

Preparing for a School Compliance Visit

7/27/21



Objectives of This Training

- Provide an overview of the ROE Compliance Visitation process
 - Who, what, why, when, where, how.
- Suggest best practices for preparation for the compliance visit.
- Supply materials and an explanation for their use.
- Q & A
- Provide a resource for districts as questions arise

School District's Recognition Designation.

Statutory Authority

- ▶ Compliance with facilities, staffing, and program specifications as required by the school code and administrative code. **(105 ILCS 5/2-3.25)**
- ▶ Evidence that schools are serving all students by means of a comprehensive school improvement plan. **(105 ILCS 5/2-3.25a)**
- ▶ School results and student performance as determined by local and state assessments. **(105 ILCS 5/2-3.25a)**

DESIGNATION DEFINITIONS

four designation levels describe the status of a school district. (105 ILCS 5/2-3.25b)

- ▶ **FULL OPERATIONAL COMPLIANCE** -- The school district meets minimum requirements as established by the law and ISBE rules.
- ▶ **PENDING COMPLIANCE** – The school district has deficiencies that must be corrected during the current school year.
- ▶ **PROBATIONARY COMPLIANCE** – The school district has deficiencies that require immediate corrective action.
- ▶ **NONCOMPLIANCE** – The school district does not meet compliance requirements as stated in the law and ISBE rules and has failed to correct these deficiencies over a reasonable period of time. After a due process hearing, the district will not be eligible for state aid.

Materials In Your Folder

- ▶ **NEW CERTIFIED & NON-CERTIFIED PERSONNEL & PARAPROFESSIONAL CHECKLIST (include new assignments)**
- ▶ **MANDATED UNITS OF STUDY FORM**
- ▶ **MANDATED TRAININGS**
- ▶ **DRILL REPORTS**
- ▶ **Annual Review of Safety Plans Form**
- ▶ **Permanent/temporary student records guidelines**
- ▶ **Website requirements**

Materials reviewed during a compliance review

- Personnel files (ready to review last 3 years)
- Student Record files (will look at random sample at various grade levels on site)
- Health Records
- District Curriculum
- Parent-Student Handbook & Parent Advisory Committee minutes
- Staff Handbook
- Board of Education Policy Manual
- ISBE Waivers/ISBE letter of approval (choice)

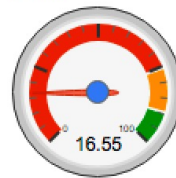
Compliance

2017-18 Electronic Compliance Instrument –

5 Topical Areas- Students, Staff/Personnel Training, Policy/Governance ,HLS, & Instructional Programs

- Ed 360 Dashboard
- *Connection of points to dashboard*
- The formula (15/15/15/15/40)
- Can be recalculated
- Ongoing improvement
- Set date when score is calculated

Total



Students



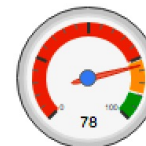
Staff / Personnel Training



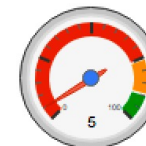
Policy / Governance



Health, Life, Safety



Instructional Programs



Materials Needed Continued

- ▶ BOARD OF EDUCATION MINUTES AND AGENDA: the past 1-2 years and a sample of the board packet.
- ▶ BUDGET AND TAX LEVY & DIST. FINANCIAL STATUS
- ▶ ANNUAL FINANCIAL REPORT AND TREASURER REPORTS: Most recent Annual Financial Report
- ▶ CLASS SCHEDULES: Class schedules for all teachers, consultants, and supervisors from each attendance center
- ▶ HIGH SCHOOL COURSE DESCRIPTION BOOKLETS

Materials Needed Continued

- Job descriptions
- Documentation of bus evacuation, fire, storm, and law enforcement drills
- Pupil personnel service needs assessment
- Medical Emergency forms – teachers and students for sudden illness or injury.
- Sports Survey
- Current Enrollment Information
- Rtl plan, Home Language Survey, SPED work load plan, Sex Equity Plan, teacher/principal evaluation plan

Compliance

- **Basic Format Of Evaluation Instrument**

For each question, the following is included:

- Links to code citations
- Board Press Policy listings
- Available example docs
- Listing of potential evidence

