

2017-2018 Certification Worksheet - Oversight of Schools
Items to be Verified During Onsite Reviews

Item Number	Applies To	ORC Description	Compliance Component Question 1	Compliance Component Question 2	Required Documentation	Onsite Review Procedure
118	Grade 3	The school sees that students on reading monitoring improvement plans are taught by teachers with the appropriate license, endorsements, and/or qualifications.	Does the school serve grades 3 and/or 4? Yes/No	If yes, does the school employ properly licensed and qualified teachers to monitor reading improvement plans? Yes/No	None	If this item is applicable: Onsite reviewer will ask the school representative to describe how the school employs properly licensed and qualified teachers to monitor reading improvement plans. If the reviewer rating is "compliant", the onsite reviewer will verify compliance. If the reviewer rating is "not compliant", the onsite reviewer will determine whether the description by the school representative warrants changing the reviewer rating.
138	Grades 7+	OAC 3333-1-65.2: Secondary schools that offer qualifying courses on-site comply with classroom requirements and requirements for calculating college credit hours and full time enrollment hours.	Does the school offer College Credit Plus courses on-site? Yes/No	If yes, does the school comply with the classroom and credit reporting requirements of OAC? Yes/No	None	If this item is applicable: Onsite reviewer will ask the school representative to describe how the school complies with the classroom and credit reporting requirements of OAC. If the reviewer rating is "compliant", the onsite reviewer will verify compliance. If the reviewer rating is "not compliant", the onsite reviewer will determine whether the description by the school representative warrants changing the reviewer rating.
217	All schools	The school provides intervention services as required by ORC 3301.7011(D).	Does the school provide intervention services as specified in ORC 3301.7011(D)?? Yes/No		None	Onsite reviewer will ask the school representative to describe how the school provides intervention services as specified in the ORC. If the reviewer rating is "compliant", the onsite reviewer will verify compliance. If the reviewer rating is "not compliant", the onsite reviewer will determine whether the description by the school representative warrants changing the reviewer rating.
219	Internet or computer based community school	The school provides students with a location within fifty miles of student's residence at which to complete the statewide achievement and diagnostic assessments.	Is the school an e-school? Yes/No	If yes, does the school provide a location within 50 miles of each student's residence for statewide tests? Yes/No	None	If this item is applicable: Onsite reviewer will ask the school representative to describe how the school provides a location within 50 miles of each student's residence for statewide tests. If the reviewer rating is "compliant", the onsite reviewer will verify compliance. If the reviewer rating is "not compliant", the onsite reviewer will determine whether the description by the school representative warrants changing the reviewer rating.
302	Internet or computer based community school	The school provides a computer to students unless waiver conditions are met.	Is the school an e-school? Yes/No	If yes, does the school provide students with a computer or have a waiver for students who do not receive a computer? Yes/No	None	If this item is applicable: Onsite reviewer will ask the school representative to describe how the school provides students with a computer or have a waiver for students who do not receive a computer. If the reviewer rating is "compliant", the onsite reviewer will verify compliance. If the reviewer rating is "not compliant", the onsite reviewer will determine whether the description by the school representative warrants changing the reviewer rating.

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402	All schools	The attendance officer institutes proceedings for violations of compulsory education laws.	Did the school have any cases of truancy? Yes/No	If yes, did the attendance officer institute proceedings for violations of compulsory education laws AND keep records? Yes/No	None	If this item is applicable: Onsite reviewer will ask the school representative to describe how the the attendance officer instituted proceedings for violations of compulsory education laws AND kept records. If the reviewer rating is "compliant", the onsite reviewer will verify compliance. If the reviewer rating is "not compliant", the onsite reviewer will determine whether the description by the school representative warrants changing the reviewer rating.
405	All schools	The school complied with all requirements regarding the length of a suspension, expulsions or removal and provided students with the required due process concerning such actions.	Did the school suspend, expel or remove students? Yes/No	If yes, did the school provide the student with due process? Yes/No	Copy of policy on suspension, expulsion and removal of students and documentation of due process procedures (Submit requested policies and procedure documentation only - do NOT submit individual student information)	Compare documentation provided in Epicenter to what is provided to reviewers on site. If documentation is the same and the reviewer rating is "compliant" or "not applicable", then no change is necessary. If documentation is the same and the reviewer rating is "not compliant" the onsite reviewer will discuss the justification and determine whether additional information or documentation provided would change the rating to "compliant" or "not applicable". If documentation is different and the reviewer rating is "not compliant" then the onsite reviewer will consider whether the final reviewer rating should be changed.
431	All schools	The school provides the parent, at the time a student is enrolled, with a statement about the requirement for enrolled students to take proficiency tests and other examinations prescribed by law.	Does the school provide the parent, at the time a student is enrolled, with a statement about the requirement for enrolled students to take proficiency tests and other examinations prescribed by law? Yes/No		Copy of the statement/ document provided to parents of newly enrolled students	Compare documentation provided in Epicenter to what is provided to reviewers on site. If documentation is the same and the reviewer rating is "compliant" or "not applicable", then no change is necessary. If documentation is the same and the reviewer rating is "not compliant" the onsite reviewer will discuss the justification and determine whether additional information or documentation provided would change the rating to "compliant" or "not applicable". If documentation is different and the reviewer rating is "not compliant" then the onsite reviewer will consider whether the final reviewer rating should be changed.

