies of signed page/dated page
Most Common Findings & Responses

Section IV—Health and Safety

• Religious waiver letters for health examinations must be detailed in nature and signed by parents; medical waiver signed by the physician: Signature of parents if religious or signature of medical doctor if medical

• Health examination and immunization submittal by October 15th exclusion deadline: Copies of reviewed or adopted policies and procedures
Most Common Findings & Responses

Section IV—Health and Safety, continued

• Safety drill form not completed: Completed drill forms
• Bus drill not conducted: Evidence the drill was conducted; receipt from the bus company
• Annual review not completed: Copy of the annual compliance review
Most Common Findings & Responses

Section IV—Health and Safety, continued

• Battery power emergency lighting not working (replacement batteries): Copy of the receipt from company or hardware store
• Pest management system not in place: Copy of the agreement or receipt
Most Common Findings & Responses

Section IV—Health and Safety, continued

• Occupancy sign not posted in large gathering areas
• Fire/tornado and evacuation instructions not posted in classrooms and/or building
• Missing or lack of ABC type fire extinguishers.
• Using the electrical room(s) for storage
• Using the boiler or HVAC room for storing flammable materials
• Current boiler certificate not posted in the boiler room

All of the above—use scanned photos for the report.
Reporting and Completion Issues

- Contractor files with the school a DRAFT report within 5 business days of visit.
- If there are *any* findings, outline findings and possible resolution.
  - School has 30 days to respond (to Team Leader).
  - Failure of school to respond within 30 days could result in a “pending” or “probationary” status.
- Based on the communication between school and the Team Leader, a Final Report is filed (to ISC 2 and school via email) within 45 days of visit.
Scenario 1 - Building and Fire Safety Review Check List

- You completed the inspection of the building, the checks on the building, and the fire safety review check, and the form indicates various citations.
- The School Administrator emailed that the citations are now corrected.

How would you handle this situation?
How would you handle this situation?

A. The email is fine for the building check item, but a letter from the local fire department is needed for the fire safety review.

B. This isn’t that important since there was a school visit, so even the email was not needed.

C. All of these need more documentation than an email.

D. The email is sufficient.
Scenario 1 - Building and Fire Safety Review Check List—Answer

There is more than one way of looking at this. A building check item may be documentable by having the school sending a photograph of the correction. The fire safety review corrections might be documented through something from the person who originally noted the citations, such as the local fire department representative.

But an email from the school by itself is probably not sufficient. So the best choice is probably “C--All of these need more documentation than an email.”
Scenario 2 – School Safety Drills

In each academic year, the Act requires schools to conduct:

- a minimum of three school evacuation drills, one of which must include the participation of the appropriate local fire department/district.
- a minimum of one bus evacuation drill and instruction in safe driving practices for all students.
- a minimum of one severe weather and shelter-in-place drill for possible tornado incidents. (The school may conduct additional drills to account for other incidents, including earthquakes or hazardous materials.)
- a minimum of one law enforcement drill to address incidents, including reverse evacuations, lock-downs, shootings, bomb threats, or hazardous materials, conducted according to the school’s emergency crisis response plans, protocols, and procedures, with the participation of the appropriate law enforcement agency.

The school submits a copy of the annual report to each party that participates in the annual review process and to the Office of the State Fire Marshal.
Scenario 2 – School Safety Drill

What would you do if:

1. The school did not conduct a bus drill because the school does not transport their students?
   A. No drill is needed.
   B. A drill is still needed if the school uses buses for field trips.

2. The school conducted only two school evacuation drills?
   A. If the school year is over, this has to be corrected in the next school year.
   B. If the school year is not over, this has to be corrected in the same school year.
   C. Both A and B.
   D. Neither A nor B—two drills are good enough.
Scenario 2 – School Safety Drill

What would you do if:

3. The school did not conduct a tornado drill?
   A. If the school year is over, this has to be corrected in the next school year.
   B. If the school year is not over, this has to be corrected in the same school year.
   C. Both A and B.
   D. Neither A nor B—no drill is needed if the tornado season is over.

