

Chicago Public Schools Policy Manual

Title: STATE CHAPTER 1 EXPENDITURE GUIDELINES

Section: 401.5

Board Report: 96-0124-PO3

Date Adopted: January 24, 1996

Policy:

DESCRIPTION

In order to more efficiently utilize available State Chapter I funds, a task force was convened in August 1995 to review and revise existing guidelines for the expenditures of State Chapter I funds, at qualifying schools. These guidelines are summarized under six categories.

I - CATEGORY I, EARLY CHILDHOOD

Program 6200: PreKindergarten. Provide assistance to the child in areas such as language development, reading and mathematics readiness, and physical and emotional growth.

Program 6201: Kindergarten. Provides necessary readiness activities and experiences for five-year olds prior to entering formal day-long school.

II - CATEGORY II, REDUCED CLASS SIZE

Program 6202: Grades 1-3. Designed to allow schools to reduce the number of students being served in one or more regular self-contained classrooms in grades 1 through 3.

Program 6203: Grades 3-8. Designed to allow schools to reduce the number of students being served in one or more regular self-contained classrooms in grades 3 through 8.

Program 6204: Reduced Class, High School. Designed to allow schools to reduce the number of students being served in one or more high school subjects in grades 9 through 12.

III - CATEGORY III, ENRICHMENT

Program 6205: Foreign Language. Designed to support existing foreign language programs or provide additional experiences in foreign language instruction.

Program 6206: Bilingual Education. Provides additional support for the Transitional Bilingual Education Program.

Program 6207: TESL. Provides additional supplemental support for students participating in board- and state-funded transitional bilingual education as well as the transitional program of instruction.

Program 6208: Music. Designed for students in preschool through grade 12; may include additional music instruction to assist the regular classroom teachers during the regular day or an extended-day basis.

Program 6209: Art. Designed for students in preschool through grade 12; may include additional art instruction to assist the regular classroom teachers during the regular day or an extended-day basis.

Program 6210: Physical Education. Designed to extend the regular physical education and health programs of the school. An equipment list must accompany the program design, with equipment appropriate for the grade level of the participating students. The program must be in support of the school improvement plan.

Program 6212: Community Services. Provides a closer relationship between parents, community and school through inclusion of school-community representatives, parent volunteers and other community-related personnel and activities. Stipends, supplies and community consultants may be provided. Stipends paid to elementary and high school students tutors are to be set at the minimum wage, stipends paid to college-age tutors are not to exceed \$8.00 per hour, and stipends paid to parent and community volunteers should be not less than the minimum wage and not more than \$8.00 per hour.

IV - CATEGORY IV, IMPROVEMENT OF ATTENDANCE

Program 6213: Attendance Services. Designed to enhance school attendance and assist students to avoiding behaviors which may contribute to students dropping out.

V - CATEGORY V, REMEDIAL/SUPPORTIVE EDUCATION

Program 6214: Language Arts. Provides additional remedial instruction in English.

Program 6215: Reading. Provides students with methods, skills and experiences which will promote independent growth in reading for students not achieving at expected grade levels.

Program 6216: Mathematics. Designed to stimulate and instruct students in preschool through grade 12.

Program 6217: Science. For the teaching of physical sciences to students, in addition to the general classroom instruction and/or curriculum.

Program 6218: Social Studies. For the teaching of social studies to students, in addition to the general classroom instruction and/or curriculum.

Program 6219: Learning Center. Provides for the needs of students for a variety of educational purposes, through the establishment of a Learning Center.

Program 6220: Summer Program. Creative and/or challenging summer programs are design to supplement the regular program of instruction. Expenditures under this program are to be limited to student activities only. Staff and curriculum development should not be included under this program.

VI. CATEGORY VI, OTHER EDUCATIONALLY BENEFICIAL PROGRAMS

Program 6221: Supplementary Needs. Provides support services, additional services of ancillary staff, or services for students who are enrolled in activities that cannot be provided through other listed programs or programs that include more than one content area.

Program 6222: Gifted. Provides additional services for the state-funded program or support for a gifted program.

Program 6223: Guidance. Provide additional guidance services such as assisting in career choices, improving personal and social development, and extending guidance activities to meet the individual needs of students.

Program 6224: Curriculum Development. Enables school to develop new curricula or to enhance, extend or revise existing curricula or needs of the students.

Program 6225: Instructional Staff Services. Designed to assist teachers, educational assistants, and other support staff to meet specific, identified needs of students.

Program 6226: Instructional Administration. Provides additional school-based personnel who provide instructional leadership and support to the general program of instruction.

Program 6227: School Office Services. Provides additional office staff and supplies to assist in general operations of the school office.

Program 6228: Career Employment Preparation. Supports supplemental activities in career awareness for students.

Program 6229: Security Services. Provides additional staff, supplies or equipment to increase the safety of students and staff in the school building or on the playground during regular or extended-day activities. Parents and community volunteers are not charged to this program. Security staff must go through personal background checks and receive appropriate training prior to employment.

Program 6236: Computer Education. Designed to provide students with experiences to enable them to develop computer skills and literacy.

Other Innovative Programs: If the school's program cannot be described using the previous options, the design and the one-page program description form may be completed.

PROGRAM NARRATIVES

Supplementary and discretionary funds, at qualifying schools, are being used according to the following programs and options available under the six categories, as approved by the Illinois State Board of Education.

CATEGORIES

There are six program categories in the State Chapter 1 Design — Category I, Early Childhood; Category II, Reduced Class Size; Category III, Enrichment; Category IV, Improvement of Attendance; Category V, Remedial/Supportive Education; and Category VI, Other Educationally Beneficial Programs.

