



# Oak Park Elementary School District 97

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

**FROM: Chris Jasculca**

**RE: First Reading of Policy 9150 (School/Classroom Visits) and its Corresponding Administrative Guidelines**

**DATE: March 8, 2011**

The District 97 Policy Committee (Rance Clouser, Jim Gates and Chris Jasculca) is presenting revised drafts of policy 9150 (School/Classroom Visits) and its corresponding administrative guidelines to the Board of Education for a first reading this evening. The committee obtained additional information about the policy and guidelines from the district's Neola representative, Neola's director of legal research, Superintendent Al Roberts and members of the Education Council to ensure they are legally compliant and in alignment with the district's role and responsibilities to deliver a high-quality education to the children of Oak Park. Hard copies of the policy and guidelines were 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.

While it is not customary for the board to review administrative guidelines, exceptions have been made in the past (e.g., policy 6320 – Purchasing). In addition, the policy committee believes there is value in having the board members look at these guidelines because it is recommending that many of the items identified as procedural in the current version of the policy be moved to this document.

Other notable changes include:

- 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.

Attached are the current version of policy 9150, as well as the revised drafts of policy 9150 and its corresponding administrative guidelines, which feature recommended changes from the committee. The revised drafts of the policy and guidelines have been 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 revised policy and guidelines are being presented to the board tonight for a first reading, with a second reading and approval to be scheduled on a date that is to be determined.

Attachments:

- Current version of the policy 9150
- Revised draft of policy 9150
- Revised draft of the administrative guidelines that correspond with the revised draft of policy 9150