



Oak Park Elementary School District 97

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

FROM: Chris Jасculca

RE: Adoption of Policies

DATE: October 25, 2011

During its meeting on October 11, 2011, the District 97 Board of Education conducted a first reading of the following policies:

- Policy 1613 – Student Supervision and Welfare
- Policy 2270 – Religion in the Curriculum
- Policy 2461 – Recording of IEP Team Meetings
- Policy 3120.04 – Assignment of Substitutes
- Policy 3215 – Use of Tobacco by Professional Staff
- Policy 3430.04 – Military Leave
- Policy 4215 – Use of Tobacco by Support Staff
- Policy 5512 – Use of Tobacco
- Policy 7434 – Use of Tobacco on School Premises
- Policy 7530.01V2 – Staff Use of Wireless Communication Devices
- Policy 7540 – Computer Technology and Networks
- Policy 7540.03 – Student Network and Internet Acceptable Use and Safety
- Policy 7540.04 – Staff Network and Internet Acceptable Use and Safety
- Policy 8550 – Competitive Food Sales
- Policy 9150 – School/Classroom Visits
- Policy 9160 – Public Attendance at School Events

The policy committee obtained additional information about these policies from the district's Neola representative, Neola's director of legal research, HLERK (the district's legal counsel), Superintendent Al Roberts and members of the district's administrative leadership team 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. The policies were e-mailed to the board on September 16, 2011. Board members were asked to submit questions, comments and suggested revisions to the committee by September 30, 2011.

In response to the questions and comments submitted by the board members via e-mail and at the meeting on October 11, minor stylistic and grammatical revisions were made to several of the policies in this group. Slightly more substantive changes were made to policies 1613 (Student Supervision and Welfare), 7530.01V2 (Staff Use of Wireless Communication Devices) and 9150 (School/Classroom Visits). These revisions include:

Policy 1613 – Student Supervision and Welfare

- On the second page of the policy, the committee recommended adding the following sentence to the first paragraph:

Parents/guardians may be notified of an administrator's interaction with the student unless such notification has the potential to endanger the child.

After discussing the proposed revision, the board decided that the change was not necessary because, in this case, the act of notification would be performed by the specialist that the student is being referred to in accordance with the laws that govern that particular situation.

Policy 7530.01V2 (Staff Use of Wireless Communication Devices)

- On page two of the policy, the sentence in the middle of the page was changed from:

In deciding which staff members should receive a Board-owned WCD, the Superintendent will consider whether their jobs:

to:

In deciding which staff members should receive a Board-owned WCD, the Superintendent or designee will consider whether their jobs:

- On page 10 of the policy, the word possessed was removed from the first sentence in option three because it would prohibit staff members from being able to carry wireless communication devices in their pockets, bags, etc. in a variety of locations on district property. The board believes the most important thing is to ensure that these devices are not activated or used in a manner that violates board policy and/or the law.
- On page 11 of the policy, the final sentence on the page was changed from:

The Board will routinely audit the phone log/record provided by employees to confirm that no personal calls were made and/or to ensure that the costs associated with any personal calls made by the employee (including the employee's pro rata share of the monthly service charge) are timely reimbursed by the Board.

to:

The Board or designee will routinely audit the phone log/record provided by employees to confirm that no personal calls were made and/or to ensure that the costs associated with any personal calls made by the employee (including the employee's pro rata share of the monthly service charge) are timely reimbursed by the Board.

Policy 9150 – School/Classroom Visits

- On the first page of the policy, the third paragraph under the General Information section was changed from:

Except as set forth in District policy or in the case of "service animals" required for use by a person with a disability, no other animals may be on school premises at any time.

to:

Except as set forth in District policy or in the case of "service animals" required for use by a person with a disability, visitors shall not bring animals on District property at any time.

The board decided to table policy 8550 (Competitive Food Sales) to allow for further discussion/study regarding whether the district will seek a renewal of the waiver from the Illinois State Board of Education that permits the modification of the rules governing School Food Services (23 Illinois Administrative Code 305.15 (e)). The board also tabled policy 3120.04 (Assignment of Substitutes) due to a recent change in the law regarding the number of

days a substitute can be assigned during the school year. The policy committee tabled policy 9160 (Public Attendance at School Events) after receiving several recommended revisions from the district's legal counsel. The members of the committee will review these revisions, make any necessary changes to the policy and present it for another first reading at a future board meeting.

Attached are the policies that feature recommended changes from the committee. Revised versions of existing district policies are printed in a standard District 97 format. Revised versions of new policies from Neola are printed on the company's letterhead, and feature handwritten changes in accordance with the company's procedures. All of these policies were 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 policies are being presented to the board tonight for adoption.

Attachments:

- Policy 1613 – Student Supervision and Welfare
- Policy 2270 – Religion in the Curriculum
- Policy 2461 – Recording of IEP Team Meetings
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- Policy 3430.04 – Military Leave
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