The following is an explanation of the codes for the column titled "Other Expenditures," which will be used to complete the description of a supplementary program: E = Equipment; M - Maintenance Agreement; IM = Instructional Materials; S = Supplies; F = Buses for Field Trips within Chicago's City limits only; A = Admission Fees; P = Parent Stipends; C = Consultant Services; SS = Substitute Services; T = Travel (Object 5500) for trips beyond Chicago's City limited for students, parents or teachers. NOTE: If consultant services (Object 5410); travel (Object 5500) or retreats are included, please use the "Consultant Services Procedures" (Appendix A), "Travel Procedures" (Appendix B), "Retreat Procedures" (Appendix C) forms

when processing board reports for implementation of any of these services/activities. The Chicago Board of Education policy regarding indebtedness (Board Report 95-0726-EX3), which governs hiring and contracting and the Ethics Policy (95-0927-RU3) must be complied with prior to hiring anyone for this activity.

Category I, Early Childhood.

Program 6220 - Prekindergarten

All early childhood programs are supplementary, because the Board of Education provides no support for preschool programs. These programs are designed to provide assistance to the child in areas such as language development, reading and mathematics readiness, and physical and emotional growth. Parent involvement components may be provided. Funding may be provided for any aspect of this program, except for capital expenditures.

Option Teacher Asst./C.S. * No. of Students Other Expenditures **

1 1 1 15-20 per ½ day E, M, IM, S, F, A, P, C, SS

2 .5 .5 5-20 per ½ day E, M, IM, S, F, A, P, C, SS

4 (1) 0 1 20 per ½ day E, M, IM, S, F, P, C

(1) Only those schools with a Head Start program may select this option.

* Asst./C.S. refers to Assistant or Career Service Positions

** Refers to the codes listed in the first paragraph of this page

Program 6201 - Kindergarten

This program is designed to provide necessary readiness activities and experiences for five-year-olds prior to entering formal day-long school. Variables that distinguish this program from regular kindergarten may be an additional teacher to provide full-day kindergarten program instead of the usual half-day, an assistant who will provide additional individual attention to children, as well as new and innovative supplemental instructional materials, supplies, equipment, and other supplementary services to stimulate children lacking in readiness skills, except for capital expenditures.

Option Teacher Asst./C.S. No. of Students Other Expenditures

1 1 1 27-29 per full day E, M, IM, S, F, A, P, C, SS

2 .5 .5 14 per half day E, M, IM, S, F, A, P, C, SS

3 1 0 16-29 per full day E, M, IM, S, F, A, P, C, SS

4 0 1 (2) 27-29 per half day E, M, Im, S, F, A, P, C

5 .5 0 14 per half day E, M, IM, S, F, A, P, C

6 0 .5 (2) 27-29 per half day E, M, IM, S, F, A, P, C, SS

7 0 0 Identify number E, M, IM, S, F, P, C

(2) Under direction of teacher

Category II, Reduced Class Size.

Program 6202 - Grade 1-3

This program is designed to allow local school to reduce the number of students being served in one or more regular self-contained classrooms in grades 1 through 3. This supplementary program provides for reduced pupil-teacher ratio and enables the teachers to facilitate learning experiences that are not possible in the regular classroom setting. These learning experiences may include individualized instruction, greater time-on-task for students, and/or flexible and diversified groupings.

Reduced class size may be achieved through a variety of educational approaches, such as using State Chapter 1 funded teachers with other funded teachers or by using State Chapter 1 funded teachers with ancillary personnel, e.g., school or instructor assistants.

Instructional support staff and parent or community volunteers may be provided to assist the teacher but may not be used to reduce class size. Supplemental instruction materials, equipment, field trip costs, admission fees, supplies, and other supplementary items and/or services related to this program may be purchased, except for capital expenditures.

Students who are to participate in this program are selected by criteria determined by the participating local school units based on local needs and program goals.

Option Teacher Asst./C.S. No. of Students Other Expenditures

1 1 1 14-25 per room E, M, IM, S, F, A, P, C, SS

3 1 0 14-25 per room E, M, IM, S, F, A, P, C, SS

Program 6203 - Grades 3-8

This program is designed to allow local schools to reduce the number of students being served in one or more regular self-contained classrooms in grades 3 through 8. This supplementary program provides for reduced pupil-teacher ratio and enables the teachers to facilitate learning experiences that are not possible in the regular classroom setting. These learning experiences may include individualized instruction, greater time-on-task for students, and/or flexible and diversified groupings.

These learning experiences may include individualized instruction, greater time-on-task for students, and/or flexible and diversified groupings.

Reduced class size can be achieved by using State Chapter 1 funded teachers with other funded teachers or specialists or by using State Chapter 1 teachers with ancillary personnel, such as teacher, school or instructor assistants. Instructional support staff and parent or community volunteers may be provided to assist the teacher but may not be used to reduce class size. Supplemental instruction materials, equipment, field trip costs, admission fees, supplies, and other supplementary items and/or services related to this program may be purchased, except for capital expenditures.

Students who are to participate in this program are selected by criteria determined by the participating local school units based on local needs and program goals.

Option Teacher Asst./C.S. No. of Students Other Expenditures

1 1 1 14-27 per room E, M, IM, S, F, A, P, C, SS

3 1 0 14-27 per room E, M, IM, S, F, A, P, C, SS

Program 6204 - Reduced Class High School

This program is designed to allow local schools to reduce the number of students being served in one or more high school subjects in grades 9 through 12. This supplementary program provides for reduced pupil-teacher ratio and enables the teacher to facilitate learning experiences that are not possible in the regular high school class size. These learning experiences may include individualized instruction, greater time-on-task for students, and/or flexible and diversified groupings. Instruction support staff and parent volunteers may be provided to assist the teacher but may not be used to reduce class size. Supplemental instructional materials, equipment, field trip costs, admission fees, supplies, and other supplementary items and/or experiences related to this program may be purchased, except for capital expenditures.

