

ELCO Policy Manual Review: Summary of Revisions to Section 100, Programs

The following policies have been reviewed and recommended for the consideration of the full School Board. A summary of the recommended revisions is listed after each policy:

100 Comprehensive Planning (NEW)

- **NEW** Policy: Former Strategic Plan policy was replaced with the Comprehensive Planning Policy which complies with Chapter 4 regulations.

101 Mission Statement / Vision Statements / Values

- Deleted “philosophy of education” terminology from the title and replaced it with the current title; bring the policy into language alignment with Chapter 4; and
- Removed the ‘Authority’ statement from the policy; however, it will be included in the introduction of the revised Comprehensive Plan.

102 Academic Standards

- Policy was updated to comply with current provisions under Chapter 4.

103 Nondiscrimination in School and Classroom Practices

- Policy was updated in February 2017; no additional revisions suggested.

103.1 Nondiscrimination – Qualified Students with Disabilities

- Recommended language revisions to include references to law enforcement and incident reports as required under current School Code provisions and Chapter 10 regulations.

104 Nondiscrimination in Employment and Contract Practices

- Added language to comply with federal laws and updated investigation investigative report and district action sections of complaint procedure for better clarification; and
- Recommended the designation of the Assistant Superintendent as the District Compliance Officer.

105 Curriculum

- Added and updated language throughout policy for better clarification and to comply with current provisions under Chapter 4 regulations.

105.1 Review of Instructional Materials by Parents/Guardians and Students

- Added the definition of instructional material which complies with federal law;
- Updated language to comply with federal law and state regulations regarding the protection of student rights; and
- Included language on providing notice of this policy at least annually to parents and students.

105.2 Exemption from Instruction

- Language changes made to bring it into compliance with Chapter 4.

106 Guides for Planned Instruction

- Revised and replaced Guideline language; and
- Added language pertaining to factors considered in the preparation of planned instruction guides and the administrative review of instruction guides to ensure compliance in the use of guides by teachers.

107 Adoption of Planned Instruction

- Added language of what planned instruction consists of to bring the policy into compliance with Chapter 4;
- Additional language was added to include staff in the process of recommending planned instruction; and
- Added language regarding the maintenance of a list of planned instruction.

108 Adoption of Textbooks

- Language was added to establish a planned cycle for textbook review; and
- Updated the definition of textbooks which covers eBooks for clarity.

109 Resource Materials

- Language was updated for clarity; and
- Removed guidelines for resource materials; however, this language will be maintained in Administrative Regulations.

109.1 Resource Materials – Challenges / Reconsideration

- Policy was deleted as it reflects procedural language and would be better suited as an administrative regulation.

110 Instructional Supplies

- Added language on the district's authority to require that students provide their own supplies for participation in extracurricular activities and noting that administrative regulations shall be established to ensure that no student is denied participation in the educational program for financial reasons.

111 Lesson Plans

- Language was updated on how lesson plans are maintained in accordance with the handbook;
- Language was added regarding the teacher's responsibility to provide direction to the substitute in his/her absence; and
- Revised guidelines regarding the preparation of lesson plans for clarity.

112 Guidance Counseling

- Added language for better clarity.

113 Special Education

- Updated the policy language to comply with the revised comprehensive planning process and Chapter 4 requirements;
- Added a definition of parent/guardian;
- Added a section on Fiscal and Program Compliance; and
- Revised the language regarding the Recording of Meetings.

113.1 Discipline of Students with Disabilities

- Terminology was updated and language was added regarding referrals to law enforcement and reporting requirements in compliance with state laws and regulations including Chapter 10 regulations.

113.2 Behavior Support

- Deleted the former 113.2, Request for Independent Educational Evaluations and replaced it with Behavior Support
 - The stand-alone policy was deleted as the language regarding independent educational evaluations is covered under policy 113.3.
- The revised 113.2, Behavior Support, includes language throughout the policy, including definitions, training of staff, maintenance of data and cyclical compliance monitoring, and the use of mechanical restraints in compliance with the requirements under state and federal laws and regulations;
- Language was updated on the use of physical restraints, including parental notification and IEP team meetings pertaining to the use of restraints for better clarity and consistency with Chapter 14;
- Updated the listing of aversive techniques prohibited in the handling of behavior in compliance with Chapter 14; and
- Added language regarding referrals to and relations with law enforcement in compliance with state law and regulations including Chapter 10 regulations.

113.3 Screening and Evaluations for Students with Disabilities

- Updated language under appropriate evaluations addressing and evaluator's report to the district to more clearly communicate the need for concrete recommendations from evaluators, including independent evaluators, that will specifically assist the IEP team in determining the best placement in the least restrictive environment for the student;
- Updated terminology in accordance with the law;
- Language pertaining to parent/guardian requests for an independent educational evaluation, when the native language of the parent/guardian is not English reflects the guidance from the US Department of Education and the Office of Civil Rights.

113.4 Confidentiality of Special Education Student Information (NEW)

- **NEW** policy

114 Gifted Education

- Added gifted education plan language to policy to comply with current Chapter 4 regulations

115 Career and Technical Education

- Updated language to include child abuse prevention requirements for employers who participate in internships, externships, work study, co-op or similar programs and certification requirements, reporting of conduct and reporting child abuse;
- The authority section in the current policy will become part of the administrative regulations.

116 Tutoring

- Added language related to private tutoring in compliance with requirements under state law and regulations, including definition of a properly qualified private tutor, certification requirements and requirements for criminal history and child abuse clearances for private tutors;
- Current policy guidelines will be moved into administrative guidelines with the exception of the recommendation that private tutoring is recommended only as a last resort after the student has exhausted all opportunities provided by the school for additional help outside the ordinary classroom setting; this statement shall be deleted from the list; and
- Guidelines from the current policy will be moved to the administrative guidelines.

117 Homebound Instruction

- Language was added to the policy for better clarity.

118 Independent Study

- Language was added to the policy for better clarity; and
- Changed the designation under Authority of the Superintendent or designee granting approvals for independent study to the Board, upon recommendation of the Superintendent or designee. This language is consistent with Chapter 4 regulations as well as other language established in Board policies;
- The Delegation of Responsibility shall state that the administrative regulations will assure that each student conducts his / her study under the appropriate staff guidance and supervision.

119 Current Events

- Minor language changes; and

- Added the Delegation of Responsibility that the Superintendent or designee shall develop administrative regulations for the management of current events that do not stifle the spirit of free and scholarly inquiry.

121 Field Trips – not moving forward for a first read; in consultation with the district solicitor

122 Extracurricular Activities – not moving forward yet for a first read; in consultation with the district solicitor

123 Interscholastic Athletics -- not moving forward for a first read; in consultation with the district solicitor

123.1 Concussion Management (NEW)

- **NEW** policy not currently a part of the policy manual

123.2 Sudden Cardiac Arrest (NEW)

- **NEW** policy not currently a part of the policy manual

124 Alternative Instruction (NEW)

- **NEW** policy;
- Recommendation to delete the district's policy on summer school and replace it with the New Alternative Instruction policy which includes summer school.

125 Adult Education

- Most of the language was replaced to more clearly cover the overall operation of an adult education program.

126 Class Size

- Changes to language for better clarity and alignment to State code.