



Oak Park Elementary School District 97

970 Madison ▪ Oak Park ▪ Illinois ▪ 60302 ▪ ph: 708.524.3000 ▪ fax: 708.524.3019 ▪ www.op97.org

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

FROM: Chris Jasculca

RE: Policy Review and Discussion

DATE: July 22, 2014

The district's policy review team (Amy Felton, Denise Sacks and Chris Jasculca) reviewed/discussed the proposed policy changes that were featured in the most recent Update Memo provided by the Policy Reference Education Subscription Service (PRESS). Below is a summary of the changes, as well as the team's recommendations.

- Policy 4:100 (Insurance Management) – The policy has been amended to include the section regarding student insurance that is currently featured in policy 4:170 (Safety). PRESS is recommending that this section be moved from 4:170 to 4:100 in an effort to keep all of the insurance-related information in one location.

The policy review team agrees with this revision.

- Policy 4:160 (Environmental Quality of Buildings and Grounds) – The legal references have been updated to reflect that the Toxic Substances Disclosure to Employees Act (820 ILCS 255/) is inoperative and the rules for implementing it (56 Ill.Admin.Code Part 205) were repealed. As a result, all districts must follow the federal disclosure and training requirements set forth in the Occupational Safety and Health Administration's *Hazard Communication Standards* going forward.

The policy review team agrees with these updates.

- Policy 4:170 (Safety) – PRESS made the following changes to policy 4:170 in an effort to streamline it.
 - Separate sections were created to address the topics of Safety and Security, School Safety Drill Plan, Automated External Defibrillator (AED), Soccer Goal Safety, Unsafe School Choice Option, Emergency Closing and Annual Review.
 - In the section titled "Safety and Security," the mandatory components that must be included in the safety and security plans for school districts have been put in list form to clarify/more clearly articulate what these types of plans require.

We addressed these requirements last year by reviewing/revising all of our building level emergency plans and procedures with the help of local law enforcement officials. In addition, central office administrators and principals from the elementary and middle schools will be working with the Oak Park Police Department and representatives from the Illinois Terrorism Task Force to update the plans and procedures at the district level.

- In the section titled “School Safety Drill Plan,” the language has been revised to reflect that the drills listed (three school evacuation drills, one bus evacuation drill, one severe weather and shelter-in-place drill and one law enforcement drill) must be completed in accordance with the School Safety Drill Act (105 ILCS 128/). Our schools work with the Oak Park Police Department, the Oak Park Fire Department and other local agencies to complete these drills on an annual basis.
- A section about Automated External Defibrillator (AED) has been added to the policy to correspond with the requirement that all school districts need to have a written plan for responding to medical emergencies at their physical fitness facilities that has to include the availability of an AED. These plans must be created and implemented in accordance with the Fitness Facility Medical Emergency Preparedness Act.

The district’s school nurses train all of our physical education teachers and coaches on CPR and the use of AEDs on an annual basis.

- A section about soccer goal safety has been added in accordance with the Movable Soccer Goal Safety Act. The inclusion of this language corresponds with the installation of the turf field and movable soccer goals at Irving Elementary School.
- The information featured in the section titled “Convicted Child Sex Offender and Notification Laws” has been relocated to a new policy that is numbered 4:175 and titled “Convicted Child Sex Offender; Criminal Background Check and/or Screen; Notification.”
- As referenced on page one of this memo, the section titled “Student Insurance” has been relocated to policy 4:100 (Insurance Management) in an effort to keep all of the insurance-related information in one location.
- Minor revisions were made to the section titled “Emergency Closing” to reflect that a district might only be comprised of one school.
- A section titled “Annual Review” has been added to the policy to align it with the state law requiring “each school board or designee to conduct one annual meeting during which it reviews each building’s emergency and crisis plan, protocols and procedures, as well as each building’s compliance with the school safety drill plan.” The district fulfilled this requirement for the 2013-14 school year during a two-day safety training that was conducted by representatives from the Illinois Terrorism Task Force in November. Following this training, Felicia Starks Turner, the senior director of administrative services, completed and submitted the necessary paperwork on behalf of the district. The administration will discuss the date and time when this mandatory task will be completed this year. It will most likely be done in conjunction with an Administrative Leadership meeting.
- The cross and legal references were updated to correspond with the changes listed above.

