



**Lemont High School**  
800 Porter Street  
Lemont, IL 60439  
Phone - (630) 257-5838  
Fax - (630) 257-7603  
*Dr. Mary Ticknor, Superintendent*  
*Eric Michaelsen, Principal*

[www.lhs210.net](http://www.lhs210.net)

DATE: May 25, 2017  
TO: Policy Committee  
FROM: Mary  
RE: Policy Review of PRESS Issue #94 for June 5 Meeting

This will be a breeze compared to the number of policies we reviewed in April. I've assigned only five documents to each of you for review.

**Assigned to Pam -- Policy 2:100, Board of Education, Board Member Conflict of Interest:** According to PRESS, this policy has been updated in response to federal regulations requiring written standards of conduct covering conflicts of interest and governing the actions of those engaged in the selection, award, and administration of contracts. Our current policy states that no Board member shall have a beneficial interest in any contract, work, or business of the District. The new language suggested from PRESS goes on to say that no Board member can accept anything of monetary value from parties who have contracts with the District, except gifts of nominal value, subject to the State Officials and Employee Ethics Act. FYI, The limit on the value of food and drink that a District employee or Board member can legally accept from a single vendor or contractor in a single instance is \$75. **I recommend to accept the PRESS language.**

**Assigned to Pam -- Policy 3:70, General School Administration, Succession of Authority:** This policy provides for succession of authority when the Superintendent and/or Principal is temporarily unavailable. Our current policy says that the succession of authority is *approved* by the Board. PRESS suggests changing this to say that the succession of authority is *submitted* to the Board as this is a managerial responsibility of the Superintendent. **I recommend to accept the PRESS language.**

**Assigned to Pam -- 3:70 AP, General School Administration, Administrative Procedure - Succession Plan:** This administrative procedure defines the succession of authority when the Superintendent and Principal are temporarily unavailable. Because we are a single building high school district with the offices of the Superintendent and the Principal housed in the same building, it is feasible for district-level administrators and building-level administrators to be on both district-level and building-level succession of authority plans. I included this administrative procedure for the

Committee's information, but it does not require formal Board approval and will be submitted as an information item in July.

**Assigned to Pam -- Policy 4:15, Operational Services, Identity Protection:**

PRESS suggests to update this policy due to new notification requirements under the Personal Information Protection Act if breaches of security were to occur. Specific new language includes considerable expansion of what constitutes personal information. For example, instead of simply *name*, the suggested language is *first name or first initial and last name*. Personal information now includes items such as security codes, passwords, medical information, health insurance information, and username or email address in combination with password or security question. The Act also requires notification to the Attorney General within 45 days of the discovery of a security breach if more than 250 people are affected. **I recommend to accept the PRESS language.**

**Assigned to Pam -- Policy 4:180, Operational Services, Pandemic Preparedness:**

This policy is up for five-year review. This policy says that in the event of a worldwide breakout of a disease for which there is little or no natural immunity, the District will work with the local health department and emergency management agencies. **This policy is not required and I recommend to delete it because it is not necessary.** Through an agreement with the Cook County Department of Public Health, Lemont High School is already designated as a secondary medicine distribution site if a pandemic event occurs. Per the agreement, should an outbreak occur, the Superintendent, Principal, and Chief School Business Official will be at the planning table with an assortment of Village, Township, and Cook County Department of Public Health officials.

**Assigned to Bev -- Policy 5:70, General Personnel, Religious Holidays:** Another policy up for five-year review, this policy allows for employees to request time off to observe religious holidays. **PRESS recommends only slight grammatical changes, which I recommend to accept.** FYI, in the previous five years, there have been no requests for time off to observe a religious holiday.

**Assigned to Bev -- Policy 5:80, General Personnel, Court Duty:** While PRESS does not recommend any changes to this policy that is on five-year review, **the administration recommends to eliminate the paragraph about deducting any monetary compensation the employee may receive from the employee's paycheck** (less mileage and meals) or requiring the employee to sign the compensation check over to the District. Such language is not included in the ALT or B&G contracts, therefore this recommended change provides for consistent treatment of all employees on this matter, now including the non-union employees. Jury duty compensation essentially covers mileage and meals and any small amount of money left over does not justify the use of clerical time to pursue.

**Assigned to Bev -- Policy 5:110, General Personnel, Recognition for Service:**

This policy says that the Board will periodically recognize deserving employees. **No changes are recommended to this policy, which is on five-year review.** FYI, employees are recognized each fall on Institute Day for years of service and attendance. Also at this time, the Extra Mile and Pride in Excellence awards are presented. Each fall during American Education Week and each spring on Teacher Appreciation Day, the Board provides an ice cream sundae bar for all employees, which continues to be a big

hit. Each year on the spring Institute Day, the Board provides the meat and the administration provides the grilling expertise for the luncheon for all employees. Also during this lunch, the Board provides a cake in honor of all retirees.