Most students who are selected by staff to participate in this type of program have demonstrated the need for a most individualized or another method of instruction.

Option Teacher Asst./C.S. No. of Students Other Expenditures

1 1 1 10-22 per room E, M, IM, S, F, A, P, C, SS

2 .5 .5 10-22 per room E, M, IM, S, F, A, P, C, SS

3 1 0 10-22 per room E, M, IM, S, F, A, P, C, SS

5 .5 0 Identify number E, M, IM, S, F, A, P, C, SS

Category III, Enrichment.

Program 6205 - Foreign Language

With the exception of the program offered at the Language Academies, programs in foreign language at the elementary school level are supplementary, because the Board of Education provides no funds for those programs. At the secondary school level, funds may support existing foreign language programs or provide additional experiences in foreign language instruction. Additional staff, instruction materials, supplies, equipment, field trips, admission fees, and other supplementary items and/or services related to this program may be acquired, except for capital expenditures.

Option Teacher Asst./C.S. No. of Students Other Expenditures

1 1 1 Identify number E, M, IM, S, F, A, P, C, SS

2 .5 .5 Identify number E, M, IM, S, F, A, P, C, SS

3 1 0 Identify number E, M, IM, S, F, A, P, C, SS

4 0 1 (2) Identify number E, M, IM, S, F, A, P, C

5 .5 0 Identify number E, M, IM, S, F, A, P, C, SS

6 0 .5 Identify number E, M, IM, S, F, A, P, C

7 0 0 Identify number E, M, IM, S, F, A, P, C
8 Ext. Day 0 Identify number E, M, IM, S, F, A, P, C
9 0 Ext. Day Identify number E, M, IM, S, F, A, P, C

Program 6206 - Bilingual Education

This program provides additional support for the Transitional Bilingual Education Program, funded through the Illinois State Board of Education and the Chicago Public Schools. Funds may also be provided for alternative approaches to bilingual instruction. Additional staff, instruction materials, supplies, equipment, field trips, admission fees, and other supplementary items and/or services related to this program may be acquired, except for capital expenditures.

Option Teacher Asst./C.S. No. of Students Other Expenditures

1 1 1 Identify number E, M, IM, S, F, A, P, C, SS
2 .5 .5 Identify number E, M, IM, S, F, A, P, C, SS
3 1 0 Identify number E, M, IM, S, F, A, P, C, SS
4 0 1 (2) Identify number E, M, IM, S, F, A, P, C
5 .5 0 Identify number E, M, IM, S, F, A, P, C, SS
6 0 .5 Identify number E, M, IM, S, F, A, P, C
7 0 0 Identify number E, M, IM, S, F, A, P, C
8 Ext. Day 0 Identify number E, M, IM, S, F, A, P, C
9 0 Ext. Day Identify number E, M, IM, S, F, A, P, C

Program 6207 - TESL

This program will provide additional supplemental support for students participating in the board- and state-funded transitional bilingual education as well as the transitional program of instruction, which provides ESL instruction for fewer than 20 students. Additional staff, instructional materials, supplies, equipment, field trips, admission fees, and other supplementary items and/or services related to this program may be acquired, except for capital expenditures.

Option Teacher Asst./C.S. No. of Students Other Expenditures

1 1 1 Identify number E, M, IM, S, F, A, P, C, SS
2 .5 .5 Identify number E, M, IM, S, F, A, P, C, SS
3 1 0 Identify number E, M, IM, S, F, A, P, C, SS
4 0 1 (2) Identify number E, M, IM, S, F, A, P, C
5 .5 0 Identify number E, M, IM, S, F, A, P, C, SS
6 0 .5 Identify number E, M, IM, S, F, A, P, C
7 0 0 Identify number E, M, IM, S, F, A, P, C
8 Ext. Day 0 Identify number E, M, IM, S, F, A, P, C
9 0 Ext. Day Identify number E, M, IM, S, F, A, P, C

Program 6208 - Music

This supplementary program may be designed for students in preschool through grade 12. The program may include additional music instruction to assist the regular classroom teachers during the regular day or an extended-day basis. Consultants may be used to provide additional support for the music program or staff may be used to extend music instruction into additional classrooms. Additional staff, instruction materials, supplies, equipment, field trips, admission fees, and other supplementary items and/or services related to this program may be acquired, except for capital expenditures.

Student selection for participation is determined by local school needs and the program designed. The program provides additional staff, materials, supplies or other activities, such as field trips to increase the awareness and appreciation of music.

If the school has a board-funded art program, a supplementary music program may be implemented.

Option Teacher Asst./C.S. No. of Students Other Expenditures

1 1 1 Identify number E, M, IM, S, F, A, P, C, SS
2 .5 .5 Identify number E, M, IM, S, F, A, P, C, SS
3 1 0 Identify number E, M, IM, S, F, A, P, C, SS
4 0 1 (2) Identify number E, M, IM, S, F, A, P, C
5 5 0 Identify number E, M, IM, S, F, A, P, C, SS
6 0 .5 Identify number E, M, IM, S, F, A, P, C

- 7 0 0 Identify number E, M, IM, S, F, A, P, C
- 8 Ext. Day 0 Identify number E, M, IM, S, F, A, P, C
- 9 0 Ext. Day Identify number E, M, IM, S, F, A, P, C

Program 6209 - Art

This supplementary program may be designed for students in preschool through grade 12. The program may include additional art instruction to assist the regular classroom teachers during the regular day or an extended-day basis. Consultants may be used to provide additional support for the art program or staff may be used to extend art instruction into additional classrooms. Additional staff, instruction materials, supplies, equipment, field trips, admission fees, and other supplementary items and/or services related to this program may be acquired, except for capital expenditures.