The policy review team agrees with the revisions to the policy and the cross and legal references.

- Policy 4:175 (Convicted Child Sex Offender; Criminal Background Check and/or Screen; Notification) – As stated above, PRESS is recommending the creation of policy 4:175 (Convicted Child Sex Offender; Criminal Background Check and/or Screen; Notification), which will address topics that were previously covered by policy 4:170 (Safety). The new policy will include sections about people who are

prohibited on school property without prior permission, criminal background checks and/or screens, and parent/guardian notification.

The district's current practice regarding criminal background checks and/or screens for volunteers/resource people is as follows:

- Perform fingerprint checks on volunteers and/or resource people who may be working alone with students (i.e., not in the presence of a district employee) and/or are chaperoning overnight and/or out-of-town field trips. The school or district covers the cost of these checks.
- Run the names of volunteers and/or resource people who are working with students in direct sight of a district employee at all times through the Illinois Sex Offender website, the Illinois State Police Murderer and Violent Crimes Against Youth Registry, and the National Sex Offender website.

As a result of this practice, the policy committee and PRESS recommend changing the section titled "Criminal Background Check and/or Screen" from:

The Superintendent or designee shall perform the criminal background check and/or screen required by State law or Board policy for employees; student teachers; students doing field or clinical experience other than student teaching; contractors' employees who have direct, daily contact with one or more children; and resource persons and volunteers. He or she shall take appropriate action based on the result of any criminal background check and/or screen.

to:

The Superintendent or designee shall perform the criminal background check and/or screen required by State law or Board policy for employees; student teachers; students doing field or clinical experience other than student teaching; **and contractors' employees who have direct, daily contact with one or more children. The Superintendent or designee may also perform a criminal background check and/or screen for resource persons and volunteers.** He or she shall take appropriate action based on the result of any criminal background check and/or screen.

The policy review team agrees with adding the revised version of this new policy to the district's policy manual.

- Policy 5:280 (Educational Support Personnel – Duties and Qualifications) – The policy has been updated to comply with rule changes instituted by the Illinois State Board of Education (ISBE). More specifically, "all new applicants for paraprofessional credentials must hold an educator license with stipulations endorsed for a paraprofessional educator unless a specific exemption has been authorized by ISBE."

However, since our district still uses the term teacher aide, PRESS recommends we change the first subheading to "Paraprofessionals and Licensed Teacher Aides" and replace the first paragraph under that subheading with the optional language it provided in the Update Memo. This optional language reads as follows:

Paraprofessionals and licensed teacher aides provide supervised instructional support. Personnel performing instructional support activities must hold a current educator license with stipulations endorsed for a paraprofessional educator unless a specific exemption is authorized by the Illinois State Board of Education (ISBE).

In addition, the phrase “or teacher aides” will not be struck from the first sentence of the final paragraph under the first subheading.

The policy review team agrees with these updates, as well as the use of the optional language under the first subheading.

- Policy 6:150 (Home and Hospital Instruction) – The policy has been updated to cite rule 23 Ill.Admin.Code §1.520, which addresses home and hospital instruction for students who have not been identified for special education services.

The policy review team agrees with these updates.

- Policy 7:250 (Student Support Services) – The term head lice has been deleted from the first item in the policy because “head lice are not known to transmit any disease and are therefore not considered a health hazard.”

The policy review team agrees with this deletion.

Attached are the policies that are being presented to the board tonight for a first reading. A second reading and approval of these policies are scheduled for the board meeting on August 19, 2014.

Attachments:

- Policy 4:100 – Insurance Management
- Policy 4:160 – Environmental Quality of Buildings and Grounds
- Policy 4:170 – Safety
- Policy 4:175 – Convicted Child Sex Offender; Criminal Background Check and/or Screen; Notification
- Policy 5:280 – Educational Support Personnel – Duties and Qualifications Policy
- Policy 6:150 – Home and Hospital Instruction
- Policy 7:250 – Student Support Services