



Oak Park Elementary School District 97

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**TO: Members, Board of Education
Dr. Carol Kelley, Superintendent**

FROM: District 97 Policy Review Team

RE: Policy Review and Discussion

DATE: February 13, 2018

During tonight's meeting, the district's policy review team (Keecia Broy, Bob Spatz and Chris Jasculca) is presenting the Board of Education with information regarding the recommended policy changes/updates that were featured in the October 2017 Update Memo produced by the Illinois Association of School Boards' Policy Reference Education Subscription Service (PRESS). The board is being asked to conduct a first reading of these policies this evening, with a second reading and approval/adoption scheduled for the board meeting on February 27, 2018. Please note that a few policies are being tabled at this time to allow our team and/or the administration to do follow-up work, research or outreach that must be completed before the documents can be presented to the board for review/discussion.

Proposed Changes to Policies from PRESS

The policy review team reviewed/discussed the proposed changes to the policies that were featured in the October 2017 Update Memo provided by PRESS. Below is a summary of the changes from this update, as well as the team's recommendations. As a reminder, any revisions that were limited to footnotes that correspond with the policies are not being presented this evening because they do not require board action.

- **Policy 2:260 (Uniform Grievance Procedure)** – PRESS recommends that the policy and legal references be updated in response to a change in the law “requiring districts to follow a written grievance procedure for complaints regarding breastfeeding accommodations for students.”

In addition to this change, our team recommends adding the following optional sentence about contact information for the district's nondiscrimination coordinator and complaints managers to the third paragraph under the section titled “Appointing a Nondiscrimination Coordinator and Complaint Managers:”

The Superintendent or designee shall ensure that students, parents/guardians, employees, and members of the community are informed of the contact information for the District's Nondiscrimination Coordinator and Complaint Managers on an annual basis.

We will also restate our request to PRESS that the administration building's mailing address be changed from 970 Madison Street to 260 Madison Street throughout our policy and administrative procedures manuals.

The team recommends that the board approve/adopt the updates to the policy and legal references as described above.

- **Policy 4:150 (Facility Management and Building Programs)** – PRESS recommends making several minor continuous improvement updates to the legal references. It also recommends revising these

references to reflect the change in the law requiring districts to “make feminine hygiene products (defined as tampons and sanitary napkins for use in connection with the menstrual cycle) available, at no cost to students, in the bathrooms of school buildings serving students in grades 6 through 12.”

The team recommends that the board approve/adopt the changes to the legal references as described above. We can also confirm that the administration has made these items available in the bathrooms of the district’s two middle schools.

- **Policy 4:170 (Safety)** – PRESS recommends that several changes be made to the policy and legal references, including:
 - Adding the term “emergency operations and crisis response plan” to the first item under the section titled “Safety and Security” to align the language in the policy with the terminology that is used by federal agencies and is featured in the School Safety Drill Act.
 - Adding language to the sections titled “School Safety Drill Plan” and “Annual Review” to align those aspects of the policy more closely with the School Safety Drill Act.
 - Revising the section titled “Automated External Defibrillator (AED)” to reflect changes in the law. The most notable revisions include:
 - The need to file a copy of the district’s written plan for responding to medical emergencies at the district’s physical fitness facilities with the Illinois Department of Public Health (IDPH).
 - The need to have at least one AED available at every physical fitness facility in the district.
 - The need to have a trained AED user on site during staffed business hours, as well as during events or activities that are sponsored and conducted or supervised by the district.
 - The need to make sure every AED on the district’s premises is properly tested and maintained in accordance with the rules developed by the IDPH.
 - Adding a section regarding the legal requirement to conduct lead testing in the water in school buildings that were constructed on or before January 1, 2000 and are occupied by more than 10 children in pre-k through fifth grade.

The team recommends that the board approve/adopt the changes to the policy and legal references as described above.

- **Policy 5:20 (Workplace Harassment Prohibited)** – PRESS recommends making minor continuous improvement updates to both the policy and legal references. The team recommends that the board approve/adopt these updates.
- **Policy 5:90 (Abused and Neglected Child Reporting)** – PRESS recommends that the policy and legal references be updated in response to changes in the law and for continuous improvements. These proposed updates include:
 - Adding more hotline numbers and websites.
 - Adding language that directs school employees to immediately call 911 if they believe a student is “in immediate danger of harm.”