Student selection for participation is determined by local school needs and the program designed. The program provides additional staff, materials, supplies or other activities, such as field trips to increase the awareness and appreciation of art.

If the school has a board-funded music program, a supplementary art program may be implemented.

Option Teacher Asst./C.S. No. of Students Other Expenditures

- 1 1 1 Identify number E, M, IM, S, F, A, P, C, SS
- 2 .5 .5 Identify number E, M, IM, S, F, A, P, C, SS
- 3 1 0 Identify number E, M, IM, S, F, A, P, C, SS
- 4 0 1 (2) Identify number E, M, IM, S, F, A, P, C
- 5 5 0 Identify number E, M, IM, S, F, A, P, C, SS
- 6 0 .5 Identify number E, M, IM, S, F, A, P, C
- 7 0 0 Identify number E, M, IM, S, F, A, P, C
- 8 Ext. Day 0 Identify number E, M, IM, S, F, A, P, C
- 9 0 Ext. Day Identify number E, M, IM, S, F, A, P, C

Program 6210 - Physical Education

A supplemental program for students in preschool through grade 12 may be designed to extend the regular physical education and health program of the school. Additional staff, instruction materials, supplies, equipment, field trips, admission fees, and other supplementary items and/or services related to this program may be acquired, except for capital expenditures.

The program may provide additional staff, consultants, equipment, materials, and supplies for regular and extended-day program to enhance the physical development and health program for program participants.

An equipment list must accompany the program design. The equipment should be appropriate for the grade level of the students participating and must be in support of the School Improvement Plan.

Option Teacher Asst./C.S. No. of Students Other Expenditures

- 1 1 1 Identify number E, M, IM, S, F, A, P, C, SS
- 2 .5 .5 Identify number E, M, IM, S, F, A, P, C, SS
- 3 1 0 Identify number E, M, IM, S, F, A, P, C, SS
- 4 0 1 (2) Identify number E, M, IM, S, F, A, P, C
- 5 5 0 Identify number E, M, IM, S, F, A, P, C, SS
- 6 0 .5 Identify number E, M, IM, S, F, A, P, C
- 7 0 0 Identify number E, M, IM, S, F, A, P, C
- 8 Ext. Day 0 Identify number E, M, IM, S, F, A, P, C
- 9 0 Ext. Day Identify number E, M, IM, S, F, A, P, C

Program 6212 - Community Services

All designs for students in Community Services are supplemental, because the Board of Education provides no funding for this area. Community services provides a closer relationship between parents, community and school. Staff may include School-Community Representatives, parent volunteers, and other community-related personnel and activities. Parent/school needs such as stipends, supplies, and community consultants are among those things that may be provided. Additional staff, instruction materials, supplies, equipment, field trips, admission fees, and other supplementary items and/or services related to this program may be acquired, except for capital expenditures.

-Student Stipends - Elementary and High School Tutors. Students enrolled in elementary and high schools may receive a stipend for tutoring in programs that are operating during extended-day activities over and

beyond the regular school day and class periods of the student who is tutoring. The stipend is to be set at the minimum wage. Exception: Students may tutor in summer school, if they are not enrolled.

High school students who participate in vocational and/or occupational programs may receive a stipend, if appropriate, to supplement the cost related to the supplementary activities over and beyond the regular classroom program of instruction. Students CANNOT be paid for tutoring during regular class periods.

-Student Stipends - College Tutors. College students may tutor in elementary and high schools during the regular school day, during extended-day activities, and during summer school programs. The stipend should not exceed \$8 per hour.

Activities funded under Community Services should directly relate to the School Improvement Plan.

-Parent and Community Volunteers. Parent and community volunteers should not be paid less than the minimum wage and not more than \$8 per hour.

Option Teacher Asst./C.S. No. of Students Other Expenditures

3 1 0 All students E, M, IM, S, F, A, P, C, SS
4 0 1 (2) All students E, M, IM, S, F, A, P, C
7 0 0 All students E, M, IM, S, F, A, P, C
10 1 1 SCR (3) All Students E, M, IM, S, F, A, P, C

(3) School Community Representatives

Program Category IV, Improvement of Attendance.

Program 6213 - Attendance Services

Because the Board of Education provides no resources for attendance services, all activities in this area are supplemental.

Program may be designed for students in preschool through grade 12 to enhance school attendance and to assist students in avoiding behaviors which may contribute to students dropping out. Supplementary programs may incorporate additional, supportive staff and devices to monitor and record student attendance thus enabling staff and parents to provide immediate attention to any potential problem.

Schoolwide recognition and awards which reward positive behaviors may be used. These rewards may include field trips, admission fees, and special incentives for a classroom. Additional staff, instruction materials, supplies, equipment, field trips, admission fees, and other supplementary items and/or services related to this program may be acquired, except for capital expenditures.

Option Teacher Asst./C.S. No. of Students Other Expenditures

1 1 1 All students E, M, IM, S, F, A, P, C, SS
2 .5 .5 All students E, M, IM, S, F, A, P, C, SS
3 1 0 All students E, M, IM, S, F, A, P, C, SS
4 0 1 (2) All students E, M, IM, S, F, A, P, C
7 0 0 Identify number E, M, IM, S, F, A, P, C

Program Category V, Remedial/Supportive Education.