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436	All schools	The school provides parents or guardians with a copy of the most recent report card during the admissions process.	Did the school provide parents or guardians of students with a copy of the school's most recent report card during the admissions process? Yes/No		Copy of enrollment package OR checklist of all items included in the school's standard enrollment package	Compare documentation provided in Epicenter to what is provided to reviewers on site. If documentation is the same and the reviewer rating is "compliant" or "not applicable", then no change is necessary. If documentation is the same and the reviewer rating is "not compliant" the onsite reviewer will discuss the justification and determine whether additional information or documentation provided would change the rating to "compliant" or "not applicable". If documentation is different and the reviewer rating is "not compliant" then the onsite reviewer will consider whether the final reviewer rating should be changed.
509	All schools	The school has liability insurance sufficient to cover any risks to The school.	Does the school have appropriate liability insurance? Yes/No		None	Onsite reviewer will ask the school representative to describe how the school has appropriate liability insurance. The school representative may show a copy of the liability insurance policy that was valid during the school year under review. If the reviewer rating is "compliant", the onsite reviewer will verify compliance. If the reviewer rating is "not compliant", the onsite reviewer will determine whether the description by the school representative warrants changing the reviewer rating.
607	All schools	The school's special education teacher(s) hold a bachelor's degree, a special education teacher license without waivers for emergency, temporary or provisional basis, and, if teaching core subjects, holds a degree in the core subject or passed Ohio's content knowledge assessment.	Does the school employ any special education teachers? Yes/No	If yes, are the school's special education teachers properly licensed? Yes/No	None	If this item is applicable: Onsite reviewer will ask the school representative to show the license for any of the school's special education teachers to verify that they are properly licensed. If the reviewer rating is "compliant", the onsite reviewer will verify compliance. If the reviewer rating is "not compliant", the onsite reviewer will determine whether the evidence provide by the school representative warrants changing the reviewer rating.
612	All schools	All school teachers, aides, and providers are properly licensed by the State Board of Education.	Are all of the school's teachers, aides, and educational providers properly licensed by the Department? Yes/No		None	Onsite reviewer will ask the school representative to verify that all of the school's teachers, aides, and educational providers are properly licensed by the Department. If the reviewer rating is "compliant", the onsite reviewer will verify compliance. If the reviewer rating is "not compliant", the onsite reviewer will determine whether the description by the school representative warrants changing the reviewer rating.