In addition to these updates, the team recommends adding the following optional sentence to the end of

the last paragraph on the first page of the policy:

The Superintendent or designee will display DCFS-issued materials that list the DCFS toll-free telephone number and methods for making a report under ANCRA in a clearly visible location in each school building.

The team recommends that the board approve/adopt the changes as described above.

- **Policy 5:100 (Staff Development)** – PRESS recommends updating the list of trainings featured in the policy to include new or revised information about required sessions regarding concussions, cultural competency, and the safe handling of hazardous or toxic materials. PRESS also recommends that minor continuous improvement updates be made to the legal references.

The team recommends that the board approve/adopt the updates as described above. We also shared the training information with the administration to help ensure that the district is in compliance with the law.

- **Policy 5:200 (Terms and Conditions of Employment and Dismissal)** – PRESS has provided an optional new subsection that can be added to the policy by districts that want to “prohibit school social workers from moonlighting services to students attending the districts in which they are employed.” The team recommends that the board approve the addition of this subsection.
- **Policy 5:220 (Substitute Teachers)** – PRESS recommends updating the policy and legal references to “clarify substitute teaching requirements in 23 Ill.Admin.Code §1.790” and make minor continuous improvements. The team recommends that the board approve/adopt the updates to the policy and legal references as described.

The team has also contacted PRESS for clarification about the use and definition of the phrase school term in item one. We will update the board on PRESS’ response as soon as we receive it.

- **Policy 5:240 (Suspension)** – PRESS recommends updating the policy and legal references in response to a change in the law that allows DCFS to recommend that a district “remove an employee from his or her position when he or she is the subject of a pending DCFS investigation that relates to his or her employment with the district.” This information would be included in the policy under a new subhead titled “Employees Under Investigation by Illinois Dept. of Children and Family Service (DCFS).”

The team recommends that the board approve/adopt the updates to the policy and legal references as described above.

- **Policy 5:290 (Employment Termination and Suspensions)** – PRESS recommends updating the policy and legal references to include the same language about removing an employee who is the subject of a pending DCFS investigation that is being proposed for inclusion in policy 5:240 (Suspension). To clarify, policy 5:240 applies to professional personnel (i.e., teachers), while policy 5:290 applies to educational support personnel (i.e., administrative assistants, custodians, etc.).

The team recommends that the board approve/adopt the updates to the policy and legal references as described above.

- **Policy 6:60 (Curriculum Content)** – PRESS recommends updating the policy to include language about physical education requirements and excusals that align with recent changes in the law. The team recommends that the board approve/adopt the updates to the policy as described.

- **Policy 6:150 (Home and Hospital Instruction)** – PRESS recommends that, per a change in the law, the policy be updated to “reflect that a physician, physician assistant, or advanced practice nurse may provide written permission for home or hospital instruction of a student.” PRESS also recommends that minor continuous improvement updates be made to the policy’s legal references.

The team recommends that the board approve/adopt the updates to the policy and legal references as described above.

- **Policy 6:340 (Student Testing and Assessment Program)** – PRESS recommends that minor continuous improvement updates be made to the policy’s legal references. The team recommends that the board approve/adopt these updates.
- **Policy 7:10 (Equal Educational Opportunities)** – PRESS recommends that minor continuous improvement updates be made to the policy’s legal references. The team recommends that the board approve/adopt these updates.
- **Policy 7:15 (Student and Family Privacy Rights)** – Per the Governor’s Executive Order 2016-10 and P.A. 100-159, PRESS is recommending that the term ward, which previously referred to children who are under the care of DCFS, be removed from the policy. The team recommends that the board approve/adopt this change to the policy.
- **Policy 7:20 (Harassment of Students Prohibited)** – PRESS recommends that the policy be updated in response to a change in the law “requiring that school personnel available for help with a bully or to make a report about bullying be made known to parents/guardians, students, and school personnel.” PRESS also recommends that minor continuous improvement updates be made to the policy’s legal references.

The team recommends that the board approve/adopt the updates to the policy and legal references as described above.