Program 6214 - Language Arts

This supplemental program is for students in kindergarten through grade 12, providing additional remedial instruction in English. Activities may include oral and written communication through a variety of experiences by providing the services of a pullout teacher and/or additional support staff, as well as consultants. Additional staff, instruction materials, supplies, equipment, field trips, admission fees, and other supplementary items and/or services related to this program may be acquired, except for capital expenditures.

Students are selected based on local unit criteria as identified by the design.

Option Teacher Asst./C.S. No. of Students Other Expenditures

1 1 1 Identify number E, M, IM, S, F, A, P, C, SS
2 .5 .5 Identify number E, M, IM, S, F, A, P, C, SS
3 1 0 Identify number E, M, IM, S, F, A, P, C, SS
4 0 1 (2) Identify number E, M, IM, S, F, A, P, C
5 5 0 Identify number E, M, IM, S, F, A, P, C, SS
6 0 .5 Identify number E, M, IM, S, F, A, P, C
7 0 0 Identify number E, M, IM, S, F, A, P, C
8 Ext. Day 0 Identify number E, M, IM, S, F, A, P, C

9 0 Ext. Day Identify number E, M, IM, S, F, A, P, C

Program 6215 - Reading

This supplementary reading program may provide students (K-12) with methods, skills and experiences, which will promote independent growth in reading for students not achieving at expected grade levels. Additional staff, instruction materials, supplies, equipment, field trips, admission fees, and other supplementary items and/or services related to this program may be acquired, except for capital expenditures.

Option Teacher Asst./C.S. No. of Students Other Expenditures

1 1 1 Identify number E, M, IM, S, F, A, P, C, SS
2 .5 .5 Identify number E, M, IM, S, F, A, P, C, SS
3 1 0 Identify number E, M, IM, S, F, A, P, C, SS
4 0 1 (2) Identify number E, M, IM, S, F, A, P, C
5 5 0 Identify number E, M, IM, S, F, A, P, C, SS
6 0 .5 Identify number E, M, IM, S, F, A, P, C
7 0 0 Identify number E, M, IM, S, F, A, P, C
8 Ext. Day 0 Identify number E, M, IM, S, F, A, P, C
9 0 Ext. Day Identify number E, M, IM, S, F, A, P, C

Program 6216 - Mathematics

This remedial mathematics program is designed to stimulate and instruct students in preschool through grade 12.

This supplementary mathematics program may include additional staff who may meet with students on a regular or extended-day basis in order to provide remedial help, new and novel materials (hands-on) that present mathematics in fresh and more meaningful ways. The use of computers and supplies, which are stimulating to students and are not usually found in a regular classroom, may be provided.

Additional staff, instruction materials, supplies, equipment, field trips, admission fees, and other supplementary items and/or services related to this program may be acquired, except for capital expenditures.

Option Teacher Asst./C.S. No. of Students Other Expenditures

1 1 1 Identify number E, M, IM, S, F, A, P, C, SS
2 .5 .5 Identify number E, M, IM, S, F, A, P, C, SS
3 1 0 Identify number E, M, IM, S, F, A, P, C, SS
4 0 1 (2) Identify number E, M, IM, S, F, A, P, C
5 5 0 Identify number E, M, IM, S, F, A, P, C, SS
6 0 .5 Identify number E, M, IM, S, F, A, P, C
7 0 0 Identify number E, M, IM, S, F, A, P, C
8 Ext. Day 0 Identify number E, M, IM, S, F, A, P, C
9 0 Ext. Day Identify number E, M, IM, S, F, A, P, C

Program 6217 - Science

This supplemental design is for the teaching of physical sciences to students in grades kindergarten through 12. Instruction is in addition to the general classroom instruction and/or curriculum.

These programs may provide supplemental staff, instruction materials, supplies, consultants, field trips, and equipment. Support services may be provided during the regular classroom instruction, pullout periods, and/or extended-day activities. Additional staff, instruction materials, supplies, equipment, field trips, admission fees, and other supplementary items and/or services related to this program may be acquired, except for capital expenditures.

Option Teacher Asst./C.S. No. of Students Other Expenditures

1 1 1 Identify number E, M, IM, S, F, A, P, C, SS
2 .5 .5 Identify number E, M, IM, S, F, A, P, C, SS
3 1 0 Identify number E, M, IM, S, F, A, P, C, SS
4 0 1 (2) Identify number E, M, IM, S, F, A, P, C
5 5 0 Identify number E, M, IM, S, F, A, P, C, SS
6 0 .5 Identify number E, M, IM, S, F, A, P, C
7 0 0 Identify number E, M, IM, S, F, A, P, C

8 Ext. Day 0 Identify number E, M, IM, S, F, A, P, C

9 0 Ext. Day Identify number E, M, IM, S, F, A, P, C

Program 6218 - Social Studies

This supplemental design is for the teaching of social studies to students in grades kindergarten to 12. Instruction is in addition to the general classroom instruction and/or curriculum.

These programs may provide supplemental staff, instruction materials, supplies, consultants, field trips, and equipment. Support services may be provided during the regular classroom instruction, pullout periods, and/or extended-day activities.

Additional staff, instruction materials, supplies, equipment, field trips, admission fees, and other supplementary items and/or services related to this program may be acquired, except for capital expenditures.

