



Lemont-Bromberek School District 113A
Policy Committee Meeting
June 22, 2018
8:30 AM
District Office Conference Room
Agenda

I. Call to Order

- A. Roll Call
- B. Pledge of Allegiance
- C. Approval of Agenda
- D. Approval of Minutes

II. Comments from the Audience

- A. Members of the Audience may address the Committee

III. Discussion

PRESS ISSUE 97

- *2:260 *Uniform Grievance Procedure – Policy, footnotes, legal references, and cross references are updated in response to 5 ILCS 430/70-5(a), amended by P.A. 100-554. New language in **Filing a Complaint** subsection clarifies that for any complaint filed under this policy which alleges harassment in violation of policy 5:20, Workplace Harassment Prohibited, the Complaint Manger shall process and review the complaint according to both policies – **Consult Attorney**. We recommend the Board adopt the IASB’s recommended changes to this policy.*

- 4:40 *Incurring Debt – For continuous improvement purposes, a new, optional section has been added to expressly address district’ obligations to comply with federal securities laws in connection with bond issues, and to authorize the creation of written procedures to protect the status of tax-exempt (or otherwise tax-advantaged) bonds issued by a board - **Consult Attorney**. **The District has their own policy on this per Barb**. We recommend that the District adopt the proposed changes to the policy adding the new section on bond issue obligations. For consistency, language was provided. If the Board issues or plans to issue bonds, we recommend consulting with us regarding the District’s bond issue obligations.*

- *5:20 Workplace Harassment Prohibited – *Policy, footnotes, and legal references are updated in response to 5 ILCS 430/70-5(a), amended by P.A. 100-554. For clarity and ease of use, the policy has been reorganized into the following subsections: Sexual Harassment Prohibited; Making a Complaint; Whom to Contact with a Report or Complaint; Investigation Process; Enforcement; Retaliation Prohibited; and Recourse to State and Federal Fair Employment Practice Agencies – Consult Attorney. While the District already has in place the Workplace Harassment Policy, a strict reading of the amended statute requires school districts to also adopt a resolution prohibiting sexual harassment. If the Board has not already adopted such a resolution, our Firm has created one. The IASB has also created a resolution*
- 5:20-E Exhibit – Resolution to Prohibit Sexual Harassment - New
- 5:170 Copyright – *Footnotes are updated in response to a recent court decision, Shanton v. St. Charles Community Unit Sch. Dist. 303, (N.D. Ill. 2017), which addresses copyright and works for hire in the K-12 context – Consult Attorney. Footnotes are not intended to be part of the policy and no substantive changes to the policy need to be made in light of the recent court decision.*

PRESS ISSUE 98

- 4:80 Accounting and Audits – *Policy, footnotes, and Legal References are updated in response to ISBE best practice recommendations concerning the prevention of fraud, waste, and abuse in the administration of grants covered by GATA. A continuous improvement update is also made to a footnote to explain the mechanics of revolving funds. – Ok as recommended*
- Option – A board that desires to act on the disposition of property having any value should use the following alternative to this section’s (Disposition of District Property) last sentence: “Notwithstanding the above, the Superintendent or designee may unilaterally dispose of worthless personal property.” **Include**
- Option – Taxable Fringe Benefits – The intent of this optional section is twofold: (1) to control personal use of district property and equipment; and (2) to ensure compliance with IRS rules.
- Option – Controls for Revolving Funds and Petty Cash - Controls \$500 cap on maximum balance of revolving funds may be changed or the following alternative used: “Each revolving fund shall be maintained in a bank that is approved by the Board and established in an amount approved by the Superintendent consistent with the annual budget.”

Option – Control Requirements for Checks – The following alternative to the second sentence will mandate two signatories for checks: “Two of the following individuals: the Treasurer, Board President, and/or Board Vice President, shall sign all checks issued by the School District, except that checks from an account containing student activity funds and revolving accounts may be signed by the respective account custodian.”