**Assigned to Bev -- Policy 5:120, General Personnel, Employee Ethics, Conduct, and Conflict of Interest:** Similar to Policy 2:100 that addresses conflicts of interest for Board members, this policy is for employees. PRESS has renamed this policy and added language to comply with the State Officials and Employee Ethics Act regarding limitations on soliciting or receiving gifts, favors, or gratuities from vendors or contractors. **I recommend to accept the PRESS language.**

**Assigned to Bev -- Policy 5:140, General Personnel, Solicitations By or From Staff:** PRESS does not recommend any changes to this policy that is up for five-year review, but **the administration recommends to add *or designee* at the end of the sentence.** Such solicitation is usually done in conjunction with a sport, club, or activity fundraising effort and is approved in advance by the Director of Activities & Athletics. Solicitation from staff for external organizations such as LHSEF or Rotary is usually in the form of offering tickets to a fundraising event, such as Food for Thought. Those types of solicitation, which almost always are for the benefit of Lemont High School, are approved by the Superintendent.

**Assigned to Renee -- Policy 5:210, Professional Personnel, Resignations:** This policy pertains to the time frame for tenured ALT members to submit notice of resignation. It is up for five-year review. **No changes are recommended.**

**Assigned to Renee -- Policy 5:230, Professional Personnel, Maintaining Student Discipline:** PRESS recommends slight updates in response to P.A. 99-456, the new law enacted last fall regarding student discipline, also referred to as Senate Bill 100. The word *behavior* is added to a sentence that references policies and procedures for student conduct and discipline. Additionally, our current policy says that when a student's behavior is unacceptable, the teacher should first talk to the student. PRESS suggests adding *if appropriate* to this statement because in some situations, it may not be appropriate for the teacher to talk to the student before reporting the matter to the deans or other school personnel. **I recommend to accept the PRESS language.**

**Assigned to Renee -- Policy 5:285, Educational Support Personnel, Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers:** This policy addresses drug and alcohol testing for bus drivers and currently does not apply to us because the District does not employ its own bus drivers. Therefore, **I recommend to delete this policy.** This policy and related administrative procedures would be available for the Board to review and adopt if the District ever decided to handle bus transportation internally and hire drivers.

**Assigned to Renee -- Policy 5:300, Educational Support Personnel, Schedules and Employment Year:** The only suggested update to this policy is inclusion of the Right To Breastfeed Act in the legal references. **I recommend to accept the PRESS language.**

**Assigned to Renee -- Policy 5:320, Educational Support Personnel, Evaluation:** **No changes are recommended** to this policy which is up for five-year review and addresses performance evaluations for non-union support staff. FYI, in the past two years, all job descriptions of non-union support staff have been updated. The evaluation instrument has also been updated to include specific reference to job responsibilities as noted on job descriptions. Also FYI, a goal for the upcoming school year is to review the evaluation procedures for hourly cafeteria employees and for daytime Buildings & Grounds workers. A likely goal for the following school year is to review the evaluation procedures for the evening custodial employees.

**Assigned to Mary -- Policy 6:70, Instruction, Teaching About Religions:** Our current policy says that neither preferential nor derogatory treatment shall be given to any single religious belief. PRESS suggests to also include *religion* in order to separate a religion from a religious belief. **I recommend to accept the PRESS language.**

**Assigned to Mary -- Policy 6:185, Instruction, Remote Educational Program:** This policy is up for five-year review. PRESS does not recommend any changes. However, school districts are not required to have remote educational programs. We do not currently have such a program in place, but considering our 1:1 implementation, it might be something to consider in the future. Therefore, I suggest **changing the the first sentence to indicate the superintendent *may* develop such a program,** rather than stating the superintendent *will* do so.

**Assigned to Mary -- Policy 7:40, Students, Nonpublic School Students, Including Parochial and Home-Schooled Students:** The administration (not PRESS) recommends a change to the *Extracurricular Activities, Including Interscholastic Competition* section. Our current policy says that part-time nonpublic school students will not be allowed to participate in extracurricular activities. **The administration recommends changing the statement to say that *part-time nonpublic school students may be allowed to participate in extracurricular activities.***

**Assigned to Mary -- Policy 7:100, Students, Health and Eye Examinations; Immunization; and Exclusion of Students:** To comply with Public Act 99-927, PRESS suggests new language that says required health examinations for incoming ninth graders and transfer students must now contain an age-appropriate developmental screening and an age-appropriate social and emotional screening. However, the Act also says that failure to obtain such screenings will not result in exclusion from attendance. **I recommend to accept the PRESS language in #3 of the second section of the policy, but do not recommend inclusion of either optional language section.** The optional language says the District may offer to conduct such screenings if not included in students' health examination forms. We do not have the resources to generally offer these services. Other optional language says that the District will make school personnel available to work with parents to obtain appropriate evaluations. This is already done for students in need, so adding the optional language is unnecessary. As suggested by PRESS, I am currently awaiting a response from legal counsel about whether information from the newly required screenings triggers child find obligations under special education law (IDEA). The answer does not change the recommendations to this policy.

**Assigned to Mary -- Policy 8:25, Community Relations, Advertising and Distributing Materials in Schools Provided by Non-School Related Entities:**

The recommended new language for this policy is suggested by the administration, not PRESS. The *Commercial Companies and Political Candidates or Parties* section of the policy prohibits posting of political candidates' materials. Additionally, the Village of Lemont Resident Guide states that political signs must be posted on private property. We attempted to implement our current policy earlier this spring when Lemont High School was used as an election polling place. Then we became aware that state law (10 ILCS 5/7-41) allows the posting of political signs on school property only on election days with certain restrictions. Therefore, the suggested new language that is highlighted in yellow is compliant with the above-mentioned law and clarifies that political signs may be posted outside the building on voting day only and must be at least 100 feet from the entrance.