



# Oak Park Elementary School District 97

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## Calendar for Policy Review and Monitoring

The board conducted a self-evaluation in December 2014. One of the “next steps” following this evaluation was to task the district’s policy review team with developing a plan for monitoring board policies.

The team recommends completing this process through the use of a two-year calendar that is broken up into quarterly review sessions. During these sessions, the team will review one or more of the eight sections that make up the district’s policy manual. At the outset of each session, the team will go through the section(s) of the manual designated for review during that time period and place every policy into one of three categories:

- **Review only** – The review only category includes policies that rarely need to be updated and/or require a spot check. Policy 1:10 (School District Legal Status), which defines what a school district is from a legal standpoint, is an example of a policy that falls under this category. This category may also include policies that were recently revised and/or spot checked in conjunction with an update issued by PRESS.
- **Review and possibly revise** – The policies in the review and possibly revise category are ones the policy review team believes may need to be updated based on changes in the law, district operations or standard best practices. These policies include the district-specific ones that are not maintained or updated by PRESS (e.g., policy 4:172 – Video Surveillance and Electronic Monitoring). They also include ones that may need to be revised based on modifications to the district’s procedures (e.g., updating the gift policy to include a minimum dollar amount at which items must be presented to the board for approval).
- **Review and spot check for enforcement** – The policy review team will work with administrators and staff members to identify and perform spot checks on a handful of policies in each section of the manual to ensure that they are being enforced with equity and fidelity district wide. For example, making sure that all 10 schools are performing the mandatory drills listed in policy 4:170 (Safety). The team will select the policies that are to be spot checked with assistance from the superintendent or his/her designee.

At the conclusion of each quarterly review session, the team will provide the board with a written report summarizing its activities. If the activities involved policies in the review only or review and spot check for enforcement categories, this report will be information only. If the activities led to policy revisions, those revisions will be presented to the board for a first reading during one of its meetings, and a second reading and approval at a subsequent meeting. All reports will be shared with the public.

Below is the two-year calendar, which will go into effect on July 1, 2015. At the end of two years (i.e., July 1, 2017), the calendar will start over. The manual was divided up among the quarterly sessions based on the size and scope of each section, as well the complexity of the policies being reviewed. For example, sections three and eight will be reviewed during the second session of year, which falls during Thanksgiving and winter breaks, because they are shorter in length and the policies they contain are less complex.

### Year 1

*Session 1 – July 1 to October 1*

- Section 1 – School District Organization (3 policies total)
- Section 2 – Board of Education (25 policies total)

*Session 2 – October 1 to January 1*

- Section 3 – General School Administration (6 policies total)
- Section 8 – Community Relations (10 policies total)

*Session 3 – January 1 to April 1*

- Section 4 – Operational Services (23 policies total)

*Session 4 – April 1 to July 1*

- Section 5 – General Personnel Policies (20 policies total)
- Section 5 – Professional Personnel Policies (8 policies total)
- Section 5 – Educational Support Personnel Policies (7 policies total)

**Year 2**

*Session 1 – July 1 to October 1*

- Section 6 – Instruction Policies 6:10 to 6:160 (18 policies total)

*Session 2 – October 1 to January 1*

- Section 6 – Instruction Policies 6:170 to 6:330 (17 policies total)

*Session 3 – January 1 to April 1*

- Section 7 – Students Policies 7:10 to 7:190 (19 policies total)

*Session 4 – April 1 to July 1*

- Section 7 – Students Policies 7:200 to 7:340 (15 policies total)