Option – Internal Controls – Boards that wish to take a larger oversight role regarding internal controls may list the numbered sentences at the end of this section’s first paragraph: “ The District’s system of internal controls shall include the following: (1) All financial transactions must be properly authorized and documented. (2) Financial records and data must be accurate and complete. (3) Accounts payable must be accurate and punctual. (4) District assets must be protected from loss or misuse. (5) Incompatible duties should be segregated, if possible. (6) Accounting records must be periodically reconciled. (7) Equipment and supplies must be safeguarded. (8) Staff members with financial or business responsibilities must be properly trained and supervised, and must perform their responsibilities with the utmost care and competence. (9) Any unnecessary weaknesses or financial risks must be promptly corrected.”

6:60

Curriculum Content – *Policy, footnotes, and Legal References are updated in response to 105 ILCS 5/27-20.7, added by P.A. 100-548, eff. 7-1-18. New policy text provides a broad timeframe for when a unit of cursive writing will be offered to students by mirroring exactly what the Public Act states. A new footnote is added with an option for boards that want to provide a more specific timeframe about when the district will offer its unit of cursive instruction to students. Per Daniela, update to include section 1 that we do include cursive at third grade, we use e-rate in section 5.*

Option – Section 1 – Use the following alternative if the board wants to specify grades level(s) before the end of grade 5 in which cursive instruction will be offered: “A unit of cursive instruction will be offered in grade(s) _____.” **Do not include**

Option – Section 5 – For boards who do not use E-rate funds and do not want to exceed the requirements of the School Code, replace this section with the following sentence: “In grades 3 or above, the curriculum contains a unit on Internet safety, the scope of which shall be determined by the Superintendent or designee.” **Do not include**

Option – Section 6 – Because of the negative outcomes associated with bullying in schools, the board may want to add the following option: “Instruction in all grades should include educating students about behaviors that violate Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment.*” **Do not include**

Option – Section 6 – A board that shares the concern regarding gang resistance education may want to add the following sentence: “In addition, in all grades gang resistance education and training must be taught.” **Do not include**

Option – Section 8 – The phrase “after recommendation by the Superintendent” is optional. **Do not include**

Option – Section 8 – For schools that engage in block scheduling, substitute this sentence for the second to last sentence in this paragraph: “Unless otherwise exempted, all students are required to engage with such frequency as determined by the Board, but at a minimum of three days per five-day week, during the school day, except on block scheduled days, in a physical education course.” **Do not include**

7:50

School Admissions and Student Transfers To and From Non-District Schools – *Policy, footnotes, Legal References and Cross References are updated in response to 105 ILCS 5/14A, amended by P.A. 100-421. ISBE special education rules are added to the Legal References. A Cross Reference to 6:135, Accelerated Placement Program, is added. Consult Attorney. Relates to early entrance from the accelerate placement act. Share admission procedure with district registrar. Given that the APA becomes effective as of July 1, 2018, we recommend adopting the IASB’s amendments to the School Admissions Policy.*

Optional – Sentence reading “A child entering first grade must be six years of age on or before September 1 of that school term” is optional.

Optional – Paragraph starting “The individual enrolling a student shall be given the opportunity to voluntarily state...” is optional.

Optional – Foster Care Students – School boards may appoint liaisons for foster care students. This is optional.

Option – Student Transfers To and From Non-District Schools – A board has two basic options for students transferring into the district who are serving a suspension or expulsion:

- Option 1: It may comply with the minimum requirements of section 2-3.13a by refusing to allow a student transferring from any public school to attend classes until the period of any suspension or expulsion has expired when the penalty was for (1) knowingly possessing in a school building or on school grounds a weapon as defined in the Gun Free Schools Act, (2) knowingly possessing, selling, or delivering in a school building or on school grounds a controlled substance or cannabis, or (3) battering a staff member of the school.

- Option 2: A board may require a student who was suspended or expelled for *any* reason from any public or private school in this or any other state to complete the entire term of the suspension or expulsion before being admitted to the school district.

A board may adopt a policy providing that if a student is suspended or expelled for any reason from any school, anywhere, the student must complete the suspension's or expulsion's entire term in an alternative school program under Article 13A before being admitted into the school district if there is no threat to the safety of students or staff in the alternative program (105 ILCS 5/2-3.13a and 5/10-22.6(g)). If a board wants to provide for this alternative, it may add the following to either of the above options: "The Superintendent is authorized to allow a student who was suspended or expelled from any public or private school to be placed in an alternative school program established under Article 13A of the School Code for the remainder of the suspension or expulsion.