- Dashboard
- Documents
- Demographics
- Summary
- Students
- Staff / Personnel Training
- Policy / Governance
- 301
- 302
- 303
- 304
- 305
- 306
- 307
- Health, Life, Safety
- Instructional Programs

Lock all Flag all

- 304 Website
- Reference(s):** 105 ILCS 5/17-1.2
- A If a school district has an internet website, the school district posts its annual budget, itemized by receipts and expenditures, on the district's internet website.
Press Policy: 4:10
Verification Source: Website In Progress Yes No N/A
- Add Document or Website*
- 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 contract over \$25,000 and any contract entered into with exclusive representative.
Press Policy: 4:60
Verification Source: Website In Progress Yes No N/A
- Add Document or Website*
- 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.
Press Policy: 6:15
Verification Source: Website In Progress Yes No N/A
- Add Document or Website*
- D If a school district has an internet website, the salary, compensation and benefits of the district superintendent, administrators, and teachers are posted to the district website before October 1st annually and prior to submission to ISBE.
Press Policy: 4:60, 2:250-E2
Verification Source: Website In Progress Yes No N/A
- Add Document or Website*

Comments

Add a comment

IASB Policy and Administrative Code Cross Reference

- If applicable, each probe question is cross referenced with the Illinois Association of School Board's PRESS policy.
- Policy alone is not evidence that policy is actually being followed.

Compliance Evaluation Review

- Sample Question

- The local board of education has 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.

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 a signed statement is considered "health-related information" and is part of the student's temporary record.

Verification Source - Policy in manual. Policy in student handbook. Signed parent consent form with concussion information.

Compliance Evaluation Review

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, as 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 the 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.

Verification Source

Local school district policy manual and evidence of implementation.

Compliance Evaluation Review

- Sample Question
- 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 the Act.
- *Verification source:*
- *Board agenda with mandated reporter item or copy of signed mandated reporter form*

Compliance Evaluation Review

- Sample Question

The district shall conduct a comprehensive needs assessment to determine the scope of Pupil Personnel Services needs in the area of:

- A. Guidance and counseling services
- B. Psychological services
- C. Social Work services
- D. Health services.

- *Verification Source*

- *A copy should be kept by the district as evidence of compliance.*

Compliance Evaluation Review

Identification of English Language Learners

- 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 and
 - B. Whether the student speaks a language other than English and if so which language.
- *Verification source*
- *Copy of survey and copy of each survey new to the district*

Compliance Evaluation Review

- A district must provide the following area of study appropriately coordinated and supervised.
- The district includes a unit of instruction studying the events as the Holocaust.
- *Verification source*
- *Curriculum Guide /Syllabus/Mandated Unit of studies*

Where do we begin

- ▶ Supply the ROE with a list of staff with email addresses to grant access to your district's electronic compliance document. Answer and document responses to each questions by uploading evidence/artifacts.
- ▶ Contact your ROE with any questions concerning the probe and or visit.
- ▶ For each item on the probe, sources of verification with requisite documentation should be uploaded.
- ▶ A few items will be marked with a schoolhouse which indicates in house review.
- ▶ The district contact person for compliance will need to be available.

Upload documentation

- ▶ For each question on the instrument, upload evidence of compliance.
- ▶ The electronic system will store documentation from year to year and may be updated for future compliance visits.

Demo of System compliance.iarss.org

Compliance Day

- We will arrive at your school at 9:00 a.m.
- Please provide the following:
 - A room in which to work
 - Accessibility to other materials (student records, personnel files, etc) that will be checked on site.
 - The availability of the district compliance coordinator for questions and for access to files.

Compliance Day continued

- An exit interview will be conducted before we leave your district.
- All areas of non-compliance and areas of concern will be discussed during the exit interview.

After the Compliance Visit

- ▶ The district superintendent will receive a preliminary report of all issues of non-compliance and areas of concern.
- ▶ Districts will receive 60 days to remediate all issues.
- ▶ A resolution letter, on district letterhead, demonstrating remediation of all areas of non-compliance should be sent to the Regional Office of Education (documentation may be required).
- ▶ A final report will be issued to the District Superintendent, The President of the School Board, and the Illinois State Board of Education.

Q & A

Thank you for participating today.
Please feel free to contact your ROE with any questions.

