



Oak Park Elementary School District 97

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**TO: Members, Board of Education
Dr. Albert Roberts, Superintendent**

FROM: Chris Jasculca

RE: Adoption of Policy 9150 (School/Classroom Visits)

DATE: April 12, 2011

During its meeting on March 8, 2011, the District 97 Board of Education conducted a first reading of policy 9150 (School/Classroom Visits). This policy was vetted by the policy committee (Rance Clouser, Jim Gates and Chris Jasculca) and revised using information provided by Neola, Superintendent Al Roberts and members of the Education Council to ensure it is legally compliant and in alignment with the district's role and responsibilities to deliver a high-quality education to the children of Oak Park. Revisions included:

- Moving the section titled general guidelines toward the top of the policy.
- Reducing the total number of categories for the types of visits to two - those by parent/guardians and those by other individuals
- Changing the time allotment for a visit to 40 minutes or the duration of one class period so we are consistent across the board rather than designating one time for the elementary schools and one for the middle schools.
- Requiring that arrangements for all visits be made through the principal or designee, and that teachers be given as much advance notice as possible if the visit will include spending time in his/her class.

A hard copy of the revised policy was distributed to the board members via their green folders at their meeting on February 22, 2011. Per their request, the documents were also sent to the board members via e-mail on February 24, 2011. They were asked to submit questions, comments and suggested changes to the committee by February 28, 2011.

In response to the questions and comments raised by the board members, an additional revision was made to the visits by other individuals section of the policy that requires members of the media to make arrangements for visits through the district's communications coordinator or designee. Changes to the policy's administrative guidelines were also made based feedback from the board.

Following the meeting on March 8, 2011, the board received feedback on policy 9150 from members of the community. With the board's permission, the members of the policy committee were given the opportunity to review the feedback and determine if additional changes needed to be made to ensure that the policy:

- Provides people with appropriate access to the district's school buildings
- Protects the safety of students and staff
- Minimizes disruption to instructional time and the educational process
- Enables the district to maintain a strong relationship with parents/guardians

After reviewing the feedback from the community, the policy committee made several additional revisions to policy 9150, including:

- Changing the titles of the categories of visits to those conducted by parents/guardians of current students and those conducted by individuals other than parents/guardians of current students. As a result of this change, the information related to visits by parents/guardians of prospective students was moved to the latter category.
- Permitting parents/guardians of current students to make arrangements for visits through the principal, his/her designee or a teacher. However, any request made through the teacher or designee must be communicated by the teacher or designee to the principal as soon as possible to ensure the principal knows what is going on in his/her building.
- Adding a bullet point to the category for visits by parents/guardians of current students that allows for the observation of an educational placement or program that has or may be proposed for their child.
- Removing the requirement that media provide one day advance notice for a visit since there may be situations (e.g., breaking news) where doing so is not possible.

Attached is the revised draft of policy 9150. This policy was made available for review by the general public via the Policies/Publications page (<http://www.op97.k12.il.us/boe/policies.html>) on the district's Web site.

The policy is being presented to the board tonight for adoption.

Attachments:

- Policy 9150 – School/Classroom Visits