Option Teacher Asst./C.S. No. of Students Other Expenditures

1 1 1 Identify number E, M, IM, S, F, A, P, C, SS

2 .5 .5 Identify number E, M, IM, S, F, A, P, C, SS

3 1 0 Identify number E, M, IM, S, F, A, P, C, SS

4 0 1 (2) Identify number E, M, IM, S, F, A, P, C

5 5 0 Identify number E, M, IM, S, F, A, P, C, SS

6 0 .5 Identify number E, M, IM, S, F, A, P, C

7 0 0 Identify number E, M, IM, S, F, A, P, C

8 Ext. Day 0 Identify number E, M, IM, S, F, A, P, C

9 0 Ext. Day Identify number E, M, IM, S, F, A, P, C

Program 6219 - Learning Center

Depending on the identified needs of the local school unit, a Learning Center may provide for the needs of students in preschool through grade 12. Services may be provided for a variety of educational purposes such as supplemental multimedia materials and equipment for underachieving or academically disadvantaged students; supplemental support staff for the local school library or multimedia center; or supplemental personnel for instruction in Library Science.

Based on the local school needs, the local school determines the design of the Learning Center, the specific objectives of the program, and the criteria for the selection of students who will be served by the program.

Additional staff, instructional materials, supplies, equipment, field trips, admission fees, and other supplementary items and/or services related to this program may be acquired, except for capital expenditures.

Option Teacher Asst./C.S. No. of Students Other Expenditures

1 1 1 Identify number E, M, IM, S, F, A, P, C, SS

2 .5 .5 Identify number E, M, IM, S, F, A, P, C, SS

3 1 0 Identify number E, M, IM, S, F, A, P, C, SS

4 0 1 (2) Identify number E, M, IM, S, F, A, P, C

5 5 0 Identify number E, M, IM, S, F, A, P, C, SS

6 0 .5 Identify number E, M, IM, S, F, A, P, C

7 0 0 Identify number E, M, IM, S, F, A, P, C

8 Ext. Day 0 Identify number E, M, IM, S, F, A, P, C

9 0 Ext. Day Identify number E, M, IM, S, F, A, P, C

Program 6220 - Summer Program

Summer school programs are supplemental because the Chicago Board of Education does not provide summer instruction. Supplemental summer programs cannot provide tuition for eighth grade or high school students who are pursuing credits for graduation.

Creative or challenging summer programs for preschool through grade 12 students are designed to supplement the regular program of instruction.

Additional staff, instruction materials, supplies, field trips, admission fees, and other supplementary items and/or services related to this program may be acquired, except for capital expenditures.

Summer school expenditures under this program should be limited to student activities only. Staff and curriculum development should not be included under this program.

Option Teacher Asst./C.S. No. of Students Other Expenditures

3 1 0 Identify number E, M, IM, S, F, A, P, C, SS

4 0 1 (4) Identify number No other expenditures allowed

(4) Under direction of principal, teacher

NOTE: Additional information may be requested prior to implementation of your summer program.

Category VI, Other Educationally Beneficial Programs

Program 6221 - Supplementary Needs

All programs in this area are supplemental, because they are beyond services that are funded by the Board of Education.

These programs may provide support services to students in preschool through grade 12. The needs may include additional services of ancillary staff. Services may include programs for students who are enrolled in activities that cannot be provided through other listed programs or programs that include more than one content area.

Additional staff, instruction materials, supplies, equipment, field trips, admission fees, and other supplementary items and/or services related to this program may be acquired, except for capital expenditures.

Option Teacher Asst./C.S. No. of Students Other Expenditures

1 1 1 Identify number E, M, IM, S, F, A, P, C, SS

2 .5 .5 Identify number E, M, IM, S, F, A, P, C, SS

3 1 0 Identify number E, M, IM, S, F, A, P, C, SS

4 0 1 (2) Identify number E, M, IM, S, F, A, P, C

5 5 0 Identify number E, M, IM, S, F, A, P, C, SS

6 0 .5 Identify number E, M, IM, S, F, A, P, C

7 0 0 Identify number E, M, IM, S, F, A, P, C

8 Ext. Day 0 Identify number E, M, IM, S, F, A, P, C

9 0 Ext. Day Identify number E, M, IM, S, F, A, P, C

Program 6222 - Gifted

The Chicago Board of Education provides no resources for a Gifted Program; however, a state-funded gifted program may be available. This program can provide additional services for the state-funded program or support for a gifted program.

These supplemental programs may be designed for students, grades kindergarten to 12, who have demonstrated interest and/or talents in subject areas that are beyond the regular program of instruction. Support services may be provided during the regular classroom instruction, pullout periods, and/or extended-day activities. Additional staff, instruction materials, supplies, equipment, field trips, admission fees, and other supplementary items and/or services related to this program may be acquired, except for capital expenditures.

Option Teacher Asst./C.S. No. of Students Other Expenditures

1 1 1 Identify number E, M, IM, S, F, A, P, C, SS

2 .5 .5 Identify number E, M, IM, S, F, A, P, C, SS

3 1 0 Identify number E, M, IM, S, F, A, P, C, SS

4 0 1 (2) Identify number E, M, IM, S, F, A, P, C

5 5 0 Identify number E, M, IM, S, F, A, P, C, SS

6 0 .5 Identify number E, M, IM, S, F, A, P, C

7 0 0 Identify number E, M, IM, S, F, A, P, C

8 Ext. Day 0 Identify number E, M, IM, S, F, A, P, C

9 0 Ext. Day Identify number E, M, IM, S, F, A, P, C

Program 6223 - Guidance

This supplemental program provides services to students in preschool through grade 12. These may include additional guidance services such as assisting in career choices, improving personal and social development, and extending guidance activities to meet the individual needs of students.

Additional staff, instruction materials, supplies, equipment, field trips, admission fees, and other supplementary items and/or services related to this program may be acquired, except for capital expenditures.

