

2016-2017 Certification Worksheet - Oversight of Schools  
Items to be Verified During Onsite Reviews

Item No	ORC Section	ORC 3314 reference	OAC Section	ORC Section Title	ORC Description	Compliance Component Question 1	Compliance Component Question 2	Required Documentation	Onsite Review Procedure
118	ORC 3313.608	ORC 3314.03(A)(11)(d)		Fourth grade reading capability	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 offer grades 3 and 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	ORC 3365	ORC 3314.03(A)(11)(d)	OAC 3333-1-65.2	College Credit Plus; OAC: Program Requirements for Secondary Schools	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	ORC 3301.0711	ORC 3314.03(A)(11)(d)		Administration and grading of assessments	The school provides intervention services to any student who fails to score at least the proficient level on the assessment and for schools that have a 3 year average graduation rate of less than 75%.	Does the school provide intervention services to any student who fails to score at least the proficient level on the assessment and for schools that have a 3 year average graduation rate of less than 75%? 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 should 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.
219	ORC 3314.25	ORC 3314.25		Computer-based schools to provide location for statewide tests	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	ORC 3314.22	ORC 3314.22		Child entitled to computer supplied by the 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.
402	ORC 3321.18	ORC 3314.03(A)(11)(d)		Enforcement proceedings (truancy)	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	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 should 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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405	ORC 3313.66	ORC 3314.03(A)(11)(d)		Suspension, expulsion or permanent exclusion - removal from curricular or extracurricular activities.	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 <b>(Submit requested policies and procedure documentation only - do NOT submit individual student information)</b>	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 should 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	ORC 3314.041	ORC 3314.041		Distributing statement concerning state-prescribed testing and compulsory attendance law to parents	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 should 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.
436	ORC 3313.6411	ORC 3314.03(A)(11)(d)		Providing report card to parent	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 newly admitted students with a copy of the school's most recent report card? Yes/No		Copy of enrollment package that includes report card.	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 should 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	ORC 3314.03(11)(b)	ORC 3314.03(A)(11)(b)		Specifications of contract between sponsor and governing authority- specifications of comprehensive plan	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. 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	ORC 3323.11	ORC 3314.19(B)		Employment and qualifications of necessary personnel	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.

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612	ORC 3319.22 - 3319.31	ORC 3314.03(A)	OAC 3301-23-44, 3301-24-13, 3301-24-14, 3301-25-01, 3301-25-02, 3301-25-03, 3301-25-04, 3301-25-05, 3301-25-07, 3301-25-08, 3301-25-09	Teacher licenses	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.
636	ORC 3314.40	ORC 3314.40		Report of employee conviction or alternative disposition	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 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?	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 reported the information about any employee who is subject to a condition to the Department as required by showing a copy of the license for at least one employee. 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	ORC 3314.035	ORC 3314.035		Publication of names of members of governing authority	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 should 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	ORC 3314.03(B)	ORC 3314.03(B)		Specifications of contract between sponsor and governing authority- specifications of comprehensive plan	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 should 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.
664	ORC 121.22	ORC 3314.03(A)(11)(d)		Public meetings - exceptions	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 should 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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668	ORC 149.43	ORC 3314.03(A)(1)		Availability of public records for inspection and copying	The school fills public records requests timely and at least one person, as designated by the school, has attended training approved by the attorney general about the school's obligations pertaining to public records.	Does the school fill public records requests timely and have at least one person, designated by the school, has attended training approved by the attorney general about the school's obligations pertaining to public records? 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 should 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	ORC 3313.86	ORC 3314.03(A)(11)(d)		Health and safety review	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		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 should 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	ORC 3314.18	ORC 3314.18		Breakfast and lunch programs Summer Extension	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 are at least one-fifth of the schools student eligible for free lunches? Yes/No	If yes, does the school offer summer breakfast or lunch programs? Yes/No	None	If this item is applicable: Onsite reviewer will ask the school representative to describe how the school offers summer breakfast or lunch programs. 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.