4. The school did not submit an annual review compliance report?
   A. If the school year is over, this has to be corrected in the next school year.
   B. If the school year is not over, this has to be corrected in the same school year.
   C. Both A and B.
   D. Neither A nor B—if the deadline is missed, this cannot be fixed, so it doesn’t matter.
Scenario 2 – School Safety

Answers

1. The school did not conduct a bus drill because the school does not transport their students? B is the better choice.
   - If the school uses buses for field trips or other events, it still needs to do a bus drill.
   - If the students are never on a bus for school purposes, this is Not Applicable.

2. The school conducted only two school evacuation drills? C is the best choice.
   - If there is still time in the year, a third drill should be held.
   - If not, this cannot be made up, and the school will have to correct it in the following school year.
Scenario 2 – School Safety

Answers

3. The school did not conduct a tornado drill? C is the best choice.
   - If there is still time in the year, the missing drill should be held.
   - If not, this cannot be made up, and the school will have to correct it in the following school year.

4. The school did not submit an annual review compliance report? C is the best choice.
   - If there is still time in the year, the report should be filed.
   - If not, this cannot be made up, and the school will have to correct it in the following school year.
Scenario 3 – Student Records

The student records must comply with:

1. The Abused and Neglected Child Reporting Act [325 ILCS 5/4], wherein school personnel are informed that they are mandated reporters of child abuse and neglect and all school personnel hired on or after July 1, 1986 have signed the statement required by the Department of Children and Family Services acknowledging this obligation.

2. The Missing Children Records Act [325 ILCS 50/5], wherein the school has a system that flags records requests for any current or former student reported as a missing person by the Illinois State Police.
Scenario 3 – Student Records

3. The Missing Children Records Act [325 ILCS 50/5], the Missing Children Registration Law [325 ILCS 55/5], and ISBE rules promulgated pursuant to Section 2-3.13a of the School Code [105 ILCS 5/2-3.13a] (23 Ill. Adm. Code 375.75), wherein the school maintains certified copies of birth certificates for each student enrolled, having notified the parents/guardians that the certificates must be submitted within 30 days of enrollment, the school must request certified copies of transfer students’ records within 14 days of enrollment, and the school sends unofficial records of students transferring to other schools within 10 days of the request.
Scenario 3 – Student Records

In reviewing the school’s application, you noticed the N/A box checked for each of the three student records requirements. Upon further investigation, the principal said the school applied and received waivers for the student records requirements.

How would you handle the situation and what is required for each question?
Scenario 3 – Student Records

How would you handle the situation and what is required for each question?

A. If the school has waivers, then this is fine.
B. Have the school send a copy of the waivers for the files.
C. There is no such thing as a waiver. The records need to be corrected as required.
D. Have the school send a copy of the waivers for consideration. If there is no allowable waiver, the records need to be corrected as required.
Scenario 3 – Student Records –

Answers

First, ask for copies of these waivers. A waiver needs to be dated and signed with some indication of the authority under which the waiver is being granted. The nature of the waiver should be spelled out in some detail. These need to be shared with ISC 2 and ISBE for a determination.

In the absence of an appropriately issued waiver, the student records will need to be correctly constituted and any policy or procedure items fully composed and implemented.

So choice D is the best answer in this case.
Logistics

• Payments
  • $500 upon completed report
  • Travel reimbursement is available for independent consultants (not ROE/ISC payment). Pre-approval is required for any expense other than mileage.
  • Submit invoice to ISC 2 with final nonpublic report
  • ISC 2 sends payment when ISBE approves final report
Logistics, continued

• Report any issues with a school to ISC 2
  • Failure by the school to set up visit
  • Last minute or repeated cancellation of visit
  • Failure to respond to findings within the requirements of the rules (either late or incomplete)
  • Other noteworthy issues from the visit or issues that might threaten the safety of students
Questions?

If you have questions after having listened to this webinar, feel free to contact either ISBE or ISC 2 using the contact information on the third slide of this presentation.
THANK YOU