6:130 Program for the Gifted – *Footnotes and Cross References are updated in response to 105 ILCS 5/14A, amended by P.A. 100-421 – A policy on programs for gifted and talented children is not required. We do not have a separate "gifted" program – it is the advance program.*

Option – If a board does not wish to tie the gifted program requirements for State Funding, use this alternative: "The Superintendent or designee shall implement an education program for gifted and talented learners that is responsive to student needs and is within the budget parameters as set by the Board."

6:135 Accelerated Placement Program – *NEW – Consult Attorney. Policy is fine, we have to inform through handbook and need to work on procedures to address request. Given that the APA becomes effective as of July 1, 2018 we recommend adopting the IASB's new APA policy.*

Optional – The second sentence in this policy is optional. Ensure this statement matches the board's current educational philosophy and objectives.

Optional – The second to last sentence in this policy is optional. 105 ILCS 5/14A-32(b)(1) permits, but does not require "procedures for annually informing the community at-large, including parents or guardians, about the accelerated placement program and the methods used for the identification of children eligible for accelerated placement.

Optional – 105 ILCS 5/14A does not require the last sentence of this policy, but it is recommended best practice and aligns with sample policy 7:10 Equal Educational Opportunities.

7:340 Student Records – *Footnotes are updated in response to a 23 Ill.Admin.Code Part 375, Student Records, amendment and contain minor style updates. – Contact Attorney. This amendment does not impact the District and no further action regarding this policy is required.*

Optional – Student Biometric Information Collection – This program is optional; however, districts wishing to implement such a program or districts that have already engaged in the collection of student biometric information must have a policy consistent with the requirements of 105 ILCS 5/10-20.40 et. Seq. **Do not include**

3:40-E Checklist for the Superintendent Employment Contract Negotiation Process – *NEW. Board needs to decide.*

FIVE YEAR REVIEW

2:105 Ethics and Gift Ban – *Policy is unchanged. A footnote is updated in response to 30 ILCS 708/, the Grant Accountability Transparency Act (GATA) and federal procurement standards. Cross References to 2:100, Board Member Conflict of Interest, and 4:60, Purchases and Contracts, are added. We do get sample materials as “gift” before reviewing curriculum, I don’t think that pertains but wanted to comment.*

Option – A board that wants to use an Ethics Committee should replace the second paragraph under Ethics with: “As soon as possible, after a complaint is filed, the Superintendent shall appoint a 3-member Ethics Commission. If the Superintendent is the subject of the complaint, the Board President shall perform this duty. Commission members may be any District resident, except that no person shall be appointed who is related, either by blood or by marriage, up to the degree of first cousin, to the person who is the subject of the complaint. If the Commission finds it more likely than not that the allegations in a complaint are true, it shall notify the State’s Attorney and/or recommend disciplinary action for the employee.” **Do not include**

2:170 Procurement of Architectural Engineering and Land Surveying Services – *Policy is unchanged. Minor style updates are made to the footnotes. Minor style update(s) are made to the Legal References. Ok as recommended*

4:20 Fund Balances – *Policy is unchanged. A footnote is updated to provide further information about possible tax objections based on excess accumulation of district funds.*

District does not have this policy, but has a different policy with this policy number.

District has own policy on this.

Optional – policy is optional.

4:50-E Exhibit – School District Payment Order – *Authorized Treasurer to pay a School Board – approved bill or obligation before the meeting minutes are officially approved. Several items may be attached to this form. **Ok as recommended.***

4:55-E Exhibit – Cardholder’s Statement Affirming Familiarity with Requirements for Using District Credit and/or Procurement Cards – *Exhibit is unchanged. **Ok as recommended.***