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636	All Schools	The school submits to superintendent of public instruction information about any employee who is subject to a condition described in ORC 3314.40(B).	Did the school, or the entity that hires the staff, have any employee that committed an act that is unbecoming to the teaching profession or an offense described in division (B)(2) or (C) of section 3319.31 or division (B)(1) of section 3319.39 of the Revised Code? Yes/No	If yes, did the school report the information to the Department as required? Yes/No	None	Onsite reviewer will ask the school representative to verify that the school, or the entity that hires the staff, reported the information about any employee who is subject to a condition to the Department. If the reviewer rating is "compliant", the onsite reviewer will verify compliance. If the reviewer rating is "not compliant", the onsite reviewer will determine whether the description by the school representative warrants changing the reviewer rating.
655	All schools	The school shall post on the school's website the names of the school's governing authority and provides, upon request, the name and address of each member of the governing authority to the sponsor of the school and the Ohio Department of Education.	Does the school post the names of the governing authority members on the school website AND also provide current names and contact information of members of the governing authority to the sponsor and the Department upon request? Yes/No		Screen shot of the website for the appropriate school year	Compare documentation provided in Epicenter to what is provided to reviewers on site. If documentation is the same and the reviewer rating is "compliant" or "not applicable", then no change is necessary. If documentation is the same and the reviewer rating is "not compliant" the onsite reviewer will discuss the justification and determine whether additional information or documentation provided would change the rating to "compliant" or "not applicable". If documentation is different and the reviewer rating is "not compliant" then the onsite reviewer will consider whether the final reviewer rating should be changed.
662	All schools	The school provides the sponsor with a comprehensive plan describing the governance, management, administration, instructional program, educational philosophy, and financial controls of the school.	Does the school provide the sponsor with a comprehensive plan describing the governance, management, administration, instructional program, educational philosophy, and financial controls of the school? Yes/No		Comprehensive plan for The school	Compare documentation provided in Epicenter to what is provided to reviewers on site. If documentation is the same and the reviewer rating is "compliant" or "not applicable", then no change is necessary. If documentation is the same and the reviewer rating is "not compliant" the onsite reviewer will discuss the justification and determine whether additional information or documentation provided would change the rating to "compliant" or "not applicable". If documentation is different and the reviewer rating is "not compliant" then the onsite reviewer will consider whether the final reviewer rating should be changed.

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664	All schools	The school's meetings of its governing authority are public meetings, provide public advance notice, and follow all laws with respect to proper public meeting protocol.	Does the school ensure that all meetings of the governing authority are public and follow proper public meeting protocol? Yes/No		Copy of governing authority meeting notices	Compare documentation provided in Epicenter to what is provided to reviewers on site. If documentation is the same and the reviewer rating is "compliant" or "not applicable", then no change is necessary. If documentation is the same and the reviewer rating is "not compliant" the onsite reviewer will discuss the justification and determine whether additional information or documentation provided would change the rating to "compliant" or "not applicable". If documentation is different and the reviewer rating is "not compliant" then the onsite reviewer will consider whether the final reviewer rating should be changed.
668	All schools	The school fills public records requests timely.	Does the school have a public records request policy that meets statutory requirements? Yes/No		Copy of applicable school policy	Compare documentation provided in Epicenter to what is provided to reviewers on site. If documentation is the same and the reviewer rating is "compliant" or "not applicable", then no change is necessary. If documentation is the same and the reviewer rating is "not compliant" the onsite reviewer will discuss the justification and determine whether additional information or documentation provided would change the rating to "compliant" or "not applicable". If documentation is different and the reviewer rating is "not compliant" then the onsite reviewer will consider whether the final reviewer rating should be changed.
755	All schools	The school has reviewed policies and procedures to ensure safety of students, employees and other persons using a school building from any known hazards in the building or on building grounds that pose an immediate risk to health or safety.	Does the school periodically review its policies to ensure safety of students, employees and other persons using a school building from any known hazards in the building or on building grounds that pose an immediate risk to health or safety? Yes/No	If yes, does the governing authority ensure that its policies comply with all federal laws and regulations regarding health and safety applicable to school buildings	Governing Board minutes detailing the policy review including the specific health and safety policies that were reviewed	Compare documentation provided in Epicenter to what is provided to reviewers on site. If documentation is the same and the reviewer rating is "compliant" or "not applicable", then no change is necessary. If documentation is the same and the reviewer rating is "not compliant" the onsite reviewer will discuss the justification and determine whether additional information or documentation provided would change the rating to "compliant" or "not applicable". If documentation is different and the reviewer rating is "not compliant" then the onsite reviewer will consider whether the final reviewer rating should be changed.
782	Schools with food service	The school provides breakfast and/or lunch during the summer if at least one-fifth of the pupils are eligible under federal guidelines.	Does the school serve or sell food on school premises AND does the school offer a summer education program AND are at least one-fifth of the school's students eligible for free lunches? Yes/No	If yes, does the school offer summer breakfast or lunch programs OR has the governing authority determined that it can not comply for financial reasons? Yes/No	Acknowledgement of existence of summer breakfast/lunch program OR board determination that it can not comply	If this item is applicable: Compare documentation provided in Epicenter to what is provided to reviewers on site. If documentation is the same and the reviewer rating is "compliant" or "not applicable", then no change is necessary. If documentation is the same and the reviewer rating is "not compliant" the onsite reviewer will discuss the justification and determine whether additional information or documentation provided would change the rating to "compliant" or "not applicable". If documentation is different and the reviewer rating is "not compliant" then the onsite reviewer will consider whether the final reviewer rating should be changed.