Option Teacher Asst./C.S. No. of Students Other Expenditures

1 1 1 Identify number E, M, IM, S, F, A, P, C, SS
2 .5 .5 Identify number E, M, IM, S, F, A, P, C, SS
3 1 0 Identify number E, M, IM, S, F, A, P, C, SS
4 0 1 (2) Identify number E, M, IM, S, F, A, P, C
5 5 0 Identify number E, M, IM, S, F, A, P, C, SS
6 0 .5 (2) Identify number E, M, IM, S, F, A, P, C
7 0 0 Identify number E, M, IM, S, F, A, P, C
8 Ext. Day 0 Identify number E, M, IM, S, F, A, P, C
(Identify #)
9 0 Ext. Day Identify number E, M, IM, S, F, A, P, C
(Identify #)

Program 6224 - Curriculum Development

All curriculum development activities at the local school are supplementary, because the Chicago Board of Education does not provide funds for this program. The State Chapter 1 curriculum development program enables local school to develop new curricula or to enhance, extend, or revise existing curricula or needs of the students in preschool through grade 12. Depending on locally assessed needs, program may be developed to provide substitute services, extended-day salaries, consultants services or supplemental support staff to develop or implement the curriculum development activities. Additional staff, instruction materials, supplies, equipment, field trips, admission fees, and other supplementary items and/or services related to this program may be acquired, except for capital expenditures. Funds cannot be used to supplant the regular instruction program.

Option Teacher Asst./C.S. No. of Students Other Expenditures

7 0 0 Identify number IM, S, A, P, C
8 Ext. Day 0 Identify number E, M, IM, S, F, A, P, C
9 0 Ext. Day Identify number E, M, IM, S, F, A, P, C

Program 6226 - Instructional Administration

This supplemental program provides additional school-based personnel who provide instructional leadership and support to the general program of instruction.

Additional staff, supplies, equipment, and a maintenance agreement may be acquired, except for capital expenditures.

NOTE: The freed assistant principal cannot replace the Board-funded teaching assistant at the elementary school level nor the regular assistant principal at the high school level.

Option Teacher Asst./C.S. No. of Students Other Expenditures

3 1 0 Identify number E, M, S
11 1 Asst. Prin. 0 Identify number E, M, S

Program 6227 - School Office Services

The program provides additional office staff and supplies to assist in the general operation of the school office.

Supplementary staff will perform tasks as assigned that will enable the principal to coordinate those matters that directly relate to the education of the whole child. Additional staff, equipment, supplies, and other supplementary items and/or services related to this program may be acquired, except for capital expenditures.

Option Teacher Asst./C.S. No. of Students Other Expenditures

4 0 1 (2) Identify number E, M, S, C
6 0 .5 Identify number E, M, S, C
7 0 0 Identify number E, M, S, C

Program 6228 - Career Employment Preparation

The program supports supplemental activities in career awareness for students in preschool through grade 12. Programs may include career awareness and field trips at the elementary school level and additional elective classes for career opportunities at the secondary school level.

Additional staff, instruction materials, supplies, equipment, field trips, admission fees, and other supplementary items and/or services related to this program may be acquired, except for capital expenditures.

Option Teacher Asst./C.S. No. of Students Other Expenditures

3 1 0 Identify number E, M, IM, S, F, A, P, C, SS

7 0 0 Identify number E, M, IM, S, F, A, P, C

Program 6229 - Security Services

This supplemental program may provide additional staff, supplies or equipment to increase the safety of students and staff in the school building or on the playground during regular or extended-day activities. Additional staff, supplies, equipment and other supplementary items and/or services related to this program may be acquired, except for capital expenditures.

Parent and community volunteers should not be charged to this program.

Security staff must go through a personal background check and receive appropriate training prior to employment.

Option Teacher Asst./C.S. No. of Students Other Expenditures

4 0 1 Identify number E, M, IM, S, C

(Identify type of position)

7 0 0 Identify number E, M, IM, S, P, C

Program 6236 - Computer Education

This supplemental program is designed to provide pupils in preschool through grade 12 with experiences to enable them to develop computer skills and literacy. Students are selected based on interest and need to enhance their skills. Computer-assisted instruction should be identified in the appropriate content area.

Additional staff, instruction materials, supplies, equipment, field trips, admission fees, and offer supplementary items and/or services related to this program may be acquired, except for capital expenditures.

Option Teacher Asst./C.S. No. of Students Other Expenditures

1 1 1 Identify number E, M, IM, S, F, A, P, C, SS

2 .5 .5 Identify number E, M, IM, S, F, A, P, C, SS

3 1 0 Identify number E, M, IM, S, F, A, P, C, SS

4 0 1 (2) Identify number E, M, IM, S, F, A, P, C

5 5 0 Identify number E, M, IM, S, F, A, P, C, SS

6 0 .5 Identify number E, M, IM, S, F, A, P, C

7 0 0 Identify number E, M, IM, S, F, A, P, C

8 Ext. Day 0 Identify number E, M, IM, S, F, A, P, C
(Identify #)

9 0 Ext. Day Identify number E, M, IM, S, F, A, P, C
(Identify #)

Other Innovative Programs

If your school's program cannot be described using the options previously described, please complete the design and the one-page program description form for innovative programs.

NOTE: Before submitting a board report for consultant services, travel, and/or retreats please refer to "Consultant Services Procedures" (Appendix A), "Travel Procedures" (Appendix B), and "Retreat Procedures" (Appendix C) forms. Further, before processing for any contracted services, ensure that you are in compliance with the Chicago Board of Education's policy regarding indebtedness (Board Report 95-0726-EX3) and the Ethics Policy (95-0927-RU3).