4:140 Waiver of Student Fees – *Policy is updated with minor style changes. Footnotes contain minor continuous improvement updates. **Currently we use the process whereby the student that qualifies for free lunch has their fees waived. We prefer to run this program separately. As per footnote 5, we want Option 1 – to establish a process to determine eligibility for fee waivers that is completely independent of the federal free meal program. Eliminate paragraph referenced in Footnote 6. Footnote 7 – replace with new wording. This allows us for verification (we will use the same dollar amounts set by free lunch, however no reference to the program will be made and required guidelines will be followed). Does legal counsel have sample form and sample guidelines?***

Option – If the board wants to make a longstanding commitment to waive specific fees, amending the list of fees that will be waived as desired: “In order that no student is denied educational services or academic credit due to inability of parents/guardians to pay fees, the following fees are also waived for students who meet the eligibility criteria for fee waiver: athletic participation fees, lock fees, towel fees, shop fees, laboratory fees, and registration fees.” **Do not include**

Option – Alternatively, the board may decide to waive all school student fees and substitute the third sentence in the second paragraph with: “All school student fees as defined by the Ill. State Board of Education (ISBE) are waived for students who meet the eligibility criteria for a fee waiver contained in this policy.”

Optional – The second paragraph in the Eligibility Criteria section is optional and may be omitted.

Option – In the Verification section, if the board wants to use eligibility guidelines pursuant to The National School Lunch Act as the basis for waiving school fees, the section should be replaced with: “The Superintendent or designee must follow the verification requirements of 7 C.F.R. 245.6a when using the free lunch or breakfast

eligibility guidelines pursuant to the National School Lunch Act as the basis for waiver of the student's fee(s)."

6:10 Educational Philosophy and Objectives – *Policy is unchanged. Footnotes contain a minor continuous improvement update.*

Option: Alternative or additional objectives for the educational program might include one or more of the following:

- Have all students meet or exceed State standards in their academic pursuits.
- Provide meaningful learning activities for all students who have the capacity to learn.
- Provide opportunities for students to develop emotionally, morally, and socially as well as to gain knowledge and skills to develop and maintain healthy minds and bodies.
- Foster an appreciation for the efficient use of natural resources.
- Cultivate students' understanding and appreciation for democracy and the history of the United States.
- Have students take responsibility for their own actions including understand their role in creating a positive learning environment as well as being active participants in the learning process.
- Provide opportunities for students' parents/guardians to participate in their child's academic achievement and school performance.

6:30 Organization of Instruction – *Policy is unchanged. Footnotes contain a minor continuous improvement update. PK-8 needs to be filled in, no full day kindergarten*

Option – If the board does not want to include specific standards for the plan, it may substitute this sentence for the second sentence: "The grouping and housing of instructional levels in school facilities shall be according to plans developed by the Superintendent and approved by the Board."

6:60-E Exhibit – Notice to Parents/Guardians of Students Enrolled in Family Life and Sex Education Classes – *Exhibit updated with language to more accurately reflect statutory requirements of 105 ILCS 5/27-9.1 (c)(1)-(1.5) and minor corrections for style. Footnotes are updated to clarify statutory requirements. Ok as recommended*

6:120 Education of Children with Disabilities – *Policy is updated with minor style changes. Minor continuous improvement updates are made to the footnotes. Contact Attorney. No substantive changes were made. Accordingly the Board may, but does not have to adopt the updates to this policy.*

- 6:190 Extracurricular and Co-Curricular Activities – *Policy is unchanged. Minor continuous improvement updates are made to the footnotes.*
- Option: As state law does not define extracurricular or co-curricular, a board may desire to explain these terms in the policy, such as by including the following option at the beginning of the policy: “Extracurricular or co-curricular activities are school-sponsored programs for which some or all of the activities are outside the instructional day. They do not include field trips, homework, or occasional work required outside the school day for a scheduled class. *Co-curricular* activity refers to an activity associated with the curriculum in a regular classroom and is generally required for class credit. *Extracurricular activity* refers to an activity that is not part of the curriculum, is not graded, does not offer credit, and does not take place during classroom time; it includes competitive interscholastic activities and clubs.”
- Under Academic Criteria for Participation, the paragraph starting “For high school students...” should be omitted.
- 6:230 Library Media Program – *Policy updated with a minor style change. Ok as recommended*
- 6:240 Field Trips – *Policy, footnotes and cross references are updated. A reference to 4:140 Waiver of Student Fees, is added to the policy text. 4:140, Waiver of Student Fees, and 7:10, Equal Educational Opportunities, are added to the Cross References. A footnote is updated for continuous improvement. Ok as recommended*
- Optional – This is an optional policy
- Option – In the first sentence, an alternative could be to substitute “encouraged” for “permissible.”
- Optional – The last paragraph is optional. It seeks to distinguish privately arranged trips from those that are controlled and sponsored by the district and provides a disclaimer. **Leave it.**
- 6:250 Community Resource Persons and Volunteers – *Policy, footnotes, and cross references are updated. Changes to the text of the policy reflect a long-standing School Code provision that schools may use resource persons and volunteers for crisis intervention services. Statutes are added to the Legal References. 4:175, Convicted Child Sex Offender; Screening; Notifications, is added to the Cross References. Ok as recommended.*
- 7:15-E Exhibit – Notification to Parents of Family Privacy Rights – *Exhibit unchanged. Minor style updates are made to the footnotes. Waiting to hear from attorney.*