- **Policy 7:70 (Attendance and Truancy)** – PRESS recommends making the following revisions to the policy based on changes in the law:
 - Add a new third item under the section titled “Absenteeism and Truancy Program” that references having a protocol “for excusing a student from attendance on a particular day(s) or at a particular time of day when his/her parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings.”
 - Revise the first sentence for item seven under the section titled “Absenteeism and Truancy Program” to include chronically absent students. Beginning on July 1, 2018, districts must “collect and review chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success.”

PRESS also recommends that minor continuous improvement updates be made to the policy’s legal references.

The team recommends that the board approve/adopt the changes to the policy and legal references as described above.

- **Policy 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment)** – Similar to the changes to policy 7:20 (Harassment of Students Prohibited) described above, PRESS recommends that policy 7:180 be updated in response to a change in the law “requiring that school personnel available for help with a bully or to make a report about bullying be made known to parents/guardians, students, and school personnel.” The team recommends that the board approve/adopt the updates to the policy as described.

The team has also contacted PRESS for clarification on an amendment to the language featured in the last sentence of item 10 on page five of the policy. PRESS is recommending that the language “and must also be provided periodically throughout the school year to students and faculty” be added to the end of that sentence. Since this appears to be a legal requirement, we recommend that the board approve/adopt the change as written. However, we are seeking to better understand what would qualify as providing this information on a periodic basis throughout the school year. We will share the response from PRESS with the board and administration as soon as we receive it.

- **Policy 7:190 (Student Behavior)** – Since our district receives early childhood block grant funding, PRESS recommends that the following optional sentence be added to the end of the second paragraph on page nine of the policy:

Students enrolled in the District’s State-funded preschool program(s) may be temporarily removed or transitioned to a new program in accordance with federal and State law. State law prohibits the expulsion of students from the program(s).

The addition of this sentence also requires that 105 ILCS 5/2-3.71(a)(7) be added to the legal references.

In addition to these changes, PRESS recommends that minor continuous improvement updates be made to the policy’s legal references.

The team recommends that the board approve/adopt the revisions as described above.

- **Policy 7:250 (Student Support Services)** – PRESS recommends that the policy be updated to clarify that the support services that may be provided to students are from “a *school* nurse, *school* psychologist, *school* social worker, or *school* counselor.” The team recommends that the board approve/adopt these updates.
- **Policy 7:260 (Exemption from Physical Education)** – PRESS recommends that the following paragraph be added toward the end of the policy in accordance with a change in the law:

Students in grades 7 and 8 may submit a written request to the Building Principal to be excused from physical education courses because of his or her ongoing participation in an interscholastic or extracurricular athletic program.⁹ The Building Principal will evaluate requests on a case-by-case basis.

The team also recommends that the following optional sentence be added to help explain/define the meaning of interscholastic or extracurricular athletic programs:

Interscholastic or extracurricular athletic programs are organized school-sponsored or school-sanctioned activities for students that are not part of the curriculum, not graded, not for credit, generally take place outside of school instructional hours, and under the direction of a coach, athletic director, or band leader.

The team recommends that the board approve/adopt these additions as described above.

- **Policy 7:305 (Student Athlete Concussions and Head Injuries)** – PRESS recommends that the following updates be made based on changes in the law:
 - Revise letter “f” under item one to include “licensed healthcare professionals or non-licensed healthcare professionals who serve on the Concussion Oversight Team (whether or not they serve on a volunteer basis).”
 - Revise letter “c” under item two to include advanced practice registered nurses and physician assistants.

The team recommends that the board approve/adopt the updates as described above.

- **Policy 7:340 (Student Records)** – PRESS recommends that the legal references be updated to:
 - Incorporate amendments to the Illinois School Student Records Act that require that “a parent’s or student’s request to inspect and copy records be granted no later than 10 business days (previously 15 school days) after the date of receipt of such a request by the official records custodian.”
 - Include a new statutory subsection that “outlines how a school district may extend the timeline for response by an additional five business days from the original due date if one or more of six listed reasons applies, and also allows the person making the request and the school district to further agree to extend the timeline.”

The team recommends that the board approve/adopt the updates as described above.