



Lemont High School

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DATE: July 26, 2018
TO: Policy Committee (Pam, Bev, Mary, and Renee)
FROM: Mary
RE: Policy Review of PRESS Issue #98 for August 6 Meeting

We have 18 policies and one exhibit to review, so each of you have been assigned four or five items. I've organized the policies into three categories: existing policies that PRESS recommends for five-year review, existing policies for which PRESS recommends changes, and new policies drafted by PRESS for consideration.

Policies Up for Five-Year Review

Assigned to Renee -- Policy 2:105, Board of Education, Ethics and Gift Ban: This policy covers prohibited political activity and limitations on receiving gifts. **No changes are recommended.**

Assigned to Renee-- Policy 2:170, Board of Education, Procurement of Architectural, Engineering and Land Surveying Services: This policy addresses selection of architects, engineers, and land surveyors, which should be done in accordance with state law. **No changes are recommended.** The policy references the Local Government Professional Services Selection Act, which prescribes the process a school district must follow to procure architectural and similar types of services.

Assigned to Renee-- Policy 4:20, Operational Services, Fund Balances: This policy essentially says the District should maintain an adequate fund balance. Specifically, our policy says that the District seeks to maintain year-end fund balances no less than 180 days cash on hand or 50% of the annual expenditures in each fund. **I reviewed this policy with Ken and we recommend changing the last sentence to say:** "The School District seeks to maintain total year-end operating fund balances no less than 180 days cash on hand or 50% of annual expenditures. Operating funds include Education, Operations & Maintenance, Transportation, Working Cash, Illinois Municipal Retirement Fund, Capital Projects, and Tort.

Assigned to Renee-- Policy 4:140, Operational Services, Waiver of Student Fees: This policy addresses the process and criteria for waiving student fees. **No changes are recommended.**

Assigned to Renee-- Policy 6:10, Instruction, Educational Philosophy and Objectives: No changes are recommended to this policy that generally describes the District's educational philosophy and objectives.

Assigned to Bev-- Policy 6:30, Instruction, Organization of Instruction: I'm not sure how relevant this policy is to LHS, a one-building district. It references an annual plan for organizing instructional levels and assigning them to school facilities, which is applicable to districts with several buildings that must balance class sizes across the district by assigning attendance centers. **I suggest to delete the second sentence in the first paragraph that talks about a plan for organizing instructional levels and assigning them to school facilities.**

Assigned to Bev-- Policy 6:120, Instruction, Education of Children with Disabilities: This policy outlines the District's legal obligations under the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act. Our policy incorrectly defines children with disabilities as children between the ages of 3 and 15 (inclusive) for whom special education services are needed. **The age range should be changed to "between 3 and 21" as this is the federal law.**

Assigned to Bev-- Policy 6:190, Instruction, Extracurricular and Co-Curricular Activities: This policy defines the terms *extracurricular activities* and *co-curricular activities*, and also contains academic criteria for participation. **No changes are recommended.**

Assigned to Bev-- Policy 6:230, Instruction, Library Media Program: This policy contains outdated language, such as the term "library media program" and references to "adding to the collection." However, IL Administrative Code still says that public schools must have a library media program and contains language that refers to traditional school libraries of the past. **I suggest to delete number 5 from this policy.** Although the rest of the policy isn't written to reflect the technology-enhanced collaborative learning commons that we now have, it can be interpreted to align with our current facility.

Assigned to Bev-- Policy 7:330, Students, Students Use of Buildings - Equal Access: This policy addresses the conditions under which student groups or clubs that are not sponsored by the school may meet on campus. **No changes are recommended.**

Assigned to Pam-- Policy 8:25, Community Relations, Advertising and Distributing Materials in Schools Provided by Non-School Related Entities: This policy addresses advertisements from community, educational, recreational, and charitable groups, allowing such advertisements when pre-approved and student-oriented. The policy also addresses advertising space for commercial companies and political candidates, noting that political signs may be posted outside the building on voting day when the school is used as a polling place. **No changes are recommended.**

Existing Policies With Recommended Changes

Assigned to Pam -- Policy 4:80, Operational Services, Accounting and Audits:

This policy has been updated in response to ISBE best practice recommendations concerning the prevention of fraud, waste, and abuse in the administration of grants covered by GATA, the Grant Administration Transparency Act. **I reviewed this policy with Ken and we recommend to accept the PRESS suggested changes.**

Assigned to Pam-- Policy 6:220, Instruction, Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct:

This policy is optional and **I recommend to delete it.** Now that the District has implemented a 1:1 program and each student is issued a mobile device (Chromebook), we do not want to give students the option to use a different mobile device such as an iPad or a different kind of Chromebook, nor do we want a student to refuse to use the District-provided device and opt to use his or her smartphone instead.

Assigned to Pam-- Policy 6:240, Instruction, Field Trips and Recreational Class Trips:

This policy allows field trips, provided such trips are pre-approved and have an educational objective. Please note this policy refers to class trips only and that there is a separate policy governing travel for activities and athletics. FYI, since Eric has become principal, most class field trips are local and are conducted within the 90-minute class period. I think it's fine to continue to have language in this policy about field trips beyond a certain distance requiring Board approval in case such a circumstance occurs in the future. PRESS updated the language in this policy that refers to students that would not pay a field trip participation fee, specifically changing the language from students who qualify for free or reduced price school lunches to students who qualify for a fee waiver under Board Policy 4:140, Waiver of Student Fees. Policy 4:140 is slightly more inclusive as it contains factors that may be considered to waive fees other than only qualification for free or reduced lunches under the federal income guidelines. **I recommend to accept the PRESS changes.**

Assigned to Mary-- Policy 6:250, Instruction, Community Resource Persons and Volunteers:

This policy addresses use of volunteers and community resources in the school. PRESS made changes to this policy to reflect a long-standing School Code provision that schools may use resource volunteers for crisis intervention services. **I recommend to accept the PRESS changes.**

Assigned to Mary-- Policy 7:50, Students, School Admissions and Student Transfers To and From Non-District Schools:

This policy has been updated to comply with School Code which requires presentation of a certified copy of the student's birth certificate when enrolling in school (versus original copy) and also requires that a copy of the certified copy of the birth certificate be kept in the student's permanent record (versus the student's temporary record). **I recommend to accept the PRESS changes.**

Assigned to Mary--Policy 7:340, Students, Student Records: This policy defines the term "student record" and addresses the circumstances under which a school is

authorized or required to release student records. In the past, most high schools including LHS, have recorded college entrance exam scores on students' official transcripts. A change in the law has occurred and now college entrance exam scores (SAT) cannot be listed on students' official transcripts unless there is a Board policy that allows this if the student's parent/guardian so requests. **I recommend to accept the language provided by PRESS to allow a parent or guardian to request putting a student's college entrance exam score on the student's official transcript.**

New Policies Drafted By PRESS

Assigned to Mary-- 3:40-E, General School Administration, Checklist for the Superintendent Employment Contract Negotiation Process: This is a new exhibit intended to serve as a resource to educate and guide the Board through the superintendent's employment contract negotiation process. **I would prefer for the Board members on the committee to decide if this exhibit should be adopted.**

Assigned to Mary-- Policy 6:135, Instruction, Accelerated Placement Program: This new policy perfectly illustrates how frustrating it is to comply with new laws written by non-educators that are clearly intended for elementary school districts but nonetheless require high schools to also comply. Our "Accelerated Placement Program" is actually our Advanced Placement and Honors Programs. **My recommendation is to delete all optional language as shown on the marked up copy of this policy that is attached to this memo.**