- 7:165 School Uniforms – *Policy unchanged. Footnotes and cross references are updated. Minor style updates are made to the footnotes. A cross reference to 4:140, Waiver of School Fees, is added. **This is not a current policy in this district. We don't have uniforms***
- Option – For districts desiring a mandatory uniform policy, substitute the first sentence for: “Students are required to wear school uniforms to school on all attendance days, unless otherwise indicated by the Building Principal, in order to maintain and promote orderly school functions, student safety, and a positive learning environment. This policy will be waived for any student whose parent/guardian provides the Board with a signed statement detailing the grounds for their objection.” **Do not include**
- Option – eliminate the second sentence in the first paragraph if the board wants to enforce this policy every day. **Do not include**
- 7:185-E Exhibit – Memo to Parents/Guardians Regarding Teen Dating Violence – *Exhibit is updated with minor style changes and to address the renaming of 7:180-AP1, E5, Report Form for Bullying. **This could potentially go in handbook, need to review AP notes (per Daniela). Do not include***
- 7:280-E1 Exhibit – Placement of Students with Aids – DELETED
- 7:280-E2 Exhibit Reporting and Exclusion Requirements for Common Communicable Diseases – *Exhibit and footnotes updated in response to recent amendments to Ill. Dept. of Public Health rules about the reporting of communicable diseases by schools. A direction is changed directing users to retain the footnotes. **Ok as recommended.***
- 7:280-E3 Exhibit – Prevention of Staphylococcal Infections for Schools – *Exhibit is updated in response to more recent guidance issued by the Ill. Dept. of Public Health concerning MRSA infections. **Ok as recommended.***
- 7:300 – E2 Exhibit – Certificate of Physical Fitness for Participation in Athletics – *Secondary schools should substitute the IHSA and IESA's Pre-Participation Examination Form for this form when the sport is IHSA regulated.*
- 7:330 Student Use of Buildings – Equal Access – *Policy and footnotes are updated with minor corrections for style. Minor style update(s) are made to Legal References. **Not a current policy in this district. Ok as recommended.***
- 7:330-E Exhibit – Application for Student Groups that Are Not School Sponsored to Request Free Use of School Premises for Meetings – *Exhibit is updated with minor style and continuous improvement changes. **Not a current policy in this district.***

8:25 Advertising and Distributing Materials in Schools Provided by Non-School Related Entities – *Policy is unchanged. Footnotes and cross references are updated. A new footnote discusses the need to contact the board attorney when commercial advertising companies seek to purchase advertising space, as well as the Student Online Personal Protection Act, 105 ILCS 85/, added by P.A. 100-315. Minor style update(s) are made to the Legal References.*

Option – The following language can be used to completely ban the distribution of material by non-school related organizations: “No material or literature shall be posted in schools or distributed to students by non-school related organizations or individuals.”

Do not include

Option – If the board does not want to sell advertising space, use the following alternative: “Commercial companies and political candidates or organizations are prohibited from advertising in schools, on the school grounds, or on school or District websites.” **Need to discuss**

IV. Discussion

Policy for food on school bus

V. Advanced Planning

VI. Adjournment