APPENDIX A - CONSULTANT SERVICES PROCEDURES

To justify consultant services, the Illinois Administrative Code of State Chapter 1, Section 202.10 and 202.30, states that a program justification statement be given that describes what feature(s) of the service qualify it as meeting the criteria for a supplementary program. Further, the Code states that a description of the service must specify what will be done by the consultant, for whom the services will be performed (e.g.,

number and grade levels of students, faculty, parents), and at what level of intensity (e.g., amount of instructional and/or service-provision time, staff-student ratio). The educational benefits and outcomes to be derived and why dollars need to be spent on the consultant are essential statements that should be listed. For audit purposes, principals must maintain all documentation (attendance records, receipts, evaluation data, and reports) related to the consultant services. Refer to Purchasing Procedures regarding consultant services.

Please answer the following questions when submitting a board report for consultant services.

1. Using your School Improvement Plan, what need(s) is/are being met by this consultant?

2. Who participated in selecting this consultant?

What criteria were used?

The consultant documented the ability to work with teachers, administrators, and parents as demonstrated by prior projects that were successfully completed. Yes___ No___

The consultant documented the extensive training, expertise, and service in the areas of teacher education, classroom strategies, program development and organization, student assessment, and program evaluation. Yes___ No___

A review committee of teachers, parents, LSC members and the community can attest that the consultant has knowledge of the latest research in the areas of effective schooling for at-risk students. Yes___ No___

Letters of recommendation from other schools or organizations are on file at the school. Yes___ No___

3. What other consultant(s) was/were considered and why was this consultant selected?

4. What impact will this consultant have on improving student achievement at your school?

5. How will the effectiveness of this consultant be evaluated? (Your answer should be written in measurable terms, e.g., improved student achievement, improved student attendance, improved staff skills, and so forth.)

6. If this consultant was used before, will the service be different? If so, please describe. If the services will be the same, please indicate why the service should be repeated.

7. In the past, did this consultant achieve his/her goals? Yes___ No___

If now, why is the service being continued.

Signature of Principal _____ Date _____

APPENDIX B - TRAVEL PROCEDURES

Travel is to be used for educational conferences and official meetings. To justify travel, the "*Illinois Administrative Code*" of State Chapter 1, Section 202.10 and 202.30, states that a program justification statement be given that describes what feature(s) of the program qualify it as meeting the criteria for a supplementary program. Further, the *Code* states that a description of the program must specify what will be done during the travel activity, with whom the activity will be performed (e.g., number and grade levels of students, faculty, parents), and at what level of intensity (e.g., amount of instructional and/or service-provision time, staff-student ratio).

The educational benefits and outcomes to be derived and why dollars need to be spent on travel are essential statements that should be listed. Food and lodging are to be contracted at the government rate or at reasonable rates. Flights must be coach or economy class. For audit purposes, principals must maintain all documentation (attendance records, receipts, evaluation data, and reports) related to the travel activity. Refer to Purchasing Procedures regarding travel activities.

Please answer the following questions when submitting a board report for travel:

1. Using your School Improvement Plan, what need(s) is/are being met by this travel activity?
2. Who participated in selecting this travel activity? What criteria were used?
3. What other travel activity was considered and why was this travel activity selected?
4. What impact will this travel activity have on improving student achievement at your school?
5. How will the effectiveness of this travel activity be evaluated? (Your answer should be written in measurable terms, e.g., improved student achievement, improved student attendance, improved staff skills, and so forth).
6. If this travel activity was used before, will this activity be different? If so, please describe.

If the travel activity will be the same, please indicate why the activity should be repeated.

7. In the past, did this travel activity achieve its goal? Yes ___ No ___
If now, why is this travel activity being continued?

Signature of Principal _____ Date _____

APPENDIX C - RETREAT PROCEDURES

Retreats are to be used for specific educational purposes which cannot be served through the regular school day activities of teachers, administrators, staff, parents, and/or community members. Overnight accommodations will not be permitted without educational justification and appropriate review of cost factors. Board employees are not to be compensated for participation in retreat activities, other than for nominal charges. Compensation may be available for Local School Council members within certain guidelines. For audit purposes, principals must maintain all documentation (attendance records, receipts, evaluation data and reports) related to the retreat.

Please answer the following questions when submitted documentation related to the retreat.

1. Under the School Improvement Plan, what specific goals will be met by this retreat that cannot be met through regular school-day activities?
2. Who participated in the planning for this retreat?
3. What criteria were used in site and program selection for the retreat?
4. If overnight accommodations are requested, describe the site selection process and cost factors which lead to the selection of the site.
5. What school community groups will be participating in the retreat?
6. What criteria were used in the development of activities to be held during the retreat?
7. What criteria were used in the selection of speakers or presenters for the retreat?
(If consultants are used for retreat activities, refer to "Consultant Procedures").

How will the effectiveness of the speakers or presenters be evaluated?
Your answer should be written in measurable terms (e.g., improved staff skills, etc.)

8. Describe the retreat. Include location, inclusive dates, a general description of programs, number of persons participating, titles of presentation, specific description of activities, times, and the breakdown of the cost of the retreat.

9. What criteria will be used to assess the effectiveness of the retreat? Your answer should be written in measurable terms.

10. How will the issues that were addressed during the retreat positively impact students' achievement of your school?

11. Has your school community participated in a retreat during the past school year? Yes ___ No ___

If so, have the effective experiences of that retreat been incorporated into the design for this retreat? Detail.

Signature of Principal _____ Date _____

Amends/Rescinds: 95-1220-PO3

Cross References:

Legal References: