

# OAK PARK AND RIVER FOREST HIGH SCHOOL



## POLICY MANUAL

Updated August 2012

# FOREWORD

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## THE SEAL OF THE SCHOOL



### The Meaning of the Seal

The symbols of the seal stand for the name of the school, the acorn and oak leaves for Oak, the three small trees for Park, the wavy lines for River, and the trees again for Forest. Thus, they represent Oak Park and River Forest.

The words on the seal are in the Greek language. In English, they are "Those Things That Are Best." They mean that each person should strive for the best things and high ideals. It is hoped that the motto will have this meaning for each teacher and student.

The seal, worked in orange and blue upon a deep blue background, serves as the school flag. The flag was designed by students in art classes. The seal is also prominently displayed on the wall at the west end of the main floor of the Student Center.

The seal has been registered for copyright and cannot be used except for official school business. It was originally designed by Mr. Lee M. Watson, a teacher in the school, and was first used in 1908. Mr. Arthur Pelz, Chairman of the Art Department, executed the handsome ceramic plaque displayed in the Student Center in 1968.

## **A HISTORY OF THE OAK PARK AND RIVER FOREST HIGH SCHOOL**

For most of its history the Oak Park and River Forest High School has used the crest (shown below) as its official symbol. The school motto appears in the Greek language: “those things that are best.” As a statement of aspirations and intentions, the motto seems eminently appropriate to the record of this high school community. The story of the school reveals significant continuity in its operation and readily observable consistency in the values it has existed to serve.



Beginning in 1873, high school students from Oak Park attended classes in space provided in Central School, an elementary school that stood at Lake Street and Forest Avenue. Three graduates received diplomas at the first commencement in 1877. With a growing population, the first high school only building was constructed in 1892 on the southwest corner of Lake Street and East Avenue. The new high school building included some of the first science labs provided in secondary schools in America. (In 1917 the building was purchased by the Archdiocese of Chicago and operated by Dominican Sisters as a home for motherless boys. It was called Bishop Quarter in honor of the first Bishop of Chicago. In 1941 it became Bishop Quarter Military Academy and existed until 1968. The Village of Oak Park razed the building in 1969). Enrollment in the new school grew steadily and received a special boost in 1899 when the high school was separated from the Oak Park Elementary District and a consolidated high school district was formed with River Forest. Thus was established the Oak Park and River Forest Township High School.

In 1905, Mr. Hanna, the principal, began the planning for a new and larger high school building. Land was purchased between East Ave and Scoville Ave. on Ontario Street. The new building (1907) was to accommodate 800 students. Innovations in the new school included a school library and chemistry labs. When the North Wing was completed in 1913 the building stretched from Ontario Street to Erie Street. Construction boomed in the 20's with the completion of the west side of the building quadrangle. Additional construction included a field house (1927) the first in the nation for a high school and the most complete facilities (1928) for girls' physical education. Subsequent additions were built in 1953 and 1957. The field house floor was remodeled from wood to concrete in 1979.

During the 1940's, World War II touched the school in many ways. Several thousand students left to join the armed forces during the four years of the war and more than 100 of these alumni died in combat. The Consolidated High School District 200, Cook County, Illinois was

established by an order of the County Superintendent of Cook County, Illinois on June 21, 1949. The District is composed of the former Oak Park Township High School District 200 and the River Forest Community High School District 223 that had been created in 1946 upon petition from residents of the Village of River Forest who wanted to establish a new high school in River Forest. Students who were River Forest residents continued to attend the high school from 1946-1949 as tuition students.

In 1958-59 the north wing was rebuilt providing a new library, art, industrial arts and cafeteria facilities. In 1960 and 1962 laboratories, classrooms, a language lab, counseling offices, health and attendance suites were constructed in what originally were interior light wells.

In the late 1960's the school undertook its most ambitious construction program. The building was extended south across Ontario Street to connect the academic building with the physical education facilities. The new addition included a 1700 seat auditorium and a smaller Little Theatre as well as two new cafeterias, 54 classrooms, large group instruction rooms and expanded music rehearsal facilities.

The civil rights movement that came of age in the 1960's would profoundly affect the life of the high school in the decades to follow. The debates in the community about fair housing, equal rights and diversity would have great impact upon the high school. In addition, with the passage of the Title IX amendment, the expansion of opportunities for women in athletic competition dominated the 70's. OPRFHS collected state championships in the newly organized state competitions in Girls' Tennis, Volleyball and Track.

In 1974, the Board of Education initiated plans to acquire the south field, the area immediately south of the field house and north of Lake Street. By the spring of 1976 the 1.2 acres had been purchased. The existing structures were demolished and the space developed for girls' physical education and athletics. In addition major energy conservation initiatives were completed with the replacement of all the windows in the 'old building' and an upgrading of the heating and air conditioning systems.

The growth of Special Education programs was a major focus of the 1980's. Numerous programs were established to help students with special needs to succeed. By the end of the decade every special population program would be a part of the high school community. This time also saw the continued expansion of opportunities for women in athletics. New activities such as the MORP, SADD Club, the Human Relations and the Tradition of Excellence Awards were begun at this time. The close of the decade would bring concerns about the financial future of the high school, as the community grew increasingly concerned about rising taxes.

The 1990's saw a lessening of the financial crisis that began in the late 1980's with the adoption of a long-term financial plan in 1995. However, a continuing issue for the school was the concern that African American students were not achieving at rates comparable to the majority of the student body. This would result in the adoption of the African American Achievement Initiative in 1998 by the Board of Education. The last half of the decade also saw a major

initiative to integrate new technologies into classroom instruction. In 1996 the entire building was wired for a computer network and a computer was added to every employee’s workspace. The dawn of the new century saw the first expansion of the school’s grounds in fifty (50) years. The high school purchased the land bounded by Lake Street, East Avenue, Scoville Avenue, and the “EL” tracks for new athletic fields. At the same time a major renovation of the stadium was completed including the installation of synthetic turf in the stadium and for the new Lake Street fields. In addition, the high school’s Board of Education and Administration worked cooperatively with the Village of Oak Park to construct a community parking facility on the South Field that would serve the needs of the high school staff during the day, and the needs of the community in the evening. On the weekends, the parking facility would meet the needs of the school, community and the Farmer’s Market.

While things have changed since 1873 and the sights and sounds are different each year, the change at the high school is constant. The school’s primary goal remains the same, to enrich the life of our students so that they may fulfill the mission of the school “to reach their full human potential”. Now well into its second century, Oak Park and River Forest High School has maintained its focus, mindful of its past, while embracing its future, working to meet the needs of students who will live most of their lives in the twenty- first century.

Deleted and repositioned to Foreword Section:	June 20, 2005
Amended Date(s):	March 15, 1979
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# SERIES 10

## INTRODUCTION

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## **POLICY 10, INTRODUCTION**

Oak Park and River Forest High School District 200 is committed to a program of quality education for every individual. To discharge this obligation, plans are made to meet the needs of all students so that each may be educated in accord with the student's interests and abilities. Extensive course offerings make it possible for students to prepare for the challenges offered by the most selective colleges or for the termination of their formal education at the conclusion of high school. All of these programs are conducted energetically and conscientiously.

The Policies of the Board of Education are available in print or online for perusal by Board members, staff members, administration, and citizens. The affairs of the District are public business, and the principles guiding the decisions of the Board, administration, and staff are based on these Policies and are always subject to review. The District endeavors to have each decision contribute effectively to the overall quality of the program of the school and to serve the needs of the students and the best interests of the community.

Amended:	November 19, 2009; November 18, 1982
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Related Policies:	
Related Instructions And Guidelines:	
Cross Ref.:	



## **POLICY 12, AMERICAN FLAG**

It shall be the policy and practice of Oak Park and River Forest High School to encourage and develop in each student an attitude of patriotism and of allegiance to the Constitution of the United States of America and to the Flag of the United States.

The Flag shall be displayed in the proper manner, as determined by law and custom, in the buildings and on the grounds of the school and shall be properly respected by students and faculty members. We accept Flag etiquette as symbolic of loyalty to our nation and adopt as our own the sentiments expressed by President Woodrow Wilson in his Flag Day address in 1917.

"This Flag, which we honor and under which we serve, is the emblem of our unity, our power, our thought and purpose as a nation. It has no other character than that which we give it from generation to generation. The choices are ours. It floats in majestic silence above the hosts that execute these choices, whether in peace or in war. And yet, though silent, it speaks to us -- speaks to us of the past, of the men and women who went before us, and of the records they wrote upon it."

It is in this spirit that we carry forward the work of education at the Oak Park and River Forest High School, and that we may help our youth be worthy of their heritage.

Amended Date(s):	November 19, 2009; November 15, 2007
Adopted Date:	
Review Date:	
Law Reference:	
Related Policies:	
Related Instructions	
And Guidelines:	
Cross Ref.:	

## **POLICY 20, BOARD OF EDUCATION**

### **I. AUTHORITY**

The powers and duties of the Board of Education are defined by the statutes of the State of Illinois and directed by the precedents of common law. Local schools and local school districts are the products of legislative action and are subordinate to the State of Illinois. The state legislature has, however, followed the pattern of delegating the operation of the local school district to a local Board of Education and has granted it specific powers. The Board also has powers implied, necessarily incidental, and essential to achieve its purposes.

The powers and duties of the Board of Education include but are not limited to:

- A. Formulating, adopting, and modifying Board of Education policies, at its sole discretion, subject only to mandatory collective bargaining agreements; and State and federal law.
- B. Employing a Superintendent and approving personnel employment and dismissal recommendations.
- C. Directing, through policy, the Superintendent, in his or her charge of the District's administration.
- D. Approving the annual budget, tax levies, major expenditures, payment of obligations, annual audit, and other aspects of the District's financial operation.
- E. Entering contracts using the public bidding procedure when required.
- F. Providing, constructing, controlling, supervising, and maintaining adequate physical facilities.
- G. Adopting the curriculum, textbooks, and educational services.
- H. Evaluating the educational program and approving School Improvement and District Improvement Plans when they are required to be developed or revised.

Establishing and supporting student discipline policies; designed to maintain an environment conducive to learning, including hearing individual student expulsion cases brought before it.

## II. ELECTION

The Oak Park and River Forest Board of Education shall consist of seven (7) members elected pursuant to provisions of *The School Code of Illinois*. School District elections are non-partisan, governed by the general election laws of the State, and include the election of Board of Education members, various public policy propositions, and advisory questions. Board of Education members are elected at the consolidated election. If, however, that date conflicts with the celebration of Passover, the consolidated election is postponed to the first Tuesday following the last day of Passover. The election authority conducts the canvass of votes within twenty-one (21) days after the election. The Board of Education's election duties are:

- A. The Board, by proper resolution, may place public policy propositions on the ballot;
- B. The Board President, Secretary, and the member with the longest continuous service, whose nominating petition is not being challenged or who is not running for re-election will compose the Education Officers Electoral Board to hear and rule on objections to candidate nominating petitions and voter petitions; and
- C. The Board Secretary or Clerk of the Board serves as the local election official, assisted by designated representatives appointed by the Board.

The term of office for a Board of Education member begins immediately after:

- A. The election authority canvasses the votes and declares the winner(s); this occurs within 21 days after the consolidated election held on the first Tuesday in April in odd-numbered years. If, however, that date conflicts with the celebration of Passover, the consolidated election is postponed to the first Tuesday following the last day of Passover;
- B. The successful candidate takes the oath of office as provided in Section III, Board of Education Oath and Conduct.

The term ends four (4) years later when the successor assumes office.

III. BOARD OF EDUCATION OATH AND CONDUCT

Each Board of Education member, before taking a seat on the Board, shall take the following oath of office:

I, (name) do solemnly swear (or affirm) that I will faithfully discharge the duties of the office of member of the Board of Education of Oak Park and River Forest High School, in accordance with the Constitution of the United States, the Constitution of the State of Illinois, and the laws of the State of Illinois, to the best of my ability.

I further swear (or affirm) that:

I shall respect taxpayer interests by serving as a faithful protector of the School District's assets;

I shall encourage and respect the free expression of opinion by my fellow Board of Education members and others who seek a hearing before the Board of Education, while respecting the privacy of students and employees;

I shall recognize that a Board of Education member has no legal authority as an individual and that decisions can be made only by a majority vote at a public Board of Education meeting; and

I shall abide by majority decisions of the Board of Education, while retaining the right to seek changes in such decisions through ethical and constructive channels.

The Board of Education President will administer the oath in an open Board of Education meeting; in the absence of the President, the Vice President will administer the oath. If neither is available, the Board of Education member with the longest service on the Board of Education will administer the oath.

The Board of Education adopts the Illinois Association of School Boards' Code of Conduct for Members of School Boards.”

IV. ORGANIZATIONAL BOARD OF EDUCATION MEETING

In odd-numbered years, the Board of Education will establish a date for its organizational meeting to be held sometime after the election authority canvasses the vote, but within twenty-eight (28) days after the consolidated election. The consolidated election is held on the first Tuesday in April of odd-numbered years. If, however, that date conflicts with the celebration of Passover, the consolidated election is postponed to the first Tuesday following the last day of Passover.

At the organizational meeting the following shall occur:

- A. Each successful candidate, before taking his or her seat on the Board, shall take the oath of office as provided under the section on Board of Education Oath and Conduct.
- B. The new Board of Education members shall be seated.
- C. The Board of Education shall elect its officers who assume office immediately upon their election.
- D. The Board of Education shall fix a time and date for its regular meetings.

V. OFFICERS - ELECTIONS AND DUTIES

The Board of Education officers are: President, Vice President, and Secretary. These officers are elected at the Board of Education's organizational meeting.

- A. President

The president of the Board of Education shall be elected by the members of the Board from among their number and serve for one year.

The President is permitted to participate in all Board meetings in a manner equal to all other Board members, including the ability to make and second motions.

If the president is absent from any meeting, or refuses, or is unable to perform the required duties, the vice-president shall serve as president pro tempore.

B. Vice President

A vice president of the Board of Education shall be elected by the members of the Board from among their number and serve for one year. The vice president shall perform the duties of the president if there is a vacancy in the office of president or in case of the president's absence or refusal or inability to act.

A vacancy in the Vice Presidency is filled by a majority vote of the sitting Board of Education members.

C. Secretary

The secretary of the Board of Education shall be elected by the members of the Board from among their number and serve for one year.

If the secretary is absent from any meeting, or refuses, or is unable to perform the required duties, a secretary pro tempore shall be appointed from among the members of the Board.

VI. SPECIAL AND STANDING COMMITTEES

The Board of Education may establish committees to assist with the Board of Education's governance function and, in some situations, to comply with State law requirements. These committees are known as Board of Education committees and report directly to the Board of Education. Committee members may include both Board of Education members and non-Board of Education members depending on the Committee's purpose. The Board of Education President makes all Board committee appointments. Board committee meetings shall comply with the Open Meetings Act. A Board Committee may not take final action on behalf of the Board of Education, it may only make recommendations to the Board.

Nothing in this policy limits the authority of the Superintendent or designee to create and use committees that report to the Superintendent or to other staff members.

VII. BOARD OF EDUCATION MEETINGS

For all meetings of the Board of Education and its committees, the Superintendent or designee shall satisfy all notice and posting requirements contained herein, as well as in the Open Meetings Act. Unless otherwise specified, all meetings are held in Room 213 of the Oak Park and River Forest high School located at 201 N. Scoville Avenue, Oak Park, Illinois.

VIII. DISTRICT WEBSITE

The Clerk of the Board or designee shall post the Board of Education's annual schedule of regular meetings, which shall remain posted until the Board of Education approves a new schedule of regular meetings; the public notified of all Board of Education meetings; and the agenda for each regular meeting, which shall remain posted until the regular meeting is concluded.

IX. AGENDA

The president of the Board of Education is responsible for focusing the Board of Education meeting agendas on appropriate content. The Superintendent shall prepare agendas in consultation with the Board President. The President shall designate a portion of the agenda as a consent agenda for those items that usually do not require discussion or explanation before Board of Education Action. Any Board of Education member may request the withdrawal of any item under the consent agenda for independent consideration. Any Board of Education member with topics they would like discussed may contact the President of the Board of Education, the Superintendent, the respective committee chair, or the Clerk of the Board about including those items on an agenda.

The Superintendent shall provide a copy of the agenda, with adequate data and background information, to each Board of Education member at least

48 hours before each meeting, except a meeting held in the event of an emergency.

The Board of Education President shall determine the order of business at regular Board of Education meetings. Upon consent of a majority of members present, the order of business at any meeting may be changed.

X. QUORUM AND VOTING

The District is governed by a Board of Education consisting of seven members. The Board of Education's powers and duties include the authority to adopt, enforce, and monitor all policies for the management and governance of the District's schools.

Official action by the Board of Education may only occur at a duly called and legally conducted meeting at which a quorum is physically present. Four members, a majority of the full membership, shall constitute a quorum. Board of Education members, as individuals, have no authority over school affairs, excepted as provided by law or as authorized by the Board of Education.

Unless otherwise provided by law, when a vote is taken upon any measure before the Board of Education, with a quorum being present, a majority of the votes cast shall determine its outcome. A vote of "abstain" or "present," or a vote other than "yea" or "nay," or a failure to vote, is counted for the purposes of determining whether a quorum is present. A vote of "abstain" or "present," or a vote other than "yea" or "nay," or a failure to vote, however, is not counted in determining whether a measure has been passed by the Board, unless otherwise stated in law. On all questions involving the expenditure of money and on all questions involving the closing of a meeting to the public, a roll call vote shall be taken and entered in the Board's minutes.

A quorum of the Board of Education must be physically present at all Board of Education meetings. A majority of the full membership of the Board of Education constitutes a quorum.

Provided a quorum is physically present, a Board of Education member may attend a meeting by audio conference if he or she is prevented from physically attending because of 1) personal illness or disability, 2) employment or District business, or 3) a family or other emergency. If a



member wishes to attend a meeting by video or audio means, he or she must notify the Clerk of the Board or Superintendent at least 24 hours before the meeting unless advance notice is impractical. The recording secretary or Superintendent will inform the Board President and make appropriate arrangements. A Board member who attends a meeting by audio or video means, as provided in this policy, may participate in all aspects of the Board of Education meeting including voting on any item, provided the Board of Education member participating electronically is in possession of documents related to the vote being taken. The meeting must be open to the public or have been properly closed in accordance with law.

Actions of the Board of Education shall be taken in accordance with the laws of the State of Illinois, the customs of the Board, and the judgment of the president. The president may refer to the procedures outlined in the current edition of *Robert's Rules of Order* as a guideline. When a vote is taken upon a measure before the Board, a quorum being present, a majority of the votes of the members voting on the measure shall determine the outcome thereof except where exceptions are set forth in *The School Code of Illinois*.

#### XI. AUTHORITY OF MEMBERS

The Board and its individual members may act only in a properly convened meeting, and no member shall have the authority to act for the Board or under the title of a Board position unless specifically authorized by statute or by the Board at such meeting.

#### XIII. MINUTES

The Board Secretary or Clerk of the Board shall keep written minutes of all Board of Education meetings (whether open or closed), which shall be signed by the President and the Secretary. They shall include the following:

- A. The meeting's date, time and place;
- B. Board of Education members recorded as either present or absent;
- C. A summary of the discussion on all matters proposed, deliberated or decided and a record of any votes taken;
- D. A record of who voted yea and nay on all matters requiring a roll call vote;

- E. If the meeting is adjourned to another date, the time and place of an adjourned meeting;
- F. The vote of each member present when a vote is taken to hold a closed meeting or portion of a meeting, and the reason for the closed meeting with a citation to the specific exception contained in the Open Meetings Act authorizing the closed meeting;
- G. A record of all motions, the members making the motion and the second; and
- H. The type of meeting, including any notice and, if a reconvened meeting, the original meeting's date.

The minutes shall be submitted to the Board of Education at its next regularly scheduled open Board meeting for approval or modification.

At least semi-annually in an open meeting, the Board: 1) reviews minutes from closed meetings that are currently unavailable for public release, and 2) decides which, if any, no longer require confidential treatment and are available for public inspection. The Board of Education may meet in a prior closed session to review the minutes from closed meetings that are currently unavailable for public release.

The official minutes are in the custody of the Board Secretary or Clerk of the Board. Open meeting minutes are available for inspection during regular office hours within seven days after the Board's approval; they may be inspected in the District's main office, in the presence of the Secretary, the Superintendent or designee, or any Board of Education member. Minutes from closed meetings are likewise available, but only if the Board of Education has released them for public inspection. Only minutes that have been approved by the Board are available. The minutes shall not be removed from the Superintendent's office except by vote of the Board of Education or by court order.

The Board of Education's open meeting minutes shall be posted on the District website within seven days after the Board of Education approves them; the minutes will remain posted for at least 60 days.

#### Verbatim Record of Closed Meetings

The Board Secretary or Clerk of the Board shall audio record all closed meetings. If the Secretary or Clerk is not present, the Board President or presiding officer shall assume this responsibility. After the closed

meeting, the Secretary or Clerk shall assume this responsibility. After the closed meeting, the Secretary or Clerk shall store the audio recording in a secure location. The Superintendent shall ensure that: 1) an audio recording device and all necessary accompanying items are available to the Board for every closed meeting, and 2) a secure location for storing closed meeting audio recordings is maintained close to the Board's regular meeting location.

At no time will an audio recording be released that would violate State or federal privacy or confidentiality requirements, including, but not limited to, any matter concerning 1) a named student, 2) an employee's or applicant's personnel file and personal information, 3) school security plans, 4) communications between the Board and an attorney representing the District, and 5) all information exempted from disclosure under the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq.

After eighteen (18) months have passed since being made, the audio recording of a closed meeting is destroyed provided the Board approved 1) its destruction, and 2) minutes of the particular closed meeting.

An individual Board member may listen to verbatim recordings or review closed session minutes if germane to the Board member's responsibilities. An individual Board member with access to verbatim recordings or closed session minutes must understand and accept that he/she has no legal authority to act individually based on the content of the verbatim recordings or the closed session minutes; is obligated to abide by the majority vote of the Board as it relates to the disposition of the recordings and minutes; can take no action that compromises the Board; and must respect the confidentiality of privileged information.

### **XIII. BOARD OF EDUCATION POLICY DEVELOPMENT**

The Board of Education governance includes the development and adoption of written policies. Written policies ensure legal compliance, establish Board processes, articulate District goals, delegate authority, and define operating limits. Board policies also provide the basis for monitoring progress toward District ends.

Amended:	August 27, 2009; September 27, 2007; December 21, 2006; April 27, 2006; December 18, 2003; June 27, 1996; April 23, 1992; June 28, 1984; June 28, 1984; January 19, 1982; March 19, 1981; March 15, 1979
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Review Date:	
Law Reference:	105 ILCS 5/2-3.25d, 5/10-1 et seq., 5/17-1, 5/27-1, 115 ILCS 5/1 et seq., 325 ILCS 5/4, 10 ILCS 5/2A-1.1, 5/8-1, 5/8-2, 5/8-3, 5/8-6, 5/8-16, 5/8-17, 5/10-1, 5/10-5, 5/10-7, 5/10-8, 5/10-13, 5/10-13.1, 5/10-14, 5/10-16.5, 10-16.7, 5/17-1, 5/10-21.4, 5/22-17, and 5/22-18; 5/27-1, 5/10-20.5, 5/10-20.14 and 10/1 et. Seq. ILCS 120/1 et seq., 120/2, 120/2a, 120/2.02, 120.05, 120/2.06, 120/2.06(c), 120/2.06(d) 120/2.206(e); 120.7, 420/4A-106; 10 ILCS 5/2A-1 et. seq.; <u>105 ILCS 5/9-18, 5/10-5; 5/10-6, 5/10-7, 5/10-16; 105 ILCS 5/10-16.5, and 5/28-1 et seq.</u> ; 105 ILCS 5/9-1 et seq.; Prosser v. Village of Fox Lake, 438N.E.2d 134 (1982), 23 Ill. Admin. Code Part 226., 325 ILCS 5/4.
Related Policies:	
Related Instructions	
And Guidelines	
Cross Ref.:	

## **POLICY 30, POLICY CHANGES**

The Board of Education may add, delete, or revise policies contained herein by a majority vote of members. Policy changes may originate with Board of Education members or the Superintendent, and are to be presented in writing at one meeting and acted upon at a later meeting.

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# SERIES 100

## PHILOSOPHY

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## POLICY 100, STATEMENT OF PHILOSOPHY

“Those Things That Are Best”

We believe that

Human beings want to learn and can derive their most gratifying and certainly their unique human fulfillment from the process of satisfying their intellectual curiosity. While some educational endeavors are justified by what they enable a student to do later in life, it is also true that learning has intrinsic worth. It is the source of mankind's loftiest and most enduring pleasure: the exercise of the mind.

The task given by society to the school is the formal education of its youth. This education must include general humanistic studies, must aim for competence in communication and computational skills, and must nurture healthful living. In a world of rapid change, the ability to recognize change, to adapt and to learn new approaches and techniques is in itself an essential skill. The needs of each student must be the primary concern. Learning can take place in many ways, but it is enhanced when it is self-motivated. The interaction between teacher and student is the center of the school's learning process in all aspects of the school program. The curriculum, the substance of the learning process, should draw selectively upon subject areas, both as traditionally understood and as newly emerging. Concentration should be upon relating essential ideas from various disciplines through differing methods of inquiry.

The objective of quality education is to inspire and to equip each student to find a constructive and responsible role as a caring citizen in the world and in this nation and community. Quality education readies students for the world of work and for valuing the non-occupational aspects of living. The school should build upon each student's aptitudes, past experiences, achievements, traits, interests, and worthy goals in life. The school should help students become aware of personal capabilities, problems, strengths and weaknesses, self-worth, and ability to improve the world in which they live as they mature and fulfill themselves.

Our students will take their place in a larger society characterized by competition and cooperation. The competitive spirit induces effort to overcome challenges and requires learning how to handle both success and failure in self and others. The cooperative spirit leads to valuing and strengthening others and learning to meld into a working group. The school should help the students learn to achieve in both situations.

In a society characterized by diversity of cultural heritage, it is important that persons in the school community learn to respect and understand both their own roots and the roots of others. Awareness of ethnic, religious, racial, economic and political backgrounds, ours and others', assists the development of empathy, communication, and the constructive interaction necessary to our developing society.

Moral concern and the behavior issuing from it make life in community possible and enriching. The school shares responsibility with the larger community to foster a type of reflection, conscious decision-making and behavior that looks beyond individual perception to a larger sense of the right, the good, the better, the best, the ideal as criteria for behavior for both the individual and society. The task of the school is to encourage students in their own moral reflection and action rather than to recommend or impose any particular value system or judgment.

The high school is a partner in a much larger, continuing process of learning that includes the home, elementary and post secondary education, leisure activities, employment and community life. In determining responsibility to be assumed, the high school should accept those educational tasks in which it can function best; it should not accept non-educational tasks unless they are clearly required to fulfill its primary educational role or they cannot be cared for with reasonable facility by other appropriate agencies. The school must rely upon the good will, active support, and faithful performance by others of their own contribution to the educational effort.

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Cross Ref.:	



## **POLICY 101, HUMAN DIGNITY AND DIVERSITY**

The Board of Education recognizes the diverse character of the Villages of Oak Park and River Forest and asserts that, in a society characterized by that diversity, it is important that persons in the school community understand both their own heritage and the heritage of others.

Respect for the rights of others encourages understanding and interaction necessary to good citizenship. There shall be no discrimination against any individual because of race, religion, nationality, gender, disability, physical characteristics or sexual orientation.\*

Each individual shall be considered as unique with individual strengths, talents, skills, and shortcomings; shall have equal access to all school-related opportunities; shall be regarded in the same high esteem; and shall equally be encouraged to fulfill his or her potential as a human being. OPRFHS is committed to providing an inclusive education for all students where racial and economic predictability are eliminated in student achievement and success.

Negative or discriminatory behavior in violation of this policy shall be challenged wherever it occurs and dealt with appropriately.

\*Civil Rights are defined by local, state and federal laws. For purposes of this statement, "sexual orientation" is defined as the actual or perceived state of heterosexuality, homosexuality, bisexuality, or gender expression.

Amended Date(s):	November 19, 2009; March 25, 2004; April 22, 1993; December 13, 1989, October 19, 1978
Adopted Date:	June 19, 1975
Review Date:	
Law Reference:	
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref.:	

## **POLICY 101-A, GENDER EQUITY**

No student or employee shall, on the basis of his or her gender, be denied equal access to courses of instruction, programs, activities, services, employment opportunity, or employment benefits of Oak Park and River Forest High School District 200, subject to applicable state and federal laws and regulations. The Superintendent (or his/her designee) shall promulgate administrative procedures implementing this policy, including the appointment of a Gender Equity Coordinator and the establishment of a procedure to resolve or process a grievance or complaint under this policy.

Amended Date(s):	November 19, 2009
Adopted Date:	May 27, 1993
Review Date:	
Law Reference:	
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref.:	

## Gender Equity Procedures, Policy 101-A

### I. Equal Access to Programs and Activities

District policy provides that no student shall, on the basis of his or her gender, be denied equal access to the District's programs, activities, services, or benefits, as required by state and federal laws and regulations. Specific applications of this policy are discussed below:

#### A. Education Programs

1. Course Offerings. The Gender Equity policy applies to all course offerings. This policy, however, does not prohibit
  - a. grouping of students in Physical Education classes and activities by ability as assessed by objective standard of individual performance developed and applied without regard to gender;
  - b. separation of students by gender within Physical Education classes or activities during participation in wrestling, boxing, rugby, ice hockey, football, basketball, and other bodily contact sports;
  - c. separation of students by gender in classes dealing exclusively with human sexuality; and,
  - d. separation of persons based on vocal range or quality even though such separation may result in chorus or choruses of one or predominately one gender.
2. Athletics. The Gender Equity policy applies to all athletic programs or activities, except that separate teams for members of each gender may be operated:
  - a. when the sport involved is a contact sport or where selection for the separate teams is based upon competitive skill; and
  - b. provided that where there is no such team for the excluded gender, members of the excluded gender

may be allowed to try out for the team. Eligibility to try out and/or participate on the team shall be determined by the District on a case-by-case basis. Moreover, equal athletic opportunity shall be provided for members of both genders, including equal provision for equipment, supplies, coaching, facilities, services and publicity, except that unequal aggregate expenditure of funds for members of each gender or male and female teams will not in and of itself constitute a violation of this policy.

3. Counseling. Applies to all counseling and guidance activities, including all appraisal and counseling materials.
4. Textbooks. Nothing in this policy shall be interpreted as requiring or prohibiting or abridging in any way the use of particular textbooks or curricular materials.

B. Other Activities or Facilities

1. Financial Assistance. Applies to offering scholarships or other aid or assisting non-school organizations in the offering of scholarships or other aid to students of this District.
2. Employment Assistance. Applies to all efforts to place students in employment. The District shall, as part of any employment assistance program for students, ensure that all employment opportunities are made available without discrimination on the basis of gender and refuse participation in its student employment program to employers who would practice such discrimination.
3. Health and Insurance. Applies to all health or insurance policies offered to students but does not prohibit providing benefits or services which may be used by a different proportion of students of one gender than of the other, including family planning. If full coverage is provided, such coverage must include gynecological care.
4. Housing. Nothing in this policy shall be interpreted as prohibiting the separation of students by gender in housing

for field trips or other reasons. Such separate housing must be comparable in quality and availability.

5. Toilet, Locker and Shower Facilities. Separate toilet, locker and shower facilities shall be provided on the basis of gender. Such facilities shall be comparable to similar facilities provided for students of the other gender.
6. Marital, Family or Parental Status. No rule on marital, family, or parental status that treats one gender differently from the other gender shall be applied or enforced.
7. No agency or organization which discriminates on the basis of gender in the provision of any aid, benefit, or service to students shall be assisted by the District in the provision of facilities or the distribution of promotional and recruiting literature as exempted under Sections (b), Financial Aid Established by Certain Legal Instruments, and (c), Athletic Scholarships, of 86.37 of Title IX: (b-1) "A recipient may administer or assist in the administration of scholarships, fellowships, or other forms of financial assistance established pursuant to domestic or foreign wills, trusts, bequests, or similar legal instruments or by acts of a foreign government which requires that awards be made to members of particular sex specified therein; provided, that the overall effect of the award of such sex-restricted scholarships, fellowships, and other forms of financial assistance does not discriminate on the basis of sex" and (c-1) "To the extent that a recipient awards athletic scholarships or grants-in-aid, it must provide reasonable opportunities for such awards for members of each sex in proportion to the number of students of each sex participating in interscholastic or intercollegiate athletics ."

C. District Employment Activities

Applies to all aspects of the District's employment programs, including but not limited to, recruitment, advertising, process of application for employment, promotion, granting of tenure, termination, layoffs, wages, job assignments, leaves of absence of all types, fringe benefits, training programs, employer-sponsored programs, including social, or recreational programs and any other

term, condition or privilege of employment. Specifically, the following personnel employment practices are prohibited

1. Tests. Administration of any test or other criterion which has a disproportionately adverse effect on persons on the basis of gender unless it is a valid predictor of job success and alternative tests or criteria are unavailable;
2. Recruitment. Recruitment of employees from entities which furnish as applicants only or predominately members of one gender, if such action has the effect of discriminating on the basis of gender;
3. Compensation. Establishment of rates of pay on the basis of gender;
4. Job Classification. Classification of jobs as being for males or females;
5. Fringe Benefits. Provision of fringe benefits on basis of gender; all fringe benefit plans must treat males and females equally;
6. Marital and Parental Status. Any action based on marital or parental status; pregnancies are considered temporary disabilities for all job-related purposes and shall be accorded the same treatment by the District as are all other temporary disabilities. No inquiry shall be made by the District in job applications as to the marriage status of the applicant, including whether such applicant is "Miss, Ms., Mrs." However, inquiry may be made as to the gender of a job applicant for employment if made of all applicants and is not a basis for discrimination.
7. Employment Advertising. Any expression of preference, limitation, or specification based on gender, unless gender is a bona fide occupational qualification for the particular job in question.

## II. Policy Enforcement

To ensure compliance with this policy, the Superintendent/ Principal shall:

- A. Designate a member of the administrative staff
  - 1. to coordinate efforts of the District to comply with this policy;
  - 2. to develop, and ensure the maintenance of a filing system to keep all records required under this policy;
  - 3. to investigate any complaints of violations of this policy;
  - 4. to administer the grievance procedure established in this policy; and
  - 5. to monitor employment practices and to develop affirmative action programs, as appropriate where necessary to comply with the policy.
  
- B. Provide for the publication of this policy on an ongoing basis to students, parents, employees, prospective employees, and District employee unions or organizations; such publication to include the name, office address; and telephone number of the gender equity coordinator designated pursuant to this policy in paragraph B.1.
  
- C. Provide in-service training implementing the gender equity policy to District administrators and to certificated and non-certificated personnel as needed.

## Grievance Procedure for Policy 101-A, Gender Equity

### Grievance Procedure

No person in the United States shall, on the basis of gender, be excluded from employment, participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.

In accordance with Title IX, the Board of Education has adopted the following grievance procedure providing for the resolution of student, parent, and employee complaints alleging violation, misinterpretation, or misapplication of any of the terms of Title IX as applicable to District 200.

#### I. Procedure

The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to the alleged complaints of gender discrimination. Since it is important that a grievance be processed as rapidly as possible, the number of days indicated at each step should be considered as maximum and an effort should be made to expedite the process.

#### II. Definitions

- A. "Days" means working days, for grievances filed by employees, and school attendance days, for grievances filed by students or parents.
- B. "District" means Oak Park and River Forest High School District 200.
- C. "Employee" means a person who is, on a permanent basis as opposed to a temporary basis, on the payroll of the district.
- D. "Grievance" is a complaint alleging action by the District in violation of Title IX or the implementing regulations.
- E. "Gender Equity Coordinator" means the employee designated by the District Superintendent to coordinate its efforts to comply with and carry out its responsibilities under Title IX and the implementing regulations. The Gender Equity Coordinator is not responsible to make judgments. The Coordinator is solely responsible to monitor and document compliance with this policy.
- F. "Student" means a person enrolled in the school operated by the District.



## **POLICY 102, ALTERNATIVE EDUCATION**

In recognition of the variety of effective teaching/learning methods and the wide divergence of interests, skills, and personalities that exist among teachers and students, the Board of Education endorses and encourages the provision of alternative education programs. The Superintendent (or his/her designee) is charged to develop procedures that will stimulate the formation of such programs and enable them to be implemented in response to the expressed interests and needs of students and teachers. Alternatives are to exist within the confines of District financial resources and graduation requirements.

Amended Date(s):	January 28, 2010
Adopted Date:	February 19, 1976
Review Date:	
Law Reference:	
Related Policies:	
Related Instructions	
And Guidelines:	
Cross Ref.:	

## POLICY 103, PHILOSOPHY OF DISCIPLINE

In the school philosophy, Oak Park and River Forest High School affirms that its primary task is for the formal education of youth; that the needs of each student must be central; that interaction between teacher and student is the heart of the school's learning process; that its objective is to inspire and **to** equip each student to find a constructive and responsible role as a caring citizen; that students must learn how to achieve both as competitors and cooperators; that students must learn to respect, to understand, and to build on their own roots and the roots of others; and that it desires to foster a sense of the right, the good, the better, and the best as criteria for behavior. To achieve these goals, discipline is required of all students, staff, and parents.

Discipline has different meanings, each of which has significant bearing on the behavior of students and their progress and success in school. In an academic sense, discipline refers to the rigorous effort one must make to develop one's ability. In the context of school citizenship, each person is expected to act in accordance with established rules made for the common benefit of all who comprise the school. A disruptive person or group deprives others of the opportunity to learn. In addition, discipline is conceived as respect for and compliance with authority and is understood as correction by the reasonable consequence of undesirable behavior.

Discipline creates a climate within the school, a setting where purposeful work, humanistic caring, and spontaneous fun combine and permeate classroom, hallway, activity, athletic, club, organization, etc., activities and their interpersonal relationships. Attitude toward achievement, desire to meet commitments, habits of punctuality, consistent daily class preparation, and care for one's appearance and dress all reflect self-discipline and effect a sense of personal pride, self-esteem, and an identification with the school. The health, safety, and rights of each student to secure maximum advantage from the educational opportunity are protected along with the rights of all students and staff.

The central work of the school takes place in the classroom. It is essential that order based on mutual respect exists in the classroom. It is here that students can be taught, inspired, stimulated, and challenged to develop their full human potential. Students respect teachers who know their subject and their students, approach their classes with a serious but not humorless purpose, who plan lessons thoroughly are committed to student

success, and who set reasonable and fairly administered standards of performance and behavior for themselves and their students.

Student behavior while at and in school and at school-sponsored activities of any kind are of central importance to fulfilling the District's mission and to a positive, productive, and effective teaching and learning environment. The District takes seriously and accepts responsibility for maintaining the highest level of student behavior in and at school and at all school-sponsored activities.

The school's intent is to encourage students to set their own goals, to assist them in developing them, to attain, and to evaluate them. At the same time, students are to fulfill the expectations of each course, to respect the role of the teacher, and to understand the necessity for appropriate discipline. Discipline is neither autocratic nor repressive, but action taken as a supportive concern for a student in dealing with behavior. This concern stems from respect for the worth and dignity of each human being, sensitivity to another's needs and common group interest, and mutual respect given to and expected from the student and staff members.

All employees of the District are charged with the responsibility for communicating and modeling positive behavior and behavioral expectations to our students and to each other. While employees have differing responsibilities regarding disciplinary procedures, all employees have the equal responsibility to engage students when there is misconduct and to enforce the Code of Conduct appropriately.

The administration of discipline should not be so threatening as to destroy a student's sense of self-worth, the desire and hope to improve, or the possibility for a fresh start. On the other hand, a student needs to know there are limits to unacceptable behavior. In those cases where a student repeatedly acts inappropriately and fails to respond to reasonable discipline or offers of special help, the rights and best interests of other students must be considered and protected.

There may be occasions when a student's misbehavior calls for immediate disciplinary action. Discipline calls for a cooperative working agreement among all District employees. The school may need to employ preventive measures, interventions, suspensions, and other means of communicating to students and their parents that undesirable behavior must stop. Within the safeguards of due process, the school - through teachers, counselors, deans, and administrators—may curtail students' actions by modifying the daily schedule, placement, and in extreme cases that are properly documented, refer students to the Board of Education. The Board of

Education has the statutory obligation to develop and to enforce reasonable rules and may exclude students from school attendance. However, corporal punishment shall not be exercised as a means of student discipline by any school personnel.

The District acknowledges its responsibility and commitment to assure that the Code of Conduct consequences are equitably and fairly administered. In addition and equally as important, we assign a higher priority to the emotional and behavioral development of students as guided by trained and experienced professional staff, and we give this value precedence over absolute uniformity in the issuance Code of Conduct consequences. We believe that sound professional judgment, coupled with a system of constant monitoring of fairness by administrative staff, can maintain proper balance between these. While there is a reasonable expectation of similar consequences for the same offenses, this does not mean a rigorous, unthinking, inflexible, and automatic approach to discipline or a doctrinaire consistency. Each situation and a student's needs are to be examined in terms of the circumstance, past history, and hope to improve attitude and effort. The consequences of behavior should follow promptly. They should be clear and understandable to students and consistent in the sense that some consequences, determined by the situation, will occur. Students gain the maturity that equips them for life with the realization that consequences do flow from their behavior. Parents and the family have a supportive role in discipline. The school expects parents to see that their child attends school regularly and comes properly prepared each day.

The staff at school, the family at home, and the student all gain from the fulfillment of these important and mutually supportive roles of discipline. Self-discipline and expectation of a high standard of performance exist in the world of work. The sense of discipline expected and developed in school serves as the foundation for success in a student's future role in life.

Amended Date(s):	November 15, 2007
Adopted Date:	March 15, 1979
Review Date:	
Law Reference:	
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref.:	Policy 5114, Suspension and Expulsion

## POLICY 104, PHILOSOPHY OF GRADING

The philosophy of grading at Oak Park and River Forest High School strongly affirms and supports the school's philosophy of education "to provide all students a superior education so that they may achieve their full human potential." We believe that:

- Grading serves the multiple roles of evaluation, motivation, and communication.
- Grades are primarily indicators of the degree to which students have achieved the standards of a course.
- In accordance with the school's mission statement that "a partnership (exists) between the student, family, school and community," there also exists a shared responsibility for communication about the student's progress toward achieving the standards of a course among teachers, students and parents.

At the beginning of a course, the teacher will provide his/her Division Head and each student with a course syllabus that outlines expectations, course summary, required texts, grading scale and the components to be used in determining the final course grade.

Amended Date(s):	April 24, 2008; June 26, 1999
Adopted Date:	October 18, 1979
Review Date:	
Law Reference:	
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref.:	

## Policy 104, Definition of Terms

Curriculum:	a set of courses constituting an area of specialization.
Curriculum Guides:	the specific delineation of course content including course description, materials, objectives, topics and units as appropriate.
Course:	a class for which a student receives a grade.
Course Offerings:	the listing of the courses as they appear in the O.P.R.F.H.S. Academic Catalog that include course descriptions, which represent brief narrative summaries of course content.
Teacher Course Syllabus:	A one- to two-page document which contains the following:

### Course Description.

A list of required textbook and materials.

A course outline which gives the concepts and content to be taught.

A listing of teacher expectations for homework, make-up work, grading factors and weights and office hours.

Other information as deemed necessary by the teacher such as attendance, classroom rules, extra credit, etc.

## Communication Responsibilities

### Student

1. Be aware of his/her standing in a class at all times in relation to assignments, homework, tests and quizzes, and seek clarification from the teacher as necessary.
2. Seek extra help as needed.
3. Confer with the teacher following any absence from class about missing assignments and review the content covered during the student's absence.
4. Notify the teacher in advance of any planned absence to review what material will be covered and to obtain assignments.
5. Share Teacher Course Syllabus with parents.

### Teacher

1. Complete interim progress, eligibility and tracking reports as required by school policy.
2. Return parent letters, notes, phone calls, and/or emails in a timely fashion.
3. Notify parents when a student has the possibility of failing.
4. Complete grade sheets as required by District policy.
5. Return all assignments in a timely fashion.
6. Provide Teacher Course Syllabus at the Open House and Parent/Teacher Conferences and upon request.

## Parent

1. Contact the counselor if progress reports or grade reports are not received.
2. Contact the counselor or teacher if the progress of a student is in question.
3. Attend parent/teacher conferences.
4. Attend Open House.
5. Call the appropriate division head if a counselor or teacher fails to contact the parent as requested.
6. Review the Teacher Course Syllabus for all classes in which his/her child is enrolled.

## POLICY 104-1, CHANGE OF GRADE

Any student's grade, which is permanently recorded or is communicated to a student's parents or guardian, may be changed by the teacher or Principal when it is in the student's or District's best interest. When a change of grade is made by the Principal, he/she shall assume responsibility for determining the grade or evaluation and initial the change. The Principal shall notify (1) the teacher responsible for the grade concerning the nature and reasons for the change, and (2) the parents or guardians of the student of the change, and 3) the superintendent of same.

Amended Date(s):	November 15, 2007
Adopted Date:	April 23, 1992
Review Date:	
Law Reference:	Ill. Rev. Stat. ch. 122, par. 10-20.9a
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref.:	



# SERIES 1000

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## **POLICY 1100, PARTNERSHIP WITH THE COMMUNITY**

The Board recognizes that the District works in partnership with the community to provide for the educational needs of its young people. From its beginnings, the high school's strength has come from the community's willingness to provide necessary resources and leadership.

For community pride and confidence to flourish, it is necessary for citizens to have the opportunity to be fully informed, to express their opinions and expectations, and to influence the development of the school.

The Board of Education and school administration, therefore, accept the responsibility for encouraging the use of all appropriate means of keeping the community accurately informed about the school, for understanding community attitudes and aspirations for the school, and for initiating processes through which citizens may participate in the continued development of the school.

Amended Date(s):	January 28, 2010
Adopted Date:	July 26, 1979
Review Date:	
Law Reference:	
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref.:	

## **POLICY 1105, CORPORATE SPONSORSHIP**

The Board of Education recognizes there can be mutual benefit to establishing relationships with corporate or business entities that support the educational mission of the District. All corporate relationships must be approved by the Board of Education. In working with a District corporate or business entity, the Superintendent(or his/her designee) is responsible for ensuring that such relationships are positive in nature and do not, in the process, distort the District's educational values. Positive corporate or business relationships must be ethical and structured in accordance with the following principles.

1. Corporate or business relationships must support the goals and objectives of the District and be structured to meet an identified educational need.
2. Corporate or business relationships must be age appropriate and in the best interest of students.
3. Corporate or business relationships should be substantially free of commercial advertising with no direct effort to induce students or District employees to buy products or enlist services associated with the corporate or business entity.
4. Corporate or business logos should be for identification purposes.
5. Corporate or business relationships should not limit the discretion of the District to use donated materials, goods or services.
6. Corporate or business relationships should be subject to public disclosure and provide District parent/alumni groups, employee groups, and student organizations the opportunity to comment upon any such relationships.
7. Corporate or business relationships must comply with all federal, state, local, and District laws, rules, and regulations. In addition, such relationships must be in compliance with the District's negotiated collective bargaining agreements.
8. Corporate or business relationships must not provide direct financial benefit to District employees, students, parents, or Board of Education members.
9. Corporate or business relationship agreements must be set forth in writing.
10. Corporate or business relationships must be subject to periodic review as set forth in the procedures to this policy.

11. No commercial material or literature shall be posted or distributed that would 1) disrupt the educational process; 2) violate the rights or invade the privacy of others; 3) infringe on a trademark or copyright; or 4) be defamatory, obscene, vulgar, or indecent.
12. The Superintendent (or his/her designee) shall establish procedures governing all corporate or business relationships.

Amended Date(s):	April 29, 2010
Adopted Date:	April 8, 2003
Review Date:	
Law Reference:	
Related Policies:	
Related Instructions	
And Guidelines:	

## **POLICY 1110, INFORMATION TO THE PUBLIC**

The Board of Education recognizes its responsibility to the public to provide information concerning its actions, policies, and details of its educational and business operations.

Clear and concise information about the District and school shall be provided on a continuous basis through appropriate media and school-sponsored publications. This information shall serve to increase the public's knowledge and understanding and to cultivate a partnership between the home/community and District/school. Newsletters, web based notifications, and other informational pieces shall be published regularly and periodically by the District to supply information about policies, long and short-range goals and objectives, planning and management, and educational programs and activities.

The administration, faculty, and staff members shall be encouraged to use their formal and informal contacts with parents and other community residents to enhance the public's understanding of District and school policies, programs, and procedures.

Amended Date(s):	January 28, 2010
Adopted Date:	July 26, 1979
Review Date:	
Law Reference:	
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref.:	

## **POLICY 1120, ACCESS TO DISTRICT PUBLIC RECORDS**

The District's "public records" are those documents, tapes, photographs, letters, and any other recorded information or material, regardless of physical form or characteristic, that were prepared, used, received, or possessed by, or under the control of, the District, school, a school official, or an employee. Public records shall be preserved and cataloged, including e-mail messages, if they: (1) are evidence of the District's organization, function, policies, procedures, or activities; or (2) contain informational data appropriate for preservation. Public records that are required to be preserved and cataloged may be destroyed when authorized by the Local Records Commission.

The Superintendent (or his/her designee) shall respond to requests made under the Illinois Freedom of Information Act from anyone desiring access to and/or copying of a District's public record. The Superintendent (or his/her designee) shall approve the request, unless

1. the requested material is
  - a. not a "public record" as defined in this policy;
  - b. exempt from inspection and copying by the Freedom of Information Act or any other State or federal law; or
  - c. not required to be preserved or cataloged; or
2. complying with the request would be unduly burdensome.

When responding to a request for a record containing both exempt and nonexempt material, the Superintendent (or his/her designee) shall delete exempt information from the record before complying with the request. Access to student records shall be in accordance with District Policy 5126, Student Records. The Board President or Superintendent shall report to the Board of Education at each regular meeting any Freedom of Information Act requests as well as the status of the response.

The Superintendent shall implement this policy with administrative procedures. The Board of Education shall periodically establish copying fees.

Amended Date(s):	April 24, 2008; March 24, 2005; October 26, 2000; April 23, 1992
Adopted Date:	June 28, 1984
Review Date:	
Law Reference:	5 ILCS 140/1 <u>et seq.</u> , 105 ILCS 5/10-16.
Related Policies:	Policy 5126, Student Records
Related Instructions And Guidelines:	
Cross Ref:	

## **PROCEDURES FOR ACCESS TO DISTRICT RECORDS**

### Policy 1120

The following procedures have been established for the inspection and for the copying of the District records.

#### **I. ACCESS TO RECORDS**

- A. A written request to inspect or to copy records must be submitted to the Superintendent. The request must specify which records are to be inspected or copied.
- B. The Superintendent will comply with or deny written requests within seven (7) working days after the receipt of the request. The Superintendent may extend the time limit for responding to a request for records for an additional seven (7) working days if
  1. the requested records are stored in whole or in part at other locations than the office having charge of the requested records;
  2. the request requires the collection of a substantial number of specified records;
  3. the request is couched in categorical terms and requires an extensive search for the records responsive to it;
  4. the requested records have not been located in the course of routine search and additional efforts are being made to locate them;
  5. the requested records require examination and evaluation by personnel having the necessary competence and discretion to determine if they are exempt from disclosure under Section 7 of the Freedom of Information Act (the "Act") or should be revealed only with appropriate deletions;
  6. the request for records cannot be complied with by the District within the time limits prescribed by the Act without unduly burdening or interfering with the operations of the District; and/or
  7. there is need for consultation, which shall be conducted with all practicable speed, with another public body or among two or more



components of a public body having a substantial interest in the determination or in the subject matter of the request.

In the event of such delay, the Superintendent shall notify the person who made the request by letter which shall include the reason(s) for the delay and the day by which the records shall be made available or the request be denied.

- C. Any person denied access to records may appeal by sending a written notice to the Superintendent. Upon receipt of such notice, the Superintendent shall promptly review the public records, determine whether under the provisions of the Freedom of Information Act such record is open to inspection and copying and notify the person making appeal of such determination within seven (7) working days after the notice of appeal. Any person making a request for public records shall be deemed to have exhausted his or her administrative remedies with respect to such request if the Superintendent affirms the denial or fails to act within seven (7) working days after the notice of appeal.
- D. The records shall be inspected or copies made at Oak Park and River Forest High School, 201 North Scoville Avenue, Oak Park, Illinois 60302, in the presence of the Superintendent (or his/her designee).
- E. The District reserves the right to limit individual inspection time to one hour on any single occasion.

The District must approve the equipment or method by which copies are made.

## 2. LIMITATIONS ON ACCESS

Consistent with applicable law, a request to inspect or copy records may be denied whenever

- A. the records are expressly exempt by Section 7 of the Freedom of Information Act, and/or
- B. the records are in immediate use by persons exercising official duties which require the use of those records, provided that such records shall be made available for public inspection as soon as such records are no longer needed for such official duties, or within the legal time requirements, whichever occurs first.

3. FEES

The District reserves the right to charge reasonably calculated fees to reimburse its actual cost for reproducing and certifying school records and for the use of equipment to copy records and shall not exceed the actual cost of reproduction and certification. A standard scale of fees shall be established by the Board and made public at the District's office.

Documents shall be furnished without charge or at a reduced charge, as determined by the District, if the person requesting the documents states the specific purpose of the request and indicates that a waiver or reduction of the fee is in the public interest if the principal purpose of the request is to access and disseminate information regarding the health, safety and welfare or the legal rights of the general public and is not for the principal purpose of personal or commercial benefit. Requests by the news media for the principal purpose of accessing and disseminating information regarding the health, safety, or welfare or the legal rights of the general public are not considered to be for commercial benefit. In setting the amount of the waiver or reduction, the District may take into consideration the amount of materials requested and the cost of copying them.

Accepted Date(s):	April 24, 2008; March 24, 2005; October 26, 2000; April 23, 1992
Adopted Date:	June 28, 1984
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Law Reference:	
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref.:	

## **POLICY 1125, SCHOOL AUXILIARY ORGANIZATIONS**

Recognizing that community support is fundamentally related to the success of the educational programs at the District, the Board of Education may seek to build such support by granting school auxiliary status to organizations which meet the criteria and conditions set forth in this Policy. The Board of Education may limit the number of school auxiliary organizations in order to avoid duplication of effort or conflict among organizations. The Board of Education may revoke school auxiliary status should a school auxiliary organization fail to meet the criteria specified in this Policy.

Non-profit adult organizations based within the attendance area of the District may seek school auxiliary status from the Board of Education. Such approval may be granted provided the primary purpose of the organization, as specified in its by-laws, constitution, and/or guidelines (to the extent that any or all exist for an auxiliary organization) do not violate the policies of the District. The Board of Education will review the bylaws, constitution, and/or guidelines (to the extent that any or all exist for an auxiliary organization) and organizational practices of each school auxiliary organization on a bi-annual basis. Such reviews will be completed in every odd Fiscal Year (FY), and such review will reaffirm the organization's status as a school auxiliary organization. A member of the Board of Education and District Administration shall be appointed as a liaison to each auxiliary organization.

School auxiliary organizations are separate and distinct entities from the District and the Board of Education. The District and the Board of Education accept no responsibility for the actions of any school auxiliary organization. The District and the Board of Education are not, and will not be, responsible for a school auxiliary organization's business or the conduct of its members. Further, a school auxiliary organization shall maintain and protect its own finances.

Organizations granted school auxiliary status will be assigned a room for meetings, on a space-available basis, as designated by the Superintendent (or his/her designee) and may utilize school facilities as specified under Policy 1130, Use of Mailboxes and Mailing Privileges.

The Superintendent shall develop a process for the application, consideration, and approval/disapproval of school auxiliary organizations by the Board of Education, which shall include but not be limited to compliance with Board policies and insuring a focus on and support of District 200 students.

The Board of Education has approved the following organizations as qualifying school auxiliary organizations.

Alumni Association  
African American Parents for Purposeful Leadership in Education (APPLE)  
Booster Club  
Concert Tour Association (CTA)  
Parent Teacher Organization (PTO)

Amended Date(s):	May 27, 2010; April 24, 2008
Adopted Date:	January 24, 2002
Review Date:	
Law Reference:	
Related Policies:	POLICY 1130, Use of Mailboxes and Mailing Privileges
Related Instructions And Guidelines:	
Cross Ref.:	

## **POLICY 1130, USE OF MAILBOXES AND MAILING PRIVILEGES**

Faculty, staff and auxiliary organization mailboxes in the Mailroom are for the purpose of receiving mail delivered under the auspices of the United States Postal Service and for receiving internally generated documents necessary in the day-to-day operations of the District.

These mailboxes are not to be used for general distribution of political documents, commercial/for profit documents, or for any purpose not officially sanctioned by the District.

Qualifying auxiliary organizations of the District may distribute information to faculty and staff mailboxes regarding meetings and sponsored events. They may also request that information concerning their organizations be included in general school mailings already scheduled, provided space is available.

Amended Dates:	April 24, 2008; February 24, 2005; January 24, 2002
Adopted Date:	April 23, 1993
Review Date:	
Law Reference:	
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref.:	Policy 1125, School Auxiliary Organizations

## **POLICY 1140, GIFTS TO THE DISTRICT**

This policy is established to govern the acceptance of all gifts, from any sources, made to Oak Park and River Forest High School, whether such gifts are lifetime gifts or gifts from estates. No gift may pose restrictions that obligate the District to unexpected expenditures or responsibilities, infringe on academic freedom, expose the District to adverse publicity, or involve unlawful discrimination and such gifts must be used in a manner compatible with the District's educational objectives and policies. While the Board of Education encourages unrestricted gifts, donations to fund specific purposes are acceptable if the Board of Education approves the purpose.

### Recognition

The Board of Education shall recognize all gifts at its regularly scheduled Board meetings regardless of value. The identity of anonymous donors shall remain confidential; however, the Board of Education shall still recognize the gift and its use.

### Acceptance

All gifts above a minimum value of \$75 may be subject to review by the Board of Education prior to acceptance in accord with established procedures. The Superintendent (or his/her designee) is hereby authorized to establish procedures regarding the acceptance of gifts by employees on behalf of the District in accordance with this policy.

### Anonymous Gifts

Gifts may be accepted anonymously; however, the identity of the donor must be provided to the Superintendent of the District and President of the Board of Education, and they shall determine if such a gift should be presented to the Board of Education for acceptance.

All accepted gifts become the property of the District.

Amended Date(s):	September 25, 2008
Adopted Date:	January 24, 2002
Review Date:	
Law Reference:	105ILCS5/16-1
Related Policies:	Procedures for Policy 1140
Related Instructions And Guidelines:	
Cross Ref.:	POLICY 100 STATEMENT OF PHILOSOPHY POLICY 101 CULTURAL DIVERSITY and HUMAN DIGNITY

## **POLICY 1150, STUDENTS, PUBLICITY AND MEDIA RELATIONS**

The Board of Education and school administration accept responsibility for accurately communicating with their communities about the decision-making processes and activities of the school. On behalf of the District, the Superintendent (or his/her designee) shall be the official channel for communications with media representatives. Representatives of the media shall be encouraged to be in attendance at public meetings of the Board of Education and school events of general interest to parents and the larger community. Meeting announcements and other pertinent information shall be made available to the media in accordance with the Illinois Open Meetings Act.

District 200 students may be photographed, videotaped, and/or interviewed by District 200 staff members, other students, District 200 parents or other authorized District-affiliated groups for informational and publicity purposes. The names, works, photographs, videos, and/or interviews of students may be used in various District or District related publications, including, but not limited to school yearbooks, school newspapers and newsletters, District 200 news releases, presentations at professional conferences and Board of Education meetings, District television productions, and the District websites. Such uses will be consistent with the Illinois School Student Records Act and the Family Educational Rights and Privacy Act.

Representatives of non-District media shall have access to students age 17 and under on campus only with the approval of the Superintendent (or his/her designee) and with the written consent of parents or guardians of record given through a signed District Publicity Consent Form which is valid for one year. Students age 18 or over, without an appointed guardian, may provide their own consent. Such access shall be for purposes consistent with the District's mission and objectives. Publicity must not be for commercial purposes or gain. A staff member designated by the Superintendent (or his/her designee) shall be present during all interviews or photography sessions with students involving non-District media.

Employees of the District have the right to speak with media representatives; however, comments by District employees other than the Superintendent (or his/her designee) shall not be deemed to be official statements or positions of the District.

The Superintendent (or his/her designee) will develop written procedures to implement this policy.

Amended Date(s):	September 25, 2008
Adopted Date:	December 22, 2005
Review Date:	
Law Reference:	105 ILCS 10/1 <i>et seq.</i> and 20 U.S.C. 1232g
Related Policies:	
Related Instructions	
And Guidelines:	



## **POLICY 1150, STUDENTS, PUBLICITY AND MEDIA RELATIONS – PROCEDURES**

The procedures provided below are intended to govern District and student interactions with the media that occur on Oak Park and River Forest High School property or at school events in which District students are participants.

- A. Information provided to media representatives should be given in a timely manner; be consistent with the District's mission and objectives; must not violate the confidentiality of students or their families or District staff; or be disruptive to the educational environment. Publicity must not be for commercial purposes or gain.
- B. Media representatives seeking information regarding District-wide activities should contact the Superintendent (or his/her designee's) office. The Communications and Community Relations Coordinator is generally the preferred District contact person for facilitating matters related to media relations and school publicity.
- C. The Superintendent (or his/her designee) is authorized to speak to members of the media on behalf of District-wide issues.
- D. Staff members choosing to respond to media inquiries should make it clear to what extent they are authorized to speak on behalf of the District and to what extent they are expressing personal opinions.
- E. Staff members are encouraged to participate in in-District and out-of-District publicity events regarding educational and co-curricular related activities.
- F. Except in circumstances exempted below in I., students age 17 and under, or age 18 or older with an appointed guardian, must have the written consent of the student's parent, appointed guardian or guardian of record prior to any interview, photograph, or publicity session with members of the media that includes identifiable student information. Parents, appointed guardians or guardians of record will annually be asked to provide such consent. Completion of the District's Publicity Consent Form will be considered an obligation of the registration process. Students, who are age 18 or older, without an appointed guardian, may provide their own consent; however, a designated school representative must be present.
- G. A master list of students who do not have permission to be interviewed or photographed by media will be updated annually. It is the responsibility of District representative(s) who are facilitating such contacts to ensure appropriate

consent has been granted prior to providing student access to the media, except as exempted below in I.

- H. Representatives from the media must obtain permission from the Superintendent (or his/her designee) prior to speaking to any student on school grounds or at school activities, except as noted in I. below. Students with the consent of their parent, appointed guardian or guardian of record, or of an age to provide their own consent, will be permitted to be interviewed or photographed by the media or other entities in the presence of school representatives. Under no circumstances will representatives from the media be permitted to interview or photograph a student during scheduled academic periods or at any other time when such interview or photograph will cause a disruption to the educational environment.
- I. If publicity is related to participation in or attendance at public events such as athletic or performing arts events, student awards or honors ceremonies, or Board of Education meetings, parent or guardian of record permission will not be required.

Accepted September 25, 2008

## **POLICY 1200, BOARD MEETINGS**

As provided for in the Illinois Open Meetings Act, all regular and special meetings of the Board of Education shall be open to the public. In addition, the meetings shall be conducted in a manner and at a location and time that encourages public attendance and understanding of the issues under consideration.

Visitors to Board meetings shall be provided appropriate reports and materials related to the agenda items. Such materials shall be available to local media in advance of each meeting.

Members of the public and employees of the District may make comments to or ask questions of the Board of Education according to procedures adopted by the Board. The Board reserves the right to limit the number of speakers on any given topic, to confine the length of each individual presentation, to restrict the total amount of time for questions or comments to the Board if it deems the comments or questions to be repetitive or abusive, and to hear in closed meeting comments pertaining to topics qualifying as exceptions in the Open Meetings Act.

Amended Date(s):	April 29, 2010; June 28, 1984
Adopted Date:	July 26, 1979
Review Date:	
Law Reference:	
Related Policies:	Policy 20
Related Instructions And Guidelines:	
Cross Ref.:	

## PROCEDURES FOR ADDRESSING THE BOARD

1. Employees, students, and members of the public wishing to address the Board may be placed on the agenda of any regular or special meeting which is open to the public by filing a written request with the Clerk of the Board at least ten (10) days before the scheduled meeting unless the Board of Education President otherwise permits. Unless the Board decides otherwise, presentations on any given topic may not exceed fifteen (15) minutes.
2. At each regular and special meeting open to the public, time will be set aside for comments and questions from employees, students, and members of the public. The Board may also allow comments from employees, students, and members of the public during the discussion of any item on the agenda. The Board reserves the right to limit the time for individual comments.
3. During the Comments from Visitors section of the Board meeting, comments on non-agenda items concerning matters within the jurisdiction of the Board of Education are invited. Comments or questions relating to other governmental bodies or to other employees should be directed to them.

If a response is indicated or requested, any Board of Education member may give a response. The President of the Board of Education has the responsibility to chair the meeting, maintain decorum, and ensure that a balance is maintained between Board-public engagement and appropriate length of a meeting. Thus, the Board President may establish reasonable time limitations for public comment, and for Board member responses to public comments on non-agenda items.

4. Prior to coming before the Board of Education, a member of the public having a specific complaint concerning a District employee should first address that complaint to the employee's supervisor or to the Director of Human Resources.. If the interested party believes that he/she has not received a satisfactory administrative response, then the interested party may submit the complaint in writing to the Superintendent.
5. A member of the public having a complaint concerning the disciplining of a particular student should first address that complaint to the Assistant Principal for Student, Health, and Safety. If the interested party believes that he/she has not received a satisfactory administrative response, then the interested party may submit the complaint in writing to the Principal.

Amended Date(s):	April 29, 2010; April 24, 1997, April 23, 1992
Adopted Date:	June 28, 1984
Review Date:	
Law Reference:	
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref.:	Policy 1200

## **POLICY 1230, SCHOOL ATTENDANCE ON DAYS OF RELIGIOUS OBSERVANCES**

Students whose religious practices dictate that they be absent from school to observe a religious day or days shall be excused from attending school and from participating in their usual curricular and co-curricular activities on the day of the religious observance.

The parents or guardians of students whose religious practices dictate that they be absent from school to observe a religious day should notify the school prior to the absence. Such notice should be given directly to the Attendance Office.

The Superintendent (or his/her designee), shall establish guidelines relating to the make-up of classwork, quizzes, examinations, projects, or other work that was to be completed during the absence for a religious observance. Teachers cannot assign any penalty or deduction from the value of make-up work resulting from an excused absence for a religious observance. Since some students may not be able to prepare for tests, projects, or quizzes during the religious observance day or days, teachers must give a reasonable amount of time for make-up work after students return to school.

Amended Date(s):	January 28, 2010; September 25, 2008; March 25, 1993
Adopted Date:	November 18, 1982
Review Date:	
Law Reference:	Ill.Rev.Stat. ch. 122, pars. 26-1(5) and 26-2b
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref.:	

## **POLICY 1250, INTERNET SAFETY POLICY**

The Board of Education of Oak Park and River Forest High School District No. 200 has adopted the following policy in accordance with the Children's Internet Protection Act (P.L. 106-554).

### **I. Use of Technology Protection Measures**

It is the policy of the Board of Education, through the use of internet filtering or blocking devices, to block users of the District's computers and network from accessing visual depictions that are a) obscene, b) forms of pornography or, in the case of use by minors, c) harmful to minors. Such filtering or blocking devices shall be used on all District computers with Internet access and during the use of all computers and network seeking to access the District's network, except as specifically provided below.

It shall be the responsibility of the administration of the District to assess those filtering or blocking devices available for use and, in consultation with the Board of Education, to determine the filtering device most effective and appropriate for the District's needs.

The Superintendent (or his/her designee) may, on a case-by-case basis, authorize the disabling of filtering or blocking devices to permit adults to engage in bona fide research or other lawful purposes. Disabling requests will not be granted if the Superintendent determines that the potential harm or disruption to District activities outweighs its educational or professional benefit.

All online activities of students and minors shall be monitored by those school officials with direct supervisory responsibility for those activities. In addition, school officials shall monitor students' and minors' online activities on District computers and network when not under the direct supervision of school staff. Such monitoring may consist of a) direct observation of online activities; b) review of Internet logs and other use records; c) generation of Internet activity reports or summaries; or d) any other method that the Superintendent determines appropriate for the effective review and monitoring of online activities.

### **II. Access to Inappropriate Materials on the Internet and the World Wide Web**

It is the policy of the Board of Education, to the extent permitted by law, to limit access by minors to inappropriate matter on the Internet and the World Wide Web. This policy shall be accomplished through a) the use of the filtering or

blocking devices described in Section 1, b) enforcement of the District's Acceptable Use of Technology policies, and c) providing education and counseling to minors and students who use the District's computer system regarding the proper use of Internet resources.

For purposes of this policy, "inappropriate matter" shall mean materials, whether written, graphic or in other media, that are a) obscene, b) forms of pornography, c) harmful to minors, or d) disruptive or detrimental to the District's educational activities.

### III. Electronic Mail, Chat Rooms and Other Forms of Electronic Communications

It is the policy of the Board of Education to ensure the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications. For this purpose, school officials shall regularly review minors' online and internal communications on the District's computer network to assure the safety of students and minors. School officials shall further communicate to minors, through the District's Student Handbook and Code of Conduct, its Acceptable Use of Technology policy, or other means, information regarding the safety risks raised by online communications and appropriate practices to protect against these risks.

### IV. Hacking, Unauthorized Access, and Unlawful Activities of Minors Online

Minors who use the District's computer network shall be permitted to do so only for authorized purposes and for lawful activities. This policy applies to a) access to the District's own computer network, and b) access by minors to other networks and computers when using the District's network.

### V. Unauthorized Disclosure, Use and Dissemination of Personal Information

It is the policy of the School District, consistent with State and Federal student records laws, to protect students and minors against the unauthorized disclosure, use and dissemination of personal information through the District's computer system. Users of the District's computer system shall be prohibited from disclosing personally identifiable information regarding students or minors outside the District's computer system, except in specifically authorized instances. This prohibition shall apply to all electronic communications either directed to non-District computers or accessible to non-District users, such as web page postings and other Internet accessible files.

### VI. Definitions



Terms used in this policy, including “minor,” “obscene,” “child pornography,” and “harmful to minors,” shall have meanings as set forth in the Children’s Internet Protection Act.

School officials shall communicate these restrictions to minors through the District’s Student Handbook and Code of Conduct, Acceptable Use of Technology policy, or other means. Any misuse of computers, network access or technology use shall result in discipline under the Student Acceptable Use Policy No. 1240. Unlawful or unauthorized online activities shall further be identified as forms of misconduct subject to discipline under the District’s Code of Conduct.

Amended Date(s):	September 25, 2008
Adopted Date:	June 27, 2002
Review Date:	
Law Reference:	47 USCS 254(h)
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref.:	

## **POLICY 1320, SCHOOL VISITORS**

Visitors are welcome to visit Oak Park and River Forest High School, provided their presence will not be disruptive to school operations or violate the confidentiality of students. Primary consideration in accommodating visitors shall be given to student welfare and the continuity of educational programs. Opportunities shall be made available for community residents to observe the school in its daily operations to visit classrooms, and to become familiar with school programs through personal observation.

All visitors shall initially report to the Welcome Center (Room 105). During the hours of 7:00 a.m. – 4:00 p.m., visitors will obtain an identification badge before visiting any area of the building or any individual in the building. Visitors must wear the identification badge at all times while on school property. Exceptions to this may be made by the Superintendent (or his/her designee) through administrative procedures.

Any District employee may request identification from any person entering the high school building, grounds, or property which is owned or leased by the Board of Education and used for school purposes. Refusal to provide such information is a criminal act. The Superintendent (or his/her designee) shall seek the immediate removal of and contact local police authorities if necessary for any person who (1) refuses to provide requested identification, (2) interferes with, disrupts, or threatens to disrupt any school activity or the learning environment, or (3) engages in an activity in violation of general District policies.

The Superintendent (or his/her designee) may also revoke the visiting privileges of any person whose actions, while visiting, pose an imminent safety risk for any student, faculty/staff member, or other visitor to the building. The Superintendent (or his/her designee) may also revoke the visiting privileges of any person who has a documented history of disruption to the learning environment. Any person whose visiting privileges have been revoked will be notified of the revocation via certified letter if an address is available.

Any person visiting any indoor or outdoor District facility is required to abide by this policy and its administrative procedures regardless of the purpose for the visit.

Authorized agents of an exclusive bargaining representative, upon notifying school officials, may meet with school employees in the school building during duty free times of such employees and as specified in the appropriate negotiated agreement.

The Superintendent (or his/her designee) will develop procedures which support, implement, and enforce this entire policy.

Amended Date(s):	September 24, 2009; June 20, 2005; March 20, 1997
Adopted Date:	July 26, 1979
Review Date:	
Law Reference:	105ILCS 5/24-25
Related Policies:	
Related Instructions And Guidelines:	See Procedures
Cross Ref.:	

## PROCEDURES FOR POLICY 1320, SCHOOL VISITORS

Every visitor entering Oak Park and River Forest High School wishing to confer or to conduct business with a staff member must stop at the Welcome Center (Room 105) between 7:00 a.m. and 4:00 p.m. daily for the purpose of obtaining an identification badge. Any person wishing to confer or to conduct business with a staff member outside the 7:00 a.m.–4:00 p.m. time period, should obtain an identification badge at the Welcome Center during its hours of operation, 7:00 a.m.–10:00 p.m. All visitors are expected to wear the identification badge while on school property. Students, parents, and other visitors in attendance at scheduled events may not be required to stop at the Welcome Center and obtain an identification badge. In addition, visitors are expected to do the following:

1. make prior contact with the staff member being visited regarding a mutually convenient meeting time;
2. show valid identification in the form of a photo ID to any requesting District employee;
3. cooperate in providing the information requested on the Guest Log (name, date, sign-in time, individual being visited, sign-out time);
4. expect verification that the staff member or office being visited expects the visit;
5. visit only the areas of the building authorized by the Welcome Center, unless escorted elsewhere by the host;
6. wear the identification badge visibly at all times and to return it to the Welcome Center at the conclusion of the visit;
7. refrain from disrupting school activities and/or the learning environment;
8. adhere to general District policies and standards of behavior; and
9. conferences with classroom teachers are to be held outside of school hours or during the teachers' conference/preparation periods.

Visitors who do not comply with the expectations above are subject to criminal penalties as outlined by *The School Code of Illinois*.

Amended Date(s):	September 24, 2009
Accepted Date:	June 20, 2005
Review Date:	
Law Reference:	
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref.:	

## **POLICY 1325, CAMPUS SECURITY**

To maintain a safe environment for students, employees, and visitors and to secure District property, the Board of Education will maintain a combination of security personnel and security technology on the high school campus twenty-four (24) hours per day seven (7) days per week, three hundred sixty-five (365) days per year.

Security personnel will be employees of the District or employees of a contracted security service. In either case, security personnel will be trained in strategies that have proven to be effective in maintaining a safe and secure building.

Security technology will be used to support a safe and secure environment. Video cameras will be positioned in common traffic areas, at entryways, in hallways of the building, and in other locations deemed necessary by the administration. Images picked up by cameras will be relayed to a central monitor in the Safety and Support Team Office where they can be viewed by security personnel and recorded. The cameras shall have a capacity for video only.

Video cameras will be in operation twenty-four (24) hours per day, seven (7) days per week, three hundred sixty-five (365) days per year. Images relayed by the cameras to the monitor will be recorded at real-time or time-lapsed rates. Video recordings will be preserved for the period of time that hard drive storage permits. They may be used as records of actions by persons in common traffic areas on campus or in the building and to verify their actions.

Use of video recordings must be authorized by the Superintendent (or his/her designee), except where they are formally subpoenaed by law enforcement agencies.

The Board will post a notice at primary entrances to the school building alerting students, employees, and visitors that video cameras are in operation. Students and their parents/guardians will be given additional notification in school publications.

The Superintendent (or his/her designee) will develop administrative procedures in support of this policy.

Amended Date(s):	January 28, 2010; June 20, 2005
Adopted Date:	October 24, 1996
Review Date:	
Law Reference:	
Related Policies:	
Related Instructions And Guidelines:	

Cross Ref.:

## **POLICY 1330, TOBACCO, ALCOHOL, AND DRUG PROHIBITION**

As required by Section 10-20.5b of *The School Code of Illinois*, "...the use of tobacco on school property is prohibited when such property is being used for any school purposes." The terms "tobacco" and "school purposes" are used in this policy as defined in Section 10-20.5b of *The School Code of Illinois*. Effective date: January 25, 1994. The use of tobacco and alcohol is prohibited at all times (i) on District grounds, facilities, buildings, vehicles (owned or leased by the District, or other property); (ii) at any on campus school-sponsored event; and (iii) at any off campus school-sponsored event that includes students. The use of illegal drugs or narcotics is prohibited at all times on any District grounds, facilities, buildings, vehicles (owned or leased by the District or other property) and at any on or off campus school-sponsored event).

Amended Date(s):	April 29, 2010
Adopted Date:	October 28, 1993
Review Date:	
Law Reference:	105 ILCS 5/10-20.5b; 410 ILCS 82/1 <i>et seq.</i> ; 20 U.S.C. Sec. 6081; 235 ILCS 5/1-3.01 to 3.05; 235 ILCS 5/6-15
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref.:	

## **POLICY 1400, RECOGNITION NAMING OF DISTRICT 200 FACILITIES OR EVENTS**

No District 200 facility or school-sponsored event or activity, including but not limited to any room, hallway area, classroom, theatre, office, athletic facility, music facility, athletic event, or activities event shall be named in honor or recognition of any person or persons, including a past or present employee of the District, a past or present student of the high school alumna(us), a past or present member of the Board of Education, or a past or present financial supporter of the District or its activities or events.

Amended Date(s):	January 28, 2010
Adopted Date:	May 23, 1996
Review Date:	
Law Reference:	
Related Policies:	
Related Instructions	
And Guidelines:	
Cross Ref.:	

## **POLICY 1410, RENTAL OF FACILITIES**

The Board of Education recognizes the investment which the community has made in the Oak Park and River Forest High School buildings, grounds, and facilities. The rental policy shall encourage utilization by community groups.

### **I. Guidelines**

- A. School building and grounds may be temporarily used—under such provisions and control as the Board of Education may see fit to impose—for educational, recreational, religious, social and civic activities, and for such other purposes as the Board deems proper. (School Code: Section 10-22.10)
- B. The Board of Education believes that school facilities, grounds, and buildings should be made generally available for use by citizens/groups/organizations of the community for permitted purposes, as long as such use does not substantially disrupt or interfere with school activities. “Permitted Purposes” include educational, recreational, religious, social and civic activities, and exclude commercial or political fundraising activities. The Superintendent (or his/her designee) may at any time deny or refuse to grant any application or cancel, without liability, any rental whenever 1. the use is not for a permitted purpose in the reasonable judgment of the Superintendent; 2) presents or may present a clear and present danger to persons or property; or 3) may be in violation of or contrary to applicable federal, state, or local law or ordinance, or to Board of Education policies.
- C. Prior to any approved rental of any District facility, the renter will provide property damage and bodily injury liability insurance, naming Oak Park and River Forest High School District 200 as “additional insured,” with the following minimums:  
bodily injury liability \$300,000/3,000,000; and  
property damage liability \$300,000/500,000.
- D. Rental rates shall be approved by the Board of Education upon recommendation of the Superintendent (or his/her designee), and shall be based on the following categories.



- Class I Non-profit renters representing taxing bodies within District 200 boundaries will be charged only for personnel expenditures incurred beyond the normal operation of the school.
- Class II Non-profit renters located within the boundaries of District 200 wishing to conduct activities that are intended to contribute educationally, culturally, religiously, or socially to the community will be charged rates which approximate operating costs, as approved by the Board.
- District 200 employees will be charged Class II rates for personal/professional use events, i.e. weddings, graduate classes, showcases, etc. In addition, all employee rentals are subject to all provisions of this Board Policy.
- Class III Non-profit renters located outside the boundaries of District 200 wishing to conduct activities that are intended to contribute educationally, religiously, culturally, or socially to the community will be charged higher rates as approved by the Board.
- Class IV Non-profit organizations within the boundaries of District 200 providing services for middle school and high school students, 85% of who are residents within the District will be charged one half of the rate applicable for Class II rentals, with reoccurring rental contracts.
- Class V All other organizations and/or individuals including for profit groups. Any organizations or persons located outside the District or who do not qualify for the first four classifications, e.g. filming. All rentals are subject to all provisions of this policy.
- Prospective renters must obtain Board of Education approval no less than three (3) months prior to the events and must produce certificates of liability insurance with their applications.
- Class VI For profit which directly impact the educational process at Oak Park & River Forest High School, e.g. ACT Testing.

Class VII Feeder groups which are as follows: Ignite Volleyball, Impact Basketball, Little Huskies Wrestling, Oak Park Youth Baseball/Softball, OPRF Youth Football, Strikers Soccer, The Oak Park Swimmers (TOPS) and Windmills. The aforementioned groups will pay a per participant fee of \$10 and actual personnel costs for facility attendants, custodial services, and security personnel. Entities classified as feeder groups will be subject to a bi-annual review process to maintain their status as a feeder group. The criteria to define a feeder group will be determined by the Board no later than June 30, 2013.

E. The following rules will apply to all rentals.

1. All renters are required to enforce the non-tobacco, non-alcohol, non-drug regulations of the District.
2. The renter must provide adequate and responsible adult supervision throughout the time the facilities are in use.

A school technician, facility attendant, safety officer and/or other School Resource Officers as may be required, shall be present and in authority over the school facilities and properties while they are in use. The cost of additional personnel will be the responsibility of the renter.

Propping open of doors will not be permitted. Compromising the security of the building in any way may result in the loss of rental privileges.

5. The name of the high school and District shall not be associated with any program or activity for which District properties are used without specific approval and in advance, in writing, from the Superintendent (or his/her designee).
6. Renters may make no discrimination as to those in attendance as it relates to race, nationality, ethnicity, religion, gender, sexual orientation, physical characteristics, or disability.
7. Rentals will not be made for commercial or political fund-raising purposes.

Except for a grandfathered organization (The Academy of Movement and Music; and Ignite Volleyball, formerly Nemesis), all renters must be registered, non-profit organizations.

No outside rental shall be allowed to use the facilities if the building is designated officially closed. Exceptions may be made by the Superintendent.

At the discretion of the Director of Buildings and Grounds, clean-up and set-up costs will be assessed as necessary.

11. In cases of cancellation after an event has been scheduled, the renter will be required to pay for any expenses relating to the event incurred by the District.
12. Although every effort will be made to honor rental agreements, occasions may arise in which schedules change and the needs of the District conflict with the rental. In such cases, the District will cancel the rental without liability for any expenses incurred by the renter.
13. Renters using the District's facilities for the first time and all Class III renters must pay a deposit equal to the rental fee at least ten (10) days prior to their events.
14. Class II renters conducting fundraisers, and/or charging admission, must pay Class III rates, except those holding tax exempt status.
15. The stadium and/or stadium field will be rented only by special action by the Board of Education. Prospective renters must obtain Board of Education approval no less than three (3) months prior to the events and must produce certificates of liability insurance with their applications.
16. When conflicting facility requests are submitted, priority will be given to groups providing services to youth within the community.

Reoccurring rental contracts are defined as the following: daily (a minimum of 10-18 weeks); weekly (a minimum of 10-18 weeks); or monthly (a minimum of 9 months).

## II. Procedures

Applications for the use of school facilities are to be directed to the Director of Buildings and Grounds who is authorized to approve requests, which meet the policy guidelines, and who will prepare rental contracts.

Questionable requests will be referred to the Superintendent (or his/her designee). No Outside Rental requests will be considered if application is not received by the Director of Buildings and Grounds a minimum of 30 days prior to the event. All set-up requests need to be on original applications (electrical needs, tables, chairs, etc.). A rental fee or deposit is required at the time an application is submitted. The rental fee or deposit will be returned if a cancellation is made one week prior to the scheduled event. Applications are to be kept on file for two years. When approved by the Superintendent (or his/her designee), the applications will be submitted to the Director of Buildings and Grounds who will prepare rental contracts.

Insurance certificates and billing for rentals and related fees will be handled by the Director of Buildings and Grounds.

Amended Date(s):	November 17, 2011, April 29, 2010; April 27, 2006; January 25, 2001; November 15, 1983; July 26, 1979; November 21, 1974
Adopted Date:	May 20, 1971
Review Date:	
Law Reference:	
Related Policies:	
Related Instructions	
And Guidelines:	
Cross Ref.:	

## **POLICY 1420, CITIZENS' COUNCIL**

To encourage community and parent awareness of the school's programs, procedures, problems, and plans, and to seek suggestions from community representatives regarding proposed plans the Board of Education authorizes a Citizens' Council. Such authorization may be granted provided the primary purpose of the Citizens' Council, as specified in its by-laws, does not violate the policies of Oak Park and River Forest High School. Citizens' Council is encouraged to engage in the free exchange of constructive ideas and dialogue and share such ideas with the Board of Education related to school policies and programs. The Board of Education may revoke its status should Citizens' Council fail to meet the criteria specified in this Policy.

The Council will follow the by-laws of the Citizens' Council as attached to this policy. Citizens' Council will be assigned a room for meetings, on a space-available basis, as designated by the Superintendent (or his/her designee) and may utilize school facilities as specified under Policy 1130, Use of Mailboxes and Mailing Privileges.

Amended Date(s):	April 29, 2010; January 23, 1975
Adopted Date:	April 10, 1968
Review Date:	
Law Reference:	
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref.:	

OAK PARK AND RIVER FOREST HIGH SCHOOL  
CITIZENS' COUNCIL BY-LAWS

**ARTICLE I**

**Name**

The name of this organization shall be the Citizens' Council of Oak Park and River Forest High School.

**ARTICLE II**

**Purpose**

The purpose of Citizens' Council shall be:

1. To encourage community and parent awareness of the high school and understanding of school issues and needs.
2. To provide an interchange of ideas among members of the Council and to provide a forum for discussing community concerns with the Oak Park and River Forest High School administration.
3. To be available to the Board of Education for the purpose of advice, discussion, and study.
4. To be available to the administration in regards to any issue which they might care to bring to the Council for consideration.

**ARTICLE III**

**Membership**

1. The Citizens' Council shall consist of forty-five members.
2. Citizens' Council members shall be appointed by the Board of Education (upon recommendation by the superintendent). Nominations for membership shall be submitted by:
  - a. Members of the Citizens' Council
  - b. Members of the Board of Education
  - c. High school professional staff
  - d. Eighth-grade principals and professional staff
  - e. Other interested persons

3. Members shall be chosen for their genuine interest in the community and school affairs. The citizens' Council membership shall be representative of all viewpoints of the High School District, including economic, geographic, racial, religious, and age groups.
4. Council members serve two-year terms and, with the approval of the nominating committee, may serve a second consecutive two-year term.
5. There shall be no membership fee.
6. Vacancies shall be filled by the Board of Education (see item 2 above) upon notification of a vacancy from the Chairpersons. They shall nominate one person to fill each vacancy so occurring.
7. Ex-official members shall be the Superintendent and members of the professional staff designated by the Superintendent.

## **ARTICLE IV**

### **Officers**

The Citizens' Council shall be directed by to Co-chairpersons.

1. The chairperson serving his or her second year in such position shall preside over meetings of the Citizens' Council.
2. One chairperson shall be elected for a term of two years at each annual meeting.
3. A Secretary shall be elected for a term of one year at each annual meeting.
4. The Co-chairperson elected shall have at least two years of membership eligibility remaining at the beginning of his or her term.
5. The term of all officers shall commence immediately after the annual meeting at which they are elected.
6. The Co-chairpersons shall be ex-officio members of all committees except the Nominating Committee.

## **ARTICLE V**

### **Committees**

1. The Co-chairpersons may appoint, with the Council's approval, any special or study committee as they deem necessary.
2. The Co-chairpersons shall jointly select members to serve on the respective committees. They will appoint a Nominating Committee by the November meeting.
3. The number of members to serve on a committee shall be determined by the officers.

4. The Nominating Committee shall consist of a chair and four other members. The Nominating Committee shall present its slate of officers at the February meeting. The slate shall be mailed with the notice of the March meeting.
5. All the committees shall report to the Citizens' Council. The Council's written recommendations and suggestions shall be reported to the Superintendent and a copy sent to the President of the Board of Education. All publicity released by the Citizens' Council shall be released through the same procedures as other school publicity.

## **ARTICLE VI**

### Meetings

1. Meetings of the Citizens' Council shall be held the second Thursday of each month from September through May except December.
2. The April meeting shall be established as the annual meeting.
3. Special meetings may be called by the Co-chairpersons of the Council, Superintendent, or President of the Board of Education.
4. One-third of the membership shall constitute a quorum for a meeting.
5. A majority vote of those present shall be necessary to act upon a motion.

## **ARTICLE VII**

### **Parliamentary Authority**

The rules contained in the latest edition of Robert's Rules of Order Revised shall govern the Council in all cases to which they are applicable, and in which they are not inconsistent with the By-laws of the organization.

## **ARTICLE VIII**

### **Recommendations for Amendments to By-Laws**

Recommendations to amend the By-laws may be adopted at any meeting of the Council by a two-thirds vote of those present, provided that the amendment shall have been submitted in writing to the members not less than thirty days before the meeting, and that notice of the proposed amendment shall be included in the notice of the meeting. These recommendations shall be presented to the Board of Education at its next meeting.

Adopted September, 1974

Amended December 14, 1988

Amended March 13, 1996

Amended September 18, 2003



# SERIES 2000

## Administration

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## **POLICY 2111, LEGAL COMPLAINTS**

If an illegal act is committed against school personnel while engaged in their assigned duties or against property under the control of this school district, the Superintendent/Principal or employees designated by the Superintendent/Principal shall have the authority as agents of the Board of Education to sign a formal complaint against the person or persons involved. Any such complaint shall be reported promptly to the President of the Board of Education.

Amended:	November 18, 1982
Adopted:	September 23, 1968
Review Date:	
Law Reference:	
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref.:	

## **POLICY 2120, SUPERINTENDENT**

The Superintendent is the chief administrative officer to the District, reports to the Board of Education, and is responsible for the total administration of the District. The Board of Education shall evaluate the Superintendent in the administration of Board of Education policies and stewardship of the assets of the District. The Board of Education charges the Superintendent to provide leadership, which maintains and forwards Oak Park and River Forest High School's commitment to excellence, as well as a vision for the future. The Superintendent regularly attends meetings of the Board of Education (except when the Superintendent's own employment is under consideration), as well as other meetings, internal and external to the District that are important to the advancement of the District's mission. The duties of the Superintendent are as follows:

- A. administers all policies adopted by the Board of Education. In the absence of an explicit policy of the Board of Education, the Superintendent is expected to use the best judgment in making a decision. If the Superintendent feels the situation is sufficiently serious, the Superintendent should communicate the problem as soon as practical to the President of the Board of Education, or in the absence of the President of the Board of Education, to the Vice President or another Board of Education member;
- B. mutually develops annual District goals and indicators of success with the Board of Education;
- C. provides information to the Board of Education regarding the total program of the school and makes recommendations for its consideration;
- D. attends meetings of all Board of Education committees;
- E. plans agendas in conjunction with the Board of Education President and prepares packet information for official meetings of the Board of Education;
- F. reviews legislative proposals and recommends appropriate action to the Board of Education;

- G. oversight and coordination of the responsibilities of the District Leadership Team (DLT) and the responsibilities of all administrative personnel. In particular, the Superintendent
1. works with the designated administrator(s) in all matters related to the welfare of students;
  2. works with the Chief Financial Officer to propose an annual budget, determines the need for fiscal resources, and initiates such recommendations as the Superintendent may deem necessary to assure adequate revenue;
  3. works with the Director of Human Resources to recommend action to the Board of Education on all personnel matters, including the recruitment, selection, employment, retention, and dismissal of all employees;
  4. works with the Assistant Superintendent for Curriculum and Instruction and the Director of Assessment and Research on curriculum development, curriculum coordination and evaluation, the selection of textbooks, instructional materials, courses of study, collection and analysis of student data, and the implementation of all special curriculum projects;
  5. works with the Chief Information Officer to develop and implement short and long range technology plans that support the student, personnel, finance, operational, and curricular/instructional programs of the District;
  6. works with the Principal in developing and implementing a program for the safe, orderly, and effective daily operation of the school;
  7. works with the Community Relations and Communications Coordinator to coordinate the District's public and community relations programs; and
  8. works with the Chief Financial Officer, the Principal, and the Director of Buildings and Grounds on District building/facility and renovation projects, short- and long-range building/facility plans, and the location of sites;
- H. approves, monitors, and completes professional growth plans for members of DLT;
- I. evaluates members of DLT, except the Director of Assessment and Research;

- J. prepares agendas for and conducts meetings of DLT;
- K. ensures the District's Collective Bargaining Agreements (CBAs) are implemented in a collaborative manner, and maintains an effective and collaborative relationship with the District's bargaining units and their representatives;
- L. works with District 90 and District 97 superintendents to ensure smooth articulation and cooperates with other high school superintendents in the Des Plaines Valley Region;
- M. works with the Principal and officials of the Villages of Oak Park and River Forest and officials of community organizations to develop programs and opportunities for the school community;
- N. serves as administrative liaison to Citizens' Council, and one additional Parent/Alumni group, and the Illinois State Board of Education;
- O. works with members of the DLT and the Building Leadership Team (BLT) to represent the District at meetings of community agencies whose objectives coincide with those of the District, e.g., Park Districts, the Village of Oak Park, and the Village of River Forest, Police Departments, Fire Departments, Townships, Oak Park River Forest Community Foundation, River Forest Community Center, Early Childhood Collaboration, Libraries, etc.;
- P. serves on the Governing Board of the Minority Student Achievement Network (MSAN);
- Q. develops, recommends for approval, and executes a long-range, comprehensive educational plan that positively impacts all students;
- R. works with the Chair of the Board Policy, Evaluation, and Goals Committee to systematically review all Board policies, as well as offer changes to policies as needed; and
- S. makes recommendations to the Board of Education pertaining to District business including matters related to items for which the Board of Education would seek educational/operational counsel.

The President of the Board of Education shall annually initiate the Superintendent's evaluation process no later than February 1, and he/she shall be responsible for guiding the evaluation process so that it is completed no later than April 1.

Amended Date(s):	April 29, 2010; February 26, 2009; October 26, 2006; October 24, 2002; June 24, 1993; January 23, 1975
Adopted Date:	July 18, 1974
Review Date:	
Law Reference:	
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref.	

## **POLICY 2121, DISTRICT LEADERSHIP TEAM (DLT) AND BUILDING LEADERSHIP TEAM (BLT)**

The Superintendent will determine the composition of the District Leadership Team. The Superintendent will designate a member of the DLT to assume the Superintendent responsibilities in the Superintendent's absence. General responsibilities are assigned by the Superintendent. The DLT will meet to discuss topics related to the District.

The principal will determine the composition of the BLT Leadership Team. The Principal will designate a member of the BLT to assume the Principal's responsibilities in the Principal's absence. General responsibilities are assigned by the Principal. The BLT will meet to discuss topics related to the building.

Amended:	April 28, 2011; June 24, 2010; October 24, 2002; June 24, 1993; March 15, 1979
Adopted:	July 18, 1974
Review Date:	
Law Reference:	
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref.:	

## **POLICY 2125, VACATIONS**

Administrative staff members on fiscal twelve-month contracts will be granted one week of the winter break and four additional weeks of vacation to be taken at the convenience of the school and with the approval of the Superintendent/Principal.

Unused vacation time cannot be accumulated. Vacation time must be taken prior to November 1 of the next fiscal year.

Amended:	October 24, 2002; March 15, 1979
Adopted:	September 23, 1968
Review Date:	
Law Reference:	
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref.:	



# SERIES 3000

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## **POLICY 3030, ATHLETIC FIELD(S)/STADIUM LIGHTING**

Athletic field(s) and stadium lighting shall be used for the purposes and benefits of the District and the community. The Superintendent (or his/her designee) is responsible for the development and implementation of a reasonable and appropriate plan for the purpose, usage, and schedule of said lights. The plan shall acknowledge and be within the limits of Village of Oak Park ordinances and special use permits. Any exceptions to these shall be sought through established Board and/or Village of Oak Park procedures.

Schedule and use of athletic field(s) and stadium lighting shall take into consideration and be respectful of the fields' and stadium's locations within a residential area. The Superintendent (or his/her designee) shall annually notify neighbors in the surrounding area through the District Neighborhood Network of the expected and anticipated use of lights on the field(s) and the stadium. Effort shall be made to notify neighbors of additions to the schedule with as much in advance notice as possible.

The Superintendent (or his/her designee) shall designate administrative and/or supervisory staff as contacts for neighbors in the event such contact is necessary during field(s) and stadium use with lights.

- A. Athletic field(s) and stadium lights shall be used in accordance with the following procedures.
  - 1. The lights shall be illuminated for Oak Park and River Forest High School District 200 approved programs, athletics, or activities. Approval from the Village of Oak Park shall be obtained as needed and per existing ordinances and special use permits.
  - 2. Lights shall be operated only by authorized District staff.
  
- B. The South Field lights shall be used in accordance with the following restrictions.
  - 1. Light poles shall not exceed 100' in height and shall have a silver, galvanized steel finish.
  - 2. Lights atop the light poles shall be turned off not later than 8:00 p.m., Monday through Saturday.
  - 3. Lights atop the light poles shall not be used on Sundays.
  - 4. The gates to the South Fields shall be locked at 10:00 p.m., Sunday through Saturday, and re-opened at 6:00 a.m. each morning.
  - 5. Light spillage from the lights shall not exceed the foot candles set forth in the 2002 Village Special use permit.
  - 6. Adequate trash receptacles and trash clean-up services shall be provided at the South Fields and Stadium lights.

7. Signage shall be provided at each gated entrance to the south Fields directing users to observe the “permit parking only” status of on-street parking in the neighborhood and other applicable conditions.
  8. The District shall not rent the South Fields for commercial purposes to a for-profit entity.
- C. The Stadium lights shall be used in accordance with the following restrictions.
1. Light poles shall not exceed 100’ in height and shall have a silver, galvanized steel finish.
  2. On Mondays through Thursdays, in the fall and spring, lights shall be used only for games and practices, and only until 8:00 p.m. The lights shall be turned off no later than 8:00 p.m.
  3. Friday night games shall be a maximum of 9 in the fall and 6 in the spring.
    - a. Varsity Football Friday night games will begin at 7:30 p.m., and every reasonable attempt shall be made to end those games no later than 10:30 p.m.
    - b. All other turf sports, (Lacrosse, Soccer, and Field Hockey) shall begin no later than 7:00 p.m., and every reasonable attempt will be made to end those games no later than 9:00 p.m.
  4. Fall Friday night games will include 3-4 Football games (plus one additional game if OPRF makes the playoffs and if it is selected as a site); 2 boys’ Soccer games; and 2 girls’ Field Hockey games.
  5. Spring Friday night games will include 2 girls’ Soccer games; 2 girls’ Lacrosse games; and 2 boys’ Lacrosse games.
  6. There will be no evening practices, games, or events on Saturday or Sunday nights, which would use the stadium lights.
  7. The stadium shall be used with lights only by OPRF High School for its teams, groups, and events. No other external group(s) will use the stadium at night with or without lights without prior Board of Education approval.
  8. The District shall not rent the Stadium and South Fields for commercial purposes to a for-profit entity.
  9. Lights installed will provide maximum candle power for the field but with the least “light trespass” onto the street, homes, and adjacent areas. Lights shall have louvers that act as shields for better focus. The lighting system shall be “light structure green” technology by Musco.
  10. During night games, the public address (PA) system shall be designed to minimize sound impact on surrounding property. Speakers will be designed so as to mitigate sound.
  11. OPRF shall implement a clean-up plan for event evenings to ensure a clean neighborhood on mornings that follow, as early as 7:00 a.m., and personnel shall be assigned to provide any remaining clean up as necessary.
  12. The District will work with neighbors and the Oak Park Police Department to develop and to implement a plan to ensure limited disruption and flow of traffic during events at which stadium lights are used.

13. The District will work with neighbors and the Oak Park Police Department to develop and to implement a safety plan during events at which stadium lights are used.

Amended Date(s):

Adopted Date: August 26, 2010

Review Date:

Law Reference:

Related Policies:

Related Instructions

And Guidelines:

Cross Ref.:

## **POLICY 3110, PLANNING AND PUBLICATION**

Prior to July of each year, the Board of Education authorizes the administrators to prepare the official budget for the ensuing year, and a "Notice of Public Hearing" is approved for publication in a newspaper of the district at least thirty days prior to the time of the hearing.

If the Board of Education intends to adopt a tax levy in an aggregate amount more than 105% of the prior year's tax extension, it then authorizes the administration to publish proper legal notice; to hold a public hearing, and to meet all other provisions of the Truth in Taxation Act.

Amended Date(s):	November 20, 1982
Adopted Date:	September 23, 1968
Review Date:	
Law Reference:	
Related Policies:	
Related Instructions	
And Guidelines:	
Cross Ref.:	

## **POLICY 3140, PUBLIC REVIEW OF BUDGET**

When the budget is complete in tentative form (and supplemented by a comparison of the budgeted and actual receipts and expenditures of the preceding year), it is presented to the board. The proposed budget is then placed on public display for at least thirty days prior to the hearing (usually held in September) at which the budget is presented to the public.

Amended Date(s):	
Adopted Date:	September 23, 1968
Review Date:	
Law Reference:	
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref.:	

## **POLICY 3150, ADOPTION OF BUDGET**

The budget must be adopted within or before the first quarter of each fiscal year.\* Following the adoption of the budget, the levy is made. One copy is sent to the Township School Treasurer and one copy is filed with the County Clerk on or before the last Tuesday in December. \*\*

\* The School Code of Illinois, Sec. 17-1

\*\* The School Code of Illinois, Sec. 17-11

Amended Date(s):	
Adopted Date:	November 18, 1982
Review Date:	
Law Reference:	
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref.:	



## **POLICY 3160, TRANSFER OF FUNDS BETWEEN CATEGORIES**

Loans may be made between the Educational and Building categories, but must be repaid to the proper fund within one year.

Amended Date(s):

Adopted Date:

Review Date:

Law Reference: The School Code of Illinois. 1969. Sec. 10-22.33

Related Policies:

Related Instructions

And Guidelines:

Cross Ref.:

## **POLICY 3310, CONTRACTS/PURCHASING**

The Board of Education is responsible for meeting the purchasing needs of the District, including those relating to materials, supplies, equipment, and services, of the quality and quantity required to operate Oak Park and River Forest High School. The Board finds that in order to maximize the interests of the District's residents and taxpayers, as well as suppliers and contractors, and to best protect those interests, a consistently applied policy is required.

All District funds shall be spent prudently and all expenditures of funds shall be made in compliance with the requirements of the School Code of Illinois ("School Code") and other relevant state laws. To this end, the Board of Education directs the Superintendent or a designee and the Chief Financial Officer to establish procedures necessary to achieve fiscal controls and price advantages through the implementation of the following policy of the Board of Education.

- A. Application of School Code. All purchasing, including leasing, shall comply with applicable provisions of the School Code. The Board authorizes the Superintendent or a designee to supervise the purchasing or leasing of all materials, goods, supplies and services for the District in accordance with budget allocations, state laws and sound purchasing practices.
  
- B. Approval by Board. In accordance with the procedures set forth in Section 10-20.21 of the School Code, the Board of Education will approve all contracts and purchases for supplies, materials or work involving an expenditure in excess of \$25,000, unless specifically exempted by the School Code, or unless specifically authorized to be approved in another manner in accordance with this policy.
  
- C. Revenue-Generating Contracts. All contracts and purchases for goods or services and that are intended to generate revenue or other remuneration for the District in excess of \$1,000, including without limitation, contracts for vending machines, sports and other attire, class rings, and photographic services, shall be approved by the School Board. The Superintendent or a designee shall ensure that, in accordance with Section 10-20.21(b-5) of the School Code, an attachment is included to the District's annual budget, in the form determined by the Illinois State Board of Education, indicating the names of vendors, the services or products provided, and the actual net revenue and non-monetary remuneration from each of the contracts and agreements identified by this paragraph. In addition, the report will indicate how the revenue was used, and to whom the non-monetary remuneration was distributed.
  
- D. Quotations
  - 1. For purchases subject to dollar limitations to be awarded through quotations, the Superintendent or a designee shall be authorized to purchase, including by lease,

any goods, work or service specifically budgeted which has a sale price within the parameters of the budget.

2. For purchases from \$2500 to \$4999, the Superintendent or a designee shall seek a minimum of two (2) competitive quotations.
3. For purchases from \$5,000 to \$25,000, the Superintendent or a designee shall seek a minimum of three (3) competitive quotations.
4. The Superintendent or a designee may accept or reject any or all quotations obtained through the procedures above.

E. Competitive Bidding

1. For purchases in excess of \$25,000 the Superintendent or a designee shall advertise for sealed bids. Bids shall be awarded by the Board of Education in accordance with the requirements of Section 10-20.21 of the School Code, as well as the Prevailing Wage Act, best business practices as outlined in the Supplemental Regulations to this Policy, and all other applicable law or regulations, as amended from time to time.
2. Contractors, subcontractors, and vendors furnishing goods and services to the District shall be in compliance with all local, state, and federal laws and regulations applicable to persons and entities doing business with a School District. The Superintendent or a designee shall develop administrative rules setting forth these requirements.
3. In every solicitation for bids, the school district will state that firms owned by minorities and women would be encouraged to bid.

F. Approval of Lease. Any lease of equipment or machinery shall not exceed five (5) years and shall be approved by affirmative vote of two-thirds (2/3) of the members of the Board, in accordance with Section 10-23.4a of the School Code.

G. Cooperative Purchasing. The District may participate in cooperative purchasing with other school districts and/or other units of government to take advantage of lower prices for bulk purchasing and to reduce the administrative costs involved in purchasing.

H. Approval by Chief Financial Officer. All purchases of goods and services with District funds shall be made on a purchase order or contract duly executed by the Chief Financial Officer.

I. Conflict of Interest. In accordance with the School Code, the Gift Ban Act, 5 ILCS 430/10-10 and the Public Officer Prohibited Practice Act, 50 ILCS 105/0.01 et seq., no

Board of Education member or District employee shall be directly or indirectly involved or own an interest in any contract, work, or business of the District, or in the purchase or sale of any real or personal property by or to the District.

- J. Construction Project Change Orders. Notwithstanding any Board policy or other language to the contrary, the Board of Education authorizes the Chief Financial Officer to approve any individual construction contract change order valued less than \$75,000 except for any single construction contract change order that is greater than 10% of the total value of the construction contract subject to the change order in which case the Board of Education must approve the change order. The Chief Financial Officer shall provide the Board of Education with a list of these approved change orders on a monthly basis.

Amended Date(s):	March 24, 2011; August 27, 2009; October 26, 2006; March 24, 2005; August 25, 1994; May 28, 1992; October 17, 1985; December 19, 1984; November 18, 1982
Adopted Date:	
Review Date:	
Law References:	105 ILCS 5/10-20.21
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref.:	

## **SUPPLEMENTAL REGULATIONS FOR POLICY 3310**

### **I. EQUAL EMPLOYMENT OPPORTUNITY REQUIREMENTS**

Contractors, subcontractors and vendors furnishing goods and services to the District shall comply with the Illinois Human Rights Commission's Equal Opportunity Clause, 44 Ill.Adm.Code 750.10. The following shall be incorporated by reference in every individual contract or in contract specification:

**EQUAL EMPLOYMENT OPPORTUNITY** - In the event of the contractors non-compliance with the provisions of this Equal Employment Opportunity Clause, the Illinois Human Rights Act or the Rules and Regulations of the Illinois Department of Human Rights ("Department"), the contractor may be declared ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the contract may be canceled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation. During the performance of this contract the contractor agrees as follows:

- A. That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, marital status, sexual orientation, national origin or ancestry, age, physical or mental disability unrelated to ability, an unfavorable discharge from military service, or citizenship status; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.
- B. That, if it hires additional employees in order to perform this contract or any portion thereof, it will determine the availability (in accordance with the Department's Rules and Regulations) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.
- C. That, in all solicitations or advertisements for employees placed by it on its behalf it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, marital status, national origin or ancestry age, physical or mental disability unrelated to ability, or an unfavorable discharge form military service, or citizenship laws.
- D. That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the

contractor's obligations under the Illinois Human Rights Act and the Department's Rules and Regulations. If any such labor organization or representative fails or refuses to cooperate with the contractor in its efforts to comply with such Act and Rules and Regulations, the contractor will promptly so notify the Department and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations thereunder.

- E. That it will submit reports as required by the Department's Rules and Regulations, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the Illinois Human Rights Act and the Department's Rules and Regulations.
- F. That it will permit access to all relevant books, records, accounts and work sites by personnel or the contracting agency and the department for purposes of investigation to ascertain compliance with the Illinois Human Rights Act and the Department's Rules and Regulations.
- G. That it will include verbatim or by reference the provisions of this clause in every subcontract it awards under which any portion of the contract obligations are undertaken or assumed, so that such provisions will be binding upon such subcontractor. In the same manner as with other provisions of this contract, the contractor will be liable for compliance with applicable provisions of this clause by such subcontractors; and further it will promptly notify the contracting agency and the department in the event any subcontractor fails or refuses to comply therewith. In addition, the Contractor will not utilize any subcontractor declared by the Illinois Human Rights Commission to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

## II. WAGES OF EMPLOYEES ON PUBLIC WORKS

Each bidder shall be required to comply with all applicable provisions of the "Wages of Employees on Public Works Act" (Prevailing Wage Act, 820 ILCS 130/0.01 et seq.) The following stipulations required under law are deemed inserted by reference in all contracts with the school district:

- Not less than the prevailing rate of wages as found by the school district or Department of Labor or determined by the court on review shall be paid to all laborers, workers, and mechanics performing work under the contract.
- If, during the course of work under this contract, the Department of Labor revises the prevailing rate of hourly wages to be paid under this contract for any trade or occupation, owner will notify contractor and each subcontractor of the change in

the prevailing rate of hourly wages. Contractor shall have the sole responsibility and duty to ensure that the revised prevailing rate of hourly wages is paid by contractor and all subcontractors to each worker to whom a revised rate is applicable. Revisions of the prevailing wage as set forth above shall not result in an increase in the contract sum.

### III. EMPLOYMENT OF ILLINOIS WORKERS ON PUBLIC WORK PROJECTS

Each bidder shall be required to comply with all applicable provisions of the - Employment of Illinois Workers on Public Works Projects.” 30 ILCS 570/0.01 et seq.

The following provision shall be included in all contracts whenever there is a period of excessive unemployment in Illinois, as defined by statute:

The contractor shall employ only Illinois laborers on the public works project or improvement or for the cleaning up and on-site disposal of hazardous waste for school district as required by 30 ILCS 570/0.01 et seq.

### IV. SEXUAL HARASSMENT POLICY

Every eligible bidder and every party to a contract shall have written sexual harassment policy that includes the following:

- the illegality of sexual harassment;
- the definition of sexual harassment under state law;
- a description of sexual harassment, utilizing examples;
- contractors internal complaint process including penalties;
- the legal recourse, investigative, and complaint process available through the Illinois Department of Human Rights and the Human Rights Commission; directions on how to contact the Department and Commission; and protection against retaliation as provided by Section 6-101 of the Human Rights Act.

### V. CHARTER BUS SERVICE CONTRACTS

Pursuant to Section 10-20.21(a) of *The School Code of Illinois*, all contracts for providing charter bus services for the sole purpose of transporting students regularly enrolled in grade 12 or below to or from interscholastic athletic or interscholastic or school-sponsored activities must contain clause (A) as set forth below, except that a

contract with an out-of-state company may contain clause (B), as set forth below or clause (A). The clause must be set forth in the body of the contract in typeface of at least 12 points and all upper case letters:

- (A) ALL OF THE CHARTER BUS DRIVERS WHO WILL BE PROVIDING SERVICES UNDER THIS CONTRACT HAVE OR WILL HAVE BEFORE ANY SERVICES ARE PROVIDED:
- (1) SUBMITTED THEIR FINGERPRINTS TO THE DEPARTMENT OF STATE POLICE IN THE FORM AND MANNER PRESCRIBED BY THE DEPARTMENT OF STATE POLICE. THESE FINGERPRINTS SHALL BE CHECKED AGAINST THE FINGERPRINT RECORDS NOW AND HEREAFTER FILED IN THE DEPARTMENT OF STATE POLICE AND FEDERAL BUREAU OF INVESTIGATION CRIMINAL HISTORY RECORDS DATABASES. THE FINGERPRINT CHECK HAS RESULTED IN A DETERMINATION THAT THEY HAVE NOT BEEN CONVICTED OF COMMITTING ANY OF THE OFFENSES SET FORTH IN SUBDIVISION (C-1)(4) OF SECTION 6-508 OF THE ILLINOIS VEHICLE CODE; AND
  - (2) DEMONSTRATED PHYSICAL FITNESS TO OPERATE SCHOOL BUSES BY SUBMITTING THE RESULTS OF A MEDICAL EXAMINATION, INCLUDING TESTS FOR DRUG USE, TO A STATE REGULATORY AGENCY.”

Amended Date(s):	October 26, 2006; August 25, 1994
Adopted Date:	May 28, 1992
Review Date:	
Law Reference:	
Related Policies:	
Related Instructions	
And Guidelines:	
Cross Ref.:	



## **Policy 3360, PAYMENT OF BILLS**

Requests based upon yearly budget allowances shall be submitted throughout the year by Division/Department heads, and purchase orders shall be issued by Business Office staff. When invoices are received, they shall be dated and forwarded to the Division/Department heads. The Division/Department Head will verify the receipt of satisfactory merchandise and to verify that prices and extensions are in agreement with original orders and authorize for payment by signing the bill. When all bills have been reviewed, they shall be assembled for payment and for the approval of the Chief Financial Officer. Orders are then drawn, and the payrolls and bills are listed on a Register of Expenditures by fund.

Payment of routine bills and salaries shall be authorized between Board of Education meetings for amounts approved by the signatures or initials of any two of the following persons: Superintendent/Principal, or appropriate administrator or division head/department head. All items so approved shall be listed on the Register of Expenditures and presented to the Board of Education for ratification or approval.

Amended Date(s):	November 20, 2003; March 20, 1997
Adopted Date:	September 23, 1968
Review Date:	
Law Reference:	
Related Policies:	
Related Instructions And Guidelines:	

## **POLICY 3361, PETTY CASH FUND**

A revolving petty cash fund has been created by Board of Education resolution for use as a change fund for the Business Office, Bookstore, Food Services, Library, and the Special Education Division and for small cash payments between Board of Education meetings. In addition, Health Services, the Science Division, and Buildings and Grounds have small petty cash funds. The Chief Financial Officer is designated as the bonded custodian of all petty cash funds and may, at his/her discretion, adjust the value of the petty cash fund to serve the needs of the District, provided the total fund does not exceed \$8,000.

Amended Date(s):	January 22, 2009, May 25, 2006; October 24, 2002; January 19, 1982
Adopted Date:	September 23, 1968
Review Date:	
Law Reference:	
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref.:	

## **POLICY 3362, IMPREST FUNDS**

By resolution, the Board of Education has established an Imprest Fund with a maximum of \$25,000 which is to be used for emergency school-related expenditures which cannot be met from the Petty Cash Fund.

The Board of Education also authorizes the establishment of an Athletic Department Imprest Fund with a maximum of \$2,000 which is to be used for emergency athletic related expenditures which cannot be met from the Petty Cash Fund.

Amended Date(s):	October 24, 2002; July 26, 1984
Adopted Date:	November 18, 1982
Review Date:	
Law Reference:	
Related Policies:	
Related Instructions	
And Guidelines:	
Cross Ref.:	

## **POLICY 3363, STUDENT ACTIVITY ACCOUNTS**

The Superintendent (or his/her designee) shall be responsible for managing student activity accounts in accordance with State law and shall be responsible for complying with the rules adopted by the Illinois State Board of Education for the maintenance of student activity accounts. Annually, the Board of Education shall designate the Chief Financial Officer to serve as the Treasurer for student activity accounts. The Chief Financial Officer shall be bonded in accordance with The School Code of Illinois.

Student Activity Accounts shall be audited at the close of each fiscal year. The audit shall be performed by an independent certified public accountant designated by the Board of Education and be conducted in conformance with prescribed standards and legal accounting requirements.

For the purpose of safeguarding student funds, the Superintendent (or his/her designee shall develop procedures governing conditions under which school classes, clubs, teams or any student groups may collect or acquire funds in the name of the High School.

Amended Date(s):	
Adopted Date:	March 26, 2009
Review Date:	
Law Reference:	105 ILCS 5/8-2 and 5/10-20.19.; 23 Ill. Admin. Code § 125.10.
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref.:	

## **ADMINISTRATIVE PROCEDURES - POLICY 3363 STUDENT ACTIVITY ACCOUNTS**

The following procedures apply to administrators, faculty, support staff and any other employee who are supervising administrators, sponsors, or have involvement with student activity accounts.

1. All administrators, faculty members, support staff personnel, and other employees must act prudently in the administration, handling and disbursement of monies or goods collected or received on behalf of any student group or organization.
2. Administrators, faculty members, support staff personnel, and other employees are fully responsible for all monies and goods collected or received on behalf of any student group or organization until such time as those monies and goods have been properly received in the Business Office.
3. Money is defined as, but not limited to coins, currency, checks, drafts, money orders, and travelers' checks.
4. All monies should be turned into the Fiscal Clerk or designee of the Business Office on a daily basis utilizing tamper-resistant plastic bags or lock bags. Students who retain possession of a product and money throughout a fundraising event (e.g., candy sales) need only turn in collected funds upon completion of the fundraising event.
5. All monies collected must be deposited fully in the Business Office. Individuals, companies, or organizations must not be paid from any collected funds before they have been properly deposited into the designated student activity account. Student activity accounts must be an accurate reflection of revenue and expenditures.
6. Individuals, companies, or organizations can only be paid for services via District check written from the appropriate student activity account.
7. Under no circumstances shall student activity account funds be commingled with personal funds. Nor shall administrators, faculty members, support staff or other employees write personal checks against cash collected on behalf of a student activity account.
8. Under no circumstances shall monies leave District premises or remain in the possession of an administrator, faculty member, support staff personnel or other employees after such individuals have departed for the day. Nor should monies designated for student activity accounts be left in desk drawers, cabinets, offices or automobiles at the close of any business day.
9. Student activity accounts funds can only be used for the purposes for which the funds were collected and are for the benefit of students only.

10. District purchasing procedures apply in the disbursement of all student activity account funds; including the proper use of purchase orders and the use of vendors who are on the District's list of approved vendors.

## **POLICY 3420, USE OF CREDIT CARDS BY DISTRICT PERSONNEL (ADMINISTRATORS)**

### **I. Purpose**

To facilitate situations in which School District-related travel or expenditures of cash are necessary, the Board of Education may authorize the issuance of bank credit cards to the Superintendent/Principal, Assistant Superintendents, Chief Financial Officer, and Directors. Only one credit card of any type shall be issued to each administrator so designated. Use of the credit card shall be limited to actual and necessary expenditures for the conduct of School District business, such as travel expenses, meal and meeting expenses, etc. The card shall not be used for personal expenditures or for expenditures that should be made through the normal requisition process.

### **II. Authorized Use**

Administrators who receive credit cards shall utilize them in accordance with all applicable state and federal laws regulating such cards; with the terms of the bank issuing the card, including but not limited to procedures for reporting lost cards and observance of credit limits; and with accepted accounting practices and administrative procedures.

### **III. User Liability**

Administrators who receive and use District credit cards will be responsible for their proper use. The District retains its right to seek restitution for improper use, to initiate criminal and/or civil proceedings for improper use, and to issue employee sanctions, including dismissal, for improper use of District credit cards.

Amended Date(s):	October 24, 2002
Adopted Date:	April 23, 1992
Review Date:	
Law Reference:	
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref.:	Policy 4340, Use of Credit Cards by District Personnel

PROCEDURES FOR USE OF CREDIT CARDS BY DISTRICT PERSONNEL  
(Administrators, Policy No. 3420)

The administrator to whom the card is issued shall be responsible for the following:

- A. Incurring credit card expenditures that are in keeping with their established district budget.
- B. Promptly reporting the loss of the credit card to the District's Business Office and to the bank issuing the card as soon as possible after the loss is discovered.
- C. Obtaining a copy of the receipt or charge slip for an expenditure to provide an accessible and permanent record. The charge slip should be used to make a brief record of the reason for the expenditure and all persons for whom the expenditure was made (e.g., "breakfast with feeder district superintendents). The administrator should also list the account number to which the expenditure should be charged. The receipt or charge slip shall be retained by the administrator until such time as the credit card bill is received by the Business Office.
- D. Timely payment of personal expenses for a spouse, family members and personal guests present at functions where expenditures are incurred.
- E. Administrators will be expected to pay personally for unverifiable charges for which no receipt or charge slip is submitted to the Business Office.
- F. As soon as the bank credit card bill is received, the Business Office will send the bill to the administrator for verification of the items on the invoice or statements against the receipts or charge slips retained by the administrator. The administrator should return within five (5) business days prompt verification of credit card expenditures to avoid incurring finance charges for late payment.
- G. The credit card statement and attached receipt will be reviewed by the District Business Office. If approved, the statement will be processed for payment.

Amended Date(s):	October 24, 2002
Adopted Date:	April 23, 1992
Review Date:	
Law Reference:	
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref.:	



Oak Park and River Forest High School District 200  
Personnel Use of District Credit Card

I have read and agree to abide by the District's policy and procedures for the use of a District credit card. I understand that use of a District card is not for personal use nor is use of a District credit card intended to take the place of the District's standard requisition and purchasing practices.

I understand that violations of the District's policy and procedures regarding the use of a District credit card may result in disciplinary and/or legal action against me.

Administrator's Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Position \_\_\_\_\_

School \_\_\_\_\_

## **POLICY 3430, ACCOUNTS**

### Custody of School Funds

The School Code of Illinois (105 ILCS 5/8-1) mandates that in Class II County School Units, the Cicero Trustees of School, Township 39, Range 13(Trustees) shall 1) appoint a Township Treasurer (Treasurer) who shall be the ex-officio clerk of the Township board; 2) The term of the Township Treasurer shall be for a 2year period beginning and ending on the first day of July; and 3) The Treasurer shall be a resident of the Township, but not a trustee, or school board member. (105 ILCS 5/8-1)

So long as the legal requirement exists, the Treasurer shall have custody of school funds and shall keep in a cashbook separate balances. In the cash book he shall enter in separate accounts the balance, total of all moneys received in each fund, and the total of the orders countersigned or checks signed and extend the balance at least monthly and shall reconcile such balance with the accounting or bookkeeping department of the District. (105 ILCS 5/8-6)

So long as O.P.R.F.H.S. is legally mandated to remain a class II School Unit, the Treasurer shall furnish to the School Board of the District, where he serves as treasurer, a monthly reconciliation. The treasurer shall comply with any lawful demand the trustees or school board, as the case may be, may make as to the verification of any balance reported. (105 ILCS 5/8-15)

O.P.R.F.H.S.'s tax revenue flows directly to the Township Treasurer's Office. The Treasurer shall pay out funds of the school district only upon an order of the school board signed by the president and clerk or secretary or by a majority of the Board, except payment of the obligations for social security taxes as required by the Social Security Enabling Act may be made upon a certification by the clerk or secretary of the board for the amount of the obligation only. (105 ILCS 5/8-16)

A roll call vote is taken by the Board of Education on any motion requiring the expenditure of money or any motion that incurs a financial obligation.

The Treasurer invests funds not currently needed in accordance with Illinois Public Funds Investment Act 30 ILCS 235/0/01.

Amended Date(s):	November 17, 2005
Adopted Date:	
Review Date:	September 2005
Law Reference:	105 ILCS 5/8-1, 105 ILCS 5/8-6, 105 ILCS 5/8-15, 105 ILCS 5/8-16, ILCS 235/0/01
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref.:	

## **POLICY 3431, FISCAL YEAR**

**The Oak Park and River Forest High School, District 200 Fiscal Year shall be from July 1 to June 30.**

Amended Date(s):	November 17, 2005
Adopted Date:	July 22, 1942
Review Date:	
Law Reference:	
Related Policies:	
Related Instructions	
And Guidelines:	
Cross Ref.:	

## POLICY 3432, AUDITS

### Annual Audit

*The School Code of Illinois* mandates that the Illinois State Board of Education Auditor General to annually cause an audit to be made, as of June 30 of each year, of the financial statements of all accounts, funds and other moneys in the care, custody or control of each educational service center. (105 ILCS 5/2-3.17a) The audit shall be conducted in accordance with Generally Accepted Auditing Standards and shall include an examination of supporting books and records and a representative sample of vouchers for distributions and expenditures.

The District shall annually issue a Comprehensive Annual Financial Report (CAFR) in accordance with Governmental Generally Accepted Accounting Principles. The auditor shall make an annual report to the Board of Education no later than the regular Board meeting in December, immediately following the June 30 fiscal year-end.

*The School Code of Illinois also requires* the District to prepare and submit to the Regional Office of Education by October 15 and the Illinois State Board of Education by November 15, the ISBE Annual Financial Report (AFR). This report will be reviewed by the auditor and approved by the Board of Education by December 31, immediately following the June 30 fiscal year-end.

The CAFR and AFR will be posted on the District web site upon Board approval.

Amended Date(s):	November 17, 2005
Adopted Date:	July 30, 1956
Review Date:	September 2005
Law Reference:	The School Code of Illinois. 1969, Sec. 10-7; 105 ILCS 5/2-3.17a
Related Policies:	
Related Instructions	
And Guidelines:	
Cross Ref.:	

## **POLICY 3450, INVESTMENT OF SCHOOL DISTRICT FUNDS**

In accordance with Illinois Public Funds Investment Act 30 ILCS 235//0/01 et seq. (“The Act”). The School District shall maintain a set of procedures for the investment of School District funds that includes the following elements:

- A. A listing of authorized investments.
- B. The standard of care that must be maintained by the persons investing the public funds.
- C. Investment and diversification guidelines that are appropriate to the nature of the funds, the purpose for the funds, and the amount of the public funds within the investment portfolio.
- D. Guidelines regarding collateral requirements, if any, for the deposit of public funds in a financial institution made pursuant to the Act, and if applicable, guidelines for contractual arrangements for the custody and safekeeping of that collateral.
- E. A system of internal controls and written operational procedures designed to prevent losses of funds that might arise from fraud, employee error, misrepresentation by third parties, or imprudent actions by employees of the district.
- F. Performance measures that are appropriate to the nature of the funds, the purpose for the funds, and the amount of the public funds within the school district's investment portfolio.
- G. Appropriate periodic review of the investment portfolio, its effectiveness in meeting the school district's needs for safety, liquidity, rate of return, diversification, and its general performance.
- H. At least quarterly written reports of investment activities by the Treasurer for submission to the Board of Education and the Superintendent, including information regarding securities in the portfolio by class or type, book value, income earned, and market value as of the report date.
- I. A procedure for the selection of investment advisors, money managers, and financial institutions.
- J. A policy regarding ethics and conflicts of interest.

The Treasurer of the School District shall establish and submit such procedures for the Board's approval and shall periodically review and propose needed amendments thereto. Such procedures and this policy shall be kept available at all times for public review at the School District's administrative offices.

### **A. Scope**

This investment procedure applies to all funds of the District. These funds are accounted for in the District's annual financial report and includes all current funds, and any other funds that may be created from time to time, except for District pension funds to the extent the deposit and investment of such funds is otherwise regulated under the Illinois Pension Code. All transactions involving the District's funds and related activity of any

funds shall be administered in accordance with the provisions of this procedure and canons of the “prudent person rule.”

B. Objectives

1. Safety of Principal—Investments shall be undertaken in a manner that seeks to ensure the preservation of principal in the overall portfolio. To attain this objective only appropriate investment instruments will be purchased and insurance or collateral may be required to ensure the return of principal.
2. Liquidity—the District’s investment portfolio shall be structured in such a manner as to provide sufficient liquidity to pay obligations as they come due.
3. Return on Investments—The investment portfolio shall be designed to attain a market-average rate of return throughout budgetary and economic cycles, taking into account the risk constraints, the cash flow characteristics of the portfolio and legal restrictions for return on investments.
4. Maintaining the Public’s Trust—The investment officers shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the District, the Board of Education or the School Treasurer.

C. Investment Instruments

The District may invest its funds only in those instruments listed below:

1. Bonds, notes, certificates of indebtedness, treasury bills or other securities now or hereafter issued by the United States of America, its agencies and allowable instrumentalities:
  - a. Investments in Federal National Mortgage Association issues are limited to short-term discount notes.
2. Interest bearing savings accounts, interest bearing certificates of deposit or interest bearing time deposits, or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act;
3. Certificates of deposit with federally insured institutions that are collateralized or insured at levels acceptable to the District in excess of the \$100,000 provided by the Federal Deposit Insurance Corporation coverage limit;
4. Collateralized repurchase agreements which conform to the requirements stated in paragraph 2(g) or 2(h) of the Act;
5. Commercial paper meeting the following requirements:
  - a. The corporation must be organized in the United States;
  - b. The corporation’s assets must exceed \$500,000,000.
  - c. The obligations at the time of purchase must be rated within the two highest classifications by at least two standard rating services.
  - d. The obligations cannot have a maturity longer than 180 days.

- e. Not more than 33% of the total investment fund can be invested in commercial paper at any time.
- f. The total investment in any one corporation cannot exceed 10% of the corporation's outstanding obligations.
- 6. The Illinois Public Treasurer's Investment Pool;
- 7. The Illinois School District Liquid Asset Fund;
- 8. Any other investment instruments now permitted by the Act or hereafter permitted by reason of amendment of the Act.
- 9. Investments may be made only in those savings banks or savings and loan associations the shares, or investment certificates of which are insured by the Federal Deposit Insurance Corporation.
- 10. Investment products that are considered as derivatives are specifically excluded from approved investments.

#### D. Diversification

It is the policy of the District to diversity its investment portfolio. Investments shall be diversified to eliminate the risk of loss resulting in over concentration in a specific maturity, issuer, or class of securities. Diversification strategies shall be determined and revised periodically by the School Treasurer. The diversification shall be as follows, based upon the categories in Section C above:

- a. Up to 100% of C1, C6, C7.
- b. Up to 90% of C2 and C3.
- c. Up to 33% of C4 and C5.

#### E. Collateralization

- 1. It is the policy of the District to require that time deposits in excess of FDIC insurable limits be secured by Collateral or private insurance to protect public deposits in a single financial institution if it were to default.
- 2. Eligible collateral instruments are any investment instruments acceptable under the Act. The collateral must be placed in safekeeping at or before the time the District buys the investments so that it is evident that the purchase of the investment is predicated on the securing of collateral.
- 3. Safekeeping of Collateral
  - a. Third party safekeeping is required for all collateral. To accomplish this, the securities must be held at one or more of the following locations:
    - 1) at a Federal Reserve Bank or its branch office; or
    - 2) at another custodial facility in a trust or safekeeping department through book-entry at the Federal Reserve.
  - b. Safekeeping will be documented by an approved written agreement between the Board of Education and the governing board of the bank that complies with FDIC regulations. This may be in the form of a safekeeping agreement.



- c. Substitution or exchange of securities held in safekeeping for the District can be approved exclusively by the Treasurer, and only if the market value of the replacement securities is equal to or greater than the market value of the securities being replaced.

#### F. Safekeeping of Securities

1. Third party of safekeeping is required for all securities and commercial paper. To accomplish this, the securities must be held only at one or more of the following locations:
  - a. at a Federal Reserve Bank or its branch office;
  - b. at another custodial facility, which shall be a trust or safekeeping
  - c. department through book-entry at the Federal Reserve, unless physical securities are involved; or
  - d. in an insured account at a primary reporting dealer
2. Safekeeping will be documented by an approved written agreement between the Board of Education and the holder of the securities. This may be in the form of a safekeeping agreement, trust agreement, escrow agreement or custody agreement.
3. Original certificates of deposits will be held by the originating bank. A safekeeping receipt will be acceptable documentation.

#### G. Qualified Financial Institutions and Intermediaries

1. Depositories—Demand Deposits
  - a. Any financial institution selected by the District shall provide normal banking services, including, but not limited to: checking accounts, wire transfers and safekeeping services.
  - b. The District will not maintain funds in any financial institution that is not a member of the FDIC system. In addition, the District will not maintain funds in any institution that does not first agree to post required collateral for funds or purchase private insurance in excess of FDIC insurable limits and in amounts acceptable to the District.
  - c. To qualify as a depository, a financial institution must furnish the Treasurer with copies of the latest two statements of condition, which it is required to be furnish to the Comptroller of Currency as the case may be. While acting as a depository, a financial institution must continue to furnish such statements to the Treasurer within 45 days of the end of each quarter.
  - d. Fees for banking services shall be mutually agreed to by an authorized representative of the depository bank and the Treasurer on an annual basis. Fees for services shall be substantiated by a monthly account analysis.

- e. Each financial institution acting as a depository for the District must enter into a depository agreement with an authorized school district official that incorporates this policy by reference.

2. Banks and Savings and Loans – Certificates of Deposit

Any financial institution selected to be eligible for the District's competitive certificate of deposit purchase program must:

- a. provide wire transfer and certificate of deposit safekeeping services;
- b. be a member of the FDIC system and be willing and capable of posting required collateral or private insurance for funds in excess of FDIC insurable limits and in amounts required by the District; and
- c. meet at all times the financial criteria as established in the investment procedures of the District.

3. Intermediaries

Any financial intermediary selected to be eligible for the District's competitive investment program must;

- a. provide wire transfer and deposit safekeeping services;
- b. maintain appropriate federal and state registrations for the type of business in which they are engaged;
- c. provide an annual audit upon request;
- d. maintain an office within the State of Illinois and be licensed to conduct business in this State; and
- e. be familiar with the Board of Education's policy and accept financial responsibility for any investment not appropriate according to the policy.

H. Management of Program

- 1. The following individuals are authorized to purchase and sell investments, authorize wire transfers, authorize the release of pledged collateral, and to execute any documents required under this procedure:

- a. Treasurer

These documents include:

- a. Wire Transfer Agreement
- b. Depository Agreement
- c. Safekeeping Agreement
- d. Custody Agreement
- e. Collateral Agreement

2. Management responsibility for the investment program is hereby delegated to the Treasurer, who shall establish a system of internal controls and written operational procedures designed to prevent losses of funds that might arise from fraud, employee error, misrepresentation by third parties, or imprudent actions by employees of the entity. Such procedures shall include explicit delegation of authority to persons responsible for the execution under the direction of the Treasurer of specific Financial Transactions, including: investment transactions; check signing, check reconciliation, deposits, bond payments, report preparation and wire transfers. No person may engage in any investment transaction except as provided for under the terms of this policy. The Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinates.
3. The wording of agreements necessary to fulfill the investment responsibilities is the responsibility of the Treasurer who shall periodically review them for their consistency with District policy and State law and who shall be assisted in this function by the District legal counsel and auditors. These agreements include but not limited to:
  - a. Wire Transfer Agreement
  - b. Depository Agreement
  - c. Safekeeping Agreement
  - d. Custody Agreement
  - e. Collateral Agreement
4. The Treasurer may use financial intermediaries, brokers, and/or financial institutions to solicit bids for securities and certificates of deposit. These intermediaries shall meet the criteria set forth in Section G (3) above and shall be approved by the Board of Education.
5. All wire transfers made by the Treasurer shall require a secondary authorization by the Superintendent
6. The Treasurer shall be further authorized to enter into joint investment agreements as authorized under Section 8-7 of the School Code.

I. Performance

The Treasurer will seek to earn a rate of return appropriate for the type of investments being managed given the portfolio objectives defined in Section B of this document for all funds. In general, the Treasurer will strive to earn an average rate of return equal to or greater than the U.S. Treasury Bill rate for a given period of time for the average weighted maturity of the District's investments.

J. Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Further, except as permitted under Section 3.2 of the Public Officer Prohibited Practices Act, no officer involved in the investment process shall have any interest in, or receive any compensation from, any investments in which the District is authorized to invest, or the sellers, sponsors or managers of those investments.

K. Indemnification

Investment officers and employees of the District acting in accordance with this Investment Procedure and such written operational policies as may be established by the District, and who otherwise exercise due diligence and act with reasonable prudence, shall be relieved of personal liability for an individual security's credit risk or market changes.

L. Reporting

The Treasurer shall submit to the Board of Education and the Superintendent a monthly investment report, which shall include information regarding securities in the portfolio by class or type, book value, income earned, and market values as of the report date. Generally accepted accounting principles shall be used for valuation purposes. The report shall indicate any areas of policy concern and planned revision of investment strategies.

M. Amendment

This procedure shall be reviewed from time to time by the Treasurer with regards to the procedure's effectiveness in meeting the District's needs for safety, liquidity, rate of return, diversification, and general performance. Any substantive changes will be reported to the Board of Education.

Amended Date(s):	May 15, 2007
Adopted Date:	January 27, 2000
Review Date:	
Law Reference:	Public Funds Investments Act
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref.:	

## **POLICY 3510, ADVERTISING AND SOLICITATIONS**

- A. Advertising on school property of activities, goods, or services by non-school-related individuals is prohibited except by permission of the Superintendent/Principal or delegate. This is not to prohibit advertising in school-related publications or advertising at school-related events or in connection with ongoing school programs where financial support of the event or program, in cash or in kind, is provided by the advertiser.
- B. Solicitation on school property of students, faculty, or staff members for funds to support non-school-related organizations or individuals is prohibited except by permission of the Superintendent/Principal or delegate.
- C. Lists of students, faculty, or staff members are not to be provided for use outside the school except by permission of the Board of Education. Compliance with provisions of the Federal and State laws on such disclosure will be maintained (cross reference: Policy 5157).
- D. Solicitation of gifts from the community by students to support specific school organizations or activities is prohibited. Solicitation of gifts from the community by school personnel is permitted if the following conditions have been satisfied:
  - 1. the nature of the gifts and their use in the involved program has been established, and
  - 2. the Superintendent/Principal has granted approval in writing for the solicitation to occur and for the proposed use of the gifts in the involved program.

Gifts become the property of the District.

- E. Gifts of money or equipment accepted by the Board from non-school groups or individuals become the property of the District and may be used at the discretion of the Board.
- F. Representatives of the school are prohibited from soliciting or accepting personal gifts or favors from vendors seeking to do business with the school.

Amended Date(s):	October, 24, 1996; November 18, 1982; November 18, 1976; January 23, 1975; May 21, 1970; April 16, 1970; November 2, 1968
Adopted Date:	September 23, 1968
Review Date:	
Law Reference:	
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref.:	

## Guidelines for Advertising and Solicitations for Policy 3510

- I. Provision 1 of Policy 3510 "Advertising and Solicitation" prohibits advertising on school property except in these cases:
  - A. Advertising in school-related publications.
  - B. Advertising at school-related events or in connection with ongoing school programs where financial support of the event or program, in cash or in kind, is provided by the advertiser.

To qualify under these exceptions, the involved advertising must satisfy these criteria:

- A. It cannot advertise or advocate use of a product or service not permitted for sale to or use by minors under the law.
- B. It cannot violate any of the Illinois High School Association (IHSA) rules governing the use of brand names or logos on athletic uniforms or equipment.
- C. It cannot violate any Village of Oak Park ordinance governing advertising on property located in a residential community.
- D. It must be approved by the Superintendent/Principal if it is to appear anywhere on the exterior or interior of the school building, on the school athletic facilities, or on the school grounds. Preserving the architectural character of the residential community in which the school is set will be fundamental among other considerations in awarding approval.

## **POLICY 3535, CAFETERIA AND BOOKSTORE**

The cafeteria and bookstore are expected to be self-sustaining in all areas of operation including but not limited to personnel, and/or inventory and equipment.

Amended:	March 25, 2004; November 18, 1982, March 15, 1979
Adopted Date:	September 23, 1968
Review Date:	
Law Reference:	
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref:	



## **POLICY 3550, PROPERTY ACQUISITION**

It shall be the policy of the Board to seek increased outdoor facilities for the physical education, intramural and interscholastic programs and for staff parking. Property near the school will be considered for acquisition as it and the necessary funds become available.

Amended Date(s):	
Adopted Date:	November 21, 1974
Review Date:	
Law Reference:	
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref.:	

## **POLICY 3551, DISTRICT PROPERTY**

District property includes items with a useful life greater than one year such as furniture, equipment, land, buildings and permanent fixtures, technology, and vehicles.

District and school property will not be available for disposal, removal, loan, or hire without specific approval of the Superintendent (or his/her designee).

### **I. Removal - Loan of Property**

In general, property is not to be removed from the school without the written approval of the Superintendent (or his/her designee). The Superintendent (or his/her designee) may make exceptions for general categories of equipment for use by staff during the summer, winter, and spring breaks, or on an after school basis.

Property may be loaned to Oak Park or River Forest taxing bodies or community non-profit organizations at the discretion of the Principal. Property may also be loaned as part of a Board of Education approved inter-governmental agreement.

### **II. Disposal of Public Property**

The Superintendent (or his/her designee) shall notify the Board as necessary, of any District owned property no longer needed for school purposes, and school sites, buildings, or other real estate that is unnecessary, unsuitable, or inconvenient. The notification shall include recommendations for disposal of the property or equipment to obtain the best possible return to the District.

The Superintendent (or his/her designee) will establish procedures for disposal, removal or loan of surplus assets which will be in the best interest of the District.

Amended Date(s):	
Adopted Date:	March 26, 2009
Review Date:	
Law Reference:	ILCS 5/10-22.8
Related Policies:	
Related Instructions	
And Guidelines:	
Cross Ref:	

## Disposal of Surplus Assets

### PROCEDURES

- A. DLT, BLT, IC and department heads are authorized to request approval to dispose of surplus assets. Each request must be in writing using the District's Request for Approval to Dispose of Surplus Assets form. Requests are made to the supervisor and then to the Chief Financial Officer who is responsible, along with the Purchasing Coordinator, for assuring compliance with the District's policy and procedures.

#### **1. Used for Parts**

If there is no in-District need/interest in using the asset and an equivalent asset is in use in the District, a determination should be made as to whether it is "in the best interest of the District" to use the asset for parts to repair a similar District asset.

#### **2. Sealed Bid Sale**

- a. If the asset is not needed within the District, a sealed bid sale will be conducted by the Purchasing Coordinator.
- b. Requester should submit a Request for Approval to Dispose of Surplus Assets form to his/her supervisor and then to the Chief Financial Officer for approval.
- c. Upon approval, the Purchasing Coordinator will contact the requester to
  1. set the date, time and place of bid opening;
  2. determine lowest acceptable bid (usually this is a dealer trade-in price);
  3. identify location and time for prospective bidders to view the asset; and
  4. obtain a description of the item.
- d. The Purchasing Coordinator will post a notice of a sealed bid sale in all normal posting locations in the District and will advertise the sale in the school staff announcements, local newspaper, and IASBO used goods listings.
- e. All bids must be submitted on the District's Bid Form (attached) in a sealed envelope, stating items being bid, by the date and time stated in the bid notice.
- f. Acceptable payment method is cash, check, or credit card.
- g. The item must be paid for and removed by successful bidder within seven days of bid opening.
- h. Successful bidder must sign the Statement of Understanding on the Bid Form.
- i. The Chief Financial Officer, Purchasing Coordinator, their secretaries, and any staff member involved in determining lowest acceptable bid are not eligible to submit bids on surplus assets.
- j. If a large quantity of surplus items are available at one time, a public sale or auction will be considered.
- k. Tie bids will be determined by a coin flip or by drawing straws, as appropriate.

#### **4. Trade-in or sale to dealer**

- a. If no one bids for an item in the sealed bid sale, the item will be traded-in or sold to a dealer.

- b. Whenever possible, a trade-in price will be requested in a Request for Proposals for the replacement asset, if any. Otherwise, three price quotations will be solicited from dealers whenever possible.

5. **Donation**

- a. If the asset is not sold or traded-in, it will be offered as a donation to a not-for-profit organization approved by the Chief Financial Officer.
- b. Other sources for donation will be considered depending on the type and value of the asset.

6. **Junk**

- a. If all other methods of disposal are unsuccessful, the surplus asset may be disposed of in the dumpster.
- b. If Chief Financial Officer and Purchasing Coordinator deem that the fair market value of the product is not significant enough to warrant sale, the asset may be disposed of in the dumpster.

**DISTRICT ASSET LOAN AGREEMENT**

I \_\_\_\_\_ representing \_\_\_\_\_ understand that property  
loaned from

(Full Name)

(Name of Firm)

Oak Park-River Forest District 200 shall be maintained properly for the duration of agreed loan period. Any and all loss or damages to loaned property will be at my own expense. District 200 is not liable for any injuries or damage incurred during the loan period.

Signed,

Name: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Property Released from District on this Date: \_\_\_\_\_

Released to: \_\_\_\_\_

Signature: \_\_\_\_\_

Purchasing Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Returned to District on this Date: \_\_\_\_\_

Returned by: \_\_\_\_\_

Signature: \_\_\_\_\_

Purchasing Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

White: Remains with Purchasing Coordinator    Pink: Given to loaning party at time of check out    White: Given to loaning party at time of return

**REQUEST FOR APPROVAL  
TO  
DISPOSE OF SURPLUS ASSETS**

*Disposal of surplus assets must be approved by the Chief Financial Officer. Please complete this form in its entirety, acquire supervisor's approval/signature, and forward to the Business Office. Do not dispose of the equipment until the request is approved and the white copy is returned.*

**A. Description of Assets**

Description of Assets	
Estimated Current Value	
Method of Establishing Value	
Reason for Disposal	

**B. Proposed Method of Disposal**

<input type="checkbox"/> Sell or Trade-In	
<input type="checkbox"/> Use for parts described as	
<input type="checkbox"/> Donate to	
<input type="checkbox"/> Junk	

**C. Approval**

As requested by \_\_\_\_\_  
(Print or Type Name)

Requestor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's Approval \_\_\_\_\_ Date \_\_\_\_\_

CFO Approval \_\_\_\_\_ Date \_\_\_\_\_

<i>Purchasing Department Only</i>	
Trade-In or Sale Information	
If sold, amount and account no.	\$ _____ Account No. _____

Purchasing Department Authorization	Asset Sale Unsuccessful <input type="checkbox"/>
--	--

White & Yellow: Submit to Principal    Pink: To be returned to Purchasing Coordinator after approval    White: To be returned to Originator after approve

**REQUEST FOR APPROVAL  
TO  
LOAN DISTRICT ASSET**

Loan of surplus assets must be approved by the Principal. Please complete this form in its entirety and forward to the Business Office. Do not loan equipment until the request is approved and the white copy is returned.

**A. Description of Asset**

Description of Asset:	
Estimated Current Value:	
Method of Establishing Value:	
Reason for Loan:	
Loan Dates:	Beginning <span style="margin-left: 150px;">Ending</span>

**B. Person/Entity Receiving Loaned Asset**

Name of Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

**C. Approval**

As requested by: \_\_\_\_\_  
(Print or Type Names)

Requestor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Principal)

White & Yellow: Submit to Principal  
Pink: To be returned to Purchasing Coordinator after approval  
White: To be returned to Originator after approve



# Surplus Equipment Bid Form

Date \_\_\_\_\_ Printed Name \_\_\_\_\_

Street Address \_\_\_\_\_ City/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email: \_\_\_\_\_

Item#		Unit Bid Price	\$ _____
Item#		Unit Bid Price	\$ _____
Item#		Unit Bid Price	\$ _____
Item#		Unit Bid Price	\$ _____

(Please make a copy if you require additional bid lines).

The undersigned enters into the following agreements and understandings.

1. The property is offered on an “as is” basis.
2. Neither the Board of Education nor any representative of the District has made any warranties or representations or commitments of any kind that the property is in any particular condition or that the property is in a safe condition or that it is usable for any particular use.
3. The undersigned recognizes that the use of the property could result in an injury, and agrees the undersigned will not make any claim against the Board of Education or its employees or representatives resulting from an injury to the purchaser or any person using the property which has been purchased.

Name	Signature	Date
------	-----------	------

**Directions for Bid Form**

1. Submit this form in a **sealed** envelope by the date and time stated in the bid notice to the Purchasing Coordinator.
2. Accepted payment method is credit card, cash, or check.
3. Item must be paid for and removed by successful bidder **within seven days** of bid opening.
4. Successful bidder must sign the above statement of understanding.

## **POLICY 3552, REIMBURSEMENT OF BOARD OF EDUCATION MEMBER EXPENSES**

The Board may upon request and approval, reimburse its members for the necessary and actual expenses incurred by Board members attending the following meetings:

1. meetings sponsored by the State Board of Education or by the Regional Superintendent of Schools;
2. local, county or regional meetings and the annual meeting sponsored by any school board association complying with the provisions of Article 23 of the Illinois School Code; and
3. approved meetings sponsored by a national organization state or local organization in the field of public school education.

The Board may upon request and approval also reimburse Board members making authorized official business trips or meetings on behalf of the District for any costs for which the Board member is reimbursable under Illinois State law. Board members seeking reimbursement for authorized travel shall submit an itemized expense voucher with receipts showing the amount of actual expenses.

At the Board's option, funds may be advanced to Board members for anticipated actual and necessary expenses estimated in attending authorized business trips or meetings. After such official business trips or meetings, Board members receiving advances must account for used funds through the submission of an itemized expense voucher with receipts reflecting the amount of actual expenses and return funds for which there is no accounting.

Amended Date(s):	
Adopted Date:	August 27, 2009
Review Date:	
Law Reference:	Reference: 105 ILCS 5/10 - 22.32
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref.:	

## **POLICY 3600, ETHICS**

This policy has been adopted pursuant to the requirements of the State Officials and Employees Ethics Act. All terms contained within this Policy shall be interpreted consistent with the Act. Section I addresses prohibited political activity. Section II sets forth restrictions on the acceptance of gifts by members and employees of the Board of Education. Section III addresses the implementation of this Policy.

### **I. Prohibited Political Activities**

- A. Employees shall not intentionally perform any prohibited political activity during any compensated time (other than vacation, personal, or compensatory time off). Employees shall not intentionally misappropriate any District property or resources by engaging in any prohibited political activity for the benefit of any campaign for elective office or any political organization.
- B. At no time shall any member or employee intentionally misappropriate the services of any employee by requiring that employee to perform any prohibited political activity (i) as part of that employee's duties, (ii) as a condition of employment, or (iii) during any time off that is compensated by the Board (such as vacation, personal, or compensatory time off).
- C. An employee shall not be required at any time to participate in any prohibited political activity in consideration for that employee being awarded any additional compensation or employee benefit, in the form of a salary adjustment, bonus, compensatory time off, continued employment, or otherwise.
- D. An employee shall not be awarded any additional compensation or employee benefit, in the form of a salary adjustment, bonus, compensatory time off, continued employment, or otherwise, in consideration for the employee's participation in any prohibited political activity.
- E. Nothing in this section prohibits activities that are otherwise appropriate for an employee to engage in as a part of his or her official employment duties or activities that are undertaken by an employee on a voluntary basis as permitted by law.
- F. No person in a position that is subject to recognized merit principles of public employment shall be denied or deprived of Board employment or tenure solely because he or she is a member or an officer of a political committee, of a political party, or of a political organization or club.

For the purposes of this policy, “prohibited political activity” means:

1. Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.
2. Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.
3. Soliciting, planning the solicitation of, or preparing any document or report regarding any thing of value intended as a campaign contribution.
4. Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
5. Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
6. Assisting at the polls on election day on behalf of any political organization or candidate for elective office or for or against any referendum question.
7. Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.
8. Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.
9. Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.
10. Preparing or reviewing responses to candidate questionnaires in connection with a campaign for elective office or on behalf of a political organization for political purposes.
11. Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.

12. Campaigning for any elective office or for or against any referendum question.
13. Managing or working on a campaign for elective office or for or against any referendum question.
14. Serving as a delegate, alternate, or proxy to a political party convention.
15. Participating in any recount or challenge to the outcome of any election.

## II. Gift Ban

### A. Prohibition

Except as otherwise provided in this Policy, no member or employee shall intentionally solicit or accept any gift from any prohibited source or in violation of any federal or State statute, rule, or regulation. This ban applies to and includes the spouse of and immediate family living with the member or employee. No prohibited source shall intentionally offer or make a gift that violates this Policy.

For the purposes of this policy, “prohibited source” means any person or entity who:

1. is seeking official action (i) by the member or (ii) in the case of an employee, by the employee or by the member or other employee directing the employee;
2. does business or seeks to do business (i) with the member or (ii) in the case of an employee, with the employee or with a member or other employee directing the employee;
3. conducts activities regulated (i) by the member or (ii) in the case of an employee, by the employee or by a member or other employee directing the employee;
4. has interests that may be substantially affected by the performance or non-performance of the official duties of the member or employee; or
5. is registered or required to be registered with the Secretary of State under the Lobbyist Registration Act, except that an entity not otherwise a prohibited source does not become a prohibited source merely because a registered lobbyist is one of its members.

B. Exceptions

The restrictions set forth in the "Gift Ban" section of this Policy do not apply to the following:

1. Opportunities, benefits, and services that are available on the same conditions as for the general public.
2. Anything for which the member or employee pays the market value.
3. Any (i) contribution that is lawfully made under the Election Code, or (ii) activities associated with a fundraising event in support of a political organization or candidate.
4. Educational materials and missions.
5. Travel expenses for a meeting to discuss Board business that is not otherwise covered or reimbursed by the Board, when attendance at the meeting is approved by the Board or the Superintendent.
6. A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.
7. Anything provided by an individual on the basis of a personal friendship, unless the member or employee has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the member or employee and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the member or employee shall consider the circumstances under which the gift was offered, including:
  - a. the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals;
  - b. whether to the actual knowledge of the member or employee the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and

- c. whether to the actual knowledge of the member or employee the individual who gave the gift also at the same time gave the same or similar gifts to other members or employees.
- 8. Food or refreshments not exceeding \$75 per person in value on a single calendar day, provided that the food or refreshments are (i) consumed on the premises from which they were purchased or prepared, or (ii) catered.
- 9. Food, refreshments, lodging, transportation, and other benefits resulting from the outside business or employment activities (or outside activities that are not connected to the duties of the member or employee as an office holder or employee) of the member or employee, or the spouse of the member or employee, if the benefits have not been offered or enhanced because of the official position or employment of the member or employee, and are customarily provided to others in similar circumstances.
- 10. Any gift given to a member or employee of the Board by another member or employee of the Board, and any gift given to a member or employee of the Board by a member, officer, or employee of another State agency, federal agency or governmental entity.
- 11. Bequests, inheritances, and other transfers at death.
- 12. Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.

Each exception listed in this Section is mutually exclusive and independent of any other.

C. Disposition of Gift

A member or employee does not violate this Policy if the member or employee promptly takes reasonable action to return the prohibited gift to its source or gives the gift or an amount equal to its value to a charitable organization that is exempt from income taxation under Section 501(c)(3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered, or succeeded.

### III. Implementation

#### A. Procedures and Guidelines

1. The Superintendent, consistent with the terms and provisions of the Act and this Policy, shall prepare rules, procedures and guidelines for implementation of this Policy.
2. The Superintendent/Principal shall be responsible for disseminating this Policy and any implementing rules, procedures, and guidelines and making them available to all employees within ten (10) business days after its adoption. The Superintendent/Principal is also responsible for making all new employees and board members aware of this Policy and its implementing rules, procedures and guidelines on or at the time of the assumption of their positions.

#### B. Ethics Advisor

The Board may appoint an Ethics Advisor for the School District. The Ethics Advisor shall provide guidance to members and employees concerning the interpretation of, and compliance with, this Policy. If no Ethics Advisor is appointed, the regularly retained attorney of the School District shall serve as the Ethics Advisor.

#### C. Filing of Complaints

Complaints regarding the violation of this policy shall be filed with the Superintendent/Principal or the Board President pursuant to the rules, procedures and guidelines established by the Superintendent. Properly filed complaints shall be reviewed in accordance with the procedures established by the Superintendent. Such procedures may allow the Board itself to determine whether a violation has occurred or allow for the appointment of a three person Ethics Commission to review complaints.

If it is determined that a violation has occurred, the Board may impose a penalty consistent with State law and this Policy and as deemed appropriate under a totality of the circumstances.



Amended Date(s):	June 24, 2004
Adopted Date:	October 28, 1999
Review Date:	
Law Reference:	5 ILCS 430/5-10, 5 ILCS 430/10-10, 5 ILCS 430/10-15, 5 ILCS 430/70-5
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref.:	

## **POLICY 3610, AUTOMATED EXTERNAL DEFIBRILLATOR USE**

The Board of Education shall provide automated external defibrillators (AED) in designated areas of the building for use in emergency situations. Further, in accordance with the requirements of the Physical Fitness Medical Emergency Act and the Automated External Defibrillator Act, the Superintendent (or his/her designee) shall establish procedures for responding to emergencies that may occur at the facility, as well as procedures for the use and maintenance of the District AED's.

Amended Date(s):	January 28, 2010; September 25, 2008
Adopted Date:	May 26, 2005
Review Date:	
Law Reference:	Automated External Defibrillator Act, 410 ILCS 4/1 et seq. Physical Fitness Facility Medical Emergency Preparedness Act, P.A. 93-0910
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref.:	

# **PROCEDURES FOR PUBLIC ACCESS DEFIBRILLATION PROGRAM, POLICY 3610**

## **I. Background**

Consistent with the District's policy on Automated External Defibrillators (AEDs) and for the health and wellness of the District's staff, students, parents and visitors, Oak Park and River Forest High School hereby institutes procedures for a Public Access Defibrillation (PAD) program. AEDs are being provided through the PAD program for the treatment of Sudden Cardiac Arrest (SCA) on District property.

The PDA program stems from studies showing that successful early defibrillation programs can ensure delivery of defibrillation therapy during the first critical few minutes of SCA and that surviving SCA is largely dependent on how quickly the victim is defibrillated. These studies indicate that use of AEDs in providing a first shock delivery, by trained laypersons, within 3 to 4 minutes of SCA can save lives.

In light of the District's at-risk population, which includes staff, students, parents and visitors with known and undiagnosed cardiac disease, students participating in physical education and athletics, and aging adults, the PDA program has the real potential to save lives.

The procedures set forth herein have been developed consistent with the Illinois Automated External Defibrillator Act, 410 ILCS 4/1 *et seq.*, rules and regulations promulgated by the Illinois Department of Public Health in accordance with said Act, 77 Ill. Adm. Code 525.100 *et seq.*, the School Board's AED policy and the procedures developed with the Oak Park Fire Department. These procedures are intended to govern the use of AEDs and provide appropriate AED training for District personnel, and they are designed to govern the use of AEDs during normal business/school hours. The procedures establish reasonable measures, protocols, and procedures to ensure that AEDs are used only by trained AED users, maintained and tested according to manufacture guidelines and registered with the local EMS System. While the District assumes no responsibility for the use of an AED by non-District personnel, these procedures are not intended to prohibit someone properly trained in the use of an AED from using a District AED in an emergency situation.

## **II. Use, Number and Location of AEDs**

AEDs may be used in medical emergencies by trained responders (as defined in Section III) and shall be used in accordance with the guidelines taught to trained responders during their training. Use of an AED should coincide with a request for an ambulance via the 911 system. Any person, whether a District trained responder or not, who uses a

District AED shall report the incident to the School Nurse, (or his/her designee), as soon as practicable after the use and shall assist the School Nurse in complying with the reporting requirements contained in Section V.

The District shall initially install five (5) AEDs. Additional AEDs may be acquired as needed. The initial AEDs shall be distributed within the District as set forth below, and the distribution of any subsequently acquired AEDs or the relocation of an existing AED shall be determined by the Superintendent (or his/her designee), with the advice of the Committee (as defined in Section VI).

- OUTSIDE: Stadium—East Entrance
  
- 1<sup>st</sup> Floor: Corridor Outside of East Pool  
West Pool Deck  
Trainer’s Office in Field House—2 units which are portable for use by the trainers  
Field House Corridor North Wall  
Adjacent to Ticket Booth in Student Center  
XP Entrance to the Building-Northwest Entrance #8
  
- 2<sup>nd</sup> Floor: Adaptive Gym Corridor  
Outside of Health Services Office—Room 234
  
- 3<sup>rd</sup> Floor: 3 East Dance Studio Area  
Outside of 3<sup>rd</sup> Floor Library Entrance
  
- 4<sup>th</sup> Floor: Adjacent to the Southeast Stairway-Stairway #5

The Superintendent, (or his/her designee), in consultation with the manufacturers of the AEDs and the Committee, shall determine the placement of the AEDs, so as to maximize availability to all areas of a building and to minimize defibrillation response time. The initial five (5) AEDs shall be installed at the locations set forth in Exhibit A. As new AEDs are acquired and installed or existing AEDs relocated, Exhibit A shall be timely amended to reflect the new AED locations. Failure to so amend Exhibit A shall not in any way invalidate or limit these procedures. AEDs shall be stored as to be highly visible and otherwise compliant with the manufacturer’s guideline and relevant law. Each AED shall be stored in a wall cabinet with an alarm system sufficient to indicate device removal, and each cabinet shall be stocked with the customary supplies necessary (i) to assist a trained responder in placement for maximum contact and (ii) to provide universal precaution for the trained responder.

III. Trained Responders

The District shall have trained responders. A person shall be deemed a trained responder once the person has successfully completed the American Heart Association Heartsavers course taught by the Oak Park Fire Department or upon the approval of the Committee, such similar, State-sanctioned course that may be offered by the Fire Department or other authorized entity. The School Nurse shall devise a plan for training Health Service personnel, Physical Education teachers, coaches, athletic trainers, Buildings and Grounds personnel, Safety and Support Team personnel, and other District employees as appropriate.

The Office of Human Resources shall ensure that all trained responders are provided with timely opportunities for re-certification as required by the Illinois Department of Public Health's Automated External Defibrillator Code. Currently re-certification is required every two years.

IV. Maintenance of AEDs

The School Nurse and/or an employee of Buildings and Grounds shall conduct regular checks of the equipment and supplies of each AED. The Business Office shall contract with the manufacturer for annual maintenance of each AED. All documentation related to the maintenance and testing of the AEDs shall be maintained by the School Nurse at designated locations. At a minimum, the documentation shall include the date and type of maintenance/testing and the signature of the person performing the maintenance/testing.

The PAD program shall be registered with Loyola University Medical Center. The School Nurse shall serve as the District's liaison to the Oak Park Fire Department. The District shall provide the Oak Park Fire Department's Deputy Chief (i) a list of trained users at each site, (ii) a copy of the manufacturer's guidelines for the maintenance and training and documentation confirming that these guidelines are being met and (iii) any other information required by law. The District shall ensure that the Deputy Fire Chief has the most recent contact information for all relevant District personnel.

V. Reporting of Use

The District shall notify, by either fax or mail, the Oak Park Fire Department's Deputy Chief as soon as practicable, but in no event later than the end of the month in which the use of an AED occurred, of any event, incident or situation that results in the use of an AED, and the District shall comply with all reasonable, follow-up procedures established by the Oak Park Fire Department. In so notifying the Oak Park Fire Department, the District shall provide the following information related to each use of an AED:

- A. date and time of the incident;
- B. name of the person who determined a patient's unresponsiveness;

- C. time that 911 was called;
- D. initial heart rhythm;
- E. number of times a patient was defibrillated;
- F. name of the person who was defibrillated the patient; and
- G. final rhythm at the time or arrival of the first response vehicle:
  - 1. breathing, Yes or No; and
  - 2. pulse, Yes or No.

The School Nurses shall conduct a critical incident debriefing session, to the extent practicable, within one week of any event, incident, or situation that results in the use of an AED for all trained responders.

#### VI. Committee

The District shall establish and maintain a committee, comprised of both building and department/division representatives. The committee shall be known as the Oak Park and River Forest High School District 200 CPR/AED Committee, and it shall have the following responsibilities:

- A. to review, at least annually, the District's PAD program procedures;
- B. to review, as needed, the sufficiency and placement of AEDs;
- C. to identify, on an annual basis, all staff to be certified or re-certified and, in consultation with the School Nurses schedule the placement of certification classes on the school calendar; and
- D. prepare an annual report for the School Board on the PAD program.

The Committee shall consist of seven members appointed by the Superintendent, and shall include the School Nurse, the Athletic Director (or his/her designee), the Physical Education Division Head, and one member from Safety and Support Team, Buildings and Grounds, Faculty Senate, and the Classified Personnel Association. The School Nurse will serve as the chair of the Committee.

Exhibit A

AEDs shall be placed at the following locations:

OUTSIDE: Stadium—East Entrance

1<sup>st</sup> Floor: Corridor Outside of East Pool  
West Pool Deck  
Trainer's Office in Field House—2 units which are portable for use by the trainers  
Field House Corridor North Wall  
Adjacent to Ticket Booth in Student Center  
XP Entrance to the Building-Northwest Entrance #8

2<sup>nd</sup> Floor: Adaptive Gym Corridor  
Outside of Health Services Office—Room 234

3<sup>rd</sup> Floor: 3 East Dance Studio Area  
Outside of 3<sup>rd</sup> Floor Library Entrance

4<sup>th</sup> Floor: Adjacent to the Southeast Stairway-Stairway #5

## **POLICY 3700, WELLNESS**

Oak Park and River Forest High School (O.P.R.F.H.S.) believes that an authentic educational experience places equal emphasis on the body as well as the mind. We must care as intimately about the physical wellness of all members of our school community as we do about the intellectual preparedness we provide our students in the classroom.

As parents, Board members, administrators, and teachers, we strive to provide students with the knowledge and critical-thinking skills to make intelligent choices concerning their health. We also strive to provide everyone in our school building with numerous opportunities to maintain an active and healthy lifestyle. To this end and in accordance with Section 204 of the Child Nutrition and WIC Reauthorization Act of 2004, we look to the following specific goals to guide us:

### Nutrition Education

- The school will raise awareness among students about the nutritional value of all food and beverages
- The school will ensure that students understand how to make healthy eating choices and how healthy eating is an essential part of a personal wellness plan
- The school will give students the evaluative tools to analyze critically the ways in which foods are marketed to them
- The school will provide ongoing professional development and curricular support for the implementation of nutrition education across the curriculum
- The school will strive to integrate its approach vertically with elementary and middle feeder schools
- The school will share its approach to nutrition education with the broader Oak Park and River Forest communities and solicit their support and resources

### Physical Activity

- The school will ensure that all students participate in daily physical education classes throughout their four years at O.P.R.F.H.S., except as permitted by *The School Code of Illinois*.



- The school will ensure that physical education promotes lifelong habits of physical activity as well as an understanding of how daily exercise is an essential part of a personal wellness plan
- The school will offer a variety of extracurricular opportunities that will encourage students to be physically active on a regular basis
- The school will promote and support forms of transportation to and from campus – such as walking and biking – that encourage physical activity

#### Nutrition of Food Available in Building

- The school will serve only food and beverages that have significant nutritional value and that meets or exceeds, where appropriate, the current Dietary Guidelines for Americans and Food Guidance System published jointly by the U.S. Department of Health and Human Services and the Department of Agriculture.
- The school will strive to provide food and beverages that are not only nutritious but appealing and affordable and that accommodate the religious, ethnic and cultural diversity of the student body.
- The school will maintain consistent guidelines for all food that is available in the building – whether it is located in the cafeteria, vending machines or distributed as part of a fundraising or curricular activity.
- The school will make every effort, when available and affordable, to choose locally-grown and organic foods and beverages.
- The school will provide a clean, safe and pleasant setting and adequate time for students to eat.

Amended Date(s):  
Adopted Date: June 22, 2006  
Review Date:  
Law Reference: Child Nutrition and WIC Reauthorization Act of 2004, PL 108-265, Sec. 204.  
Child Nutrition Act of 1966, 42 U.S.C. §1771 et seq.  
National School Lunch Act, 42 U.S.C. §1758.  
42 U.S.C. §1779, as implemented by 7 C.F.R. §210.11.  
105 ILCS 5/2-3.137.  
23 Ill. Admin. Code Part 305, Food Program.  
Related Policies:  
Related Instructions  
And Guidelines:  
Cross Ref.:

## **POLICY 3800, HAZARDOUS MATERIALS POLICY**

### Hazardous Materials

The Superintendent (or his/her designee) will take all reasonable measures to protect the safety of District personnel, students, and visitors on District premises and in its facilities and buildings from risks associated with hazardous materials, including but not limited to pesticides and infectious materials in accordance with administrative procedures. District staff shall substitute non-hazardous material for hazardous substances whenever possible and minimize the quantity of hazardous substances stored in school facilities. Pesticides shall be used only in extreme circumstances.

### Compliance with Acts

The District shall comply with the requirements of the Lawn Care Products Application and Notice Act (415 ILCS 65/1 *et seq.*) and the Structural Pest Control Act (225 ILCS 235/1 *et seq.*). The Superintendent (or his/her designee) shall be responsible for compliance with the requirements of these Acts.

Amended Date(s):	
Adopted Date:	December 17, 2009
Review Date:	
Law Reference:	29 C.F.R. Part 1910.1030, as adopted by the Illinois Department of Labor, 56 Ill.Admin.Code §350.280. 105 ILCS 135/1 <u>et seq.</u> 225 ILCS 235/1 <u>et seq.</u> , Structural Pest Control Act. 415 ILCS 65/3, Lawn Care Products Application and Notice Act. 820 ILCS 255/1 <u>et seq.</u> 23 Ill.Admin.Code §1.330.
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref.:	

### **Policy 3800, Hazardous and Infectious Materials Administrative Procedures**

A hazardous and/or infectious material is any substance, or mixture of substances, that constitutes a fire, explosive, reactive, or health hazard. The following are examples of such materials:

- Any item contained in the definition of “toxic substance” in the Toxic Substances Disclosure to Employees Act as well as those listed in Illinois Department of Labor regulations
- An item or surface that has the presence of, or may reasonably be anticipated to have the presence of, blood or other bodily fluids
- Non-building related asbestos materials
- Lead and lead compounds (included in school supplies, i.e., art supplies, ceramic glazes)
- Compressed gases (natural gas); and explosive (hydrogen), poisonous (chlorine), or toxic gases (including exhaust gases such as carbon monoxide)
- Solvents (gasoline, turpentine, mineral spirits, alcohol, carbon tetrachloride)
- Liquids, compounds, solids or other hazardous chemicals that might be toxic, poisonous, or cause serious bodily injury
- Materials required to be labeled by the Department of Agriculture or the EPA (pesticides, algacide, rodenticide, bactericides)
- Regulated underground storage tank hazardous materials (including diesel fuel, regular and unleaded gasoline, oil (both new and used), and propylene glycol)

The Director of Buildings and Grounds (or his/her designee) shall supervise compliance with State and federal law, including the Toxic Substances Disclosure to Employees Act (820 ILCS 255/1 et seq.), and shall:

1. Maintain a perpetual inventory of hazardous materials.
2. Make available inventory lists to the appropriate police, fire, and emergency service agencies.
3. Compile Material Safety Data Sheets (MSDS) for each toxic substance used, produced, or stored to which an employee may be exposed, and distribute them as appropriate. Update the data sheets when necessary.
4. Submit to the Director of the Illinois Department of Labor, as required, an alphabetized list of substances, compounds, or mixtures for which the District has acquired a MSDS.
5. Make available MSDS to all persons requesting the information.
6. Store hazardous or toxic materials in compliance with local, State, and federal law. Storage containers must be labeled with the chemical name and appropriate warning hazards and stored in a location that limits the risk presented by the materials. Containers must be stored in a limited-access area.
7. Transport hazardous materials in a manner that poses the least possible risk to persons and the environment and that is in compliance with local, State, and federal law.

8. Classify hazardous materials as current inventory, waste, excess, or surplus. Dispose of hazardous materials in accordance with local, State, and federal law.
9. Post information regarding employee rights under the Act on employee bulletin boards throughout the District.
10. Provide an education and in-service training program with respect to all toxic substances to which employees are routinely exposed in the course of employment.

#### Pesticide Application

The Director of Buildings and Grounds (or his/her designee) shall provide an annual schedule of pesticide application to the supervisor of each District building. The supervisor of each District building shall notify students and their parents/guardians and employees in their building, at least 2 business days before a pesticide application in or on school buildings or grounds. <sup>1</sup> The notification must: (1) be written and may be included in newsletters, bulletins, calendars, or other correspondence currently being published, (2) identify the intended date of the application, and (3) state the name and telephone contact number for the school personnel responsible for the pesticide program. An exception to this notification is permitted if there is an imminent threat to health or property, in which case the Structural Pest Control Act (225 ILCS 235/10.3) or the Lawn Care Products Application and Notice Act (415 ILCS 65/3), whichever is applicable, shall control.

The Director of Buildings and Grounds is responsible for compliance with the requirements in the Structural Pest Control Act (225 ILCS 235/1 et seq.) regarding an integrated pest management program.

*Applicable if the Superintendent (or his/her designee) determines that an integrated pest management program is economically feasible:*

The Director of Buildings and Grounds (or his/her designee) or designee shall: (1) develop and implement a program incorporating the Department of Public Health guidelines; (2) notify the Department, on forms provided by the Department, that a program is being implemented; (3) repeat the notification every 5 years after the initial notification; and (4) keep copies of all notifications and all written integrated pest management program plans.

*Applicable if the Superintendent (or his/her designee) determines that adopting an integrated pest management program is not economically feasible because such adoption would result in an increase in pest control costs:*

The Director of Buildings and Grounds (or his/her designee) shall: (1) notify the Department, on forms provided by the Department, that the development and implementation of an integrated pest management program is not

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<sup>1</sup> Such notice is required before pesticide application: (1) on school grounds other than school structures by 415 ILCS 65/3, and (2) on school structures by 225 ILCS 235/10.3, as amended by P.A. 95-786. This procedure does not distinguish between property and grounds and will thus serve to comply with both laws. The district may alternatively maintain a registry of parents/guardians and employees requesting written notification of pesticide application and notify only those people in the registry.

economically feasible; (2) include in the notification the projected pest control costs for the term of the pest control program and projected costs for implementing a program for that same time period; (3) repeat this notification every 5 years after the initial notification until a program is developed and implemented; and (4) attend a training course, approved by the Department, on integrated pest management and repeat attendance every 5 years thereafter until a program is developed and implemented in the District's schools.

The Director of Buildings and Grounds (or his/her designee) shall maintain copies of all notifications that are required by the Structural Pest Control Act and provide the Principal (or his/her designee) sufficient information to allow him/her/them to inform all parents/guardians and school employees at least once each school year that the District has met its notification requirements.

#### Training and Necessary Equipment

The Principal and noncertificated staff supervisor shall ensure that all staff members under his or her supervision receive training on the safe handling and use of hazardous materials.<sup>2</sup> Emergency response and evacuation plans must be a part of the training.

Before an employee is given an assignment where contact with blood or bodily fluids or other hazardous material is likely, the employee must be provided the necessary training, including training in the universal precautions and other infection control measures to prevent the transmission of communicable diseases and/or to reduce potential health hazards.<sup>3</sup> The appropriate supervisor shall maintain an attendance record of an employee's participation in the training.

#### Substitute Non-Hazardous Materials

District staff shall substitute non-hazardous material for hazardous substances whenever possible and minimize the quantity of hazardous substances stored in school facilities. No art or craft material containing a toxic substance shall be ordered or purchased for use through grade 6; material containing toxic substances may be used in grades 7 through 12 only if properly labeled according to State law.<sup>4</sup>

#### Infectious Materials

The Buildings and Grounds Supervisor shall prepare and distribute to all employees an Occupational Exposure Control Plan to eliminate or minimize occupational exposure to potentially infectious materials.<sup>5</sup> The Plan shall comply with the Bloodborne Pathogens

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<sup>2</sup> 105 ILCS 5/10-20.17a.

<sup>3</sup> Required by 23 Ill.Admin.Code §1.330.

<sup>4</sup> 105 ILCS 135/1 *et seq.*

<sup>5</sup> The federal regulatory agency administering the Occupational Safety and Health Act (OSHA) issued Bloodborne Pathogens Standards (29 C.F.R. Part 1910.1030) that were adopted by the Illinois Department of Labor (56 Ill.Admin.Code §350.280). The Standards were developed to reduce the risk of occupational exposure to bloodborne pathogens. According to the Standards, "occupational exposure" means reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties. The Standards require employers to institute a written Exposure Control Plan containing the elements in the sample procedures.

Standards adopted by State and federal regulatory agencies and an updated copy given to the Superintendent annually. The Plan shall address the following issues:

1. Exposure determination. Positions that do not subject the employee to occupational exposure are exempt from the Plan and the Standards generally.
2. Implementation schedule specifying how and when risks are to be reduced. The Standards are very specific on risks reduction, e.g., Universal Precautions must be followed; engineering and work practice controls are specified (hand washing, restricted food areas); personal protection equipment must be provided; housekeeping requirements are specified (regulated waste disposal and laundry); vaccination requirements (all employees who have occupational exposure must be offered, at employer expense, the hepatitis B vaccine and vaccination series); communication of hazards to employees through labeling and training; and recordkeeping.
3. Process for ensuring that all medical evaluations and procedures, including the hepatitis B vaccine and vaccination series and post-exposure evaluation and follow-up, are available as required by law.
4. Procedures for evaluating an exposure incident.

#### Emergency Response Plan

The Principal shall ensure that proper procedures for the cleanup of potentially hazardous material spills are followed including the following:

1. A building custodian is responsible for the actual cleanup,
2. Personal protective equipment, chemical neutralization kits, and absorbent material are available in the building at all times, and
3. Spill residue is placed in containers designated for such purpose and disposed of in compliance with local, State, and federal law.

#### Evacuation 6

The Principal shall ensure that evacuation rules are posted in each room and that they are discussed with each class using the room during the first days of the school year. The rules indicate the primary and alternate exits and the evacuation area to which students should proceed upon leaving the building.

The Principal shall conduct evacuation drills according to School Safety Drill Act.

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<sup>6</sup> See 105 ILCS 128, School Safety Drill Act.

## **POLICY 3810, GREEN CLEANING POLICY**

It is the goal of the Board of Education to maintain a healthy learning environment for the District's students, staff, and visitors. Consistent with this goal and the requirements of the Illinois Green Cleaning Schools Act, all in-house and contract cleaning of the District's school facilities will adhere to the following green cleaning guidelines.

### Green Cleaning Guidelines

All bathroom, carpet, general purpose and hard floor surface, glass, window, mirror and hand cleaners purchased after the adoption of this Policy shall be: (i) certified by Green Seal or the Environmental Choice EcoLogo Program; (ii) recognized by the U.S. Environmental Protection Agency Design for the Environment Formulator Program; or (iii) "pre-qualified" or "alternatively qualified" by the Illinois Green Government Coordinating Council. When available, concentrated versions of chemical products will be used in lieu of ready-to-use versions.

Paper products used for cleaning shall comply with the U.S. Environmental Protection Agency's Comprehensive Procurement Guidelines for Commercial and Industrial Sanitary Tissue.

When possible, the District will consider environmental performance and impact and/or consult the Illinois Green Governmental Coordinating Council's recommendations when making decisions to purchase cleaning supplies other than those listed above.

All school cleaning supplies shall be used as intended by the manufacturer and/or applicable certification body.

### Definitions

For purposes of this policy, the following definitions of the Illinois Green Government Coordinating Council's (IGGCC) Guidelines and Specifications, required under the Illinois Green Cleaning Schools Act, apply:

Bathroom Cleaners: Products used to clean hard surfaces in a bathroom, such as counters, walls, floors, fixtures, basins, tubs or tile.

Carpet Cleaners: Products used to eliminate dirt and stains on rugs and carpeting.

General Purpose and Hard Floor Surface Cleaners: Products used in routine cleaning of hard surfaces, including impervious flooring such as concrete or tile. This category does not include products intended primarily to strip, polish or wax floors, and it does not include cleaners intended primarily for cleaning toilet bowls, dishes, laundry, upholstery or wood.



Glass Window and Mirror Cleaners: Products used to clean glass, windows, mirrors or metallic or polished surfaces.

Hand Cleaners: Products used for routine, non-specialized hand cleaning.

Paper Products: Paper towels or other paper used for cleaning. This does not include toilet paper, facial tissue, or paper towels used for drying hands.

Amended Date(s):	
Adopted Date:	December 17, 2009
Review Date:	
Law Reference:	Illinois Green Cleaning Schools Act, 105 ILCS 140/1 <i>et seq.</i> IGGCC Guidelines and Specifications for the Green Cleaning Schools Act
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref.:	

## **POLICY 3820, ENERGY MANAGEMENT**

The District shall participate in energy conservation programs approved by the School Board. Energy management is necessary in order for the District to: minimize the impact energy cost increases will have on the budget, maintain a reliable supply of energy to meet the functional needs of the District, and ensure that energy is used efficiently.

A strong commitment on the part of the Board and the Administration is important to an effective energy management program. It shall be the responsibility of each District employee and student to actively participate in conservation efforts in order to reduce consumption to levels prescribed by state, federal and local rules.

The Director of Buildings and Grounds/designee shall implement, direct, monitor, evaluate and report District energy conservation efforts to the Board.

Amended Date(s):	
Adopted Date:	March 24, 2011
Review Date:	
Law Reference:	IBC 101.4.7
Related Policies:	2009 International Energy Conservation Code.
Related Instructions.	
And Guidelines:	Energy Policy Act.
Cross Ref.:	The School Code of Illinois
Revised:	

## **ENERGY MANAGEMENT PROCEDURES**

All operations of District facilities shall be governed by the following and participation is mandatory for all staff and students of Oak Park and River Forest High School District 200.

### **A. Lighting**

1. All lights will be turned off in any area which will be unoccupied for a period in excess of fifteen (15) minutes except in corridors, stairwells and at exits as required by code.
2. During design and relamping projects, consideration should be given to provide lighting within the following range:
  - a. Classrooms and offices 45-50 foot-candles (fc) but not less than 30 fc
  - b. Corridors 20 fc but not less than 10 fc
  - c. Storage Not less than 10 fc
  - d. Gyms 55 – 95 fc but not less than 30 fc
3. Natural lighting shall be used where possible to attain lighting levels within the above ranges. For cleaning during off hours and in the morning when the building is being opened, the custodial staff shall only turn on lighting where needed. Building should be fully illuminated no more than 45 minutes before the normally scheduled arrival time for teaching and administrative staff. Old building lights will be turned off at 4:30pm Mon-Fri except on days when School is not in session or deemed necessary by the Director of Buildings and Grounds. Student Center and South Hall lights will remain on until 8:00pm Mon-Fri except for prior from the Director of Buildings and Grounds.

### **B. Temperature Control**

1. For the heating season, which generally runs from October 15 through May 15, temperatures in classrooms and offices will be maintained at a 68° set point in occupied mode and at 55° in unoccupied mode.
2. In those facilities that are air conditioned, a 76° occupied set point with an 82° unoccupied set point will be maintained during the cooling season, which generally runs from May 15<sup>th</sup> to October 15<sup>th</sup>.
3. The cooling systems in auditoriums shall maintain a 74° occupied set point.
4. Locker rooms shall maintain a 72° occupied set point during the heating season.
5. Non-classroom warehouse and garage facilities, when unoccupied by personnel, will be maintained at 55° during the heating season.
6. Special consideration will be given to certain daycare and special education classrooms where possible.
7. Personnel will not obstruct ventilation ducts or return grilles with books, charts, furniture or plants.
8. All windows and doors must be kept closed during the heating season or when air conditioning units are in operation.
9. Entrances and exits to all buildings shall be limited in their use when possible to minimize heat loss.

10. Broken windows, doors, non-functioning door closers, missing or damaged weather stripping, etc., shall be reported to the Building and Grounds office in a timely manner.
11. Unauthorized personnel or students found tampering (e.g., placing ice or wet towels on thermostats) with temperature regulating devices, such as thermostats or valves, will be provided guidance regarding compliance.
12. Portable space heaters or air conditioners of any kind are banned from use within District facilities, except where provided by Buildings and Grounds.
13. Employees and students are encouraged to wear sweaters, sweatshirts or similar clothing during the heating season.

C. Scheduling

1. Small group activities will not be scheduled in large areas such as auditoriums and gymnasiums. Use of such areas will be coordinated with the maintenance staff to enable reduced lighting and heating during periods of non-use.
2. At the end of the school or office day, all windows shall be closed, the blinds or shades drawn to approximately  $\frac{3}{4}$  the distance from the top of the window to the windowsill, and the lights turned off. Cleaning staff will turn lights on only for the period when a specific area is being cleaned. On windows with a western exposure, the blinds should be adjusted to allow the sun to warm building during heating season or to block out the sun during cooling season where appropriate.
3. The District shall encourage coordinating facility usage with available heating and air conditioning units that serve the area to be used in order to reduce energy usage.

D. Other

1. The domestic hot water temperature set point will be 120°. Food Services operations requiring higher temperature levels by code shall use booster units or dedicated water heaters when possible.
2. Pools shall be kept at a temperature of no less than 80°, but no warmer than 82°, consistent with the recommendation of the National Federation of State High School Association for school pools.
3. Office Equipment – shut off copiers that do not have power saving options, laminators, etc., at the end of the day. Computers should utilize energy savings options within the operating system.
4. The use of personal appliances in classrooms, such as free standing lamps, electric coffee makers, microwaves, refrigerators, toaster ovens, pizza makers and /or other cooking or refrigeration appliances will not be allowed. The use of small fans, radios and desk lamps is allowed, but should be turned off when not in use.
5. Request for exemptions and hot and cold complaints must be addressed in work order form to the Director of Buildings and Grounds, at which time he/she will investigate the complaint or request for exemption. If the issue cannot be resolved while adhering to the energy policy, the Director of Buildings and Grounds shall make the determination as to what action, if any, will be taken. The Buildings and Grounds Department reserves the right to adjust set points up

or down in a given area to provide the best overall performance of the HVAC system.

6. Vending Machines – Only energy efficient vending machines will be allowed within the District.
7. The District will continue to explore new energy savings technology in heating, air conditioning and lighting controls.

## **POLICY 3900, FREEDOM OF INFORMATION ACT**

### Access to the District's Public Records

Full access to the District's *public records* is available to any person as provided in the Illinois Freedom of Information Act (FOIA), this policy, and implementing procedures.

The District's "public records" are those records and documents, regardless of physical or electronic form, pertaining to the transaction of public business and as further defined by law, including the Illinois Freedom of Information Act ("FOIA"), and the District's FOIA Administrative Procedures. The District shall maintain and make available for inspection a reasonably current list of the types and categories of records under its control, as well as those documents that are immediately available upon request.

### Freedom of Information Officer

The Clerk of the Board shall serve as the District's Freedom of Information Officer and assumes all the duties and powers of that office as provided in FOIA and this policy. The Superintendent may delegate these duties and powers to one or more designees but the delegation shall not relieve the Superintendent of the responsibility for the action that was delegated. The Superintendent or designee(s) shall report any FOIA requests and the status of the District's response to the Board at each regular Board meeting.

The District shall respond to all written requests for public records as set forth in this Policy and the District's FOIA Administrative Procedures. The Superintendent shall designate one or more employees as the District's Freedom of Information Officer ("FOIA Officer") to receive FOIA requests, coordinate review of the relevant information, and respond on behalf of the District in a timely manner. Each FOIA Officer shall successfully complete the required training through the Public Access Counselor's office of the Attorney General on a timely basis.

### Requesting Records

A request for inspection and/or copies of public records must be made in writing and may be submitted by personal delivery, mail, telefax, or email directed to the District's Freedom of Information Officer. Individuals making a request are not required to state a reason for the request other than to identify when the request is for a commercial purpose or when requesting a fee waiver. All requests for inspection and copying shall immediately be forwarded to the District's Freedom of Information Officer or designee.

### Responding to Requests

The Freedom of Information Officer shall approve all requests for public records unless:

1. The requested material does not exist;
2. The requested material is exempt from inspection and copying by the Freedom of Information Act; or
3. Complying with the request would be unduly burdensome.

Within 5 business days after receipt of a request for access to a public record, the Freedom of Information Officer shall comply with or deny the request, unless the time for response is extended as specified in Section 3 of FOIA. The Freedom of Information Officer may extend the time for a response for up to 5 business days from the original due date. If an extension is needed, the Freedom of Information Officer shall: (1) notify the person making the request of the reason for the delay extension, and (2) either inform the person of the date on which a response will be made or agree with the person in writing on a compliance period.

Notwithstanding the above, the Freedom of Information Officer shall respond to requests for *commercial purposes* and to *recurrent requesters* (as those terms are defined in Section 2 of FOIA) according to Sections 3.1 and 3.2 of FOIA

When responding to a request for a record containing both exempt and non-exempt material, the Freedom of Information Officer shall redact exempt material from the record before complying with the request.

Requests are expected to specify with reasonable particularity which public records are sought to avoid inefficient use of staff time in retrieving and preparing records for inspection. Repeated requests from the same person for the same records that are unchanged or identical to records previously provided or properly denied under FOIA are deemed unduly burdensome and may be denied. If a request is for a commercial purpose, as defined in FOIA and the District's FOIA Administrative Procedures, the requester is expected to disclose that in his or her initial written request. It is a violation of FOIA for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if requested to do so by the District.

#### Copying Fees

Persons making a request for copies of public records must pay any applicable copying fee. The Freedom of Information Officer shall, as needed, recommend a copying fee schedule for the Board's approval. Copying fees, except when fixed by statute, are reasonably calculated to reimburse the District's actual cost for reproducing and certifying public records and for the use, by any person, of its equipment to copy records. No copying fee shall be charged for the first 50 pages of black and white, letter or legal sized copies. No copying fee shall be charged for electronic copies other than the actual cost of the recording medium.

#### Fees for Responding to a Request for a Commercial

In addition to copying fees, persons making a request for a *commercial purpose*, as defined in FOIA, must pay a fee of \$10 for each hour spent by personnel in searching for and retrieving the record. However, no fees shall be charged for the first 8 hours spent by personnel in searching for or retrieving a requested record. The District also charges the actual cost of retrieving and transporting public records from an off-site storage facility when the public records are maintained by a third-party storage facility under contract with the District. Whenever the District charges any fees to a requester making a commercial request, the Freedom of

Information Officer shall provide the requester with an accounting of all fees, costs, and personnel hours in connection with the request for public records.

The Board periodically shall set fees for reproducing public records in accordance with FOIA. Such fees shall be set forth in the FOIA Administrative Procedures.

Access

The inspection and copying of a public record that is the subject of an approved access request is permitted at the District's administrative office during regular business hours, unless other arrangements are made by the Freedom of Information Officer.

Many public records are immediately available from the District's website including, but not limited to, a description of the District and the methods for requesting a public record.

In the event that a written request for access to District public records is denied, in whole or in part, the FOIA Officer shall provide the individual making the request with a written statement of the reasons for the denial and notice of the right to appeal the decision to the Public Access Counselor's office of the Attorney General and the right to judicial review.

The School Board President, FOIA Officer, Superintendent or designee shall report to the Board of Education at each regular meeting any FOIA requests as well as the status of the response(s).

The Superintendent is authorized to develop Administrative Procedures to implement this Policy. The Superintendent and FOIA Officers shall implement this Policy in accordance with the District's FOIA Administrative Procedures and all applicable law.

Amended Date(s):	December 21, 2011
Adopted Date:	January 28, 2010
Review Date:	
Law Reference:	5 ILCS 140/, Illinois Freedom of Information Act. 105 ILCS 5/10-16 and 5/24A-7.1. 820 ILCS 40/11. 820 ILCS 130/5
Related Policies:	
Related Instructions And Guidelines	
Cross Ref.:	2:140 (Communications To and From the Board), 5:150 (Personnel Records), 7:340 (Student Records)



## **POLICY 3910, IDENTITY PROTECTION**

This policy is enacted in compliance with the Illinois Identity Protection Act, 5 ILCS 179/1 et seq. (the "Act"), which requires all local government agencies to draft and approve an identity-protection policy.

The Board of Education of the Oak Park and River Forest High School District hereby adopts the following policy, in conformance with the provisions of said Act:

1. All employees who have access to social security numbers or birth certificates in the course of performing their duties shall be required to attend training on the protection of confidential or personally identifiable information. The training will include instructions on the proper handling of information that contains social security numbers or birth certificates from the time of collection through the destruction of the information.
2. Only employees who are required to use or handle birth certificates, information or documents that may contain social security numbers or birth certificates may access such information or documents.
3. Any request for social security numbers or birth certificates from individuals shall be done in a manner that allows this information to be easily redacted if a document is required to be released as part of a public records request.
4. Any request for social security numbers or birth certificates from individuals shall include a statement of the purpose or purposes for which this information is being collected and used.
5. A written copy of this policy shall be filed with and maintained on file by the Board of Education of the School District.
6. This policy shall be made available to any member of the public upon request.
7. Any amendment to this policy after its initial adoption shall be filed with the Board of Education and a copy of the amended policy shall be made available to School District employees.

Violation of the provisions of this policy by employees of the School District shall be grounds for discipline up to and including dismissal.

Amended Date(s):

Adopted Date: December 16, 2010

Review Date:

Law Reference: Illinois Identity Protection Act, 5 ILCS 179/1

Related Policies:

Related Instructions

And Guidelines:

Cross Ref.:

**Identity Protection Agreement**

I have read and understand the provisions of Policy 3910, Identity-Protection, as follows:

1. All employees who have access to social security numbers or birth certificates in the course of performing their duties shall be required to attend training on the protection of confidential or personally identifiable information. The training will include instructions on the proper handling of information that contains social security numbers or birth certificates from the time of collection through the destruction of the information
2. Only employees who are required to use or handle birth certificates, information or documents that may contain social security numbers or birth certificates may access such information or documents.
3. Any request for social security numbers or birth certificates from individuals shall be done in a manner that allows this information to be easily redacted if a document is required to be released as part of a public records request.
4. Any request for social security numbers or birth certificates from individuals shall include a statement of the purpose or purposes for which this information is being collected and used.
5. A written copy of this policy shall be filed with and maintained on file by the Board of Education of the School District.
6. This policy shall be made available to any member of the public upon request.
7. Any amendment to this policy after its initial adoption shall be filed with the Board of Education and a copy of the amended policy shall be made available to School District employees.

Violation of the provisions of this policy by employees of the School District shall be grounds for discipline up to and including dismissal.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

# Series 4000

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## **POLICY 4100, FACULTY SENATE**

The Board of Education recognizes the Faculty Senate as the exclusive and sole bargaining agent for all full-time and part-time certificated personnel who are employees of the district, excluding all supervisory, managerial, and confidential employees as defined under the Illinois Educational Labor Relations Act. The Faculty Senate is affiliated with the Illinois Education Association (IEA) and the National Education Association (NEA).

The Executive Committee, elected by the Senate, either directly or indirectly through its subcommittees (i.e., salary negotiations, daily schedule, etc.), in conjunction with the administration, attempts to define, articulate, and resolve problems which affect the welfare of the faculty and the school community.

Amended Date(s):	May 23, 2002, March 15, 1979
Adopted Date:	
Review Date:	
Law Reference:	
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref.:	

# **POLICY 4105, EQUAL EMPLOYMENT OPPORTUNITY AND MINORITY RECRUITMENT**

## **General Personnel**

The School District shall provide equal employment opportunities to all persons regardless of their race, color, creed, religion, national origin, sex, sexual orientation, age, ancestry, marital status, arrest record, military status, order of protection status, unfavorable military discharge, citizenship status provided the individual is authorized to work in the United States, use of lawful products while not at work, being a victim of domestic or sexual violence, genetic information, physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation, credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position, or other legally protected categories.

Persons who believe they have not received equal employment opportunities should report their claims to the Nondiscrimination Coordinator and/or a Complaint Manager for the Uniform Grievance Procedure. These individuals are listed below. No employee or applicant will be discriminated or retaliated against because he or she initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws, rules or regulations, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information.

### Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator for personnel who shall be responsible for coordinating the District's nondiscrimination efforts. The Nondiscrimination Coordinator may be the Superintendent or a Complaint Manager for the Uniform Grievance Procedure. The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers.

Nondiscrimination Coordinator:

\_\_\_\_\_

Name

\_\_\_\_\_

Address

\_\_\_\_\_

Telephone

Complaint Managers:

_____	_____
Name	Name
_____	_____
Address	Address
_____	_____
Telephone	Telephone

The Superintendent shall also use reasonable measures to inform staff members and applicants that the District is an equal opportunity employer, such as, by posting required notices and including this policy in the appropriate handbooks.

Minority Recruitment

The District will attempt to recruit and hire minority employees. The implementation of this policy may include advertising openings in minority publications, participating in minority job fairs, and recruiting at colleges and universities with significant minority enrollments. This policy, however, does not require or permit the District to give preferential treatment or special rights based on a protected status without evidence of past discrimination.



Amended Date(s):

Adopted Date: March 24, 2011

Review Date:

Law Reference: Age Discrimination in Employment Act, 29 U.S.C. §621; et seq., Americans With Disabilities Act, Title I, 42 U.S.C. §12111 et seq. Civil Rights Act of 1991, 29 U.S.C. §§621 et seq., 42 U.S.C. §1981 et seq., §2000e et seq., and §12101 et seq., Equal Employment Opportunities Act (Title VII of the Civil Rights Act of 1964), 42 U.S.C. §2000e et seq., 29 C.F.R. Part 1601, Equal Pay Act, 29 U.S.C. §206(d), Employee Credit Privacy Act, 820 ILCS 70/.; Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff et seq.; Immigration Reform and Control Act, 8 U.S.C. §1324a et seq. Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.; Title VI of the Civil Rights Act of 1964, 42 U.S.C. §2000d et seq.; Pregnancy Discrimination Act, 42. U.S.C. §2000e(k). Title IX of the Education Amendments, 20 U.S.C. §1681 et seq., 34 C.F.R. Part 106; Uniformed Services Employment and Reemployment Rights Act (1994), 38 U.S.C. §§4301 et seq.; Ill. Constitution, Art. I, §§17, 18, and 19; 105 ILCS 5/10-20.7, 5/10-20.7a, 5/10-21.1, 5/10-22.4, 5/10-23.5, 5/22-19, 5/24-4, 5/24-4.1, and 5/24-7; Genetic Information Protection Act, 410 ILCS 513/25; Ill. Whistleblower Act, 740 ILCS 174/.; Ill. Human Rights Act, 775 ILCS 5/1-103 and 5/2-102; Religious Freedom Restoration Act, 775 ILCS 35/5; Ill. Equal Pay Act of 2003, 820 ILCS 112/; Victims' Economic Security and Safety Act, 820 ILCS 180/30; 23 Ill.Admin.Code §1.230.

Related Policies:

Related Instructions

And Guidelines:

Cross Ref.:

## **POLICY 4110, NON-DISCRIMINATION IN EMPLOYMENT**

There shall be no discrimination because of age, ancestry, color, disability, gender, marital status, military status, nationality, race, religion, or sexual orientation in the recruitment, hiring, promotion, renewal of employment, selection for training or apprenticeship, discharge, tenure or terms, and privileges or conditions of employment of personnel.

Amended Date(s):	March 25, 2004; October 26, 2000; August 22, 1990
Adopted Date:	June 23, 1977
Review Date:	
Law Reference:	
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref:	

## **POLICY 4111, SAFETY PROGRAM**

### **Safety Program**

All District operations, including the education program, shall have be conducted in a manner that will promote the safety of everyone on District property or at a District event.

The Superintendent or designee shall develop and implement a comprehensive safety and crisis plan incorporating both avoidance and management guidelines. 3 The comprehensive safety and crisis plan shall specifically include provisions for: injury prevention; bomb threats, weapons, and explosives on campus; school safety drill program, tornado protection; instruction in safe bus riding practices, emergency aid; post-crisis management; and responding to medical emergencies at an indoor physical fitness facility. During each academic year, each school building must conduct a minimum of:

1. Three school evacuation drills,
2. One bus evacuation drill, and
3. One severe weather and shelter-in-place drill.

A law enforcement drill is optional.

In the event of an emergency that threatens the safety of any person or property, students and staff are encouraged to use any available cellular telephone. A school bus driver is prohibited from operating a school bus while using a cellular telephone, except: (1) during an emergency situation; (2) to call for assistance if there is a mechanical problem; (3) where a cellular telephone is owned by the School District and used as a digital two-way radio; and (4) when the school bus is parked.

### **Convicted Child Sex Offender and Notification Laws**

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender is:

A parent/guardian of a student attending the school and the parent/guardian is: (i) attending a conference at the school with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion and notifies the Building Principal of his or her presence at the school, or

Has permission to be present from the School Board, Superintendent, or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

If a student is a sex offender, the Superintendent or designee shall develop guidelines for managing his or her presence in school.

The Superintendent shall develop procedures for the distribution and use of information from law enforcement officials under the Sex Offender Community Notification Law. And the Child Murderer and Violent Offender Against Youth Community Notification Law. The Superintendent or designee shall serve as the District contact person for purposes of these laws. The Superintendent and Building Principal shall manage a process for schools to notify the parents/guardians during school registration that information about sex offenders is available to the public as provided in the Sex Offender Community Notification Law. 13 This notification must occur during school registration and at other times as the Superintendent or Building Principal determines advisable.

All contracts with the School District that may involve an employee or agent of the contractor having any contact, direct or indirect, with a student, shall contain the following:

The contractor shall not send to any school building or school property any employee or agent who would be prohibited from being employed by the District due to a conviction of a crime listed in 105 ILCS 5/10-21.9, or who is listed in the Statewide Sex Offender Registry or the Statewide Violent Offender Against Youth Database. The contractor shall obtain a fingerprint-based criminal history records check before sending any employee or agent to any school building or school property. Additionally, at least quarterly, the contractor shall check if an employee or agent is listed on the Statewide Sex Offender Registry or the Statewide Violent Offender Against Youth Database.

#### Unsafe School Choice Option

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District. 15 The unsafe school choice option is available to:

1. All students attending a persistently dangerous school, as defined by State law and identified by the Illinois State Board of Education.
2. Any student who is a victim of a violent criminal offense, as defined by 725 ILCS 120/3, that occurred on school grounds during regular school hours or during a school-sponsored event.

The Superintendent or designee shall develop procedures to implement the unsafe school choice option.

#### Student Insurance

The School Board shall annually designate a company to offer student accident insurance coverage. The Board does not endorse the plan nor recommend that parents/guardians secure the coverage and any contract is between the parents/guardians and the company. Students participating in athletics, cheerleading, or pompons must have school accident insurance unless the parents/guardians state in writing that the student is covered under a family health insurance plan.

#### Emergency Closing

The Superintendent is authorized to close the schools in the event of hazardous weather or other emergencies that threaten the safety of students, staff members, or school property.

Amended Date(s):	December 21, 2006
Adopted Date:	
Review Date:	
Law Reference:	105 ILCS 5/10-20.28, 5/10-21.3a, 5/10-21.9, and 128; 210 ILCS 74; 625 ILCS 5/12-813.1; and 730 ILCS 152/101 et seq.
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref.:	

## Administrative Procedure - Criminal Offender Notification Laws

The following list describes laws protecting students on school grounds from individuals convicted of serious crimes:

1. A child sex offender is prohibited from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present unless specifically permitted by statute (720 ILCS 5/11-9.3). See Board policies 4:170, Safety; 8:30, Visitors to and Conduct on School Property; and administrative procedure 8:30-AP, Definition of Child Sex Offender. 1
2. Law enforcement must notify schools of offenders who reside or are employed in the county. See: (a) Sex Offender Community Notification Law, 730 ILCS 152/101 et seq., as amended by P.A. 94-945, and (b) Child Murderer and Violent Offender Against Youth Community Notification Law, 730 ILCS 154/75-105, as added by P.A. 94-945. These laws are hereafter referred to as “offender notification laws.” See also 4:170, Safety.

The School Code (105 ILCS 5/10-21.9) lists criminal offenses that disqualify an individual from District employment if the individual was convicted of one. It requires any person hired by the District to submit to a fingerprint-based criminal history records check. The law also requires a school district to check 2 offender databases for each applicant, (a) the Statewide Sex Offender Database (a/k/a Sex Offender Registry), [www.isp.state.il.us/sor](http://www.isp.state.il.us/sor), and (b) the Statewide Child Murderer and Violent Offender Against Youth Database, when available. See Board policy 5:30, Hiring Process and Criteria; and administrative procedure 5:30-AP2, Investigations.

The provisions in The School Code described above also apply to employees of persons or firms holding contracts with a school district who have direct, daily contact with students. See Board policy 4:170, Safety.

Conviction of an offense listed in 105 ILCS 5/10-21.9 results in the automatic revocation of a teacher’s teaching certificate (105 ILCS 5/21-23a).

The offender notification laws require law enforcement to ascertain whether a juvenile sex offender or violent offender against youth is enrolled in a school and, if so, to provide a copy of the registration form to the Building Principal and any guidance counselor designated by him or her. This registration form must be kept separately from any and all school records maintained on behalf of the juvenile sex offender. See Board policy 4:170, Safety.

### Receipt of the Information from Law Enforcement

The Superintendent or designee shall notify the local law enforcement official or county sheriff that he or she is the District’s official contact person for purposes of the offender

notification laws. 3 The Superintendent and/or Building Principal may at any time request information from law enforcement officials regarding sex offenders or violent offenders against youth.

The Superintendent will provide Building Principals and other supervisors with a copy of all lists received from law enforcement officials containing the names and addresses of sex offenders and violent offenders against youth.

The Building Principal or designee shall provide the lists to staff members in his or her building on a need-to-know basis, but in any event:

A teacher will be told if one of his or her students, or a student's parent/guardian, is on a list. The school counselor, nurse, social worker, or other school service personnel will be told if a student or the parent/guardian of a student for whom he or she provides services is on a list.

No person receiving a list shall provide it to any other person, except as provided in these procedures, State law, or as authorized by the Superintendent. Requests for information should be referred to the local law enforcement officials or State Police.

#### Screening Individuals Who Are Likely to Have Contact with Students at School or School Events

Upon receiving a list of sex offenders or violent offenders against youth from law enforcement, the Superintendent or Building Principal, or designees, shall determine if anyone is listed who is currently a District employee, student teacher, or school volunteer.

In addition, the Superintendent and/or Building Principal(s) shall screen individuals who are likely to come in contact with students at school or school events as follows:

#### Volunteers

Each staff member shall submit to the Building Principal the name and address of each volunteer the staff member is supervising or whose services are being used as soon as that person is identified. The Building Principal or designee shall immediately screen the volunteer's name and address against the: (1) National Sex Offender Public Registry, [www.nsopr.gov](http://www.nsopr.gov), (2) Illinois Sex Offender Registry, [www.isp.state.il.us/sor](http://www.isp.state.il.us/sor), and (3) the violent offenders against youth database maintained by the State Police (when available). If a match is found, the Building Principal shall notify the Superintendent, who shall contact the local law enforcement officials to confirm or disprove the match.

If a match is confirmed, the Superintendent shall inform the individual, by mail and telephone call, that he or she may not be used as a volunteer. The Superintendent also

shall inform relevant staff members and the Building Principal that the individual may not be used as a volunteer.

#### Student Teachers and Other Students Doing Clinical Experience

The Building Principal shall screen the name and address of each student teacher and each student seeking to do clinical experience in the school as described above for volunteers. If a match is found, the Building Principal and Superintendent shall proceed as above for volunteers.

#### Contractors' Employees

The Superintendent shall include the following in all District contracts that may involve an employee of the contractor having any contact, direct or indirect, with a student:

The contractor shall not send to any school building or school property any employee or agent who would be prohibited from being employed by the District due to a conviction of a crime listed in 105 ILCS 5/10-21.9, or who is listed in the Statewide Sex Offender Registry or the Statewide Violent Offender Against Youth Database. The contractor shall obtain a fingerprint-based criminal history records check before sending any employee or agent to any school building or school property. Additionally, at least quarterly, the contractor shall check if an employee or agent is listed on the Statewide Sex Offender Registry or the Statewide Violent Offender Against Youth Database.

If a staff member at any time becomes aware or suspicious that a contractor's employee is a sex offender or violent offender against youth, the employee shall immediately notify the Superintendent. The Superintendent shall screen the name of the individual as described above for volunteers and/or contact the contractor.

#### Individuals in the Proximity of a District's School

Each time a list of sex offenders and/or violent offenders against youth is received from a law enforcement official, the Building Principal shall review it to determine if anyone listed lives in the proximity of his or her school. The Building Principal shall attempt to alter school bus stops and the route students travel to and from school in order to avoid contact with an individual on such a list.

#### Employees

All applicants considered for District employment shall submit to a fingerprint-based criminal history records check, according to State law and Board policy 5:30, Hiring Process and Criteria, and administrative procedure 5:30-AP2, Investigations.



Each time a list of sex offenders or violent offenders against youth is received from a law enforcement official, the Superintendent shall review the list to determine if an employee is on the list. If a match is found, the Superintendent shall immediately contact the local police officials to confirm or disprove the match. The Superintendent shall immediately notify the School Board if a match is confirmed. The School Board will take the appropriate action to comply with State law that may include terminating the individual's employment.

#### Informing Staff Members and Parents/Guardians About the Law

Building Principals or their designees shall inform parents/guardians about the availability of information concerning sex offenders during school registration and, if feasible, during parent-teacher conferences. See the Sex Offender Community Notification Law, 730 ILCS 152/101 et seq., as amended by P.A. 94-994, eff. 1/1/07. Information should be distributed about the Statewide Sex Offender Database (a/k/a Sex Offender Registry), [www.isp.state.il.us/sor](http://www.isp.state.il.us/sor), and the Statewide Child Murderer and Violent Offender Against Youth Database, when available. Information may also be included in the Student Handbook.

Requests for additional information shall be referred to local law enforcement officials.

## **POLICY 4112, CONTROVERSIAL ISSUES**

### **A. In Recognition of Freedom of Thought**

It is recognized that freedom of thought and inquiry are essential for the proper functioning of a democracy. With a background of experience in critical thinking, defensible knowledge, and an open attitude allowing free investigation, teachers are responsible for creating a positive school environment in which pupils are allowed to search for best answers.

In order to create the conditions in which critical thinking may best be practiced, the District endeavors to provide free access to courses of information and materials expressing varying points of view. As professional educators, teachers have the responsibility of selecting materials that are appropriate to the age and maturity of their students serve an educational purpose, and are consistent with the curriculum. Teachers have the obligation to allow free investigation of controversial issues by students and to present all points of view for the education of students in an impartial and unprejudiced manner. Teachers must refrain from using the classroom to promote a partisan point of view.

There are many shared values and goals related to the purpose for which the communities have established and supported the School District. Such shared values and goals are generally not controversial in nature. These shared values and goals may be found in the Constitution of the United States, the District's Statement of Philosophy, its student Code of Conduct, and its policy statements. Teachers are obligated and expected to teach so that pupils gain an understanding and appreciation of these common values.

### **B. Exemption from Materials Deemed to be Controversial**

No student shall be required to take or participate in any class, course, or instruction in matters deemed to be controversial by the student's parent/guardian. Parents/guardians shall be given reasonable notice regarding the presentation of potentially controversial material and be allowed to provide written notification of their objection. Students may not be disciplined for refusing to participate in such courses, programs or instructional methods. Students refusing to participate in instruction deemed controversial are expected to complete an appropriate alternative assignment.

The Superintendent/Principal or designee will develop procedures in support of this policy.

Amended Date(s):	August 25, 2005; June 23, 1994
Adopted Date:	
Review Date:	
Law Reference:	IL.Rev.Stat. ch 122, pars.27-9.1, 27-11, and 863
Related Policies:	
Related Instructions and Guidelines:	
Cross Ref.:	

## **POLICY 4113, CERTIFIED PERSONNEL - CERTIFICATION**

Certified staff members (CSM), which may include speech therapist, social workers, certified nurses, deans, counselors, and administrative positions as identified by selected roles and responsibilities, must hold a State of Illinois certificate valid for their school assignments and must provide evidence of meeting the qualifications of the State of Illinois.

The following qualifications apply:

1. Each CSM must:
  - a. Have a valid Illinois certificate that legally qualifies the teacher to perform the duties for which he or she is employed, including but not limited to classroom teaching assignments.
  - b. Provide the District Office with a complete transcript of credits earned in institutions of higher education.
  - c. On or before September 1 of each year, unless otherwise provided in an applicable collective bargaining agreement, provide the District Office with a transcript of any credits earned since the date the last transcript was filed.
  - d. Notify the Superintendent of any change in the CSM's transcript.
  - e. Certified staff members shall be responsible for notifying the District of and providing documentation for any additional credits or degrees or certificates earned throughout their employment with the District. The District shall have the right to rely on the information contained in a certified staff member's file when making reduction-in-force decisions.
2. All CSM with primary responsibility for instructing students in the core academic subject areas (science, the arts, reading or language arts, English, history, civics and government, geography, foreign language, and mathematics) must be highly qualified for those assignments as determined by state and federal law.

The Superintendent or designee shall:

1. Monitor compliance with State and federal law requirements that teachers be appropriately certified and highly qualified for their assignments;
2. Through incentives for voluntary transfers, professional development, recruiting programs, or other effective strategies, ensure that minority students and students

from low-income families are not taught at higher rates than other students by unqualified, out-of-field, or inexperienced teachers; and

3. Ensure parents/guardians of students in schools receiving Title I funds are notified: (1) of their right to request their students' classroom teachers' professional qualifications, and (b) whenever their child is assigned to, or has been taught for 4 or more consecutive weeks by a teacher who is not highly qualified.

Amended:	January 27, 2011; September 22, 1994; March 15, 1979; November 18, 1976
Adopted Date:	February 15, 1968
Review Date:	Law Reference: 20 USC §§6319; 34 C.F.R § 200.55, -56, -57 and 61; 105 ILCS 5/10-20.15, 5/21-1, 5/21-10, 5/21-11.4, and 5/24-23; 23 Ill.Admin.Code §1.610; et seq., §1.705 et seq., and Part 25;
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref:	6:170 (Title I Programs)/Policy 6133, Consultation with Parents and Teachers Regarding Title I Programs

## **POLICY 4114, CERTIFIED PERSONNEL - PHYSICAL EXAMINATIONS**

The Board of Education shall require of new employees evidence of physical fitness to perform duties assigned and freedom from communicable disease. Such evidence shall consist of a physical examination made by a physician licensed in Illinois or any other state to practice medicine and surgery in all its branches, and a tuberculin skin test or, if appropriate, a chest x-ray not more than ninety (90) days preceding time of presentation to the Board. The new employee pays the cost of the initial physical examination. The Board has the authority to require subsequent examination of any employee, but in such case, the school district must pay the cost thereof from school funds.

After the first year of service, each employee shall file a report every four years certifying freedom from tuberculosis.

In making employment decisions regarding employees or prospective employees with disabilities or contagious diseases, the District shall follow all laws regarding discrimination against disabled, including the Illinois Human Rights Act, Section 504 or the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

Amended Date(s):	September 22, 1994; June 23, 1977; May 15, 1975; December 12, 1974
Adopted Date:	November 15, 1973
Review Date:	
Law Reference:	Ill.Rev.Stat. ch.68, par.1-101 <u>et seq.</u> , 29 U.S.C. §794; 42 U.S.C. § 12101 <u>et. seq.</u>
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref.:	

## **POLICY 4115, THE PROFESSIONAL DAY**

### **I. Teachers**

In addition to the regular assignment of classes and supervision, a teacher is to use the time during the regular school day for class preparation and assistance to students. A teacher is expected to post and notify students of daily times outside regular school hours when assistance from the teacher will be available

Additional responsibilities for which a teacher receives remuneration from the District are to be cared for beyond the professional day as defined above, unless special arrangements are approved by the Superintendent/Principal.

### **II. Non-teaching Certified Personnel**

Non-teaching certified personnel are expected to work the regular school day plus whatever time is needed to fulfill their assigned responsibilities.

Amended Date(s):	May 15, 1975
Adopted Date:	September 23, 1968
Review Date:	
Law Reference:	
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref.:	

## **POLICY 4116, ATHLETIC AND ACTIVITY PROGRAM ASSIGNMENTS**

A teacher assigned to athletic and activity program responsibilities will continue with those responsibilities until a suitable replacement can be found. Those assignments are made annually based upon positive evaluation. This policy applies to Physical Education and Driver Education teachers employed after the 1973-74 school year and to all other teachers employed after the 1985-86 school year.

Athletic and activity program responsibilities will be considered to be in addition to the normal load for a teacher unless other arrangements are approved by the Superintendent/Principal. Administrators, deans, and department heads will not be assigned coaching responsibilities in the interscholastic athletic program unless authorized by the Superintendent/Principal.

Any teacher who has completed at least 7 years in a particular athletic or activity program assignment at Oak Park and River Forest High School will be eligible for a one-year leave of absence from that assignment. The request for a leave must be made by March 1 of the school year preceding the school year of leave and will be granted if the assignment can be adequately covered. A teacher will be assured of a similar assignment the year following the leave if the teacher indicates to the Assistant Superintendent for Curriculum and Instruction by March 1 of the year of leave the teacher's desire to resume the assignment. Seven years of experience in a particular assignment must be completed between a leave and a request for another leave, unless otherwise authorized by the Superintendent/Principal.

Amended Date(s):	October 17, 1985; April 21, 1983; November 18, 1982; May 15, 1975
Adopted Date:	September 23, 1968
Review Date:	
Law Reference:	
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref.:	



## **POLICY 4117, PROFESSIONAL FACULTY EVALUATION**

### Tenured Faculty Evaluation

An evaluation of each tenured faculty member's work shall be made in accordance with The School Code of Illinois and the Collective Bargaining Agreement with Faculty Senate. The purposes of evaluation for tenured faculty are to improve the quality of instruction within each classroom, to encourage self-reflection on the part of tenured faculty, to facilitate growth in each member of the tenured faculty, and to satisfy the need for accountability. The Performance Review Plan for Tenured Staff and procedures used in each faculty member's evaluation shall be constructed on the basis of the recommendations of an Administrative and Faculty Senate Joint Study Group. The Joint Study Group shall review the adopted Plan and procedures periodically to insure congruency with current educational thought and best practices.

### Non-Tenured Faculty Evaluation

An evaluation of each non-tenured faculty member's work shall be made in accordance with the recommendations of Instructional Council. The purposes of evaluation for non-tenured faculty are to provide opportunities for self-reflection and continual enhancement of professional practice; to help non-tenured faculty assume ownership of their own professional growth; to emphasize the importance of collaborative, collegial relationships among faculty and administrators; to provide non-tenured faculty with an understanding of the instructional expectations of the District; and to satisfy the need for accountability. The Plan and procedures used in each non-tenured faculty member's evaluation shall be based on the model used for tenured faculty. Instructional Council shall be responsible for periodically reviewing the adopted Plan and procedures to insure congruency with current educational thought and best practices.

Amended Date(s):	March 23, 2006; October 23, 2003; April 17, 1986; May 15, 1975
Adopted Date:	June 30, 1971
Review Date:	
Law Reference:	105 ILCS 5/24A-1
Related Policies:	
Related Instructions And Guidelines:	

## **PROFESSIONAL FACULTY EVALUATION PROCEDURES**

### Tenured Faculty Evaluation Procedures

1. The supervisor will evaluate all tenured staff members according to the Collective Bargaining Agreement with Faculty Senate. All of the following deadlines may be set earlier by mutual agreement.
2. The staff members to be evaluated in each division will meet collectively with their supervisor for an initial information session by September 15. They will discuss the purpose of the evaluation process, review the protocols for collecting and presenting data, and clarify the timetable for completing the components of the evaluation. The supervisor will also distribute all documents to be completed by the staff member, both in hard copy, and as email or disc attachments.
3. By October 15, and before the first classroom observation, each staff member will meet individually with his or her supervisor. They will discuss suitable professional growth goals, a preferred means of student evaluation, and possible dates for the first observation, among other things. If areas of continuing concern have been previously communicated to the staff member and documented, these must also be identified in writing on the Performance Review Addendum and shared with the staff member at this time. Within a week of this individual conference, the staff member will submit the Professional Growth Goals form to the supervisor, outlining the goals discussed and any additional goals.
4. The first observation will be made after October 15, unless an earlier date is agreed upon at the individual conference. The supervisor will set up an informal pre-conference, as well as a post-conference to be held within a week of the observation. The second observation will take place on a mutually agreeable second semester date but no later than April 15. The staff member will have the option of requesting an additional observation from the regular supervisor, or from another administrator. Within three weeks of each observation, the supervisor will present the staff member with a written observation report.
5. The staff member will submit his or her Professional Data Record, Self Evaluation, and Student Feedback to the supervisor by March 1.
6. By April 30, and before the Performance Summary Statement is written, the supervisor and staff member will hold a final conference to discuss the progress made toward the goals established at the initial individual conference.
7. The Performance Summary Statement will be written by the supervisor, signed by both parties, and filed in the personnel file of the staff member. The signature of the staff

member does not indicate agreement; it simply indicates receipt of the Statement. The staff member will receive a copy of the completed Statement by May 15.

8. Tenured staff members who wish to appeal the supervisor's rating should follow the procedures as outlined in the Performance Review for Tenured Staff document.

#### Non-tenured Faculty Evaluation Procedures

1. Observations will be made on the components of the Framework for Teaching, with emphasis on selected components. A minimum of two observations, per year, will be conducted for a teacher during the teacher's non-tenured years of teaching.
2. Classroom observations may be defined as one period, or they may extend over several days. Class visits are recorded in the form of notations made by the supervisor during the class period and subsequently typed on the standard observation form. These notations focus primarily on observable behaviors.
3. In addition, brief, drop-in classroom visits of 10-15 minutes may occur.
4. The evaluation process will include the following:
  - a. Evidence of Student Learning
    - i. Years 1-4: Required: submission of course expectations or course syllabus sheets for each course, to the Division Head by the end of the first week of each semester.
    - ii. Years 1-4: Required: student evaluations/feedback forms in all instructional periods. The evaluation/feedback forms must be summarized with the summary statement and the original evaluation/feedback forms submitted to Division Head by the end of first semester.
    - iii. Years 1-2: Required: a review of grade book and lesson plan book by the division head by the end of the first nine weeks.
    - iv. Years 1-2: Required: the compilation of a teacher's portfolio with a table of contents to be reviewed by the end of the first semester, or earlier as is appropriate. Portfolio contents may include: Copies of tests, quizzes, writing assignments, teacher handouts, samples of student work, letters and/or notes of commendation, and other evidence of successful teaching.

- b. A portfolio of notes, observations, and other pertinent information derived from a variety of sources related to the components of Professional Practice.
- c. The scheduling of non-tenured faculty to visit other classes during Semester 2 in both year 1 and year 2.
- d. A recommendation from the Division Head to the Assistant Superintendent for Human Resources regarding the issuance of a contract for the following year by March 1, during each of the non-tenured years.

## **POLICY 4118, CERTIFIED PERSONNEL - RETENTION**

### 1. Contractual Continued Service

Any teacher who has been employed in the District as a full-time teacher for the probationary period as defined in The School Code of Illinois (105 ILSC 5/2410, Paragraph 2) shall enter into contractual continued service (tenure) unless notice is given by the employing board at least sixty days before the end of the probationary period in the manner prescribed in The School Code of Illinois (105 ILSC 5/24-11, Paragraph 2).

### 2. Dismissal of Teachers

#### A. First, second, or third year Probationary Teachers

Those teachers who have completed their first, second or third year of probationary service who will not be offered a contract for an additional year will be notified in the manner prescribed in The School Code of Illinois , Section 5/24-11, Paragraph 3 and the Collective Bargaining Agreement (C.B.A.) with Faculty Senate.

#### B. Fourth Year Probationary Teachers

Dismissal of teachers who have completed their fourth year of probationary service can only be accomplished if conditions for such dismissal as detailed in The School Code of Illinois have been followed. Dismissed teachers will be notified as specified by The School Code of Illinois and the C.B.A. with Faculty Senate.

#### C. Tenured Teachers

Removal or dismissal of teachers who have entered into contractual continued service (tenure) can only be accomplished if the conditions for such removal or dismissal, as detailed in The School Code of Illinois (105 ILSC 5/24-12) are evident and if the procedures outlined in that section have been followed. In addition, the District must comply with the procedures that have been outlined in the C.B.A. with Faculty Senate.

Amended:	March 23, 2006; September 22, 1994; October 16, 1980
Adopted:	May 15, 1975
Review Date:	
Law Reference:	I11.Rev.Stat. ch. 122, pars. 10-22.4, 24-11, and 24-12
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref.:	

## **POLICY 4119, NEPOTISM**

The District's standards for employment decisions such as hiring, promoting, transferring, reappointing, evaluating, awarding salary, disciplining, and terminating employees are based on qualifications for the position, ability, and performance. The District strives to avoid favoritism, the appearance of favoritism, and potential conflicts of interest in employment decisions.

Accordingly, no person shall be employed, promoted, or transferred to a position in the District which would create a direct supervisor-subordinate relationship with a relative. Administrators, supervisors, and managers are expected to avoid hiring or transferring individuals to a position which would create a direct supervisor-subordinate relationship with a relative.

Applicants for any position as a new hire, any position as a transfer, and/or promotion are required to notify in writing, the Superintendent (or his/her designee) of any relatives employed by the District, or the Board of Education, at the time of application.

Persons who are employees of the District on the date that this policy becomes effective shall not be discharged because of this policy. Nor shall they be denied reemployment in succeeding years because of this policy.

An "Administrator," "Supervisor," or "Manager" directly or indirectly assigns, directs or oversees the work product, or recommends or has the authority to discipline, promote, assign salary, or review the performance of a "subordinate."

For the purpose of this policy, the definition of the term "relative" applies both to the applicant for employment in the District and, if legally married at the time of prospective employment, the spouse of such applicant. A "relative" includes the following individuals, and they include all step, foster, and/or in-law relationships:

- spouse (current or former);
- domestic partner (current or former);
- mother;
- father;
- sister;
- brother;
- child;
- guardian or ward;
- grandmother;
- grandfather; grandchild;
- aunt or uncle;

- niece or nephew; and/or
- member of the same household.

Amended Date(s):

Adopted Date: February 25, 2010

Review Date:

Law Reference: 775 ILCS 5/1-102, 5/1-103

*Boaden v. Dept. of Law Enforcement*, 171 Ill. 2d 230, 664  
N.E.2d 61 (Ill. 1996)

*Hollister v. North*, 50 Ill. App. 3d 56, 365 N.E.2d 258 (4th Dist.  
1977).

Related Policies:

Related Instructions

And Guidelines:

Cross Ref.:



## **POLICY 4120, SUSPENSION OF EMPLOYEES**

The Superintendent/Principal is authorized to suspend immediately, with or without pay, for up to five (5) working days, any employee of the District who has been charged with serious misconduct. If the Superintendent/Principal determines that the best interests of the school require a longer suspension than the five (5) working days authorized by this policy, Board of Education action is required. The suspension by the Superintendent/Principal may precede suspension action by the Board.

Prior to any suspension and forfeiture of pay under this policy, the employee shall be notified of the charges by the Superintendent/Principal or his designee and shall have the right to explain or rebut the charges at a meeting with the Superintendent/Principal or his designee. The Superintendent/Principal or his designee shall orally advise the employee of the determination made and shall follow up with a written decision.

After receipt of a written decision, the employee shall have the right to file, within five (5) working days, a written request with the Superintendent/Principal for a hearing before the Board of Education. The Board shall hold such a hearing no later than the next regularly scheduled Board meeting. At the hearing, the employee may be represented by counsel and may present witnesses and proof relative to the allegations of misconduct. The Board shall issue a written decision within twenty (20) days of the date of hearing. This decision shall be final.

If the Board, upon review, determines that the suspension was not properly invoked, the suspension references shall be deleted from the employee's records and the lost pay shall be paid.

Serious misconduct includes cruelty, negligence, immorality or other sufficient reason. Other sufficient reasons include, but are not limited to, insubordination, presence at the work place while impaired due to the use of controlled substances and/or intoxicants, unauthorized absences, failure to perform assigned duties, failure to comply with written District policies and rules, and criminal activity related to the performance of employment duties.

This policy does not preclude action by the Superintendent/Principal to temporarily reassign any employee with pay pending investigation of any potential disciplinary matter, or by the Board to dismiss or suspend with or without pay, any employee.

Amended Date(s):	March 20, 1997
Adopted Date:	March 19, 1981
Review Date:	
Law Reference:	Ill.Rev.Stat. ch. 122, par. 10-22.4
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref.:	

## **POLICY 4121, CONFIDENTIALITY IN EMPLOYMENT ISSUES**

Unless required otherwise by law, matters of employee evaluation shall remain confidential between the employer and the employee. Also, unless required otherwise by law, the reasons for which an employee is the subject of disciplinary action, suspension, release, or termination shall remain confidential and shall be discussed in closed sessions of Board of Education meetings.

When required by law, information about specific employees will be disclosed in accordance with the provisions of the Illinois Personnel Record Review Act (820 ILCS 40/9.1-13), of the Open Meetings Act (5 ILCS 120/ 1-6). of the Freedom of Information Act (5 ILCS 140/1-11), of the Illinois Governmental Ethics Act (5 ILCS 420/4A-101), and of any other governing acts or laws.

Amended Date(s):	
Adopted Date:	November 14, 1995
Review Date:	
Law Reference:	
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref.:	

## **POLICY 4122, SUBSTITUTE TEACHERS**

The Superintendent may employ substitute teachers as necessary to replace teachers who are temporarily absent.

A substitute teacher must hold a valid teaching or substitute certificate and present a certificate of authorization from the Regional Superintendent showing that he or she is approved to substitute teach. Substitute teachers with a substitute certificate may teach only when an appropriate, fully-certificated teacher is unavailable.

A substitute teacher may teach only for a period not to exceed 90 paid school days or 450 paid school hours in any one school district in any one school term. However, a teacher holding an early childhood, elementary, high school, or special certificate may substitute teach for a period not to exceed 120 paid school days or 600 paid school hours in any one school district in any one school term, unless the subject area is one where the Regional Superintendent has certified that a personnel shortage exists.

The School Board establishes a daily rate of pay for substitute teachers. Substitute teachers receive only monetary compensation for time worked and no other benefits.

If members of the professional staff are assigned as substitutes during one of their unscheduled periods, they will be paid according to the agreed upon internal substitute rate as reflected in the Faculty Senate and the Board of Education's Collective Bargaining Agreement.

Amended:	February 24, 2011; May 15, 1975; July 18, 1974
Adopted:	September 23, 1968
Review Date:	
Law Reference:	<u>23 Ill.Admin.Code §1.790;105 ILCS 5/21-9; 24-5</u>
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref.:	

## **POLICY 4130, RESOLUTION OF CONTROVERSIES BETWEEN FACULTY MEMBERS**

When a controversy arises between faculty members, the Board expects that the involved faculty members will attempt to resolve the controversy themselves in an atmosphere of mutual respect and cooperation.

When informal attempts at resolution have brought no resolution or when the behavior of one faculty member toward another is of such an egregious nature that immediate relief is necessary, either or both of the faculty members involved should report the controversy to the chief Human Resources officer who will follow the procedures for administering this policy as detailed in the section of the Faculty Handbook titled "Administrative Procedures for Resolving Controversies Between Faculty Members."

Amended Date(s):	October 23, 2003
Adopted Date:	September 23, 1993
Review Date:	
Law Reference:	
Related Policies:	
Related Instructions And Guidelines:	

## **Procedures for Resolving Controversies between Faculty Members for Board Policy 4130**

The procedures for resolving controversies between faculty members will be implemented when informal efforts at resolution have been unsuccessful. At this stage, appropriate steps will be taken to provide support of the parties involved, and as necessary, to re-establish a harmonious atmosphere within the department(s) or division(s). Once the controversy has been reported to the chief Human Resources officer, resolution will be sought in a more formal manner by following the procedures detailed in the list below:

- I. The chief Human Resources officer will arrange a meeting involving the two faculty members in the controversy, the Chair of the Faculty Senate Executive Committee or the Chair's designee, and the chief Human Resources officer who will serve as facilitator. This meeting will occur as soon as possible but not later than ten days after receiving the report of the controversy.
- II. If the meeting results in a mutually agreeable definition of the controversy and a mutually agreeable resolution to it, there will be no further involvement in the controversy by the two faculty members and there will be no further consideration of the controversy by the chief Human Resources officer or the Chair of the Executive Committee of the Faculty Senate.
- III. If the meeting does not result in a mutually agreeable definition of the controversy or a mutually agreeable resolution to it, the chief Human Resources officer will arrange a hearing to bring the controversy to a satisfactory resolution consistent with Board Policy and professional expectations.
- IV. Should a Hearing Committee be necessary, the committee's composition will include a faculty member chosen by each of the disputants, an administrator chosen by the chief Human Resources officer and the chief Human Resources.
- V. If it is established that one or both of the faculty member violated a school policy or rule, appropriate disciplinary action will be taken. This disciplinary action includes, but is not limited to one or more of the following actions:
  - A. a letter of reprimand
  - B. a suspension according to the provisions of Board Policy 4120
  - C. a request to the Superintendent/Principal to recommend that the Board of Education issue a Notice to Remedy
  - D. a request to the Superintendent/Principal to recommend that the Board of Education dismiss the offending employee.

## **POLICY 4133, EMPLOYEE SMOKING TOBACCO USE**

District employees are prohibited from smoking or using tobacco in any form in school buildings or on school property during school hours or at school sponsored activities at any time when such property is being used for any school purposes. Violation of this policy will lead to disciplinary action. Effective date: January 25, 1994.

For purposes of this policy, "tobacco and "school purposes" are used as defined in Section 10-20.5b of The School Code of Illinois.

The Board has not designated any area within or outside the school buildings in which the use of tobacco by employees is permitted.

Amended Date(s):	
Adopted Date:	October 28, 1993
Review Date:	
Law Reference:	
Related Policies:	
Related Instructions	
And Guidelines:	
Cross Ref.:	

## **POLICY 4141, SALARY SCHEDULE**

The Board of Education adopts an annual salary schedule by which all non-administrative, certified personnel salaries are determined. A teacher is placed on the salary schedule at the time of the teacher's appointment and advances one step for each year of full-time satisfactory service. Advancement for part-time service will occur at the beginning of the semester following the accrual of the equivalent of a full year of service, effective with service during the 1982-83 school year.

When additional education is completed, a teacher is moved to the appropriate lane on the same step at the beginning of the next semester. When a teacher changes lanes after having remained for more than one year at the top of a lane, the teacher will be moved to the step in the new lane which reflects all years of credited experience.

Upon recommendation by the Superintendent/Principal and approval of the Board of Education, a teacher may be held on a step because of unsatisfactory performance or given an additional stipend for a year as recognition for extraordinary service. A teacher held on a step for a year will be reinstated the following year at the teacher's regularly scheduled step.

Amended Date(s):	December 19, 1984; January 19, 1982
Adopted Date:	May 15, 1975
Review Date:	
Law Reference:	
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref.:	



## **POLICY 4145, TEACHERS' RETIREMENT SYSTEM PAYMENTS**

In accordance with guidelines set by the U. S. Internal Revenue Service and the Illinois Teachers' Retirement System, the District may, for all certified personnel, make teacher retirement payments directly to the Illinois Teachers' Retirement System. The amount of such payments shall be determined by agreement between the Board and the Faculty Senate Negotiating Committee. The salaries listed on the compensation schedule shall include the sum of teacher and District contributions to the Retirement System, with the District's contribution noted at the end of the schedule. Each teacher's gross pay reported to the Internal Revenue Service shall be the gross pay listed on the schedule minus the District's contribution to the Teachers' Retirement System.

The compensation for administrators who are not on the compensation schedule includes salary being paid directly to the administrator plus the Board's contributions to the Retirement System, being paid directly from district funds. Each administrator's gross pay reported to the Internal Revenue Service shall be the gross compensation stated for the administrator minus the district's contribution to the Teachers' Retirement System.

Amended Date(s):	March 2, 1982; January 19, 1982
Adopted Date:	October 19, 1978
Review Date:	
Law Reference:	
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref.:	

## **POLICY 4150, STAFF ATTENDANCE AT CONFERENCES AND WORKSHOPS**

The Superintendent (or his/her designee) will consider for approval requests of certified and non-certified staff members to be absent from work for attendance at conferences, workshops or any other meeting related to District business. Such requests must be approved prior to attending a conference, workshop or any other meeting related to District or High School business.

The District shall reimburse staff members engaged in approved travel on behalf of the District for any costs which are reimbursable under Illinois State law. Staff members seeking reimbursement for approved travel shall submit an itemized expense voucher with receipts showing the amount of actual expenses.

At the District's option, funds may be advanced to staff members for anticipated actual and necessary expenses necessary to engage in approved travel. After such travel has been completed, staff members receiving advances must account for used funds through the submission of an itemized expense voucher with receipts reflecting the amount of actual expenses and return funds for which there is no accounting.

Amended Date(s):	August 27, 2009; November 20, 2003
Adopted Date:	November 16, 1988
Review Date:	
Law Reference:	105 ILCS 5/10-22.32
Related Policies:	
Related Instructions And Guidelines	

## **POLICY 4153, CERTIFIED PERSONNEL SABBATICAL LEAVE**

### Eligibility

I. To be eligible for a sabbatical leave, a person must be a certified staff member of Oak Park and River Forest High School and must have completed at least seven consecutive years of full-time service on the certified staff of Oak Park and River Forest High School, or have served at least seven consecutive years since last being on sabbatical leave. A staff member who fulfills the above qualifications is eligible for consideration by the Superintendent/Principal and the Board of Education with respect to sabbatical leave. The Board of Education reserves the right to determine the number of sabbatical leaves available in any given school year.

### II. Term

The term for sabbatical leave typically shall be either one semester or one school year. One school year means the term of a normal contract year beginning in August or September and ending in June.

### III. Salary

Salary paid to a staff member on sabbatical leave will be in accordance with 105 ILCS 5/24-6.1 and 105 ILCS 5/24-8 of The School Code of Illinois. In further accordance with the statute, the Board of Education shall pay the contribution to the Teachers' Retirement System (TRS) required of the person on leave computed on the annual full-time salary rate under which the member last received earnings prior to the leave, or a proportionate part of that rate for a partial year of sabbatical leave credit. While on sabbatical leave, a staff member shall receive all the insurance benefits—medical, dental, income protection, life, etc.—that the Board of Education provides for staff members on regular duty. Sick leave, however, shall neither accumulate nor be used during the sabbatical period. Following the termination of the sabbatical leave, the staff member must return to Oak Park and River Forest High School for two consecutive years. A staff member who fails to comply with the approved sabbatical plan incurs an obligation to pay back to the District within 60 days of receiving notice of non-compliance whatever portion of the sabbatical salary has been paid and the cost of all TRS payments and other benefits provided on behalf of the staff member. A staff member who fails to return for the first school year incurs an obligation to pay back within 60 days after terminating service to the District the full amount of sabbatical salary received and all of the TRS and other benefit payments made on behalf of the staff member. A staff member who fails to return for a required second school year incurs an obligation to pay back within 60 days

after terminating service to the District one-half of the sabbatical salary received and one-half of the TRS and other benefit-payments made on behalf of the staff member.

A staff member on sabbatical leave may receive (1) a scholarship or fellowship and a sabbatical stipend; or (2) remuneration for approved work experience and a sabbatical stipend, provided that the total of the sabbatical stipend and the income from the approved work experience (including dependency allowances) does not exceed the staff member's regular base salary for that period of time. If appropriate, the sabbatical leave stipend will be reduced by an amount which would bring the total of the sabbatical leave stipend and the income from approved work experience of the staff member on leave to the regular base salary for that period of time.

#### IV. Purpose

The purpose of the sabbatical leave is to enable the staff member to engage in activities that will lead to improved services to the school. Such things as resident study, writing, research, related work experience, and educational travel are regarded as legitimate sabbatical leave activities.

#### V. Application

An application for sabbatical leave must be submitted to the Assistant Superintendent for Human Resources by January 15 of the school year preceding the planned leave. All applications will be reviewed by a Sabbatical Application Committee prior to being forwarded to the Superintendent/Principal for review. The committee will be composed of the Assistant Superintendent for Human Resources, the Assistant Superintendent for Curriculum and Instruction, the Director of Instruction, and two non-related Division Heads. Upon endorsement by the Superintendent/Principal, applications will be acted upon by the Board of Education at its regular meeting in February.

Each application form should contain questions relating to previous leaves; specific sabbatical plans; anticipated values to the applicant, colleagues, and students; and evidence of the applicant's past efforts toward professional growth.

#### VI. Change of Plans

During the sabbatical leave, should the staff member find it necessary to alter the original plan submitted to the Board of Education, an explanation of the change detailing the exigencies which brought about or necessitated the change must be submitted to the Assistant Superintendent for Human Resources. The staff member on leave may implement the change of plans only after the change has

been approved by the Board of Education. In the event the change is not approved, the Board of Education has the discretion to change a sabbatical to an unpaid leave of absence.

VII. Priorities

When two or more applications are considered to be of equal merit as measured by the criteria listed in Section 5, priorities will be given as follows: (1) not more than one from each division except in those divisions having 20 or more members and then not more than two; (2) teachers senior in service at the Oak Park and River Forest High School over those with lesser service; (3) teachers with longer total teaching experience over those less experienced; (4) those applying for a first sabbatical leave over those who have already been granted a sabbatical leave.

VIII. Return to Status

The staff member will return to a position equal in responsibility to the one held at Oak Park and River Forest High School before the leave, and in contractual considerations, the leave will be considered to be a year's (or a semester's) service. Within one month after returning to duty from sabbatical leave, the staff member is required to submit in writing to the Board of Education a detailed report giving evidence of compliance with the plan on the basis of which the leave was granted.

Amended:	February 26, 2004; October 17, 1985; November 15, 1983; December 14, 1982; January 19, 1982; December 11, 1980
Adopted Date:	April 10, 1968
Review Date:	
Law Reference:	105 ILCS 5/24-6.1 and 105 ILCS 5/24-8
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref:	

## **POLICY 4155, MILITARY SERVICE LEAVE**

Upon recommendation of the Superintendent/Principal, the Board of Education may grant leave without compensation and for such period of time as the United States Government may require, to teachers who apply for such leave and who officially are called or who voluntarily enlist for military service under the provisions of any Federal Act. Upon honorable discharge from such military service teachers who desire to resume teaching must, within sixty days of such honorable discharge, file a written request for termination of the leave. The actual reassignment of the teacher shall be made as soon as possible after the expiration of the leave and shall be granted without commitment as to the exact position to which the teacher will be assigned. Teachers on leave for military service shall be continued under the group life insurance policy which covers the faculty of the school if the insurance company will permit without increase in premium rate.

Amended Date(s):

Adopted Date:

Review Date:

Law Reference:

Related Policies:

Related Instructions

And Guidelines:

Cross Ref.:

## **POLICY 4157, JURY DUTY AND COURT APPEARANCES**

An employee shall not suffer any loss of salary because of jury duty or because the employee, pursuant to subpoena issued by the clerk of a court and served upon the employee, attends as a witness upon trial or to have his or her deposition taken in any school-related matter pending in court. However, the employee must turn over to the school district the compensation received, less expenses incurred for which reimbursement has not been received, while performing jury duty or for per diem fees which the employee is entitled to receive for complying with such subpoena.

Amended Date(s):	March 20, 1997
Adopted Date:	May 15, 1975
Review Date:	
Law Reference:	Ill. Rev. Stat. ch. 122, par. 10-20-7
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref.:	

## **POLICY 4211, DEFINING NON-CERTIFIED POSITIONS**

- I. Non-certified positions are those positions authorized by the Board of Education not requiring certification under The School Code of Illinois. Such positions will be classified in the following employee groups: Classified Personnel Association (CPA), Building and Grounds (B&G), Security Staff, and Non-Certified Professionals and Managers. With the exception of positions in the Non-Certified Professionals and Managers group, positions in each employee group have been determined through the collective bargaining process. Each position authorized by the Board is intended to assist in the operation of the District's academic and/or co-curricular programs.
  
- II. The workday for each full-time authorized position will be either seven and one-half hours or eight hours daily. For each position represented by a collective bargaining agreement, time and one-half will be paid for hours that exceed forty hours per week. Positions in the Non-Certified Professionals and Managers group are generally not eligible for overtime compensation.
  
- III. Salaries, benefits, and working conditions for each position represented by a bargaining group are determined through the collective bargaining process. Authorized positions in the Non-Certified Professionals and Managers group will be awarded salaries that are competitive with the marketplace. Benefits and working conditions for this employee group will be similar to the benefits and working conditions of the collective bargaining groups in the District

Amended:	April 22, 2004; November 18, 1982
Adopted Date:	September 23, 1968
Review Date:	
Law Reference:	
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref:	



## **POLICY 4220, RETIREMENT BENEFITS – NON-CERTIFIED PROFESSIONALS AND MANAGERS**

Non-certified professionals and managers shall be eligible for one of following two retirement benefits provided that they meet the specified criteria:

- I. Traditional Retirement Benefit. In order to qualify for this retirement benefit, an employee must:
  - a. have been hired by the District no later than August 31, 1, 1995 and maintained continuous service;
  - b. not be eligible for any other separation benefit provided by the District;
  - c. either be
    - i. at least sixty (60) years of age as of June 30, 2012 and have fifteen (15) years of full-time service in the District immediately preceding retirement and acceptance of an IMRF retirement annuity or
    - ii. have at least thirty (30) years of full-time service in the District immediately preceding retirement and acceptance of an IMRF retirement annuity;
  - d. give at least four months' written notice of intention to retire and
  - e. not retire under circumstances which will result in a penalty or other IMRF cost for the District.

A qualifying employee will be paid at the time of retirement an amount equal to ten percent (10%) of the employee's average annual salary during the four (4) consecutive years of highest annual salary within the last ten (10) years of service.

The employee shall receive base salary or wage rate increase of ten percent (10%) for their final year of employment before retirement. Such increase will be contingent upon continuing to work the same position and work schedule during the retirement incentive year.

A qualifying employee will be eligible to receive payment for up to 270 accrued, unused sick leave days which are not turned into IMRF for service credit. The daily rate will be the same as provided for the classified staff. The may elect to apply accumulated sick leave toward service credit with IMRF in lieu of payment.

II. New Retirement Benefit. In order to qualify for this retirement benefit, an

Employee must:

- a. Have been hired by the District after August 31, 1995 and maintained continuous service;
- b. not be eligible for any other separation benefit provided by the District;
- c. be at least fifty-five (55) years of age on the last day of contributing service;
- d. have at least fifteen (15) years of full-time service in the District immediately preceding retirement and acceptance of an IMRF retirement annuity and
- e. not retire under circumstances which will result in a penalty or other IMRF cost for the District.

Qualifying employees submitting a timely irrevocable notice of retirement effective at the end of any school year shall be entitled to the benefits set forth below. Such notice shall be provided by March 1 of any school year and no less than 14 months prior to retirement.

The employee shall receive base salary or wage rate increase of six percent (6%) for their final year of employment before retirement. Such increase will be contingent upon continuing to work the same position and work schedule during the retirement incentive year. All unused sick leave will be reported to IMRF toward service credit.

In addition to the foregoing monetary benefits, any employee has worked an average of at least twenty (20) hours per week and who is at least fifty-five (55) years of age and has eight (8) years of full-time service immediately preceding retirement shall be entitled to continue participation in the District health insurance plan at the same cost as if they were an employee until the employee reaches age sixty-five (65). In the case of the employee's death prior to age sixty-five (65), the medical coverage for dependents will be continued on the same basis until the employee would have reached age sixty-five.

IV.

Amended Date(s):	November 17, 2011; April 27, 2000; February 25, 1999; September 24, 1992, November 17, 2011
Adopted Date:	February 21, 1985
Review Date:	
Law Reference:	P.A. 97-0609
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref.:	

## **POLICY 4300, EMPLOYEE ASSISTANCE PROGRAM**

The District recognizes that a wide range of problems can affect an employee's performance and is interested in making services available to help overcome personal difficulties. Problems may include the following: alcohol abuse, drug abuse, physical and emotional disorders, marital and financial concerns.

An important goal of the Employee Assistance Program is to improve job performance where necessary and to assist troubled employees to regain good mental and physical health and well-being.

It shall be the responsibility of the Superintendent/Principal to recommend to the Board procedures to implement an employee assistance program for all faculty and staff members employed one-half time or more and their eligible dependents. (Eligibility of dependents is based on the same criteria used in the health insurance plan.) The District commits itself to provide payment to the designated employee assistance program agency for initial intake counseling services. Payment of treatment fees and other charges will be the responsibility of the employee.

The Employee Assistance Program is not a protective policy allowing for purposeful violation of District 200 standards and agreements, nor is it intended to exempt employees from the standards of performance established for their positions by their supervisors or to compromise the normal operations of the school district. The District may, at its discretion, require an employee who has violated the District's Employee Substance Abuse Policy (No. 4330) to participate in the Employee Assistance Program as a disciplinary measure.

Amended Date(s):	April 24, 1997
Adopted Date:	July 26, 1984
Review Date:	
Law Reference:	111.Rev.Stat. ch. 127. par. 132.311 <u>et seq.</u> ; 20 U.S.C. §3172 et seq.; 41 U.S.C. §701 et. seq.
Related Policies:	
Related Instructions	
And Guidelines:	
Cross Ref.:	

## **POLICY 4305, VOLUNTARY AFFIRMATIVE ACTION IN EMPLOYMENT**

Oak Park and River Forest High School District 200 is committed to the principle that race, color, religion, age, gender, national origin, citizenship status, disability, marital status, sexual orientation, or membership in any other protected class shall not be an obstacle to equal opportunity in the District. The District will make every effort to employ qualified individuals who reflect the diversity within Oak Park and River Forest and to provide a safe and supportive environment that permits them to succeed.

The District further outlines its plan for equal employment opportunity and affirmative action in the procedures implementing this policy.

Amended Date(s):	December 18, 2003
Adopted Date:	August 22, 1990
Review Date:	
Law Reference:	105 ILCS: 5/10-20.7, 5/10-20.7A, 5/10-21.1, 5/10-22.4, 5/10-23.5, 5/22-19; 5/24-4; 5/24-4.1; 5/24-7
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref.:	

Procedures for Voluntary Affirmative Action in Employment, Policy 4305

In compliance with Oak Park and River Forest High School District 200's commitment to Policy 4305, the administrative staff of District 200 will conduct the recruitment and retention of staff according to the practices and activities set forth below:

1. The District will recruit and hire personnel with minority status through posting on the OPRFHS website, advertisements in minority publications, participation in minority job fairs, and recruitment at colleges and universities with significant minority enrollments.
2. Certified and educational support personnel vacancy notices will be posted on bulletin boards throughout the District, sent to area colleges and universities, and advertised in area newspapers as appropriate.
3. The chief Human Resources officer will establish working relationships with directors of educational placements at colleges and universities and will make known the District's desire to recruit personnel with minority status.
4. The chief Human Resources officer will participate in career and job fairs sponsored by colleges and universities.
5. The District will provide staff development opportunities for all personnel to become acquainted with the unique needs of individuals with minority status.
6. The chief Human Resources officer will serve as the District 200's hearing officer for receiving complaints in violation of this policy.

Amended Date(s):

Accepted: December 18, 2003

Review Date:

Law Reference:

Related Policies:

Related Instructions

And Guidelines:

Cross Ref.:

## **POLICY 4310, SEXUAL OR OTHER HARASSMENT OF EMPLOYEES**

Sexual or other types of prohibited harassment which may include, but are not limited to, race, color, national origin, ethnicity, religion, gender, sexual orientation or disability, derogates the dignity and privacy of the recipient employee, is disruptive of the work environment and violates state and federal law. Therefore, District policy expressly prohibits such harassment of employees and employment applicants, and encourages reporting of offenses against this policy. Retaliation is prohibited against individuals who oppose that which they reasonably and in good faith believe to be prohibited harassment, or because they have made a charge, filed a complaint, testified, assisted or participated in an investigation, proceeding or hearing under this policy or before any federal or state agency. Violation of this policy may result in the offender's discipline or discharge. Since false and irresponsible allegations of harassment can be extremely harmful to the alleged offender, such allegations are not protected under this policy and may subject the complainant to adverse employment action.

Employees who observe or become aware of prohibited harassment of fellow employees are encouraged to assist in the enforcement of this policy by intervening, where appropriate, to halt such harassment and/or by reporting such harassment to appropriate authorities and cooperating with any investigations.

### Definitions

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. submitting or refusing to submit to that conduct is used as a basis for any decision affecting an individual's employment or status, or
2. that conduct has the purpose or effect of creating or contributing to the creation of an intimidating, hostile or offensive working environment.

Examples of conduct which may constitute sexual harassment include:

1. sexual advances
2. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts, sexual intercourse or other sexual conduct
3. graffiti of a sexual nature
4. sexual gestures

5. sexual or dirty jokes
6. touching oneself sexually or talking about one's sexual activity in front of others
7. spreading rumors about or rating other employees as to sexual activity or performance
8. unwelcome, sexually motivated or inappropriate patting, pinching or physical contact
9. other unwelcome sexual behavior or words, including demands for sexual favors, when accompanied by implied or overt threats concerning an individual's employment status or implied or overt promises of preferential treatment

Other harassment includes unwelcome verbal or physical conduct that is motivated by bias toward an employee because of a legally protected characteristic (under Title VII or any other applicable law, rule or regulation) when such conduct has the purpose or effect of creating or contributing to the creation of an intimidating, hostile or offensive working environment.

Examples of conduct that may constitute other harassment include:

1. graffiti containing offensive language about people in protected classifications
2. name calling, slurs, jokes or rumors toward or about individuals in protected classifications
3. posting or circulation of written or graphic material that is intended to degrade individuals in protected classifications
4. threatening or intimidating conduct directed at another because of the other's protected classification
5. conduct that is hostile or critical toward an individual because of his/her protected classifications except to the extent that such criticism occurs without hostile intent and constitutes an activity protected by exercise of free speech rights
6. physical acts of aggression or assault upon another because of a protected classification

7. theft, damage to property or others forms of aggression motivated by a protected classification

Offenders may include other employees, students or third parties, such as parents or vendors.

Individuals who believe that they have suffered a violation under this policy shall use the District complaint procedure and bring any concerns to the attention of the District Human Rights Officers. The District will, to the fullest extent possible, encourage individuals who have been victims of harassment to report and bring such harassment to the attention of District officials so that appropriate remedial action may be instituted. However, legal recourse is also available through the investigative and complaint procedures of the Illinois Department of Human Rights and Human Rights Commission. Any complaint to the Department or the Commission must be filed within 180 days of the alleged incident of harassment or unlawful retaliation

The Department or the Commission should be contacted for information and their rules and regulations at the following addresses and phone numbers:

Illinois Department of Human Rights  
100 West Randolph St., Suite 10-100  
Chicago, IL 60601  
(312) 814-6145

Illinois Human Rights Commission  
100 West Randolph St, Suite 5-100  
Chicago, IL 60601  
(312)814-6269

For the purposes of administering this policy, the Superintendent/Principal shall designate a District Human Rights Officer. The Superintendent/Principal shall also implement appropriate complaint procedures to ensure that the goals of this policy are accomplished. This policy shall be posted and distributed to employees through effective channels and appropriate training shall be provided to employees.

Amended Date(s):	December 21, 2000; May 26, 1994; August 26, 1993
Adopted Date:	August 26, 1993
Review Date:	
Law Reference:	
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref.:	



## PROCEDURES

The following procedure is to be followed to process a complaint:

- I. Original complaint document: send to the Human Rights Officers to be held in a confidential file.
- II. Copy: send to the Dean(s) of Discipline if complaint is by student(s). Dean(s) of Discipline will investigate complaint between students. If complaint is between student(s), the Dean(s) of Discipline will discuss the issue with students and attempt to resolve the issue. It may result in disciplinary action. If the complaint involves student and an adult, the Dean(s) of Discipline will discuss the issue with student(s) and parent(s) if appropriate. If the complaint involves an adult, the Dean(s) of Discipline will be contacted by the division head after the investigation with the faculty member is complete, or by the supervisor if a non-certified staff member is involved after the investigation is complete. If the complaint is not resolved satisfactorily, the Dean(s) of Discipline should refer the complaint to the Human Rights Officers. When resolved satisfactorily, the Dean(s) of Discipline should submit notes/findings regarding the incident to the Human Rights Officers to be held in a confidential file with the original complaint form.
- III. Copy: send to the division head of the certified staff member if a faculty member is involved. The division head will investigate the complaint with the faculty member and will follow-up with the student's dean counselor. If the division head is not able to resolve the issue satisfactorily, he or she should refer the complaint to the Human Rights Officers . When resolved satisfactorily, the division head should submit notes/findings regarding the incident to the Human Rights Officers to be held in a confidential file with the original complaint form.
- IV. Copy: send to the supervisor if a non-certified staff' member is involved. The supervisor will investigate the complaint with the non-certified staff member and follow-up with the student's dean counselor. If the supervisor is not able to resolve the issue satisfactorily, he or she should refer the complaint to the Human Rights Officers. When resolved satisfactorily, the supervisor should submits notes/findings regarding the incident to the Human Rights Officers to be held in a confidential file with the original complaint form.

Revised December 21, 2000

Oak Park and River Forest High School  
Sexual or Other Harassment of Employee or Student Complaint Form and Process

INSTRUCTIONS

- I. A complaint form must be completed whenever there has been a verbal report of sexual or other harassment. If the student or adult reporting to you does not want to file a written report, you must record in writing all the information given to you verbally. Keep in mind it may have been very difficult for the complainant to discuss this with you and he/she must have trust in you to confide what may be embarrassing or sensitive issues with you.
- II. If the complaint involves YOU as a possible witness or part of the alleged problem, STOP. Have someone else interview the complainant.
- III. Assume the complaint is valid. Do not be influenced by the complainant's reputation.
- IV. Thank the complainant for coming to you with this matter. Reassure the complainant that the matter will be investigated promptly by the appropriate individuals and will be kept confidential.
- V. Immediately distribute the written report to the individuals listed on the Complaint Form. Do not discuss the complaint with anyone else.

DO NOT tell the alleged perpetrator anything. He or she will be informed during a preliminary investigation.

DO NOT discourage the complaint or tell the complainant that the claim is frivolous.

Oak Park and River Forest High School  
Sexual or Other Harassment of Employee or Student Complaint Form

DATE OF COMPLAINT \_\_\_\_\_

NAME OF EMPLOYEE/STUDENT \_\_\_\_\_

IF EMPLOYEE, NAME OF SUPERVISOR \_\_\_\_\_

IF STUDENT, NAME OF PARENT/GUARDIAN \_\_\_\_\_

IF STUDENT, NAME OF DEAN COUNSELOR \_\_\_\_\_

DESCRIPTION OF INCIDENT \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

LIST ANY WITNESSES \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SUBMITTED BY \_\_\_\_\_

DATE \_\_\_\_\_

Revised December 21, 2000

## **POLICY 4320, EMPLOYEE COMMUNICABLE DISEASES**

### **I. General Statement of Purpose and Procedures**

The purposes of this policy are (1) to address potentially severe community health problems, and (2) to balance the interest of an employee with a communicable disease in continuing to work and the interest of other students and employees not to be subjected to an unreasonable risk of contracting a communicable disease from the employee.

For purposes of this policy, "communicable diseases" diseases so designated as communicable by the Illinois Department of Public Health in its Rules and Regulations for the Control of Communicable Diseases (IDPH Rules), as amended from time to time.

It is generally the intention of the Board of Education that:

- A. Each case of an employee with a communicable disease be handled on an individualized basis;
- B. The confidentiality interests of the employee with the communicable disease be protected to the extent consistent with efforts to minimize the health risks to other employees and students and with any applicable legal requirements.
- C. Absence from work be minimized;
- D. An employee who is reasonably believed to have a communicable disease for which isolation is required by the Illinois Department of Public Health, be removed from work or be placed in a restricted setting until such time as:
  - 1. agreement between the Superintendent/ Principal and the employee is reached for continued presence in the regular work setting with appropriate protective measures; or
  - 2. if agreement is not reached, an appropriate medical evaluation of the individual in question has been made and the conditions, if any, established by the Superintendent/Principal under which the employee may return to, or remain at, work.

However, removal or a more restrictive placement need not be required, in the discretion of the Superintendent/Principal, if the health risks to other

employees and students are insignificant, the risk of loss of confidentiality due to exclusion or a more restrictive setting is substantial, and appropriate interim protective health measures are instituted;

- E. The use of sick leave and other benefits in connection with the communicable disease be permitted on the same basis as any other employee illness; and
- F. In all cases, a reasonable accommodation of an employee with a communicable disease will be explored, and, where feasible, will be implemented. However, this policy shall not be construed so as to require the District to create a position or job which would not otherwise exist absent the need to accommodate an employee with a communicable disease.

The duties of the Superintendent/Principal under this policy may be delegated to a supervisor of the employee or other administrator.

## II. Educational Activities

The Superintendent/Principal shall periodically provide for educational activities and information for employees with respect to communicable diseases, including hygienic practices for handling body fluids.

## II. Additional Rules

The Superintendent/Principal may establish additional rules to implement this policy, provide for the protection of the health of students and employees, and recognize any due process of employees who have, or are suspected of having, a communicable disease.

Amended Date(s):

Adopted Date: August 26, 1993

Review Date:

Law Reference: 111.Rev.Stat. ch. 122, par. 10-21.11, 10-22.39, 27-9.1, 27-9.1, 27-9.2; 863; 29 U. S. C. section 793 et seq. ; 42 U. S. C. Section 12101 et seq. ; Ill. Rev. Stat. ch. 111 1/2, par. 7301 et seq.

Related Policies:

Related Instructions

And Guidelines:

Cross Ref.:

## **POLICY 4330, EMPLOYEE SUBSTANCE ABUSE**

(Implementing The Federal Drug-Free Schools and Communities Act Amendments of 1989 and the federal and state Drug-Free Workplace Acts).

In accordance with the Federal Drug-Free Schools and Communities Act of 1986, as amended by the Drug-Free School Amendments of 1989, and the federal and state Drug-Free Workplace Acts, employees shall not possess, use, distribute or be under the influence of any alcoholic beverage or illicit drug or other controlled substance, as defined in Schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. Sec. 812) and as further defined by regulation at 21 C.F.R. 1300.11 through 1300.15, before, during or after school hours at school or in any other School District location as defined below.

"School District location" means in any school building or any school premises; on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off-school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction or supervision of the School District; or during any period of time such employee is supervising students on behalf of the School District or otherwise engaged in School District business.

As a condition of employment in any federal or state grant, each employee who is engaged either directly or indirectly in performance of a federal or state grant shall abide by the terms of this policy and shall notify his or her supervisor in writing of his or her conviction of any criminal drug statute for a violation occurring in any of the places listed above on which work on a school district federal or state grant is performed, no later than five (5) calendar days after such conviction.

The Superintendent/Principal shall establish a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace, the District's policy of maintaining a drug-free workplace, available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug violations. In taking appropriate measures to inform employees of this policy, the Superintendent/Principal shall include a statement that compliance with this policy is mandatory.

Sanctions for violation of this policy extend to and include termination of employment and referral for prosecution consistent with applicable local, state and federal law. The District, in its sole discretion, may also require an employee who violates this policy to participate satisfactorily in the District's Employee Assistance Program or other substance abuse assistance or rehabilitation program.

Amended Date(s):	April 24, 1997
Adopted Date:	December 19, 1990
Review Date:	
Law Reference:	III. Rev. State. ch. 127, par. 132.311 <u>et seq.</u> ; 20 U.S.C. §3172 <u>et seq.</u> ; 41 U.S.C. §701 <u>et seq.</u>
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref.:	

## **POLICY 4340, USE OF CREDIT CARDS BY DISTRICT PERSONNEL**

### **I. Purpose**

To facilitate situations in which School District-related travel or expenditures of cash are necessary and frequent, an administrator, having a District bank credit card in his/her name, may authorize the use of that credit card by a member of the faculty or staff when it is deemed appropriate or expeditious to do so. Use of the credit card shall be limited to actual and necessary expenditure for the conduct of School District business, such as travel expenses, meal and meeting expenses, etc. The card shall not be used for personal expenditures or for expenditures that should be made through the normal requisition process.

### **II. Authorized Use**

District personnel who are authorized to use an administrator's credit cards shall utilize the card in accordance with all applicable state and federal laws regulating such cards; with the terms of the bank issuing the card, including but not limited to procedures for reporting lost cards and observance of credit limits; and with accepted accounting practices and administrative procedures.

### **III. User Liability**

District personnel who receive and use District credit cards will be responsible for their proper use. The District retains its right to seek restitution for improper use, to initiate criminal and/or civil proceedings for improper use, and to issue employee sanctions, including dismissal, for improper use of District credit cards.

Amended Date(s):	October 24, 2002
Adopted Date:	April 23, 1992
Review Date:	
Law Reference:	
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref.:	



## PROCEDURES FOR USE OF CREDIT CARDS BY DISTRICT PERSONNEL

The District person to whom the card has been loaned shall be responsible for the following:

- I. Promptly reporting the loss of the credit card to the District's Business Office and to the administrator who loaned the card as soon as possible after the loss is discovered.
- II. Obtaining a copy of the receipt or charge slip for an expenditure to provide an accessible and permanent record. The charge slip should be used to make a brief record of the reason for the expenditure and all persons for whom the expenditure was made (e.g., "lunch with members of the debate team). District personnel should also list the account number to which the expenditure should be charged. The receipt or charge slip shall be submitted to the Business Office as soon as possible after the expenditure has been made.
- III. Timely payment of personal expenses for a spouse, family members and personal guests present at functions where expenditures are incurred.
- IV. District personnel will be expected to pay personally for unverifiable charges for which no receipt or charge slip is submitted to the Business Office.
- V. As soon as the bank credit card bill is received, the Business Office will send the bill to the appropriate District person for verification of the items on the invoice or statements against the receipts or charge slips that must be retained. District personnel should return within five (5) business days verification of all credit card expenditures to prevent the District from incurring finance charges for late payment.
- VI. The credit card statement and attached receipt will be reviewed by the District Business Office. If approved, the statement will be processed for payment.

Amended Date(s):	October 24, 2002
Adopted Date:	April 23, 1992
Review Date:	
Law Reference:	
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref.:	

Oak Park and River Forest High School District 200  
Personnel Use of District Credit Card

I have read and agree to abide by the District's policy and procedures for the use of a District credit card. I understand that use of a District card is not for personal use nor is use of a District credit card intended to take the place of the District's standard requisition and purchasing practices.

I understand that violations of the District's policy and procedures regarding the use of a District credit card may result in disciplinary and/or legal action against me.

Administrator's Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Position \_\_\_\_\_

School \_\_\_\_\_

## **POLICY 4360, ACCEPTABLE USE OF TECHNOLOGY - PERSONNEL**

Electronic networks, including the Internet, are a part of the District's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication. The Superintendent shall develop an implementation plan for this policy and appoint system administrator(s).

The School District is not responsible for any information that may be lost or damaged, or become unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

### Curriculum and Appropriate Online Behavior

The use of the District's electronic networks shall: (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library resource center materials. As required by federal law and Board policy 6:60, *Curriculum Content*, students will be educated about appropriate online behavior, including but not limited to: (1) interacting with other individuals on social networking websites and in chat rooms, and (2) cyber-bullying awareness and response. Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public forum for general use.

### Acceptable Use

All use of the District's electronic networks must be: (1) in support of education and/or research, and be in furtherance of the goals stated herein, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic networks or District computers. General rules for behavior and communications apply when using electronic networks. The District's *Authorization for Electronic Network Access* contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

### Internet Safety

Technology protection measures shall be used on each District computer with Internet access. They shall include a filtering device that protects against Internet access by both adults and minors to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by federal law and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such

filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or system administrator. The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

1. Ensure staff supervision of student access to online electronic networks,
2. Restrict student access to inappropriate matter as well as restricting access to harmful materials,
3. Ensure student and staff privacy, safety, and security when using electronic communications,
4. Restrict unauthorized access, including "hacking" and other unlawful activities, and
5. Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as, names and addresses.

#### Authorization for Electronic Network Access

Each staff member must sign the District's *Authorization for Electronic Network Access* as a condition for using the District's electronic network. Each student and his or her parent(s)/guardian(s) must sign the *Authorization* before being granted unsupervised use.

All users of the District's computers to access the Internet shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network.

The failure of any student or staff member to follow the terms of the *Authorization for Electronic Network Access*, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Amended Date(s):	June 28, 2012; May 25, 2006; January 22, 2004, October 24, 2002; August 22, 2002
Adopted Date:	August 22, 1996
Review Date:	
Law Reference:	No Child Left Behind Act, 20 U.S.C. §6777. Children's Internet Protection Act, 47 U.S.C. §254(h) and (l). Enhancing Education Through Technology Act, 20 U.S.C §6751 et seq.47 C.F.R. Part 54, Subpart F, Universal Service Support for Schools and Libraries. 720 ILCS 135/0.01.
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref:	

Oak Park and River Forest High School District 200  
PERSONNEL ACCEPTABLE USE OF TECHNOLOGY AGREEMENT

I have read and agree to abide by the District's Acceptable Use of Technology policy and regulations. I understand that my use of District telecommunication resources, computers, networks, and technology is for work-related purposes and to further the educational goals of the District. I further understand that my use of any District technology is not private and may be monitored.

I understand that violations of the District's policies and procedures regarding the use of technology may result in disciplinary and/or legal action against me.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Position \_\_\_\_\_

School \_\_\_\_\_

## **POLICY 4370, MANDATORY REPORTING RESPONSIBILITIES**

Any school official, including Board of Education members, or employee having reasonable cause to believe a child known to them in their professional or official capacity may be an abused or neglected child shall confidentially report or cause a confidential report to immediately be made to the Department of Children and Family Services by phone [1-800-25-ABUSE] or in person.

State law defines abused and neglected children as follows:

An abused child is one whose parent or immediate family member, or any person responsible for the child's welfare, or any individual residing in the same home as the child, or a paramour of the child's parent:

1. Inflicts, causes to be inflicted or allows to be inflicted, physical injury by other than accidental means, which causes death, disfigurement, impairment of physical or emotional health, or loss or impairment of any bodily function;
2. Creates a substantial risk of physical injury to the child by other than accidental means, which would be likely to cause death, disfigurement, impairment of physical or emotional health, or loss or impairment of any bodily function;
3. Commits or allows to be committed any sexual offense against such child;
4. Commits or allows to be committed an act or acts of torture upon such child;
5. Inflicts excessive corporal punishment.

A neglected child is any child who is not receiving the proper or necessary nourishment or medically indicated treatment including food or care, or otherwise is not receiving the necessary support or medical or other remedial care necessary for his well being, including adequate food, clothing, and shelter; or who is abandoned by his or her parents or other person responsible for his welfare.

The responsibility for reporting child abuse or neglect rests with the individual identifying the suspected abuse or neglect. The individual making the report shall also notify the Principal or other appropriate administrator that such a report is being made. State law provides that any person who, in good faith, participates in making such reports or in any judicial proceeding resulting from such report will be immune from civil or criminal liability.

Each new employee, prior to the commencement of his or her employment with the District, shall be required to sign a statement on a form prescribed by the Department of

Children and Family Services and provided by the District stating that he or she has knowledge and understanding of these reporting requirements. The signed statement will be retained in the employee's personnel file.

The Superintendent may prepare and implement guidelines necessary to accomplish the intent of this policy and comply with the relevant law.

Each individual School Board member must, if an allegation is raised to the member during an open or closed Board of Education meeting that a student is an abused child as defined in the Act, direct or cause the Board of Education to direct the Superintendent or other equivalent school administrator to comply with the requirements of the Act concerning the reporting of child abuse.

Amended Date(s):	March 25, 2010; December 21, 2006
Adopted Date:	September 23, 2004
Review Date:	
Law Reference:	325 ILCS <u>5/9</u> , 105 ILCS 5/10-22.6b
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref:	



## **Procedures For Mandatory Reporting Responsibilities Policy 4370**

Employees who have reasonable cause to suspect that a student may be abused or neglected shall report or cause a report to be made to the child abuse hotline number (1-800-25A-BUSE; 1-800-252-2873).

### Definitions:

"Abused child": a minor under age 18 who is being harmed by any person responsible for a child's welfare, including the following: a parent, family member, any person who resides in the home, a boyfriend or girlfriend of the parent, a babysitter or day care provider. Harm to the child may be physical or emotional injury (or serious risk of injury), excessive punishment, sexual offenses, or child torture.

"Neglected child": any child whose parent or person responsible for the child's welfare does not provide necessary support, as required by law, medical or other care for the well-being of the child, or such necessities as adequate clothing, food, and shelter. A child who has been left with a relative as their plan of care, is not considered neglected.

To make an oral report:

Call the child abuse hotline number and include the following information in the report:

1. Name, address, and home telephone number of the student
2. Name, address, home and work telephone numbers of the parent(s)/guardian(s)
3. Age of the student
4. Names and ages of siblings living in the student's home
5. Details of the suspected abuse, including the student's present condition
6. Previous reports from District personnel made to DCFS about suspected abuse
7. Other information to help establish suspected cause of abuse
8. Notification of parent(s)/guardian(s) and District personnel should occur as soon as practicable unless it is deemed inappropriate.

Within 48 hours of the oral report, the employee shall complete the required DCFS form (Written Confirmation of Suspected Child Abuse/Neglect Report: Mandated Reporters), available on the DCFS website at [www.state.il.us/dcfs/index.shtml](http://www.state.il.us/dcfs/index.shtml). The employee shall retain the original of this confidential report and send a copy to the Assistant Superintendent for Pupil Support Services, the Assistant Superintendent for Human Resources, the School Nurse, and DCFS.

## Emergency Situations

If an abused or neglected student has a life-threatening condition, the employee shall notify the local law enforcement agency as well as DCFS. The employee shall request that DCFS or the local law enforcement agency take temporary protective custody of the child without the consent of the parent(s)/guardian(s).

## Confidentiality

All reports concerning cases of suspected child abuse or neglect must be held in the strictest confidence. No such report shall be included in the child's student record, nor may any employee or agent of the District disclose any information concerning reports of suspected child abuse or neglect to any person other than an authorized representative of the District, the Illinois Department of Children and Family Services, or the local law enforcement agency.

## Immunity from Liability

Any person participating in good faith in the making of a report or in the investigation of such a report shall have immunity from any civil, criminal, or other liability that might result by reason of such reporting. For the purpose of any proceedings, civil or criminal, the good faith of any persons required to report cases of suspected child abuse or neglect shall be presumed (325 ILCS 5/9, 105 ILCS 5/10-22.6b).

## Sanctions

Any certified employee or non-certified employee who willfully fails to report an incidence of suspected child abuse or neglect as required by the Abused and Neglected Child Reporting Act may be subject to sanctions under State of Illinois and School Code of Illinois regulations.

## Notification to Parent(s)/Guardian(s)

School officials in keeping with "in loco parentis" responsibilities may interview students as part of an investigation without first notifying parents. Parents will be notified as soon as it is practical when interviews occur under such circumstances, unless it is deemed inappropriate. However, should representatives of law enforcement agencies or DCFS request to interview a student regarding an allegation of abuse, good faith efforts will be made to notify parents/guardians prior to the interview taking place. In the absence of parent contact, school officials will make the determination about the appropriateness of the request. Granted interviews with non-school officials will occur during the school day and/or on school premises and in the presence of a school official. If parent/guardian notification is delayed/withheld, the specific reasons for doing so shall be indicated on

the DCFS form (Written Confirmation of Suspected Child Abuse/Neglect Report: Mandated Reporters).

Reviewed Date(s):	March 25, 2010; December 21, 2006
Accepted Date:	June 20, 2005
Review Date:	
Law Reference:	
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref.:	

# SERIES 5000

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## **POLICY 5110, STUDENT RIGHTS AND RESPONSIBILITIES**

Oak Park and River Forest High School exists for the welfare of its students. The identification and preservation of the rights and responsibilities of these students must be a major concern of all persons related to this school. The results of the educational experiences should be measured, in large part, by the extent to which students fulfill their responsibilities and exercise their rights in a reasonable manner. Though this is a unique public institution, it exists in the context of larger entities whose tenets must apply: the constitutions of the United States and of the State of Illinois, federal laws, the *School Code of Illinois*, and decisions of state and federal courts.

Specifically and fundamentally, each student has the right:

- A. to freedom of speech and press, freedom of assembly, freedom to petition, limited only by the restriction that the exercise of these rights does not present a clear and present danger to other persons nor does it materially or substantially disrupt the normal conduct of the school;
- B. to due process and equal protection of the law;
- C. to be free from discrimination based on race, religion, nationality, gender, disability, physical characteristics or sexual orientation;
- D. to be free from physical and verbal abuse; and
- E. to a comprehensive education, commensurate with his/her abilities and the District's financial resources.

Furthermore, each student has the responsibility:

- A. to avoid interfering with the rights of others;
- B. to accept and respect others regardless of their differences;
- C. to know the published rules and regulations of the school and to abide by them; and
- D. to make a concerted effort to utilize the learning resources provided.

Amended Dates:	January 25, 2007
Adopted Date:	June 19, 1975
Review Date:	
Law Reference:	
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref.:	

## **POLICY 5111, STUDENT FREEDOM OF EXPRESSION**

Freedom of expression is fundamental to the educational process in a free society. Students, as members of a democratic community, are free to express individual or collective opinions in ways which are lawful, appropriate for a public school setting, and consistent with the rights of others. Students are to be encouraged to express their opinions and ideas in meaningful ways. Determination of the appropriateness of specific actions remains a responsibility of the school administration.

Freedom of expression should be consistent with the legal responsibility of this Board of Education to provide education for all eligible children in this school district. Actions by students which materially and substantially interfere with this responsibility will not be tolerated.

Amended Dates:

Adopted Date: January 22, 1976

Review Date:

Law Reference:

Related Policies:

Related Instructions

And Guidelines:

Cross Ref.:



## **POLICY 5112, DISTRICT FEE AND BOOK WAIVER POLICY**

The District shall loan textbooks and shall waive all or some fees assessed by the District for students who meet the eligibility criteria for District fee waivers contained in this policy.

The following fees may be waived for students who meet the eligibility criteria for fee waivers contained in this policy:

1. all charges for required textbooks and instructional materials listed on booklist;
2. charges for field trips made during school hours, or made after school hours if the field trip is a required or customary part of a class; and/or
3. fees included within the school registration fee list.

The Superintendent (or his/her designee) shall employ an application and verification process for determining eligibility for District fees and book waivers that is separate from the free and reduce meals application process.

### **I. Eligibility Criteria**

A student shall be eligible for a District fee and book waiver when

1. the student currently lives in a household that meets the federal income guidelines established under the National School Lunch Act, 42 W.S.D. § 1758; 7 C.F.R. Part 245;
2. the student or student's family is currently receiving aid under the Supplemental Nutrition Assistance Program (SNAP) or Temporary Assistance for Needy Families (TANF) services;
3. the student or student's family is homeless;
4. the student is migrant or runaway; and/or
5. the student is placed by the Department of Children and Family Services (DCSF) with a foster parent or placed in another type of child care facility.

### **II. Notification**

The Superintendent (or his/her designee) shall provide written notification to parents/ guardians of those students enrolling in the District for the first time and the District's school fee waiver application, in accordance with *The School Code of Illinois* and Illinois State Board of Education regulations.

The first bill or notice of each school year sent to parents/guardians who owe fees shall state that the District waives fees for persons unable to afford them in accordance with this policy, and the procedure for applying for a fee waiver, or the name, address and telephone number of the person to contact for information concerning a fee waiver.

III. Verification

The Superintendent (or his/her designee) may require verification of a student's eligibility for a District fee waiver no more often than every 60 calendar days. The Superintendent (or his/her designee) shall not use any information obtained from its independent verification process to determine or verify eligibility for any federally funded, school-based child nutrition program.

IV. Determination and Appeal

The Superintendent (or his/her designee) shall promptly notify the parent(s)/guardian(s) requesting a fee waiver as to whether the fee waiver request has been granted or denied. If the District denies the request, the Superintendent (or his/her designee) shall mail a copy of its decision to the parents/guardians within 30 calendar days after the receipt of the request. The decision shall state the reason for the denial and shall inform the parents/guardians of their right to appeal, including the process and timelines for that action, and a statement informing the parents that they may reapply for a waiver any time during the school year, if circumstances change.

The denial of a fee waiver request may be appealed by submitting the appeal in writing to the Chief Financial Officer within 14 days of the denial. An appeal shall be decided within 30 calendar days after the receipt of the request for an appeal. The parents/guardians shall have the right to meet with the Chief Financial Officer. If the appeal is denied, the District shall mail a copy of its decision to the parents/guardians, and shall state the reasons for the denial.

Amended Dates:	May 16, 2010; March 22, 2007, May 22, 1997
Adopted Date:	January 22, 1976
Review Date:	
Law Reference:	Ill. Rev. Stat. c. 122, pars. 10-20.13 and 28-19.2(a), 23 III. Admin Code §1.245.
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref.	

## **POLICY 5113, STUDENT MEDICAL INSURANCE**

Basic student insurance for medical purposes is provided to all students while on school grounds or while participating in a school-sponsored activity at no cost to the student or parent/guardian.

The District requires supplemental medical insurance to be in place for excursions and exchanges as described in Policy 5136. The cost of this supplemental medical coverage insurance is to be borne by the parent/guardian of the student.

Voluntary supplemental student medical insurance for coverage twenty-four (24) hours a day/seven (7) days per week is made available to parents/guardians on an optional basis. No part of the cost of this coverage is paid by the school district, nor does the school district derive any financial benefit from the purchase of such insurance.

Amended Date(s):	March 22, 2007
Adopted Date:	November 18, 1982
Review Date:	
Law Reference:	
Related Policies:	
Related Instructions	
And Guidelines:	
Cross Ref.:	

## **POLICY 5114, STUDENT DISCIPLINE**

The Board of Education delegates authority to the Superintendent, the Principal, Assistant Principal for Student Health and Safety, Deans, and other administrators to provide appropriate interventions when needed and to take disciplinary action against any student guilty of disobedience or misconduct in accordance with Board Policy 103, Philosophy of Discipline. Such disciplinary action may include suspension for up to ten (10) days and recommendations to the Board of Education for expulsion as permitted under *The School Code of Illinois*. In determining whether a student will be suspended or recommended for expulsion, the Board's authorized school personnel will take into consideration the context, the student's intent, attitude, degree of involvement, and the harm done. Suspension and expulsion recommendations are expected to be consistent with the current District's *Code of Conduct*. Suspension and expulsion of Special Education students shall be in accordance with Article X 10.01,1, J of "The Rules and Regulations to Govern the Administration and Operation of Special Education," Board Policy 5114-1, and applicable State and federal law.

Misconduct, which may lead to disciplinary action pursuant to the provisions of Section 10.22.6 of *The School Code of Illinois* shall include, but is not limited to, the types of activities or behaviors provided below and those listed in the District's *Code of Conduct*:

- A. insubordination to any school personnel disobeying directives from staff members and/or rules and regulations governing student conduct;
- B. unexcused absenteeism, truancy, tardiness, or class cutting after warnings. State law and Board policy on truancy control will be used with chronic and habitual truants (Section 105 ILCS 5/26-13 of *The School Code of Illinois*);
- C. using, possessing, distributing, transferring or selling tobacco materials;
- D. using, possessing, distributing, transferring, purchasing, or selling alcoholic beverages. Students who are under the influence are not permitted to attend school or school functions;
- E. using, possessing, distributing, transferring, purchasing or selling legal over-the-counter or prescription drugs, controlled substances, "look-alike" drugs, or drug paraphernalia. A "look-alike" drug is defined as a substance not containing an illegal drug or controlled substance, but one that a student believes, or represents, to be an illegal drug or controlled substance. Students who are under the influence of any prohibited substance or drug or in possession of any drug paraphernalia are not permitted to attend school or school functions;
- F. engaging in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented a substance to be an illegal drug or controlled substance;

- G. using, possessing, distributing, transferring, purchasing or selling any legal substance that is intended for unlawful purposes;
- H. using, possessing, distributing, transferring, purchasing, selling, controlling, or transferring explosives, firearms, knives or any other object that can reasonably be considered a weapon, as further defined within the Definitions section below;
- I. using electronic signaling or receiving devices in a manner that is inconsistent with Board Policy 5152, Cellular Telephones and Electronic Paging devices, or the District's *Code of Conduct*. Electronic signaling devices include Personal Digital Assistants, graphing calculators, pocket—and all similar—electronic paging devices;
- J. using or possessing a laser pointer unless under a staff member's supervision and in the context of instruction;
- K. fighting or assaulting any person;
- L. Serious verbal abuse, threats, profanity or obscenity to any person;
- M. using any form or type of aggressive behavior that does physical or psychological harm to someone else and/or urging other students to engage in such conduct. Prohibited aggressive behavior includes, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, hazing, bullying, or other comparable conduct;
- N. causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property;
- O. knowingly permitting the entry of any unauthorized persons into the school;
- P. membership in, or involvement with, a fraternity, sorority or secret society. Involvement may include the promise to join, the participation in pledging or other activities, or the solicitation of any other person to join the fraternity, sorority, or secret society;
- Q. academic dishonesty;
- R. involvement in gangs or gang-related activity, including the display of gang symbols or paraphernalia;
- S. sexual harassment as defined by Policy 5310, Sexual Harassment of Students;
- T. unauthorized use of a computer or computer software, including the use of the District's computers to use, copy or distribute non-school software. This also includes any violation of Board Policy 5160, Acceptable Use of Technology—Students;
- U. gambling or participation in games of chance or skill for money or other profit;

- V. intentionally setting or attempting to set fires on school property, or bringing materials onto school property that are designed to be ignited or are capable of being used for ignition;
- W. pulling the fire alarm when the student knows that no fire exists, unauthorized use of a fire extinguisher, or creating an emergency situation by making a false report of any kind;
- X. wearing clothing which presents a health or safety hazard, or which materially and substantially disrupts the educational process;
- Y. engaging in any other activity that constitutes interference with school purposes or an educational function or any disruptive activity;
- Z. engaging in any activity that violates *The School Code of Illinois*; and/or
- AA. violation of any other school policy or rule.

Disciplinary action may be taken whenever the student's misconduct is reasonably related to school or school sponsored events or activities, including without limitation misconduct that occurs (1) on or within sight of school property, before, during or after school hours, or at any other time when school is being used by a school group; (2) off school grounds at a school sponsored event or activity, or any event or activity which bears a reasonable relationship to the school; (3) traveling to or from school or a school activity or function; (4) anywhere, if the conduct may reasonably be considered to threaten, intimidate, assault, and/or physically attack a staff member or Board member or interferes with school purposes and/educational functions.

In accordance with Section 10.22.6 (a) of *The School Code of Illinois*, the Board of Education reserves the right to expel students guilty of gross disobedience or misconduct for any length of time up to two calendar years. In the case of any student who is determined to have brought a weapon or look-alike weapon to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to the school, the expulsion shall be for not less than one calendar year, except as modified on a case-by-case basis. The Board will only act to expel a student after the student and parent(s) or guardian(s) of record have been requested to appear at a Hearing with the Board or with an appointed Hearing Officer. The process for such Hearings is enumerated in this policy's accompanying procedures. In determining whether a student will be expelled, the Board will take into consideration the context, the student's intent, attitude, degree of involvement, the harm done, and the student's behavioral history.

#### Expulsion Expungement

The Board of Education reserves the right to expunge expulsion documentation from the records of any student expelled by the Board of Education of Oak Park and River Forest High School District 200, except where the Board is required by law to maintain such records. Any expelled student who returns to Oak Park and River Forest High School and establishes himself or herself

as a good citizen, and satisfies graduation requirements for Oak Park and River Forest High School, is eligible for such consideration.

#### Transfer Students

Students seeking to transfer into Oak Park and River Forest High School District 200 who are under a current suspension or expulsion sanction from another school must comply with the requirements of Board Policy 5117A, Student Transfers from Non-District Schools, prior to admission.

#### Definitions

For the purpose of this policy, the following terms shall be defined as set forth below.

- A. Bullying – Bullying includes, but is not limited to, any aggressive or negative gesture or written, verbal, or physical act that places another student in reasonable fear of harm to his or her person or property, or that has the effect of insulting or demeaning any student in such a way as to disrupt or interfere with the school’s educational mission or the education of any student. (See *The School Code of Illinois*.)
- B. Hazing – hazing is defined as students, acting alone or in concert with others to
  - 1. perform an intentional *or* reckless act directed against a student that endangers the mental or physical health or the safety of a student; and/or
  - 2. coercing, compelling, or instructing a student to perform any act that endangers his or her mental or physical health or safety; for the purpose of or as a condition of being initiated into, holding office in or maintaining membership in any formal or informal student organization or group or in any fraternity, sorority, gang, or other prohibited secret society as defined in *The School Code of Illinois*.
- C. Sexual Harassment - Sexual harassment is generally defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication when the purpose or effect of the conduct or communication is to unreasonably interfere with the student’s education or to create an intimidating, hostile or offensive education environment.
- D. Possession – Possession means having: any knowledge of, and any control over an item. Control includes, but is not limited to, having access to an item in a school locker, personal effects, a vehicle, or other place where the item is located. It is not necessary that a student intends to control the item. A student may acquire knowledge of an item visually, by being told about the item, or through other sensory perception. A student’s knowledge will be determined based on the surrounding circumstances, not just the student’s statements. For example, “forgetting” that an item is in one’s locker, personal effect, or vehicle does not constitute lack of knowledge. Also for example, coming onto school grounds or to a school-sponsored event in a vehicle which the student knows contains an item constitutes possession of that item, even if the vehicle or the item does not belong to the student. Possession also means custody or care, currently or in the past,

of an object or substance regardless of whether or not the item is (a) on the student's person, or (b) contained in another item belonging to, or under the control of the student, such as in the student's clothing, backpack, vehicle, or (c) in a student's locker, desk, or other school property, or (d) any other location on school property or at a school sponsored activity or event.

- E. Gang – A gang means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts or acts in violation of school rules, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in, or have engaged in, a pattern of criminal gang activity or activity relating to the violation of school rules. Gang activity includes, but is not limited to, any act in furtherance of the gang and possession or use of gang symbols, such as drawings, hand signs and attire.
  
- F. Weapons – Weapons include, but are not limited to (1) guns, knives, explosive devices, any other item which is typically used to cause bodily harm and any other item defined by law to be a weapon; (2) items such as baseball bats, pipes, bottles, locks, sticks, compasses, pencils and pens if used, or attempted to be used, to cause bodily harm; and/pr (3) look-alike weapons.

Amended Date(s):	May 27, 2010; September 27, 2007; August 28, 2003; April 25, 2002; January 24, 2002; December 21, 2000; November 19, 1992; November 20, 1990; October 17, 1985; January 19, 1982; and January 22, 1976
Adopted Date:	October 17, 1968
Review Date:	
Law Reference:	ILSC 5/24-24
Related Policies/ Documents	Policy 103, Philosophy of Discipline Procedures for Policy 5114 Policy 5117A, Student Transfers from Non-District Schools Policy 5143, Administration of Medications Policy 5114A, Hazing O.P.R.F.H.S. Student <i>Code of Conduct</i>
Related Instructions And Guidelines:	
Cross Ref:	



## PROCEDURES FOR STUDENT DISCIPLINE FOR POLICY 5114

### General Guidelines

The Superintendent, Principal, Assistant Principal for Student Health and Safety, Deans of Discipline, and other designated administrators may impose disciplinary sanctions as appropriate to the infraction and as outlined in this Policy and the District's *Code of Conduct*. Classroom teachers, when students are under their charge, are authorized to impose any appropriate disciplinary sanctions, as outlined in this Policy and the District's *Code of Conduct*, other than suspension, expulsion, or in-school suspension.

Students who violate the rules and regulations of the District's *Code of Conduct* will be subject to a range of disciplinary sanctions. The grounds for disciplinary action apply whenever the student's misconduct is reasonably related to school or school sponsored events or activities, including, but not limited to (a) on, or within sight of, school grounds before, during, or after school hours or at any other time when the school is being used by a school group; (b) off school grounds at a school sponsored event or activity, or any event or activity which bears a reasonable relationship to the school; (c) traveling to or from school or a school-sponsored event or activity; or (d) anywhere, if the conduct may reasonably be considered to be a threat or an attempted threat or intimidation of a staff member, Board member or student, an interference with school purposes and/or an educational function or any conduct that may reasonably carry –over into the school setting.

Disciplinary measures may include, but are not limited to: a disciplinary conference; the withholding of privileges; seizure of contraband; suspension from school for up to ten (10) days, provided appropriate procedures are followed; expulsion from school and all school sponsored activities and events for a period of up to two calendar years, provided appropriate procedures are followed; notification of law enforcement authorities whenever the misconduct involves illegal drugs, controlled substances, look-alikes, alcohol, weapons, or violations of local, state or federal law; notification of parents or guardians of record with the District; removal from the classroom environment; in-school suspension for a period not to exceed 5 school days; and/or before or after school detention, provided the student's parent or guardian of record with the District has been informed.

Students serving out of school suspensions or expulsions are prohibited from being on school grounds or in attendance at school sponsored activities or events. School officials shall properly supervise students serving in-school suspensions, as well as before and after school detentions. Corporal punishment shall not be used. Teachers, other certified District employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain the safety of the student, other students, school personnel or other persons, or for the purpose of self-defense or defense of property.

A student who is subject to suspension or expulsion may be eligible for a transfer to an alternative educational setting.

Students shall be afforded due process as required by law prior to the imposition of disciplinary sanctions.

Parent-Teacher Advisory Committee (Known as the O.P.R.F.H.S. Joint Committee on Student Behavior and Discipline)

In compliance with *The School Code of Illinois*, the District shall establish a Parent-Teacher Advisory Committee for the purpose of reviewing the District's student discipline policies and procedures. The Advisory Committee shall make recommendations to the District regarding all student behavior. . The Advisory Committee shall also annually review the District's *Code of Conduct*.

Code of Conduct

The Assistant Principal for Student, Health, and Safety, with input from the Parent-Teacher Advisory Committee, shall develop a *Code of Conduct* that fully outlines the District's behavioral expectations of students. The *Code of Conduct* shall be presented annually to the Board of Education for its review and approval.

The *Code of Conduct* shall be distributed annually to students and their parents or guardians of record with the District within fifteen (15) days of the beginning of the school year or a student's enrollment.

Legal Authority to Expel or Suspend

- A. Section 10-22.6(a) of *The Illinois School Code of Illinois* grants a Board of Education the authority to expel a student guilty of gross disobedience or misconduct. Expulsion may be for any length of time from 11 days to two calendar years. Only the Board of Education may expel a student, and this may occur only after the student and parents or guardians of record with the District have been requested to appear at a Hearing before a Hearing Officer appointed by the Board of Education.
- B. Pursuant to Section 10-22.6(b) of *The School Code of Illinois*, the Board of Education has conferred upon the Superintendent, Principal, the Assistant Principal for Student Health and Safety , Deans of Discipline, and other designated administrators the authority to suspend pupils guilty of gross disobedience or misconduct for a period not to exceed 10 consecutive school days. The District's *Code of Conduct* lists some of the specific types of misbehaviors that constitute gross disobedience or misconduct.

Suspension Procedures

A student may be suspended from school for up to ten (10) school days at a time for gross disobedience or misconduct. Disciplinary action based on conduct which occurs at the end of the school year may be extended into the following school year. The following procedures shall generally apply to students recommended for expulsion.

- A. Authorized school personnel will confer with any student who is under consideration for suspension prior to taking such disciplinary action, unless the student is unavailable.
- B. Prior to any suspension, authorized school personnel will ascertain whether the student is a special Education student or may be eligible for Special Education services. If so, authorized school personnel must also follow the District's Special Education procedures.
- C. The student will be advised of the reason(s) for the proposed suspension and the evidence in support of the reason(s). The student will be given an opportunity to respond to the allegations.
- D. Authorized school personnel may then determine whether to suspend the student.
- E. When the student poses an immediate and continuing danger to persons or property, the student may be summarily removed from school without holding a suspension conference as set forth above. In such event, written notice, sent by certified mail or hand delivered by the Superintendent(or his/her designee) will be given to the student and his/her parent(s) or guardian(s). The notice will request the student to attend a post-suspension conference as soon as possible after the notice is received. Failure to attend the scheduled conference will constitute a waiver of such conference. Regardless of the student's attendance at the post-suspension conference, the parent(s) or guardian(s) will be advised by written notice of any subsequent disciplinary decision.
- F. Parents or guardians of record shall receive written notice of the student's suspension via certified return receipt mail. The notice shall include (a) a statement of the reason(s) for the suspension, including any school rule which has been violated; (b) the dates and duration of the suspension; and (c) a statement of the parent(s)' or guardian(s) of record's right to appeal the decision.
- G. To appeal a suspension, a student and/or parent or guardian must make a written request per the District's Decision and Appeal Process to the Assistant Principal for Student Health and Safety. The appeal must be postmarked within three (3) calendar days after receiving written notice of the suspension. Per *The School Code of Illinois*, a meeting shall be held to review such an appeal with the Assistant Principal for Student Health and Safety and the student and/or parent/guardian. Per the District's Decision and Appeals Process, the next and final appeal must be made to the Principal. This final appeal must be made through a written request to the Principal and postmarked within three (3) calendar days after receiving written notice of the denial of the first appeal. Per *The School Code of Illinois*, the Board of Education will review any appeal made to the Principal regarding a suspension.

#### Expulsion Procedures

Prior to any recommendation for expulsion, authorized school personnel will ascertain whether the student is a Special Education student or may be eligible for Special Education services. If

so, authorized school personnel must also follow all Special Education procedures. The following procedures shall generally apply to students recommended for expulsion.

#### Notification

- A. The District will notify the parent(s) or guardian(s) of record by certified letter of the proposed expulsion and the student's right to an expulsion hearing.
- B. The expulsion notice will include
  - 1. a statement of the reason(s) for the proposed expulsion, including any District or school rule that has been violated;
  - 2. the potential maximum duration of the expulsion;
  - 3. the time and place of the expulsion hearing; and
  - 4. a statement of the parent(s) or guardian(s) right to be present at the hearing and/or represented by an attorney or other representative.

#### Hearing

- A. A Student Discipline Hearing shall be conducted by a Board appointed Hearing Officer; however, the Board of Education reserves the right to preside over expulsion hearings consistent with Section 10-22.6 of *The School Code of Illinois*.
- B. The student may attend the Hearing along with his/her parent(s) or guardian(s) and may be represented by an attorney or other representative. If the administrator recommending the expulsion has proof of notice of the Hearing being sent and received, the Hearing may proceed regardless of whether the student and his parent(s) or guardian(s) of record choose to attend.
- C. The Hearing will be conducted as follows.
  - 1. Authorized school personnel and the student, or his/her representative, may make short opening statements concerning both the charges of gross disobedience/misconduct and the appropriate discipline.
  - 2. Authorized school personnel will first present evidence. The student or representative may cross examine all witnesses in attendance at the Hearing, and review any written evidence presented by authorized school personnel.
  - 3. The student or his/her representative may then present evidence to refute the charges. The District may cross examine all witnesses in attendance at the Hearing and review any written evidence presented by the student or representative.

4. The Hearing Officer or Board, at any time, may direct questions to the parties or their witnesses.
5. Student witnesses may be requested to testify at a Hearing. If a parent or student wishes to call a student witness to testify at a Hearing, it is their responsibility to arrange for the student witness to be in attendance. Authorized school personnel may provide a written summary in which the identity of a student witness is concealed if any imminent fear of reprisal exists.
6. Authorized school personnel and the student or his/her representative may make closing statements at the conclusion of the Hearing concerning both the issue of gross disobedience/misconduct and the issue of appropriate discipline.
7. The Hearing Officer shall prepare a written summary of the testimony and evidence received at the Hearing.

#### Administrative Review Committee Action

The Hearing Officer's report shall be forwarded to the Administrative Review Committee, who will review the report to determine whether to recommend expulsion to the Board. The parent or guardian of record shall be notified of the Administrative Review Committee's determination. If the Administrative Review Committee decides to recommend expulsion, the Board of Education shall be provided a copy of the Hearing Officer's Report.

#### Board Action

- A. If the Administrative Review Committee decides to recommend expulsion to the Superintendent and the Superintendent agrees, the Superintendent will forward an expulsion recommendation to the Board of Education. The Board of Education shall consider the Hearing Officer's written report in executive session.
- B. The Board will determine and make findings on the following two issues:
  1. the validity of the charges of gross disobedience or misconduct; and
  2. the appropriate disciplinary measure, if any, if the charges are upheld.

The parent or guardian of record shall be notified of the Board of Education's determination.

Accepted Date(s):	May 27, 2010; November 18, 2004; March 21, 2002;
Amended Date(s):	December 18, 1997; January 28, 1993; November 28, 1990; May 5, 1986;
Adopted Date:	April 22, 1982
Review Date:	
Law Reference:	
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref.:	

## **POLICY 5114-1, SUSPENSION AND EXPULSION – SPECIAL EDUCATION**

### **I. General Considerations**

This policy applies to students who are eligible for special education services pursuant to the Individuals with Disabilities Education Act (“IDEA”). Article 14 of the Illinois School Code and the IDEA, including the rules and regulations implementing both Acts, will be applied and followed by the District concerning the discipline of special education students.

### **II. Out-of-School Suspensions**

A special education student may be suspended from school up to and including 9 school days in the same manner as regular education students. Beginning no later than day 10 of an out-of-school suspension and for each subsequent out of school suspension in a given school year, the student must be allowed an opportunity to continue to appropriately progress in the general curriculum and advance toward achieving IEP goals. When the number of days of out of school suspension in a given school year exceeds 9 for an IDEA-eligible special education student, a functional assessment of behavior will be completed and the student’s IEP team will draft a behavior intervention plan. A manifestation determination must be conducted.

### **III. Expulsions**

A student with disabilities shall not be expelled from school for conduct, which is a result of the student’s disability. Before an expulsion hearing of a student with a disability can be considered, an IEP team must conduct a manifestation determination review to address whether the conduct in question was caused by or had a direct and substantial relationship to the child’s disability or if the conduct in question was a direct result of the school’s failure to implement the IEP.

If the results of the manifestation determination show that the conduct in question was not a manifestation of the student’s disability, the District may continue with its recommendation that the child be considered for expulsion by the Board of Education, in accordance with the regulations promulgated under the Individuals with Disabilities in Education Act.

If a student with disabilities is expelled from school in accordance with the policy set forth above, the Special Education Division will develop an educational program to deliver educational services during such period of expulsion, to the extent required by law.

If it is determined at the manifestation determination review that the behavior of the student was a manifestation of his/her disability, the authorized administrator shall not

continue with the recommendation for expulsion but may request a review of the appropriateness of the student's placement in accordance with federal and State law.

#### IV. 45-Calendar Day Interim Alternative Educational Placements

A special education student who commits a drug or weapon related offense or is found to be dangerous by a State-appointed hearing officer may be placed in an interim alternative educational setting for up to 45 calendar days. The District may impose any other discipline and take other legal action against the student as appropriate.

#### V. Regular Education Students Invoking Special Education Protections

A. A regular education student facing disciplinary action may be entitled to IDEA special education protections if a school district had "knowledge" that the student was, in fact, a student with a disability before the misconduct occurred.

B. The school district has "knowledge" when:

1. the parent or guardian expressed concern in writing to school personnel (or orally if the parent does not know how to write or has a disability that prevents a written statement) before the misconduct occurred; or
2. the behavior or the performance of the student demonstrates the need for such services in accordance with IDEA's disabling conditions; or
3. the parent or guardian previously requested an evaluation of the student; or
4. the student's teacher or other District personnel expressed concern about the behavior or performance of the student to the director of special education or to other District personnel in accordance with the District's established student find or special education referral system.

C. The District does not have "knowledge" if it:

1. conducted an evaluation and determined that the student was not eligible for services and notified the parents of this decision; or
2. determined that an evaluation was not necessary and notified the parents of this decision.

D. If the District has "knowledge," an expedited case study evaluation must be conducted. If the student is found eligible for IDEA special education services, the student shall be disciplined as a special education student. If the student is found not eligible for IDEA special education services, the District can proceed to expel or otherwise discipline the student as a regular education student.



- E. If the District does not have “knowledge,” the District may move forward with expulsion proceedings.

Amended Dates:	October 25, 2007; March 24, 2005; March 26, 1998; October 24, 1996; May 26, 1994; December 19, 1990
Adopted Date:	June 18, 1989
Review Date:	
Law Reference:	
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref.:	

## **POLICY 5114-2, BEHAVIORAL INTERVENTIONS AND ISOLATED TIME OUT/PHYSICAL RESTRAINT FOR DISABLED STUDENTS**

### **USE OF BEHAVIORAL INTERVENTIONS**

Behavioral interventions should be used by teachers and administrators to promote and strengthen desirable adaptive student behaviors and reduce identified inappropriate behaviors. A fundamental principle is that positive, non-aversive interventions designed to develop and strengthen desirable student behaviors should be used when they are likely to be effective.

While positive approaches alone will not always succeed in managing inappropriate behavior, the use of more restrictive behavioral interventions should be used sparingly and approached with caution. In addition, all behavior interventions must incorporate procedures and methods consistent with generally accepted practice in the field of behavioral interventions.

A behavior management plan shall be written for disabled students whose behavior significantly interferes with the student's ability, or the ability of other students, to benefit from the educational setting. A behavior management plan will also be drafted and/or revised where appropriate for any student who receives special education services and (1) is suspended for more than 10 days in a school year, (2) is recommended for expulsion, and/or (3) is referred to a 45-calendar day interim alternative placement. A behavior management plan shall be based on a functional analysis of the student's behavior.

The District maintains the Parent-Teacher Advisory Committee to provide advice regarding the creation and amendment of this policy. The committee shall be comprised of parents, teachers, individuals knowledgeable about behavior interventions, and other interested citizens. The District has drafted administrative procedures to implement this policy.

The District shall furnish a copy of this policy and the administrative procedures to all parents of students receiving special education services within 15 calendar days after any amendments to the policy or procedures, or at the time an individualized education plan (IEP) is first implemented for a student. Students and parents will be informed of the existence of this policy during the annual IEP meeting. In addition, at each annual review for students with disabilities, the District shall explain the policy and procedures and provide a copy of the policy and procedures to parents. A copy of the ISBE "Behavioral Interventions in Schools: guidelines may also be requested by contacting: Illinois State Board of Education, Division of Program Compliance, 100 North First Street, Springfield, IL 62777-0001, 217/782-6601, [www.isbe.state.il.us](http://www.isbe.state.il.us).

### **USE OF ISOLATED TIME OUT AND PHYSICAL RESTRAINT**

Isolated time out means the confinement of a student in an enclosure, whether within or outside the classroom, from which the student's egress is restricted. Physical restraint means holding a student or otherwise restricting his or her movements through the use of specific, planned techniques. Physical restraint does not include momentary person-to-person contact, without the use of material or mechanical devices, accomplished with limited force, to (1) prevent a student

from completing an act that could result in potential harm to him/herself or others, or damage to property, or (2) removal of a disruptive student who is unwilling to leave the area.

Isolated time out and physical restraint shall only be used as a means of maintaining a safe and orderly environment for learning, and only when necessary to preserve the safety of students and others. Isolated time out and physical restraint shall not be used as a form of punishment. In addition, physical restraint shall not be used unless the student (1) poses a physical risk to him/herself or others, (2) there is no medical contraindication to its use, and (3) the staff applying the restraint have been trained in its safe application. A verbal threat is not considered a physical risk unless the student also demonstrates a means of or intent to carry out the threat.

Written procedures governing the use of isolated time out and physical restraint shall be developed by the Superintendent/Principal or designee.

Whenever isolated time out or physical restraint is used, the student's case manager and parent/guardian shall be notified as soon as possible, and shall document the incident as set forth in the procedures governing isolated time out and physical restraint. Any incident that results in a serious injury to the student (as determined by the student, responsible parent or guardian, or staff) shall be reported to the Principal or designee. The Principal or designee shall investigate and evaluate the incident.

At least annually, the Principal or designee shall review the use of isolated time out and physical restraint, including: the number of incidents involving isolated time out and/or physical restraint; the location and duration of each incident; the staff members involved; any injuries or property damage that occurred; and the timeliness of parental notification and administrative review.

## PSYCHOSTIMULANT MEDICATION

No student may be disciplined because of the refusal of the student's parents or guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student. Disciplinary consequences are based solely on the behavior of the student. At least once every two years, certified school personnel and administrators will receive in-service training on the current best practices regarding the identification and treatment of attention deficit disorder and attention deficit hyperactivity disorder, the application of non-aversive behavioral interventions in the school environment, and the use of psychotropic or psychostimulant medication for school-age children. This policy does not prohibit school medical staff, an individualized educational program team, or a professional worker as defined by Section 5/14-1.10 of the School Code, 105 ILCS 5/14.10, from recommending that a student be evaluated by an appropriate medical practitioner or prohibit school personnel from consulting with the practitioner with the consent of the student's parent or guardian.

Amended Date(s):	October 25, 2007; March 24, 2005
Adopted Date:	November 14, 1995
Review Date:	
Law Reference:	105 ILCS 5/14-8.05 105 ILCS 2-3.130 105 ILCS 10-20.33 105 ILCS 10-20.35 Title 23 Ill.Adm.Code §§ 1.280; 1.285
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref.:	Policy 5114, Student Discipline

## **POLICY 5114-4, PROHIBITION AGAINST BULLYING, HAZING, HARASSMENT, AND CYBERBULLYING**

It is the policy of Oak Park and River Forest High School, District 200 to provide an educational environment free from bullying, hazing, harassment, and cyberbullying. The School District is committed to protecting its students from any form of physical, verbal, or mental abuse.

### **Definitions**

#### **1. Bullying**

Bullying is defined to include, but is not limited to, any aggressive or negative gesture, electronic communication, or written, verbal or physical act that places another student in reasonable fear of harm to his/her person or property, or that has the effect of insulting or demeaning any student in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Bullying most often occurs when a student asserts physical or psychological power over, or is cruel to, another student perceived to be weaker. Such behavior may include but is not limited to pushing, hitting, threatening, name-calling, or other electronic, written, physical, or verbal conduct of a belittling or browbeating nature.

#### **2. Hazing**

Hazing is any act that subjects a student to electronic, written, physical, or verbal harassment, mental or physical discomfort, intimidation, embarrassment, ridicule, or demeaning activity committed by an individual student or group of students for the purpose of initiation, maintaining membership, or holding office in any organization, club, or athletic team.

#### **3. Harassment**

Harassment includes any unwelcome electronic, written, physical, or verbal conduct, contact or communication that is motivated by or related to individual characteristics such as race, color, national origin, gender, economic status, disability, religion, religious affiliation or sexual orientation and that creates an intimidating, hostile or offensive educational environment. Although harassment that creates a hostile environment may take many different forms, some examples include name calling and other derogatory comments, jokes, gestures or looks, posting or distribution of derogatory pictures, notes or graffiti, blocking, pushing, hitting, or other forms of physical aggression. Where harassment is sexual, it may also include such conduct as persistent unwelcome attempts to interact with someone, spreading of rumors, aggressive physical contact such as kissing, touching, or pulling at clothes in a sexual way.

Sexual harassment also includes unwelcome sexual advances or requests for sexual favors when

- a. submission to such conduct is made either explicitly or implicitly as a condition

- b. of the receipt of educational or other school-related benefits; or submission to or rejection of such conduct by an individual is used as the basis for educational or other school-related decisions affecting that individual.

#### **4. Cyberbullying**

Cyberbullying is a subset of bullying, hazing, and harassment. For purposes of this policy, cyberbullying is defined as the use of e-mail, instant messaging, chat rooms, pagers, cell phones, or other forms of information technology to deliberately bully, haze, harass, threaten, or intimidate someone. Cyberbullying can include, but is not limited to, such acts as making threats, provocative insults or racial or ethnic slurs, or demeaning remarks about one's sexual orientation.

#### **Prohibited Conduct**

1. It shall be a violation of Board of Education policy for a student, employee, or any school visitor to bully, haze, harass, or cyberbully a student or to engage in conduct which would actively or passively support acts of bullying, hazing, harassment, or cyberbullying.
2. It shall be a violation of Board of Education policy for a student to report false allegations or a false complaint of bullying, hazing, harassment, or cyberbullying.
1. It shall also be a violation of the policy for an employee, student, or any school visitor to retaliate against a student for instituting a good-faith complaint of bullying, hazing, harassment, or cyberbullying.

#### **Complaints**

A student who feels that he/she has been bullied, hazed, harassed, or cyberbullied should inform a School District staff member. All school employees are required to report alleged violations of this policy to the principal or his/her designee. All other members of the school community, including students, parents/legal guardians, volunteers and visitors are encouraged to report any act that may be a violation of this policy.

There are no expressed time limits for initiating complaints under this Board policy; however, every effort should be made to bring complaints to the attention of appropriate authorities as soon as possible while memories are fresh and witnesses continue to be available.

Complaints will be investigated. If it is determined that a violation has occurred, prompt corrective action will be taken. During the investigation, confidentiality will be maintained to the utmost extent possible. Complainants will be offered counseling and other assistance when appropriate and will be informed of the results of any investigation.

#### **Intervention/Remediation**

In addition to the prompt investigation of complaints of bullying, hazing, harassment, or cyberbullying and direct intervention when such prohibited activities are verified, the following learning strategies may be implemented:

1. planned professional development programs addressing targeted problems including what constitutes safe and acceptable internet use;
2. formal or informal information or data collection regarding specific disciplinary or student problems;
3. modeling by school personnel of positive, respectful, and supportive behavior towards students;
4. employing classroom strategies that instruct students on how to work together in a collaborative and supportive atmosphere; and
5. gather input from parents, law enforcement, and other community members regarding positive responses to bullying, hazing, harassment, and cyberbullying.

### **Disciplinary Consequences**

1. Violation of this policy may result in discipline. If the harasser is an employee, discipline will be determined in accordance with Board policy and the provisions of any applicable collective bargaining agreement. Students who violate the policy will also be subject to appropriate discipline in accordance with Board policy and the District's Code of Conduct. Appropriate discipline may include suspension and/or expulsion.
2. Students may be disciplined for acts of bullying, hazing, harassment, or cyberbullying occurring on or off-campus and/or outside of school hours in the same manner they are otherwise subject to discipline for acts that violate School District policies and/or procedures when acts could (1) affect the school climate or atmosphere; (2) affect the peace, health, safety, or welfare of students, teachers, or any other personnel; and/or (3) disrupt or interfere with school or school activities. Any violation is subject to suspension and/or expulsion.
3. The parents/guardians of students who commit any act of bullying, hazing, harassment, or cyberbullying will be notified.
4. The School District reserves the right to make referrals for students in violation of this policy to appropriate mental health and law enforcement professionals.

### **Notification**

The School District shall annually communicate this policy to students and their parents/guardians. This annual notification shall include disseminating information to all students and parents/guardians explaining the serious disruption caused by bullying, hazing, harassment, and cyberbullying and that these behaviors will be taken seriously and are not acceptable in any form.

### **Adoption and Update of Policy**

The Board of Education shall update this policy beginning every 2 years after the policy's initial adoption and shall file this policy with the Illinois State Board of Education after the Board adopts or updates it.

Amended:	May 22, 2008; August 23, 2007
Adopted Date:	August 28, 2003
Review Date:	
Law Reference:	Legal Ref: 105 ILCS 5/27-23.7
Related Policies:	Policy 5114, Student Discipline
Related Instructions And Guidelines:	
Cross Ref:	



## **POLICY 5115, BUS CONDUCT—SPECIAL EDUCATION STUDENTS**

While being transported to and from school, students will be expected to maintain the same degree of orderliness and decorum as in school. All rules of reasonable conduct should be obeyed by students riding school buses in order to maintain their riding privileges.

The Superintendent (or his/her designee), as permitted in *The School Code of Illinois*, is authorized to suspend a student from riding the school bus for up to ten (10) consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Prohibited student conduct as defined in the District's Student Code of Conduct.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the Superintendent or designee deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, it becomes the responsibility of the parent/guardian to provide transportation to the educational placement during the term of the suspension. The Board may suspend a student from riding the school bus for a period in excess of 10 days for safety reasons. The District's regular suspension procedures for Special Education students are in effect when a student's privilege to ride the school bus has been suspended.

### Electronic Recordings on School Buses

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the District's Student Code of Conduct and shall be subject to reimbursing the District for any necessary repairs or replacement.

The content of the electronic recordings are student records and are subject to District policy and procedures concerning student records. Such recordings are exempt from the Eavesdropping Act. Only those individuals with a legitimate educational or administrative purpose may view and/or listen to the electronic video and/or audio recordings. If the content of an electronic recording becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding.

Amended Date(s):

Adopted Date: February 28, 2008

Review Date: Law Reference: Family Educational Rights and Privacy Act, 20 U.S.C. §1232g; 34 C.F.R. Part 99; 105 ILCS 5/10-20.14, 5/10-22.6, and 10/1 et seq.; 720 ILCS 5/14-3(m). 720 ILCS 5/14-3(m) as amended by P.A. 95-352

Related Policies:

Related Instructions

And Guidelines:

Cross Ref.: Student Code of Conduct

## Administrative Procedures for Policy 5115, Bus Conduct–Special Education Students

### Review of Electronic Recordings

Electronic video and audio recordings are viewed to investigate an incident reported by a bus driver, administrator, supervisor, student, or other person. They are also viewed at random. Viewing and/or listening to electronic video and/or audio recordings is limited to individuals having a legitimate educational or administrative purpose. In most instances, individuals with a legitimate educational or administrative purpose will be the superintendent (or his/her designee). A written log will be kept of those individuals viewing the video recordings stating the time, name of individual viewing, and date the video recording was viewed.

An electronic video or audio recording may be reused or erased after 14 days unless it is needed for an educational or administrative purpose.

### Notice of Electronic Recordings

Notice of the adopted policy regarding video and audio recordings shall be: (1) clearly posted on the front door and interior of the school bus, (2) provided to students and parents/guardians, and (3) included in student handbooks and other documents.

## **POLICY 5116, ALTERNATIVE EDUCATIONAL PROGRAMS**

The Board of Education may, at its discretion, offer to hold in abeyance the expulsion of a student who enrolls in and regularly attends an alternative educational program during the period of time specified for the expulsion.

Designated alternative educational programs must be accredited by the Illinois State Board of Education. Tuition costs for alternative educational programs will be covered by the District. Credits earned in an alternative educational program will be transferred to Oak Park and River Forest High School upon successful completion of the student's placement and semester(s) as stipulated by the Board of Education.

A student who accepts the Board's offer to hold an expulsion in abeyance must accomplish the following during the term of the expulsion.

- A. The student and parent shall sign a written agreement with the District to abide by the conditions specified in this policy. (See Attachment A)
- B. The student shall enroll in the alternative educational program within ten days following the meeting at which the Board of Education took its action to expel held in abeyance.
- C. The student shall maintain an attendance rate of at least eighty-five percent in the alternative educational program (or as stipulated by the Board of Education).
- D. The student shall comply with all requirements of the alternative educational program and with the District's *Code of Conduct* in order to remain in good standing.
- E. The student shall forego participation in or attendance at any Oak Park and River Forest High School (OPRFHS) related co-curricular (activity or athletic) event, whether on school grounds, in school facilities, or at any off-campus event in which OPRFHS is a participant, unless approved by the Superintendent (or his/her designee).
- F. The student shall remain off school premises throughout the duration of the expulsion held in abeyance period, except that the student may be on school premises to keep an appointment scheduled with school officials.
- G. Abide by any other conditions as stipulated by the Board of Education.

The Board of Education reserves the discretion to offer to hold an expulsion in abeyance depending on the severity of the offense; the student's disciplinary record; the danger the student represents to other students, faculty, or staff at the high school; the likelihood the student will profit from attendance at an alternative educational program; and/or any other factors that may be relevant.

An alternative educational program is an option for expulsion of students with disabilities where the behavior leading to the expulsion is determined to be unrelated to the student's disability. An alternative educational program may be provided at District expense and at the Board's discretion to any student who would not otherwise be expelled but who might benefit from the alternative approach to education provided by an alternative educational program. The student and the student's parents/guardians would have to agree to a voluntary change in school placement.

Expulsions, which are held in abeyance, will not be entered into the permanent records of students who comply with all the terms and conditions of this policy. An expulsion, which is held in abeyance, will be activated if a student violates any of the conditions specified above. Before the expulsion is activated, the student and his/her parent(s) will be notified of the reason for the activation and afforded an opportunity to respond. The basis for the original decision to expel will not be reviewed at that time.

Amended Dates:	January 28, 2010; March 22, 2007
Adopted Date:	June 27, 1996
Review Date:	
Law Reference:	
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref.:	

AGREEMENT TO ATTEND AN ALTERNATIVE EDUCATIONAL PROGRAM AS A CONDITION OF HOLDING EXPULSION IN ABEYANCE FOR REGULAR EDUCATION STUDENTS

ATTACHMENT A

- A. On \_\_\_\_\_, the Board of Education of Oak Park and River Forest High School District 200 voted to expel \_\_\_\_\_ but to hold the expulsion in abeyance if the student attends an educational program and abides by the following conditions.
- B. As a condition of holding the expulsion in abeyance, the student and his custodial (s) agree to the following.
1. The student shall enroll in the alternative educational program no later than \_\_\_\_\_.
  2. The student shall maintain an attendance rate of at least 85 percent in the alternative educational program (or as stipulated by the Board of Education).
  3. The student shall comply with all requirements of the alternative educational program and with the District's *Code of Conduct* in order to remain in good standing.
  4. The student shall forego participation in or attendance at any Oak Park and River Forest High School (OPRFHS)-related activity, co-curricular (activity or athletic) event whether on school grounds in school facilities, or at any off-campus event in which OPRFHS is a participant, or unless approved by the Superintendent (or his/her designee).
  5. The student shall remain off school premises throughout the duration of the expulsion period, except that the student may be on school premises to keep an appointment scheduled with school officials.
  6. The student shall abide by any other condition as stipulated by the Board of Education and as attached.
- C. The student and his/her parent(s) agree that failure to abide by these conditions will result in the District activating the expulsion. Prior to any activation of the expulsion, the student and his/her parent(s) will be notified in writing of the reason for the activation and provided with an opportunity to respond. The basis for the original decision to expel will not be reviewed at that time.
- D. If the student abides by these conditions for the duration of the designated expulsion period, no expulsion will be shown on his/her school record, and any credits earned in an alternative educational program will be transferred to Oak Park and River Forest High School at the successful completion of the student's placement and semester(s).
- E. The student and his/her parent(s) waive any claim that they are entitled to receive educational services other than those provided in the alternative educational placement or as otherwise agreed upon during the expulsion period.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Parent

\_\_\_\_\_  
Date

AGREEMENT TO ATTEND AN ALTERNATIVE EDUCATIONAL PROGRAM AS A CONDITION OF HOLDING EXPULSION IN ABEYANCE FOR SPECIAL EDUCATION STUDENTS

ATTACHMENT B

- A. On \_\_\_\_\_, the Board of Education of Oak Park and River Forest High School District 200 voted to expel \_\_\_\_\_ but to hold the expulsion in abeyance if the student attends an educational program and abides by the following conditions.
- B. As a condition of holding the expulsion in abeyance, the student and his custodial (s) agree to the following.
1. The student shall enroll in the alternative educational program no later than \_\_\_\_\_.
  2. The student shall maintain an attendance rate of at least 85 percent in the alternative educational program (or as stipulated by the Board of Education).
  3. The student shall comply with all requirements of the alternative educational program and with the District's *Code of Conduct* in order to remain in good standing.
  4. The student shall forego participation in or attendance at any Oak Park and River Forest High School (OPRFHS)-related activity, co-curricular (activity or athletic) event whether on school grounds in school facilities, or at any off-campus event in which OPRFHS is a participant, unless approved by the Superintendent (or his/her designee).
  5. The student shall remain off school premises throughout the duration of the expulsion period, except that the student may be on school premises to keep an appointment scheduled with school officials.
  6. The student shall abide by any other condition as stipulated by the Board of Education and as attached.
- C. The student and his/her parent(s) agree that failure to abide by these conditions will result in the District activating the expulsion. Prior to any activation of the expulsion, the student and his/her parent(s) will be notified in writing of the reason for the activation and provided with an opportunity to respond. The basis for the original decision to expel will not be reviewed at that time.
- D. If the student abides by these conditions for the duration of the designated expulsion period, no expulsion will be shown on his/her school record, and any credits earned in an alternative educational program will be transferred to Oak Park and River Forest High School at the successful completion of the student's placement and semester(s).
- E. The student and his/her parent(s)/guardian(s) agree that the placement will enable the student to appropriately progress in the general curriculum and appropriately advance toward achieving the goals set out in his/her IEP.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Parent

\_\_\_\_\_  
Date

## **POLICY 5117, RESIDENCY AND TUITION**

- I. A student is required to reside within the boundaries of the District in order to attend school in the District without tuition charge. Under the provisions of Section 10-20.12a of *The School Code of Illinois*, the Board of Education has the duty to charge tuition to any non-resident student permitted to attend a District school.

Each student, with his/her parent/guardian, will be required to demonstrate residency. Such information and documentation will be subject to verification by District personnel using District enrollment and residency forms.

The Board of Education recognizes the importance of and the responsibility of conducting the residency verification process as expeditiously as possible in order to eliminate or reduce the loss of instructional time for students. Therefore, the Superintendent will establish rules and procedures intended to enroll students as expeditiously as possible and in a manner that respects the dignity of each individual. As used in this policy, the term "Superintendent" includes the designee of the Superintendent.

- II. As used in this policy, the term "parent" includes a person with legal custody of the student who has established his/her primary residence in the District. Legal custody exists in any one of the following circumstances.
- A. Custody is exercised by a natural or adoptive parent with whom the student resides.
  - B. Custody has been granted by court order to a person with whom the student resides for reasons other than to have access to the educational programs of this District.
  - C. Custody is exercised under a short-term guardianship for reasons other than to have access to the educational programs of this District. Short-term guardianship is transferred by a document containing information specified by law and signed by the parent transferring guardianship to another person. Unless court approval is obtained, the transfer cannot exceed 60 calendar days.
  - D. Custody is exercised by a caretaker adult relative who is receiving aid under the Illinois Public Aid Code for the student who resides with that caretaker for purposes other than to have access to the educational programs of this District.
  - E. Custody is exercised by an adult who demonstrates that, in fact, he/she has assumed and exercises legal responsibility for the student and provides the student with a regular fixed nighttime dwelling for purposes other than to have access to the educational programs of this District.
- III. A student will be deemed a resident of this District and enrolled on a tuition-free basis in the following circumstances:



- A. In all cases in which Special Education services and facilities are provided pursuant to Article 14 of *The School Code of Illinois*, residency shall be determined in accordance with Sections 14-1.1a and 14-1.11 of *The School Code of Illinois*.
- B. The student has been placed with a foster parent or child care facility by the Department of Children and Family Services outside this District, but DCFS has determined it to be in the best interest of the student to maintain attendance in the District. In this instance, the responsibility for provision of transportation will rest with DCFS.
- C. The student is at least 18 years old and has established his/her primary residency in the District and intends to remain in the District indefinitely or for a substantial period of time.
- D. The student is under 18 years old, but has been emancipated by court order or marriage and has established his/her primary residence in the District and intends to remain in the District indefinitely or for a substantial period of time.
- E. District 200 shall abide by the Education for Homeless Children Act as defined by *The School Code of Illinois*, 105 ILCS 45/1-1 to 105 ILCS 45/1-45. A homeless student is one who: (1) lacks a fixed, regular and adequate nighttime place of abode; or (2) has a primary nighttime place of abode as defined in the procedures for this policy.
- F. Non-resident students whose parents demonstrate sufficient intent to establish residency within 60 calendar days from the students' first days of attendance shall be permitted to attend subject to the procedures for this policy.
- G. A regular education student who is a resident and who becomes a non-resident during a school term may complete that term without payment of tuition. However, a special education student may be subject to dis-enrollment upon becoming a non-resident in accordance with *The School Code of Illinois*.
- H. Any student who is a resident during a school term and becomes a non-resident due to the military service obligation of his/her custodial parent may maintain his/her residency status as determined prior to the military obligation. This request must be made in writing by the parent with legal custody of the student.
- I. A student whose parents are citizens and residents of a foreign country and who is living with a family resident in this District may, with the approval of the Superintendent, attend the school as an exchange student subject to the procedures for this policy. The maximum number of exchange students meeting these criteria who will be accepted in the District in a given school term will be six subject to the provisions of the exchange programs included

in the Advisory List of International Travel and Exchange Programs. Immigrants are not considered to be exchange students and are subject to the ordinary rules of residency.

- J. Under Sections 20.12a and 10-22.5 of *The School Code of Illinois*, the Board of Education may, but is not required to, admit non-resident students. Due to limited capacity in the school, it is the policy of the Board of Education to deny admission to non-resident students. If in exceptional circumstances, the Board of Education permits a non-resident student to enroll or continue enrollment or if an unauthorized non-resident student attends, the student must be charged tuition in accordance with the mandate of *The School Code of Illinois*.
- IV. If the District has not certified residency for a student, that student will not be permitted to enroll and begin attendance in the District on a tuition-free basis until District residency is certified.
- V. Unless another means of communication is specified in this policy any written communication from the Superintendent or the Board of Education, whether it be the result of a decision, notice of a hearing, **or** a request for information or otherwise, shall be deemed conclusively given as of the time the communication is deposited in the United States mail, postage prepaid, addressed to the person to whom the communication is directed at the last known address in possession of the District.

Amended:	May 27, 2010; February 28, 2008; December 22, 2005; August 28, 2003; February 22, 2001; May 22, 1997; July 8, 1993; November 8, 1989; November 20, 1986; October 17, 1985; December 19, 1984; November 15, 1983; November 18, 1982; July 26, 1979; June 8, 1978; October 20, 1977; January 22, 1976; October 17, 1974; December 17, 1970; October 17, 1968; and December 20, 1967
Adopted Date:	February 25, 1965
Review Date:	September 2005
Law Reference:	105 ILCS 5/10-20.12a & b; 105 ILCS 5/10-22.5; 105 ILCS 5/14-1 et.seq.;105 ILCS 45/1-1 et.seq.,
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref:	

## Administrative Procedures for Policy 5117, Residency and Tuition

### I. Homeless Students

A primary nighttime place of abode for a homeless student is defined as one that is

- A. a supervised publicly or privately operated shelter designated to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing);
- B. an institution that provides a temporary residence for individuals intended to be institutionalized; or
- C. a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.

A parent or guardian of a homeless student may enroll that student in either the "school of origin" or in the school for the attendance area in which the student actually lives. "School of origin" is the school that the student attended when permanently housed or the school in which the student was last enrolled.

### II. Tuition

- A. The school auditor provides, as part of the annual audit, information necessary for the Board of Education to charge each non-resident pupil tuition equal to the per capita cost of maintaining the high school for the preceding school term. Tuition is payable by cashier's or certified check prior to the beginning of each semester. Tuition shall be prorated when non-resident attendance is for less than a complete semester.
- B. Parents/guardians may make the payment of tuition in advance by cashier's or certified check for the number of school days within the 60-calendar day period. Demonstration of sufficient intent must be by a real estate purchase contract or a closing statement or a lease, showing entitlement to possession within the 60-day period. Within the 60-day period, residency must be demonstrated subject to verification by District personnel using District enrollment with residency forms. If residency is not established within the 60-day period, the student shall be disenrolled effective at the end of the 60-day period or as soon thereafter as reasonably possible, subject to the payment of tuition for any additional days of attendance beyond the 60 days. If residency is established within the 60-day period, the tuition for this period will be refunded.

### III. Citizens/Residents of a Foreign Country Living with Resident of District 200

A student may enroll in the District for a period of time not to exceed one school term without payment of tuition only if (1) the student is participating in an international exchange program specifically listed in the Advisory List of International Travel and Exchange Programs prepared annually by the Council on Standards for International Educational Travel in Reston, Virginia; (2) the student exchange program has been approved by the State Board of Education; (3) the student is sufficiently proficient in the English language to do coursework without special language assistance; and (4) meets any other requirements enumerated by the Office of Homeland Security or other governmental entity or authority.

### IV. Non-Residents

- A. The Superintendent is authorized to permit admission of a non-resident student, if the Superintendent determines in his/her discretion that the student is about to become a resident of the District, or to permit continued enrollment beyond the end of the current school term should a student become a non-resident while enrolled, if in each case the Superintendent determines in his/her discretion that the benefits of such enrollment to the student and the school substantially outweigh the burdens such enrollment imposes. Transportation of nonresident students is the responsibility of the student's parent(s) or guardian of record.
- B. The Superintendent may investigate and determine the residency of any student before or after enrollment in accordance with the applicable provisions of Illinois law and may require the involved persons to provide additional information to be considered by the District in determining residency. Such information may include, but is not limited to, real estate contracts, leases, financial documents, voter registration, tax documents, bills, and vehicle registrations and licenses. The investigation may include, but not be limited to interviews, completion of questionnaires, observations, and home visits. Whenever the Superintendent receives information believed to be reliable questioning the residency of the student, the Superintendent shall conduct an investigation to determine whether the student is a resident of the District.

If a student has not begun attendance in school when residency is questioned, the Superintendent shall generally deny attendance pending determination of the student's residency; however, students who are considered homeless under the Education for Homeless Children Act, 105ILCS 45/1-1 et seq. and Section VII of this policy, shall be enrolled immediately. At the conclusion of the investigation and after providing the student and the student's parents or other appropriate person an opportunity to discuss the matter, the Superintendent shall make a decision as to the student's residency. If the Superintendent determines that the student is not a resident, the Superintendent will take appropriate action, which shall include refusing to enroll the student.

If the Superintendent determines that a student already enrolled is not a resident of the School District, notice of the decision, the amount of tuition owed, and an opportunity for a hearing shall be given in accordance with the procedures specified in *The School Code of Illinois*. The student shall be disenrolled and tuition charged for the period of non-residency, if non-residency is found by the Superintendent, subject to appeal to, and/or affirmation by, the Board of Education; however, pending any appeal to, and/or affirmation by the Board of Education or the Superintendent's determination of non-residency, a student enrolled and attending school in the District may continue to attend school. The person responsible for the student, or the student if 18 years or older, is responsible for tuition pending an appeal if non-residency is found by the Board of Education, as well as tuition for the balance of the period of non-residency.

If the Superintendent determines that the student is not a resident, the notice (1) shall be given to the person who enrolled the student; (2) shall state the amount of tuition due and, if applicable, the intent to dis-enroll the student; and (3) shall be given by certified mail, return receipt requested. No student shall be disenrolled until at least 10 days after receipt of the tuition notice or, if a hearing is requested under Section X and it is requested that the student remains in school pending the hearing, until the conclusion of the hearing process.

- V. Review of adverse residency decisions shall be subject to the following rules.
- A. The parent/guardian who enrolled the student may request a review hearing within 10 days of receipt of the Superintendent's notice of decision. If a hearing is requested, the Board of Education, or the Superintendent, shall notify the requestor within 10 days, by certified mail, of the time and place of the hearing. The hearing shall be held not less than 10 and not more than 20 days after the date of the notice of the hearing.
  - B. The Board of Education may hold the hearing itself or designate a hearing officer to do so. The requestor may also be represented by the representative of its choice, and has the burden of providing evidence of the student's residency.
  - C. If a hearing officer conducted the hearing, the hearing officer shall send his/her findings to the Board of Education and the person who enrolled the student within five (5) days after the close of the hearing. The person who enrolled the student may file written objections to the Superintendent within five (5) days after receiving the findings. Within 15 days of the hearing, the Board of Education shall make a final determination as to the student's residency and send its decision to the person who enrolled the student.

## **POLICY 5117A, STUDENT TRANSFERS FROM NON-DISTRICT SCHOOLS**

A student may transfer into or out of District 200 according to State law and according to procedures developed by the Superintendent/Principal or designee. The Superintendent/Principal is delegated all authority granted to the School Board in order to implement this policy, subject to specific Board action to the contrary. A student seeking to transfer into District 200 must serve the entire term of any suspension or expulsion, imposed for any reason by any public, private, or non-public school, in this or any other state, before being admitted into District 200.

Illinois public, private or non-public schools must provide District 200 with the student transfer form as specified by the State Board of Education within 10 days of a transfer request. Parents of students transferring from an out-of-state public, private, or non-public school must sign a Student Transfer Affidavit attesting that their student is transferring in good standing prior to admittance.

Amended Date(s):	
Adopted Date:	January 24, 2002
Review Date:	March 15, 2007
Law Reference:	105 ILCS 5/2-3.13A Scholastic Records; Transferring Students 105 ILCS 5/10-22.6 Suspension or Expulsion of Pupils; School Searches
Related Policies:	
Related Instructions And Guidelines	Policy 5117, Tuition and Residential Status of Students Policy 5114, Suspension and Expulsion
Cross Ref:	

## **POLICY 5118, SPECIAL EDUCATION TUITION**

The School District will pay Illinois State Board of Education (ISBE) approved costs in accordance with Sections 14-7.01 through 14-7.03a of *The School Code* for any student whose disability requires placement in a nonpublic or special education facility which has been approved by ISBE. The Superintendent/Principal or designee must approve all such placements. Out-of-District placement will be considered only in cases in which the school authorities have determined that the student's disability is such that services cannot be provided through the special education programs associated with the school

Amended Dates:	March 22, 2007, November 18, 1982
Adopted Date:	January 22, 1976
Review Date:	
Law Reference:	
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref.:	

# **POLICY 5119, HOME-SCHOOLED AND NONPUBLIC SCHOOL STUDENTS**

## **Part-time Attendance**

The District accepts nonpublic school students, including parochial and home-schooled students, who live within the District for part-time attendance in the District's regular educational program on a space-available basis. Requests for part-time attendance must be submitted to the Superintendent (or his/her designee). All requests for attendance in the following school year must be submitted before May 1.

Students accepted for partial enrollment must comply with all discipline and attendance requirements established by the District. A nonpublic school student may attend any co-curricular activity associated with a District class in which he or she is enrolled. The parent(s)/guardian(s) of a student accepted for part-time attendance is responsible for all applicable fees which are directly related to the course(s) in which the student is enrolled.

## **Students with a Disability**

The District will accept for part-time attendance those students with disabilities who live within the District and who are enrolled in non-public schools. Requests must be submitted by the student's parent(s)/guardian(s). Special education services shall be provided to such students as soon as possible after identification, evaluation, and placement procedures provided by State law, but no later than the beginning of the next school semester following the completion of such procedures. Transportation for such students shall be provided only if required in the student's individualized educational program on the basis of the student's disabling condition or as the special education program location may require.

## **Cocurricular Activities**

A nonpublic student, who attends a District school for at least four (4) classes in the regular school day, excluding lunch, shall be eligible to participate in co-curricular activities, provided his or her participation adheres to the regulations established by any athletic association in which the District maintains a membership. Students who are enrolled in less than four (4) courses may participate in the District's co-curricular activities if the activity is directly related to and/or a required component of a class in which the student is currently enrolled. A nonpublic student who participates in a co-curricular activity is subject to all policies, regulations, and rules that are applicable to other participants in the activity.

## **Grade, Class and Credit Assignment When Enrolling in the District**

Grade placement by, and academic credits earned at, a nonpublic school will be considered if the school has a Certificate of Nonpublic School Recognition from the Illinois State Board of Education, or, if outside Illinois, if the school is accredited by a state agency governing education.

A student who, after receiving instruction in a non-recognized or non-accredited school, enrolls in the District will (1) be assigned to a grade level according to academic proficiency, and/or (2)



be awarded academic credits from the District if the student demonstrates appropriate academic proficiency to the school administration. Any portion of a student's transcript relating to instruction received in a non-recognized or non-accredited school will not be considered for placement on the honor roll, or computation of GPA, and computation of class rank.

Recognition of grade placement and academic credits awarded by a nonpublic school is at the sole discretion of the District.

If a parent or guardian is dissatisfied with the grade placement or credit determination of the Assistant Principal for Student Services, he or she may appeal the decision in writing to the Assistant Superintendent of Curriculum and Instruction within ten days of notification of the placement and/or credit award. If dissatisfied with the decision of the Assistant Superintendent of Curriculum and Instruction, the parent or guardian may appeal in writing to the Principal within ten days of the notification of the decision.

The decision of the Principal is final.

Amended Date(s):	November 19, 2009
Adopted Date:	February 24, 2000
Review Date:	March 15, 2007
Law Reference:	105 ILCS 5/10-20.24 and 5/14-6.01.
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref:	6:1450 (Title I Programs), 6:190 (Extracurricular and Co-Curricular Activities), 7:30 (Student Assignment), 7:300 (Extra Curricular Athletics)

## **POLICY 5120, ATTENDANCE - TRUANCY**

The School Board supports the principle that local school districts must have the responsibility for matters pertaining to student attendance. Further, the Board recognizes the following definitions:

**Truant** - a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof.

**Valid Cause** - A child may be absent from school because of illness, observance of a religious holiday, death in the family, family emergency, situations beyond the control of the student as determined by the School Board or such other circumstances which cause reasonable concern to the parent for the safety or health of the student.

**Chronic or Habitual Truant** - a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for ten percent or more of the previous 180 regular attendance days.

**Truant Minor** - A child to whom supportive services, including prevention, diagnostic, intervention and remedial services, alternative programs and other school and community resources have been provided and have failed to result in the cessation of chronic truancy or have been offered and refused.

Using the definitions cited, the school district shall determine if the student is a truant, chronic or habitual truant or a truant minor. The Superintendent/Principal shall direct the appropriate school district staff to develop diagnostic procedures to be used with the student who is a truant, chronic or habitual truant or a truant minor. The diagnostic procedures may include but not be limited to counseling services to the student and the student's parents/guardian, a health evaluation by the school nurse, use of peer groups and clinical evaluations by local and/or state agencies.

The following support services may be offered to a student who is experiencing an attendance problem:

- A. parent-teacher conferences
- B. counseling services by social workers
- C. counseling services by psychologists
- D. psychological testing
- E. alternative educational programs
- F. alternative school placement
- G. community agency services

When the supportive services of the school district have been offered to the student and if these measures prove ineffective and the behavior persists, the student will be classified as a truant minor and the Assistant Superintendent for Pupil Support Services shall refer the matter to the Superintendent/ Principal. The Superintendent/Principal or designee may call upon the resources of outside agencies such as the Juvenile Officer of the local police department or the Truant

Office of the Educational Service Region. The School Board, Superintendent/Principal, school district administrators and teachers shall assist and furnish such information as they have to aid truant officers in the performance of their duties.

In accordance with *The School Code of Illinois*, the *General Catalog* of Oak Park and River Forest High School, and the *Code of Conduct* of Oak Park and River Forest High School, no punitive action, including out-of-school suspensions, expulsions or court action shall be taken against a chronic truant for his or her truancy unless available supportive services and other school resources have been provided to the student.

Amended Dates:

Adopted Date: August 25, 1994

Review Date: March 15, 2007

Law Reference: III. Rev. Stat., ch. 122, para. 26-2a. III. Rev. Stat., ch. 122, para. 26-9. 111. Rev. Stat., ch. 122, para. 26-12. Hamer v. Board of Education, 582 N.E. 2d 231 (1978). Campbell v. Board of Education of New Milford, 475 A. 2d 289 Conn. (1984).

Related Policies:

Related Instructions

And Guidelines:

Cross Ref.:

## **POLICY 5124, REPORTING TO PARENTS**

Home reports showing scholastic grades shall be mailed to parents two times each semester. Other information that may be mailed by the school to parents from time to time may include reports or records which reflect the student's academic progress, reports of the student's emotional and physical health, notices of school-initiated parent-teacher conferences, notices of major school-sponsored events such as open houses which include student-parent interaction, and copies of the school calendar regarding the child.

Where custody of the child has been awarded to one parent, any reports, records, notices or other documents regarding a student that are furnished to one parent shall be furnished by mail to the other parent, except:

- A. If the School Board has been furnished with a certified copy of a court order prohibiting the release of such reports, records, notices or other documents to that parent; or
- B. If a parent has been prohibited by an order of protection from inspecting or obtaining school records of that student pursuant to the Illinois Domestic Violence Act of 1986.

It is the responsibility of the teacher to communicate directly with parents concerning their child's progress, particularly when failure is possible. Parents should be informed far enough in advance to allow for corrective action. Such warnings should also be communicated to a student's dean.

Amended Dates:	May 22, 1997; July 26, 1979
Adopted Date:	January 24, 1950
Review Date:	March 15, 2007
Law Reference:	Ill. Rev. Stat. ch. 122, pars. 10-21.8 and 50-5
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref.:	

## POLICY 5125, GRADUATION REQUIREMENTS

Beginning with the graduating class of the year 2000, a student must earn a minimum of forty-three credits to be eligible for a diploma. A credit is earned by the successful completion of any credit-bearing, one-semester course as described annually in the *Academic Catalog*. Students must enroll in at least five full-credit courses for each of eight semesters or until graduation, whichever occurs first.

Specific course requirements for graduation include changes to the Illinois School Code approved in August, 2005. These new requirements are to be phased in over four years beginning with students entering the ninth grade in the 2005-2006 school year.

In addition to the course requirements for graduation, the state of Illinois also requires students to take the Prairie State Achievement Exam, given in the spring of the junior year, in order to be eligible for a regular diploma. A student may be exempted because:

- The student's Individualized Education Program (IEP) developed under Article 14 of the School Code identifies the PSAE as inappropriate, even with accommodations—and the student is eligible to take the Illinois Alternate Assessment (IAA) instead,
- The student lacks English language proficiency—and the student is eligible to be assessed with an instrument appropriate for English Language Learners, or
- The student is enrolled in an Adult and Continuing Education program as defined in the Adult Education Act—and the student is not dually enrolled in his/her local school district.

Amended Date(s):	December 22, 2005; January 27, 2000; April 17, 1986; November 15, 1983; December 18, 1980; March 19, 1979
Adopted Date:	February 17, 1977
Review Date:	
Law Reference:	105 ILCS 5/27-1 et seq, 105 ILCS 5/27-22, 105 ILCS 5/27-22.5, 23 IL Admin. Code 1.440
Related Policies:	
Related Instructions And Guidelines	
Cross Reference:	

	For students entering the ninth grade in each of the following school years:		
	2004-2005 or before	2005-2006	2006-2007 or later
<b>State Requirements</b>			
English	6 credits	6 credits	8 credits
Writing-Intensive Courses <sup>1</sup>	no specific requirement	no specific requirement	See footnote 1
Mathematics	4 credits	6 credits:	6 credits:
Algebra	no specific requirement	2 Algebra	2 Algebra
Geometry	no specific requirement	2 Geometry content	2 Geometry content
		2 other	2 other
Science <sup>2</sup>	2 credits	4 credits	4 credits
World History or Equivalent	2 credits	2 credits	2 credits
American History	2 credits	2 credits	2 credits
<b>Local Requirements</b>			
World Languages, World Culture, or Equivalent <sup>3</sup>	1 credit	1 credit	1 credit
Fine and Performing Arts <sup>4</sup>	1 credit	1 credit	1 credit
Applied Arts <sup>5</sup>	1 credit	1 credit	1 credit
Computer Proficiency <sup>6</sup>	1 credit	1 credit	1 credit
<b>State Mandates</b>			
Driver Education <sup>7</sup>	1 credit	1 credit	1 credit
Consumer Education <sup>8</sup>	1 credit	1 credit	1 credit
Health Education	1 credit	1 credit	1 credit
Physical Education <sup>9</sup>	7 credits	7 credits	7 credits
Prairie State Achievement Exam	no credit	no credit	no credit
Electives <sup>10</sup>	13 credits	9 credits	7 credits
<b>TOTAL</b>	<b>43 CREDITS</b>	<b>43 CREDITS</b>	<b>43 CREDITS</b>

<sup>1</sup>Two credits of writing-intensive coursework must be earned in English and the other two credits may be earned in English or in any other subject in a course deemed writing-intensive. When applicable, writing-intensive courses may be counted towards the fulfillment of other graduation requirements. For example, a writing-intensive English course would also be counted toward the total number of credits required in English. A writing-intensive American History course would satisfy both the specific American History requirement and part of the requirement for writing-intensive courses. The total number of credits required for graduation is not increased by the writing-intensive course requirement.

<sup>2</sup> The science graduation requirement includes two semester credits in a laboratory science.

<sup>3</sup> Courses which satisfy the world languages requirement are any world languages course in French, German, Italian, Japanese, Latin, Spanish, English Language Learning, or World Languages and Cultures, in addition to the history courses Global Studies, Asian Studies, African History, and AP European History.

<sup>4</sup> Introduction to Architecture—CAD, Advanced Architecture/Engineering—CAD, Introduction to Broadcasting, Radio/Sound Production, Television Production, or Newscene may be used to satisfy the Fine and Performing Arts requirement.

<sup>5</sup> Stage Craft or Photo/Design Publication may be used to satisfy the Applied Arts requirement.

<sup>6</sup> Students who pass the Computer Proficiency requirement through testing need only three credits in this category (Local Requirements) and must earn one additional Elective credit. Applied Keyboarding/Introductory Microsoft Office, Computer Applications, or Advanced Computer Applications may be used to satisfy the computer proficiency requirement.

<sup>7</sup> Students who do not receive one credit from passing Driver Education but satisfy the state requirement of thirty hours in the classroom phase need one less credit in this category (State Mandates) and must earn one additional Elective credit.

<sup>8</sup> Students who pass the state Consumer Education Proficiency Test need one less credit in this category (State Mandates) and must earn one additional Elective credit.

<sup>9</sup> Seven semesters of Physical Education are required for students who attend OPRFHS for eight semesters. Students who attend OPRFHS for fewer than eight semesters may reduce this number by one for each semester that they are not in attendance at OPRFHS and may reduce the total credits required for graduation by the same number. Students who receive P.E. waivers need one fewer credit in this category for each waiver, but an additional credit for each waiver is required in the Electives category.

<sup>10</sup> Summer field courses may not be used to satisfy any specific graduation requirement. They may be used only to satisfy requirements in the Electives category.

# POLICY 5126, STUDENT RECORDS

## I. General Statement of Policy

Student records shall include such information as may reasonably be necessary to establish a permanent record of academic achievement and to facilitate the proper placement, instruction, and evaluation of students. In keeping student records, the District shall comply with the Family Educational Rights and Privacy Act of 1974, the Illinois School Student Records Act, Section 504 of the Rehabilitation Act of 1973, the rules of the Illinois State Board of Education, and other applicable federal and state laws and regulations.

## II. Access to Records

The parent or legal guardian of a student may, at reasonable times and upon proof of relationship, inspect and copy the student's permanent and temporary records. A student shall have the right to inspect and copy his or her school student permanent record.

No school student records or information contained therein may be released, transferred, disclosed or otherwise disseminated, except as provided by applicable law and District regulations. Access to student records is more fully discussed in Section III of the below regulations.

Amended Dates:	April 23, 1992; June 28, 1984; February 17, 1977
Adopted Date:	March 18, 1971
Review Date:	March 15, 2007
Law Reference:	111.Rev.Stat. ch. 122, par. 50-1 <u>et seq.</u>
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref.:	Policy 1120



## ADMINISTRATIVE REGULATIONS FOR POLICY 5126, STUDENT RECORDS

### I. Student Records Custodian

The Superintendent/Principal or designee of each school shall serve as the official records custodian. He or she shall be responsible for maintenance, care and security of student records. The duties shall include, but not be limited to, the following:

- A. prevent unauthorized access to, or dissemination of, school student records;
- B. permit addition to a student's record only of information relevant to the education of the student;
- C. record name, signature, date and position of whoever adds information to, or receives information from, the record;
- D. review every four (4) years, or when a student changes attendance centers, each student's record to verify entries and eliminate or correct all out-of-date, misleading, inaccurate, unnecessary or irrelevant information; and
- E. notify the parent upon a student's graduation or transfer of the destruction schedule for the student's permanent and temporary records and the right to request a copy of the records prior to their destruction.

### II. Classification of Student Records: Permanent and Temporary

#### A. Student Permanent Record

1. The student permanent record shall consist of:
2. basic identifying information, including students' and parents' or legal guardians' names and addresses, birth date and place, and gender;
3. academic transcript, including grades, class rank, graduation date, and grade level achieved;
4. attendance record;
5. accident reports and health record; and
6. record of release of permanent record information.

#### B. The student permanent record may also consist of:

1. honors and awards received; and

2. information concerning participation in school-sponsored activities or athletics, or offices held in school-sponsored organizations.
- C. No other information shall be placed in a student permanent record.
- D. Permanent records shall be retained for the period of usefulness to the student and the school, but in no case less than sixty (60) years after the student has graduated, transferred, or otherwise permanently withdrawn from school.

## II. Student Temporary Record

- A. Student temporary record information shall consist of all information not required to be in the student permanent record and may include:
1. family background information;
  2. intelligence test scores, group and individual;
  3. aptitude test scores;
  4. reports of psychological evaluations, including information on intelligence, personality and academic information obtained through test administration, observation or interviews;
  5. elementary and secondary achievement level test results;
  6. participation in extracurricular activities including any offices held in school-sponsored clubs or organizations;
  7. honors and awards received;
  8. teacher anecdotal records;
  9. disciplinary information;
  10. special education files, including the report of the multi-disciplinary staffing on which placement or non-placement was based and all records and tape recordings relating to special education placement hearings and appeals;
  11. any verified reports or information from non-educational persons, agencies or organizations;
  12. other verified information of clear relevance to the education of the students; and

13. record of release of temporary record information.

- B. Temporary records shall be retained for the period of usefulness to the student and the school, but in no case longer than five (5) years after the student has graduated, transferred, or otherwise permanently withdrawn from school, except as many otherwise be provided or permitted by law.

### III. Access to Student Records

#### A. Parental Access

The parent(s), legal guardian(s) or any person specifically designated as a representative by a parent of a student, as well as the student, shall have access to the student's permanent records maintained by the District. "Access" shall include the right to inspect, review, and/or copy, at the school, the contents of a student's records, subject to these rules and applicable law and regulations. "Parent" means a person who is the natural or adoptive parent of the student or other adult person having primary responsibility for the upbringing of the student, and includes the noncustodial parent who shall have access in accordance with Subsection C below.

#### B. Request for Access

A parent or legal guardian who wants access to their student's records shall submit a written request for such access to the records custodian responsible for student records. The records custodian shall then either immediately provide access to or a copy of the requested records or, when in his or her discretion circumstances warrant, make an appointment for the parent to come to the school to inspect and review the student's records. All such appointments shall be scheduled as quickly as practicable, and in no case more than fifteen (15) school days after the request for access is received. At his or her discretion or at the parent's request, the records custodian may ask a qualified professional, who may be a psychologist, counselor or other advisor, and who may be a school employee or employed by the parent, to be present at the parental inspection to help explain and interpret the information contained in the student temporary records. If the school requires that a professional be present, the school shall secure and bear any cost of the presence of the professional. If the parent so requests, the school shall secure and bear any cost of the presence of a professional employed by the school.

#### C. Exception to Access

No school records of a student shall be provided to a parent who has been prohibited by an order of protection from inspecting or obtaining school records of that student pursuant to the Illinois Domestic Violence Act of 1986, as now or

hereafter amended. If a school's principal or person with like responsibilities, or his or her designee has knowledge of such order of protection, the school shall prohibit access or inspection of the student's school records by such person.

#### IV. Student Receiving Mental Health or Development Disabilities Services

##### A. Access to Records

The parent(s) or legal guardian(s) of a student, or a student twelve (12) years of age or older, who has received mental health or developmental disabilities services, may, with the approval of and under such conditions established by the records custodian, be entitled to inspect or copy part of the psychologist's or social worker's record kept as a result of providing such services to the student.

##### B. Personal Notes of Therapists

Generally, the personal notes of the psychologist or social worker are not subject to review unless disclosed to anyone other than a supervisor, consultant or attorney.

##### C. Disclosure

These records may be disclosed only under the following additional conditions:

1. written consent of the parent or guardian of a student under twelve (12) years of age;
2. written consent of both the parent or guardian and the student who is at least twelve (12) but under eighteen (18) years of age; and
  - a. if only the student refuses to consent, there shall be no disclosure unless the psychologist or social worker finds such disclosure in the best interest of the student; and
  - b. if the parent or guardian refuses to consent, there should be no disclosure, unless otherwise permitted by law or regulations.
3. written consent of the student if he or she is eighteen (18) or older or his or her guardian if the student has been adjudicated to be under legal disability;
4. The consent form must specify the following:
  - a. the person or agency to whom disclosure is to be made;
  - b. the purpose for which disclosure is to be made;

- c. the nature of the information to be disclosed;
- d. the right to inspect and copy the information to be disclosed;
- e. the consequences of a refusal to consent, if any;
- f. the period of time for which the consent is valid; and
- g. the right to revoke the consent at any time.

V. Release of Student Records

A. Generally

Personally identifiable information about a student (except directory information under the conditions outlined in Section VII below) shall not be released, transferred, disclosed, or otherwise disseminated to any individual, agency, or organization, except as provided by this section.

B. Exceptions

Personally identifiable information about a student may be disseminated in the following situations:

1. to a parent or legal guardian, or eligible student or person specifically designated as a representative by a parent or legal guardian in accordance with applicable law;
2. to an employee or official of the school or school District or State Board of Education with current demonstrable educational or administrative interest in the student, in furtherance of such interest;
3. to the official records custodian of another school within Illinois or an official with similar responsibilities in a school outside Illinois, in which the student has enrolled or intends to enroll, upon the request of such official or student, provided that the parent or legal guardian receives prior written notice of the nature and substance of the information to be transferred and an opportunity to inspect, copy, and challenge such information. The records shall be transferred within ten (10) days of receipt of the request for transfer. If the student has not paid to the District all outstanding fines and fees, only the unofficial records, including grades, current mathematics and language arts placement levels, health records, and the most current standardized test scores, shall be forwarded. Within ten (10) days of payment of all outstanding fines and fees, the official transcript shall be forwarded. If the address of the parent or legal

guardian is unknown, notice may be served upon the records custodian of the requesting school for transmittal to the parent or legal guardian. Such service shall be deemed conclusive, and ten (10) school days after such service, if the parent makes no objection, the records may be transferred to the requesting school;

4. to any person for the purpose of research, statistical reporting or planning, with the permission of the State Board of Education or an authorized official of such Board, provided that no student or parent or legal guardian can be identified from the information released;
5. pursuant to a court order, provided that before compliance with the order the parent shall be given prompt written notice upon receipt of such order of the terms of the order, the nature and substance of the information proposed to be released in compliance with such order, the date on which compliance with the order is expected to occur, and an opportunity to inspect, copy, and challenge the student records;
6. to any person as specifically required and permitted by state and federal law, provided that:
  - a. such person shall provide the school with appropriate identification and a copy of the statute authorizing such access; and
  - b. the parent or legal guardian received prior written notice of the nature and substance of the information to be released and an opportunity to inspect, copy and/or challenge such information. If this release of information relates to more than twenty-five (25) students such prior notice may be given in a local newspaper of general circulation or other publication directed generally to parents.
7. to appropriate persons in an emergency, if the knowledge of such information is necessary to protect the health or safety of the student or other persons, provided that the parent or legal guardian is notified as soon as possible of the information released; the date of the release, the person, agency, or organization receiving the information; and the purpose of the release. Factors to be considered in determining whether records should be released pursuant to this paragraph include the following:
  - a. the seriousness of the threat to the health or safety of the student or other persons;
  - b. the needs for such records to meet the emergency;

- c. whether the persons to whom such records are released are in a position to deal with the emergency; and
  - d. the extent to which time is of the essence in dealing with the emergency.
- 8. to any person, with the prior, dated, written consent of the parent or legal guardian, designating the person to whom the records may be released, the reason for the release, and the specific records to be released. At the time such consent is requested or obtained, the school shall notify the parent or legal guardian in writing of his or her right to inspect, copy, and challenge such records and to limit any such consent to designated records or designated portions of information with the records;
- 9. parents or legal guardians and students will be charged five cents per page for copies or more if permitted by law or regulation. No parent, legal guardian or student should be denied copies if they are unable to afford the cost.

## VI. Release of Information in Student Records

### A. Handling Requests

Each request for the release of student information requiring parental consent must be handled separately; blanket permissions from the parent or student for release of information will not be accepted.

### B. Release by Telephone

No student data, including name, address, and telephone number, may be released over the telephone except for emergency situations as outlined in Paragraph 7 of Section V of these regulations on Student Records.

### C. Re-release of Records

The contents of student records shall only be transferred to a third party on the condition that the party to which the information is being transferred cannot subsequently release the data in personally identifiable form to any other party without the written consent of the student's parent(s) or legal guardian(s). Any personally identifiable information released by the District to any third party shall include the following statement:

“In accordance the Federal Family Educational and Privacy rights Act and the Illinois School Student Records Act, these records cannot be released in

personally identifiable form to another party without the written consent of the student's parent(s) or legal guardian(s).”

## VII. Directory of Information

### A. Release of Directory Information

Directory information relating to a student may be made public without prior parental or legal guardian consent, unless the parent or legal guardian of a student requests that any or all such information not be released on his or her child. Directory information shall be limited to the following:

1. student's name, address, gender, grade level, birth date and place, and parents' or legal guardians' names and addresses;
2. academic awards, degrees, and honors;
3. information in relating to school-sponsored activities, organizations, and athletics;
4. period of attendance in the school.

### B. Annual Public Notice

The Superintendent/Principal or designee shall determine the appropriate means for giving annual public notice of:

1. categories of information classified as directory information;
2. the right of the parent, legal guardian or eligible student to refuse to permit the designation as directory information of any or all of the categories of personally identifiable information with respect to that student; and
3. the period of time within which the parent, legal guardian or eligible student must inform the school in writing that such personally identifiable information is not to be designated as directory information with respect to that student.

## VIII. Transfer of Rights

The rights accorded to, and the consent required of, the parent or legal guardian of a student under these regulations shall be given exclusively to the student who becomes an eligible student. An eligible student means a student who has attained eighteen (18) years



of age, is attending an institution of post secondary education, has graduated from secondary school, has married, or has entered into military service.

## IX. Challenge to the Content of Student Records

### A. Right to Challenge

A parent or legal guardian has the right to challenge the contents of a student's records, exclusive of grades, on the grounds they are inaccurate, misleading, irrelevant, inappropriate and/or in violation of the privacy or other rights of the students.

### B. Request to Challenge

Requests to challenge the contents of a student's records shall be submitted in writing to the school and shall indicate the specific entry or entries to be challenged and the basis of the challenge. With fifteen (15) school days of receipt of the request, an informal conference shall be held between the parent or legal guardian and appropriate school personnel in an attempt to provide for the correction, deletion, or explanation of the records' contents.

### C. Hearing

If the informal conference does not resolve the challenge to the satisfaction of both parent and school, a formal hearing shall be held, which shall include at least the following elements:

1. The hearing shall be conducted within ten (10) school days following the informal conference, unless an extension of time is agreed upon by the parent(s) or legal guardian(s) and the school
2. The hearing shall be conducted, and the decision rendered, by an educational official who is not employed in the attendance center in which the student is enrolled. The hearing officer shall notify the parent(s) or legal guardian(s) and school officials of the time and place of the hearing.
3. A verbatim record of the hearing shall be made by a tape recorder or a court reporter. A typewritten transcript may be prepared by either party in the event of an appeal of the hearing officer's decision. However, a typewritten transcript is not required in an appeal
4. Each party shall have the right to present evidence and to call witnesses; the right to cross-examine witnesses; and the right to be assisted or represented by individuals of his or her choice, including an attorney, at his or her own expense.

5. A written decision shall be rendered within ten (10) school days after the conclusion of the hearing and shall be transmitted immediately to the parent(s) and school district. It shall be based solely on the information presented at the hearing and shall be one of the following:
  - a. to retain the challenged contents of the student record;
  - b. to remove the challenged contents of the student record; or
  - c. to change, clarify or add to the challenged contents of the student record.

The decision shall include a summary of the evidence presented at the hearing and the reasons for the decisions.

6. Either party shall have the right to appeal the decision of the local hearing officer to the Superintendent for the Educational Service Region within twenty (20) school days after such a decision is transmitted. Such appeal must be made in accordance with the Rules and Regulations of the State Board of Education to Govern School Student Records and all other applicable laws.
7. The parent(s) or legal guardian(s) shall also have the right to insert in his or her child's student records a statement of reasonable length setting forth his or her position on any disputed information contained in the records. The parent's or legal guardian's explanation shall be retained as part of the student's records as long as the contested portion of the record is maintained. A copy of the parent's or legal guardian's explanation shall be included with any dissemination of the disputed information.

## X. Notification of Rights

### A. Notice to Parents and Students

Upon the initial enrollment or transfer of a student to any of the District schools, and, in addition, annually, parents, legal guardians and students shall be notified of their rights of access and consent regarding student education records maintained by the District schools.

### B. Responsibility of Superintendent/Principal

The Superintendent/Principal or designee shall determine an appropriate means for the notification of parental, legal guardian and student rights and shall also provide for the same notification to be given to the parents or legal guardians of students identified as having a primary or home language other than English.

### C. Content of Notice

Such notification shall consist of:

1. the types of information contained in the permanent and temporary records;
2. the right to inspect and copy permanent and temporary records and the cost of copying such records;
3. the right to control access and release of school student records and
4. the right to request a copy of information released;
5. the rights and procedures for challenging the contents of the school student records;
6. the persons, agencies or organizations having access to student records without parental or legal guardian consent;
7. the right to copy any school student record or information contained therein proposed to be destroyed or deleted and the District's schedule for reviewing and destroying such information;
8. the categories of information the school has designated as directory information and the right of the parents and legal guardians to prohibit the release of such information;
9. a statement informing the parents and legal guardians that no person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under state and federal law;
10. the right of the parents and legal guardians to inspect and challenge the information contained in a school student record prior to transfer of the record to another school district, in the event of the transfer of the student to that school district;
11. a statement of the District's policy on student records and of where a copy of such may be obtained;
12. the right to file a complaint with the Federal Family Educational Rights and Privacy Act Office alleging a violation by the District of the rights accorded to parents, legal guardians and eligible students under federal law; and

13. advice that, upon graduation or permanent withdrawal of a handicapped student, psychological evaluation, special education files and other information contained in the student temporary record which may be of usefulness in the future and after five (5) years may be transferred to the parent or legal guardian or student where appropriate.

## XI. Missing Children

### A. Flagging Records

Upon notification by the Illinois Department of State Police of the disappearance of a child currently or previously enrolled in a District school, the records custodian shall identify the student's record in such a manner to alert the school if the missing child's record is requested by another person or school. Any such request or knowledge of the missing child shall be immediately reported to the local law enforcement authority. The identification on the student's record shall not be removed until notification from the Illinois Department of State Police that the child has been recovered.

### B. Initial Enrollment of Students

When a student is enrolled in a school for the first time, the school shall notify the person enrolling the student that within thirty (30) days, the enrolling person must provide either:

1. a certified copy of the student's birth certificate; or
2. other reliable proof identified by the Illinois Department of State Police of the student's identity and age, and an affidavit explaining the inability to produce a copy of the birth certificate.

If the person enrolling the student fails to comply with the above requirements, or if the school is suspicious of the circumstances, the school shall immediately notify the local law enforcement agency and notify the enrolling person in writing that unless compliance takes place within ten (10) days, the case shall be referred to the local authorities for investigation.

### C. Transfer Students

Within fourteen (14) days of enrolling a transfer student, the school shall request directly from the student's previous school a certified copy of the student's record. The sending school must comply within ten (10) days unless the student has been identified as missing. If missing, the sending school shall notify the local authorities, and not release the records.

## XII. Non-Custodial Parent

### A. Generally

Non-custodial parents may review their student's records on the same basis as a custodial parent, unless:

1. the records custodian has been provided with a certified copy of a court order prohibiting release of the records; or
2. a parent has been prohibited by an order of protection from inspecting or obtaining school records of that student pursuant to the Illinois Domestic Violence Act of 1986, as now or hereafter amended. If a school's principal or person with like responsibilities, or his or her designee has knowledge of such order of protection, the school shall prohibit access or inspection of student's school records by such person.

### B. Copies to Parents

Unless the records custodian has been provided with a certified copy of a court order prohibiting release or order of protection from inspecting or obtaining records, either divorced parent of a student shall be mailed copies of reports or records which reflect the following:

1. the student's academic progress;
2. the student's emotional and physical health;
3. notices of school-initiated conferences;
4. notices of major school-sponsored events, such as open houses, which involve student/parent interaction; and
5. the school calendar.

### C. Duplication of Requests

The reports or records shall be provided upon request as long as they are also furnished to the other parent.

XIII. Retention of Student Records

Retention of the students' records maintained by the District shall conform to the following table:

	Weed Out Extraneous – Destroy at Graduation	Keep for five (5) years after graduation then destroy.	Keep Permanently or not less than 60 years (microfilm)
Final transcript of grades			X
Student statistical information			X
Attendance record summary			X
Counselor comments		X	
Activity record		X	
Student progress reports	X		
Behavior reports		X	
Correspondence with parent/guardians		X	
Notes from teachers		X	
Recommendation cards	X		
Attendance notes	X		
Reference to psychological report		X	
Health record			X
Special awards and commendations		X	
Accident reports			X
Teacher grade books		X	
Record of release of student records			X

## **POLICY 5127, ALTERNATIVE CREDIT**

Credit earned through acceptable alternative means may be applied toward the satisfaction of graduation requirements provided that such study commences after the successful completion of the 8<sup>th</sup> grade year. Students who are granted such credit may need to successfully complete additional courses in elective areas in order to compile the minimum number of credits required for graduation.

Residents of District 200 who earn credit in District 200 courses while also enrolled in a different district (e.g., District 90, District 97, Ascension Elementary School, etc.) will appear on the high school transcript, may be applied toward the satisfaction of graduation requirements, and will be used in the computation of the GPA and class rank.

**Transfer Course Credit** A student may request transfer credit for courses taken in institutions accredited by the North Central Association of Colleges and Schools or any other regional accrediting association or by an institution that is recognized as credit granting by a state or national office of education. Approved course credit for transfer education experiences must involve educational activities that include at least 60 hours of instruction and a course in which the student has received a passing grade. Requests for transfer credit must be submitted to the school registrar and are subject to the approval of the Assistant Principal for Student Services. An official transcript from the credit-granting institution must accompany any such request.

**Correspondence Course Credit/Online Credit Students** who wish to satisfy graduation requirements via correspondence or online courses must complete all course requirements and receive transcript verification before a diploma is awarded. A student enrolled in a correspondence or online credit course may receive high school course credit for work successfully completed provided that

- A. the course is conducted by an institution accredited by the North Central Association of Colleges and Schools or any other regional accrediting association or by an institution which is recognized as credit-granting by a state or national office of education;
- B. the student assumes responsibility for all fees associated with the correspondence or online credit course; and
- C. the limit of four correspondence or online course credits eligible for inclusion in a student's OPRFHS transcript (except for adult or physically disabled students and for students residing in places where an accredited high school is not available) has not been reached.

**Proficiency Credit** Successful completion of a proficiency class or test may satisfy graduation requirements in specified areas; however, since proficiency credit does not provide course credit, the student may need to successfully complete an additional course in an elective area in order to compile the minimum number of credits required for graduation. Proficiency credits may be granted in the following areas.

- A. Safety Education. Students may fulfill the Safety Education graduation requirement by taking a Driver Education course from a state-approved private vendor. To qualify for a Safety Education grade of P (passing), a blue slip or equivalent must be submitted to the Driver Education Department Chair by an established deadline. The Driver Education Department Chair will review all submissions and provide a recommendation to the Assistant Principal for Student Services. The Assistant Principal for Student Services must approve all Safety Education proficiency requests.

Successful completion of Safety Education bears no course credit toward graduation, but does satisfy the State of Illinois safety education graduation requirement.

- B. Consumer Education. In each semester, the Business Education Department = will announce the date of the state Consumer Education Proficiency Test. The Consumer Education Proficiency Test may be taken once per year until it is passed. It may not be taken during a semester when the student is enrolled in a consumer education or equivalent course. Successful completion of this test bears no course credit toward graduation but does satisfy the State of Illinois consumer education graduation requirement.

- C. Computer Proficiency. In each semester, the Business Education Department will announce the dates of the computer proficiency test. The computer proficiency test may be taken once per semester until it is passed but may not be taken after the junior year, or during a semester when the student is enrolled in a computer education or equivalent course. Successful completion of this test bears no course credit toward graduation but does satisfy the District's local computer proficiency graduation requirement.

**Dual Credit** As a member of the Education for Employment Des Plaines Valley Region, Oak Park and River Forest High School may offer to its students the opportunity to earn dual credit through Triton College. Students who have completed the appropriate foundation courses at the high school may elect to enroll in continuing education courses at Triton College and earn college as well as high school credit for successful completion of these courses. A list of approved dual credit programs may be found in the Academic Catalog.

Participation in an approved dual credit program requires prior approval from the Assistant Principal for Student Services. Oak Park and River Forest High School will on a single occasion pay tuition for Triton college level course not to exceed the published tuition cost for any student enrolled in an approved dual credit program. The District does not provide financial assistance for related course fees or books.



Amended Date(s):	November 19, 2009; June 28, 2007; October 26, 2006; June 20, 2005; December 18, 2003
Adopted Date:	September 15, 1977
Review Date:	
Law Reference:	105 ILCS 5/10-20.24 and 5/14-6.01.
Related Policies:	
Related Instructions And Guidelines:	
Safety Ref:	105:5/27-17
Consumer Ed. Ref:	105:5/27-12.1

## **POLICY 5129, PHYSICAL EDUCATION EXEMPTIONS**

Exemption from eleventh and twelfth grade Physical Education will be granted by the Superintendent/Principal or designee to a junior or senior student (completed at least four semesters of high school) who applies for it, meets the criteria listed herein, and qualifies under one of the following categories:

CATEGORY A— participation in an interscholastic athletic program;

CATEGORY B— enrollment in an academic course which is required for admission to a specified institution of higher learning.

CATEGORY C— deficient in credits required for graduation; and

CATEGORY D— participation in Marching Band

### **CRITERIA**

#### **CATEGORY A—Athletic Participation**

1. An athlete involved in varsity or junior varsity interscholastic athletic practice will receive credit for Physical Education during the regular season.

#### **CATEGORY B—Admission to Institution of Higher Learning**

1. An institution of higher learning is defined as a community college, four-year college or a university.
2. A student in this category is eligible for exemption from Physical Education if enrolled in courses totaling at least six semester credits, exclusive of Physical Education.
3. A student must provide information from an institution of higher learning verifying that the specific course must be completed in order to gain admission to that institution. The specific course must not be specified as District graduation requirement.

#### **CATEGORY C—Deficient Credit**

1. A student in this category must have earned at least eighteen semester credits plus credit for three semesters of Physical Education and one semester of Health.
2. The student must show evidence that graduation cannot occur in four or less semesters, including summer sessions, without the student's enrolling in a minimum of six credits, exclusive of Physical Education, each remaining semester.

A student who is granted this exemption will be returned to Physical Education if at anytime current course credits fall below six, exclusive of Physical Education.

CATEGORY D—Marching Band

1. A student participating in Marching Band will receive credit for Physical Education participation during the first quarter of the academic year.
2. Marching Band participants will be returned to Physical Education participation effective with the start of the second quarter.
3. Marching Band participants who receive an exemption and then drops or are removed from the Band will be returned to Physical Education participation immediately.

Amended Dates:	October 24, 2002
Adopted Date:	April 17, 1986
Review Date:	
Law Reference:	
Related Policies:	
Related Instructions	
And Guidelines:	
Cross Ref.:	

## **POLICY 5130, INTERSCHOLASTIC ATHLETICS PROGRAM**

The Board of Education supports interscholastic athletic competition with due regard for the health and safety of participants as part of its mission to help all students "...achieve their full human potential."

In addition to the development of physical fitness, strength, and agility, interscholastic athletic competition teaches the value of working together in teams, the value of establishing and striving to reach goals, and the value of the physical and mental discipline fundamental to the focus required for success in athletic competition.

The Athletic Director, in consultation with the Principal, shall promulgate rules governing athletic practices and participation consistent with Illinois High School Athletic Association (IHSA) and West Suburban Conference guidelines and standards. Coaches are responsible for compliance with these rules.

To be eligible to represent Oak Park and River Forest High School in athletic contests, student athletes must meet the standards specified in Board Policy #5132 and the eligibility standards of the IHSA and the West Suburban Conference, which are available from the Athletic Director.

Amended Date(s):	October 23, 2008
Adopted Date:	April 23, 1998
Review Date:	
Law Reference:	
Related Policies:	Policy 5132, Co-Curricular Programs
Related Instructions And Guidelines:	
Cross Ref.:	

## **POLICY 5131, INTRAMURAL ATHLETICS PROGRAM**

The Board of Education supports intramural athletic competition with due regard for the health and safety of the participants as part of its mission to help all students "...achieve their full human potential."

In addition to the development of physical fitness, strength, and agility, intramural athletic competition teaches the value of working together in teams, the value of establishing and striving to reach goals, and the value of the physical and mental discipline fundamental to the focus required for success in athletic competition.

The Director of Intramurals, in consultation with the Athletic Director and the Principal, shall promulgate rules governing practices and contests consistent with the established procedures for use of facilities and the rules for behavior detailed in the *Code of Conduct*, and the rules governing fair play and safety of the involved sport.

Amended Dates:	October 23, 2008
Adopted Date:	May 28, 1998
Review Date:	
Law Reference:	
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref.:	

## **POLICY 5132, CO-CURRICULAR PROGRAMS**

District 200 considers a comprehensive Co-Curricular Program to be an essential part of the overall educational experience for our students. The Co-Curricular Program is provided to enhance the high school experience for our students and to provide opportunities to develop healthy habits, good citizenship, leadership, teamwork, self-discipline, responsibility and respect for rules.

The Principal oversees the Co-Curricular Program. The Athletic Director supervises all aspects of the inter-scholastic athletic program. The Assistant Principal for Student Activities supervises all clubs and activities. Each athletic team, club, or activity must have a coach or sponsor who is recommended for appointment by the Athletic Director or the Assistant Principal for Student Activities, in conjunction with the Principal. A student represents OPRFHS when the team or activity is sponsored as part of the high school's Co-Curricular Program. OPRFHS is a member of the Illinois High School Association (IHSA) and the West Suburban Conference (W.S.C.). When representing the high school in inter-scholastic events, the student must conform to the rules of the IHSA, the W.S.C., as well as the rules and standards established by the high school.

Participation in the Co-Curricular Program is considered an extension of, although separate from, the regular school day. Participation in the co-curricular program is considered a privilege and carries increased expectations on the part of student participants. By electing to participate in the Co-Curricular Program, the student must fulfill the following rules and standards established by the Board of Education.

The rules and standards established for IHSA sanctioned Athletics and Activity Programs are described in Section 1 of the Administrative Procedures. The Administrative Procedures outline the expectations and consequences for inappropriate behavior for IHSA sanctioned co-curricular activities. Any student representing OPRFHS in these activities will be required annually, to sign an agreement to adhere to the Co-Curricular Program Code of Conduct.

The Board of Education has also established standards for academic eligibility for IHSA sanctioned co-curricular activities. These standards are commonly referred to as "*C*" *Pass-to-Play*. Any student participating in IHSA-sanctioned co-curricular activities will be required to adhere to the "*C*" *Pass-to-Play* standards, as well as the IHSA academic eligibility standards. IHSA and OPRFHS academic eligibility participation standards are described in Section 1 of the Administrative Procedures.

The rules and standards established for OPRFHS sponsored Co-Curricular Performance and Representative Programs are described in Section 2 of the Administrative Procedures. The Administrative Procedures outline expectations and consequences for inappropriate behavior for a specified list of OPRFHS sponsored co-curricular activities. Any student representing OPRFHS in these activities will be required annually, to sign an agreement to adhere to the Code of Conduct.

Amended Date(s):	August 28, 2008; June 27, 1996; June 29, 1988; January 22, 1976
Adopted Date:	December 17, 1947
Review Date:	
Law Reference:	
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref.:	

Administrative Procedures for Policy 5132

**Section 1. IHSA Activities and Athletics OPRFHS Athletic Program**

**IHSA Athletics (29)**

Boys (13)

Baseball  
Basketball  
Cross Country  
Football  
Golf  
Lacrosse  
Soccer  
Swimming  
Tennis  
Track  
Volleyball  
Water Polo  
Wrestling

Girls (16)

Badminton  
Basketball  
Cheer  
Cross Country  
Drill Team  
Field Hockey  
Golf  
Gymnastics  
Lacrosse  
Soccer  
Softball  
Swimming  
Tennis  
Track  
Volleyball  
Water Polo

**IHSA Activities (5)**

Chess Team  
Debate Team  
Math Team  
Scholastic Bowl  
Speech Team



Participating in the co-curricular program is a privilege. Oak Park and River Forest High School administrators, coaches, and sponsors believe students who are involved in co-curricular activities should conduct themselves as responsible representatives of their school and community. Students who represent their school are expected to maintain high standards of conduct 24 hours a day, 7 days a week, for the entire calendar year. Parents and high school staff members all share the responsibility for helping students adhere to these standards. Participants in the Co-Curricular Program have a responsibility to adhere to the policies established by Oak Park and River Forest High School District 200, the West Suburban Conference, and the Illinois High School Association. All violations will become a part of the students' discipline record.

A student found in violation of the Co-Curricular Code of Conduct may receive consequences up to and including dismissal from the activity. Such violations include, but are not limited to the following:

- use or possession of alcohol, tobacco products and/or controlled/illegal substances,
- being present at a party or activity where illegal drugs or alcohol are available,
- violations of academic integrity and ethics
- violations of the OPRFHS Code of Conduct (*Level II, III or IV Infractions*); examples include, but are not limited to; gang activity, fighting, vandalism, theft, harassment, bullying and/or hazing;
- any criminal offense or conduct or activity which is detrimental to OPRFHS or the Co-Curricular Program; and/or
- Parent(s)/Guardian(s) will be notified by phone and letter of a student's violation of the Co-curricular Code of Conduct.

If a student is in violation of a criminal offense or gross misconduct, the Athletic Director and/or Assistant Principal for Student Activities may, at his/her discretion, dismiss the student from the team/activity for the remainder of the season. A student who is suspended for an alcohol, drug or tobacco violation will be required to meet with the OPRFHS Substance Abuse Counselor. Students taking prescription drugs should have a Medical Authorization on file in the Health Center

### **First Offense**

The student will be suspended from the team/activity for up to 25% of the competition dates. The student will be allowed to practice and participate in all other team activities, except competition, during the suspension. If the violation occurs out of season or during the summer, the suspension will apply to the student's next season of competition. If the suspension is not completed during the season, it will be continued to the student's next season. If the student should decide to take part in another sport, the suspension will be served during that time. The student would need to remain a member of the team for the entire season in order to satisfy the stipulations of the suspension.

### **Second Offense**

If the student is in season, he/she may be dismissed from the team for the remainder of the season, additional consequences may include suspension from the Co-Curricular Program for up to one year. The Athletic Director and Assistant Principal for Student Activities will make the final decision on the suspension.

### **Third Offense**

If a student commits a third violation he/she will be suspended from participating in co-curricular activities for one year, and may be prohibited for the remainder of his/her high school career. The Athletic Director and Assistant Principal for Student Activities will make the final decision on the suspension.

## **IHSA and OPRFHS Academic Eligibility Participation Standards**

### **Illinois High School Association Policies**

**IHSA Policy 3.21** Students shall be doing passing work in at least four (4) classes of high school work per week. If a student is not passing four (4) classes in any given week, he/she will be ineligible for competition the following week.

**IHSA Policy 3.22** Students shall, unless they are entering high school for the first time, have credit on the high school records for passing twenty credit hours (4 classes) of high school work the previous semester. Such work shall have been completed in the semester for which credit is granted or in a recognized summer school program, which has been approved by the Board of Education and for which graduation credit is received. If a student is not passing twenty credit hours (4 classes) at the end of a semester, he/she will be ineligible the following semester.

**IHSA Policy 3.23** Passing work shall be defined as, work of such a grade that if on any given date a student would transfer to another school, assigned grades for that course would immediately be certified on a student's transcript to the school which a student transfer.

### **Oak Park and River Forest High School "C" Pass-to-Play Standards**

The OPRFHS "C" Pass-to-Play Standards requires students to maintain a minimum GPA of 2.0 and not receive an "F" grade in any class in order to participate in IHSA athletic and activity programs. The method of monitoring student grades is described below.

**Weekly Grade Check** Student grades are reported every Wednesday and distributed to students by Thursday or Friday of each week. If a student-athlete has a "D" or "F" on a weekly grade check, he/she will be placed on the Weekly Academic Support Program (study

table) and be required to complete 150 minutes of academic assistance the following week. If the student fails to complete the required hours, he/she will be ineligible for competition the following week.

“Academic Alert” – Nine (9) Week Grade Check If a student-athlete falls below a 2.0 GPA or has an “F” at the end of a nine-week grading period, that student is placed on “Academic Alert” and will be required to attend the nine-week Academic Support Program (study table), which consists of three (3) 50 minute Academic Assistance Sessions per week or 150 minutes of teacher assistance. If the student fails to complete the required hours, he/she will be ineligible for competition the following week.

Athletic Ineligibility/Appeals Process **Students** who have less than a 2.0 GPA or an “F” grade for two (2) consecutive nine-week grading periods will not be allowed to participate in OPRFHS Co-Curriculars. Students are notified in writing of their ineligibility and they may appeal this decision. The Appeals Process begins with the student submitting, in writing, the reasons that may have contributed to the level of achievement attained. The appeals committee meets with the student and renders a decision on whether to reinstate his/her eligibility. The committee consists of the Principal, Athletic Director, or Assistant Principal for Student Activities and the student’s Counselor.

## **Section 2. OPRFHS Performance and Representative Activities (23)**

ACTSO	M.S.A.N.
Class Officers	Musical Theatre
Gospel Choir	Orchesis Shows
Jazz Ensemble	Pep Band
Jazz II	Snow Ball
J. Kyle Braid	Spoken Word
Little Theatre Shows	Stage Crew
Marching Band	Strings
Marching Band- Flags	Student Council
Mock Trial	Studio 200 Shows
Model U.N.	Synchronized Swimming
	Vocal Ensembles

Participating in the Co-Curricular Program is a privilege. Oak Park and River Forest High School administrators, coaches, and sponsors believe students who are involved in co-curricular activities should conduct themselves as responsible representatives of their school and community. Students who represent their school are expected to maintain high standards of conduct 24 hours a day, 7 days a week, for the entire calendar year. Parents and high school staff members all share the responsibility for helping students adhere to these standards. Participants in the co-curricular program have a responsibility to adhere to the

policies established by Oak Park and River Forest High School District 200, the West Suburban Conference and the Illinois High School Association. All violations will become a part of the students' discipline record.

A student found in violation of the Co-Curricular Code of Conduct may receive consequences up to and including dismissal from the activity. Such violations include, but are not limited to the following:

- use or possession of alcohol or controlled/illegal substances;
- being present at a party or activity where illegal drugs or alcohol are available;
- violations of academic integrity and ethics;
- violations of the OPRFHS Code of Conduct (*Level II, III or IV Infractions*); examples include, but are not limited to; gang activity, fighting, vandalism, theft, harassment, bullying and/or hazing;
- any criminal offense or conduct or activity which is detrimental to OPRFHS or the Co-Curricular Program; and/or
- Parent(s)/Guardian(s) will be notified by phone and letter of a student's violation of the Co-curricular Code of Conduct.

If a student is in violation of a criminal offense or gross misconduct the Assistant Principal for Student Activities may, at his/her discretion, dismiss the student from the team/activity immediately. A student who is suspended for an alcohol or drug violation will be required to meet with the OPRFHS Substance Abuse Counselor. Students taking prescription drugs should have a Medical Authorization on file in the Health Center.

### **First Offense**

The activity advisor in conjunction with the Assistant Principal for Student Activities will make a determination on the appropriate consequences.

### **Second Offense**

The student may be dismissed from the co-curricular activity for the remainder of the season; additional consequences may include suspension from the Co-Curricular Program for up to one year. The Assistant Principal for Student Activities, the Athletic Director and Activity Advisor will make the final decision on any suspension and additional consequences.

### **Third Offense**

If a student commits a third violation he/she will be suspended from participating in co-curricular activities for one year, and may be prohibited for the remainder of his/her high school career. The Assistant Principal for Student Activities and the Athletic Director will make the final decision on the suspension.

### **Section 3. Appeals Procedures for Violations of IHSA Co-Curricular Athletic and Activity Programs and OPRFHS Performance and Representative Activities**

The student or parent has the right to appeal any co-curricular consequence. This would be an opportunity to present extenuating circumstances that he/she believes could affect the consequences that have been administered.

#### **The Appeals Procedure is as follows.**

- 1) The parent/guardian must appeal in writing within three (3) days of receipt of the written decision. This appeal should be directed to the Principal.
  
- 2) The Principal, parent/guardian, and student will meet. The Principal, in consultation with the Athletic Director and/or Assistant Principal for Student Activities, will make the final decision on any appeal. If a decision is appealed, every effort will be made to hear the appeal in a timely manner; however, the student may not participate in competitions for the duration of the appeal.

## **POLICY 5133, STUDENT SMOKING AND TOBACCO USE**

Students are prohibited from possessing, transferring, smoking or using tobacco in any form in school buildings, on school property, during school hours or at school-sponsored activities. Violation of this policy shall be considered disobedience or misconduct under Policy No. 5114.

Amended Dates:	October 23, 2008; April 23, 1992; October 27, 1971; October 15, 1970
Adopted Date:	October 17, 1968
Review Date:	
Law Reference:	III. Rev. Stat. ch. 122, pat. 10-20.5b
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref.:	

## **POLICY 5134, STUDENT ATTIRE**

Appropriate attire and grooming are critical to the maintenance of a safe and educationally conducive school atmosphere. Students dress must not be disruptive to the educational environment or compromise reasonable standards of health, safety, and decency. Students must wear adequately protective footwear. Individual attire and grooming are the responsibility of the student and the student's parent/guardian. Students are expected to maintain a neat and modest appearance during school and school-sponsored functions, including morps and formal dances.

To insure that the rights of all students are protected, the following will not be permitted:

1. modes of dress or appearance which are viewed as disruptive and disturbing to the maintenance of a positive educational environment;
2. modes of dress that display gang symbols or drug paraphernalia; or other controlled substances; or
3. modes of dress that display obscenities, falsehoods, explicit references to alcohol, drugs, violence, racism or sexism, innuendoes, or other expressions either harmful to the normal development of younger and less mature students, or offensive to the reasonable sensibilities of students, faculty or other school personnel.

The Principal (or his/her designee) is the final arbiter in determining the appropriateness of a student's appearance. The Principal (or his/her designee) will develop procedures for the implementation of this policy.

Amended Date(s):	October 23, 2008; August 25, 2005; October 17, 1985
Adopted Date:	May 21, 1970
Review Date:	
Law Reference:	School Code of Illinois 105 ILCS 5/10-22.25b; Chandler v. McMinnville School Dist., 978 F.2d 524 (9 <sup>th</sup> Cir. 1992) Rarr v. Schmidt, 460 F.2d 609 (5 <sup>th</sup> Cir. 1972) Oleson by Oleson v. Board of Education, 676 F. Supp. 8 (N.D. Ill. 1987)
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref.:	Policy 5114 Student Discipline

## **POLICY 5135, ALCOHOL AND OTHER DRUG ABUSE**

The Oak Park and River Forest High School Philosophy states that "The task given by society to the school is the formal education of its youth. This education ...must nurture healthful living." The school has a clear responsibility to maintain an atmosphere, which will promote a quality-learning environment. Alcohol and other drug abuse may impair or block the formal education of youth in the school and disrupt the learning environment. The school district is concerned about the effect chemical abuse has on the ability of a student to function successfully in the school system.

A pattern of increasing abuse of chemicals can lead to chemical dependency and addiction. The district recognizes chemical dependency as a treatable illness in which consumption of mood-altering chemicals (alcohol and other drugs) repeatedly interferes with a student's ability to perform, or adversely affects the health, safety, or well-being of others.

The District affirms that early identification of a person with chemical dependency is in the best interest of the student and his/her environment and that chemical abuse problems in the family may harmfully affect the student's academic life. Therefore, the district encourages a student whose life is in any way adversely affected by problems with chemicals to seek appropriate help as soon as possible. The district encourages referral to counseling agencies and communication with parents.

Certified staff members should be alerted to symptoms which may be drug or alcohol related: i.e., decline in school performance or physical illness. Specific action may be:

- A. Continued one-to-one and group involvement with dean or social worker
- B. Referral to an outside agency
- C. Inpatient or outpatient treatment
- D. Involvement with AA, Al-Anon, Alateen

In accordance with the Federal Drug-Free Schools and Communities Act of 1989, students shall not possess, transfer, sell, engage in a conspiracy or the intent to sell, use or be under the influence of any alcoholic beverage, intoxicant, drug not properly prescribed, narcotic, marijuana, or other controlled substance such as now or hereafter defined by an applicable law or regulation or any "look-alike" substance or any substance or paraphernalia that is purported to be prohibited by this policy on school premises or as a part of any school-related activity and shall comply with all other school district policies and rules concerning drugs and alcohol. The prohibition on use of alcohol, intoxicants, drugs, etc., is intended to prohibit students from exhibiting any physical or mental effects reasonably attributable to consumption of such substances. For example, a student may not be at a



school-sponsored event with alcohol on his or her breath, even if the alcohol was not actually consumed at the event. Sanctions for violation of this policy extend to and include expulsion and referral for prosecution consistent with applicable local, state and federal law. The Superintendent/Principal or designee shall take appropriate measures to inform students and their parents of this policy, including a statement that compliance with this policy is mandatory and that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.

Specifically, disciplinary action will be taken against anyone involved in the use, sale, distribution or possession of those items while under school jurisdiction. A person involved in the sale or distribution of those items will be referred to the police.

Guidelines may be developed by the Superintendent/Principal or designee to implement this policy.

Amended Dates:	December 19, 1990; November 20, 1986; January 19, 1982; January 22, 1976
Adopted Date:	November 21, 1968
Review Date:	
Law Reference:	
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref.:	

## **POLICY 5136, STUDENT TRAVEL**

The Board of Education grants the Superintendent (or his/her designee) authority to approve student travel that fully provides for the safety and welfare of students; that have appropriate and substantial educational value; and for which written parental/guardian permission has been obtained. Student travel is not limited to the regular school hours, but can be engaged in outside of regular school hours and on days other than regular school days.

The Board of Education recognizes four types of student travel: Field Trips, Co-curricular Trips (Athletic or Activity), Exchanges, and Excursions. Field Trips are defined as travel directly related to educational programs of the high school intended to extend educational experiences in relation to specific classroom objectives that are consistent with the general goals of the curriculum of a specific course. Co-curricular Trips are defined as student travel sponsored by a co-curricular activity (athletic or activity) of the school. Exchanges are defined as student travel to another school, usually in another country, in which students usually live with a host family and spend time attending classes in the host school. Exchanges generally result in a reciprocal trip to Oak Park and River Forest High School by students and staff from the host school. Excursions are defined as student travel, usually international, that provide unique curricular and/or cultural opportunities for Oak Park and River Forest High School students. Excursions may only be approved if the educational benefits to participating students can be substantiated.

Transportation costs related to student field trips and co-curricular travel will generally be funded by the District for trips to destinations within 150 miles of Oak Park and River Forest High School. Transportation costs related to IHSA state series competitions, and/or other activities approved by the Superintendent (or his/her designee), will generally be funded by the District. Transportation costs for student travel of greater distances than 150 miles and not related to IHSA state series competitions and/or other activities approved by the Superintendent (or his/her designee) will be borne by the participants. For all types of student travel, the District will not typically cover costs related to tickets, admission fees, lodging, and food.

Costs related to student travel should not be a barrier for any student eligible to participate in the trip.

Sponsors of student travel must obtain administrative approval prior to committing to any trip or travel plans. Sponsors of student travel are expected to comply with appropriate levels of student/adult supervision ratios as established by the Superintendent (or his/her designee). The Superintendent (or his/her designee) shall develop procedures for application and approval of student travel trips, as well as procedures for the approval of District

employee and volunteer drivers. Such procedures may vary depending on the type of student travel being planned.

No employee or approved volunteer shall transport an individual student or students alone in his/her personal vehicle unless approved by the Superintendent (or his/her designee). If approval is given to an employee or approved volunteer to transport a student or students in his/her personal vehicle, his/her insurance coverage will be primary and the District's insurance coverage will be secondary.

Amended Date(s):	February 25, 2010, June 25, 2009; December 18, 2003; April 8, 2003; December 19, 1984; December 14, 1982; and January 22, 1976
Adopted Date:	July 17, 1969
Review Date:	
Law Reference:	105 ILCS 5/10-22.29b, 105 ILCS 5/29-3.1, and 105 ILCS 5/29-3.4
Related Policies:	
Related Policies:	
Related Instructions And Guidelines:	Procedures for Policy 5136 And Guidelines
Cross Ref.:	

## Procedures for Policy 5136, Student Travel

### A. Approval

Sponsors of student travel must obtain administrative approval prior to committing to any trips or travel.

### B. Supervision

Oak Park and River Forest High School requires an appropriate level of adult supervision for all student travel. Adult supervisors are required to travel with the students as members of the same group. The number of District employees required as adult supervisors will vary depending upon the conditions of the trip. Parents and interested adults may volunteer to serve as additional supervisors for student travel.

For all student travel that include an overnight stay of one or more nights, supervisors must contact the designated District administrative liaison at regularly established times. In the case of any difficulty or divergence from the submitted itinerary, supervisors are to notify the designated administrative liaison immediately as to the nature of the difficulty or the divergence. In such situations students should never be left without adult supervision. Should a student, for whatever reason, become separated from the group, a supervisor should remain with that student while the remaining members of the group complete their travel with another supervisor(s). At no time should a student or a group of students be left unsupervised on a trip.

In the case of changing travel arrangements, supervisors must notify the designated administrative liaison of all circumstances and changes. Parents and guardians of all trip participants must in turn be notified of any and all changes in travel plans and/or arrangements.

### C. Costs

The teacher/coach/sponsor should determine necessary costs and submit those costs in writing to the appropriate administrative personnel at the time of application for administrative approval of the travel. Once approved, students are to be notified of the expenses of the trip to them at the time of registration.

Transportation costs will generally be funded by the District for student travel to destinations within 150 miles of the high school. For travel of greater distances, the cost of transportation may be borne by the participants. For all trips, the District will not typically cover costs related to tickets, admission fees, lodging, and food. The sponsoring teacher is to assess each participating student for these expenses. Arrangements for securing the funds collected should be made with the Business Office.

D. Insurance

All students, employees, approved volunteer drivers, and parent or guardian supervisors must be covered by accident and health insurance coverage, protecting them from financial loss due to bodily injury, disability, or death while participating in school sponsored travel. This insurance is provided through the District. Additional costs to trip participants may be incurred for appropriate insurance coverage. The trip sponsor is required to check with the Business Office to determine if additional insurance costs must be obtained.

E. Transportation

As a general rule, transportation for school-sponsored travel will be provided by means of commercial vehicles. All buses or rental vehicles are to be ordered through the Business Office. If more than 44 passengers are participating in the trip, a second bus must be used. The cost of such rental vehicles will be covered by the District's transportation fund if the travel destination is within 150 miles of the high school. Otherwise, the trip's participants may be required to cover such rental costs.

Employees or approved volunteers who possess valid and properly classified drivers' licenses issued by the Secretary of State or valid licenses issued in the employees' home states; who are at least 21 years of age or older; who have completed and returned criminal background checks; who possess valid drivers' licenses that have not been revoked, suspended, canceled, or disqualified for 3 years immediately prior to seeking approval from the District; who have not been convicted of 2 or more serious traffic offenses, as defined by Section 1035.10, within one year prior to the date of application, that may endanger the life and safety of any of the drivers' passengers within the duration of the permit periods; and who have not been convicted, within 3 years prior to the date of application, of reckless driving, driving under the influence of alcohol and/or other drugs, or reckless homicide resulting from the operation of a motor vehicle, may transport students for school-sponsored travel in District-owned, rented, or leased vehicles. Such persons are covered by the District's insurance up to limits of such coverage.

Volunteers receive approval through the Superintendent (or his/her designee) and only after completing the necessary requirements for approval.

The Superintendent (or his/her designee) is responsible for developing an approval process and appropriate forms for both employees and volunteers who seek approval, including but not limited to an annual verification of items noted above for current employees and approved volunteers.

For summer camps which require student travel to events, parents/guardians will be required to sign waivers in order to permit their students to be transported by other parents/guardians and to indemnify the District.

Keys must be returned at conclusion of vehicle usage. The driver is responsible for ensuring that the vehicle is returned in proper working order and is free of garbage or other debris. In the event of damage or an accident, the driver must report the incident as soon as practical to the Business Office.

A completed Vehicle Request Form with proper administrator approval is required for vehicle usage by employees or approved volunteers. Keys will only be issued to employees and approved volunteers who meet the above criteria. The privilege of driving a District vehicle may be suspended or revoked if the employee or approved volunteer is found to be in violation of any portion of this procedure.

F. General Field Trip Procedures

Field Trips are arranged and approved through the Principal and approved by that office. Field trip requests should be submitted by the third week of the semester. A calendar of approved field trips will be distributed to the faculty by the end of the fourth week of each semester. Additional field trips can be approved beyond the third week of the semester if planning for the trip could not have occurred during the first three weeks of the semester.

Parental permission must be secured for any field trip which takes students off school property and/or which extends beyond normal school hours. Permission slips bearing the signature of the parent/guardian will be collected by the sponsoring teacher and must be filed with the appropriate division secretary, who in turn, must file the permission slips with the attendance office at least five days prior to the occurrence of the trip. Students who fail to submit a parent/guardian permission slip by the established deadline will not be allowed to participate in the field trip. The sponsoring teacher must distribute a list of the students participating in the field trip to faculty at least two days before the trip, either via e-mail or the faculty bulletin.

All approved field trips must have an evaluation component. Each student participating in the trip must complete the Field Trip Evaluation form. Student responses are to be tabulated by the sponsoring teacher who will prepare a Field Trip Evaluation Summary, which must include a reflection statement, completed by the classroom teacher or trip sponsor. This summary must be submitted to the Principal and the appropriate Division Head. A failure to submit this summary may result in the denial of future requests for field trips in subsequent semesters.

No class may have more than one field trip per grading period except those classes that have a field or performance component or as jointly determined by the Division Head and the Principal. "Black out dates," i.e., dates on which field trips may not be scheduled, are set by the Principal and notification of same is made to the administration, Division Heads, and faculty.

Costs related to a field trip should not be a barrier for any eligible students to participate.

G. General Co-curricular (Athletic and Activity) Trip Procedures

Co-curricular trips related to Athletics are approved and arranged for by the Athletic Director. Co-curricular trips related to Activities are arranged through the Assistant Principal for Student Activities. Co-curricular trips may not take students from school during regular school hours unless approved by the Athletic Director or Assistant Principal for Student Activities in advance. Coaches and sponsors should check with the appropriate administrator regarding additional specific rules and guidelines.

The Superintendent (or his/her designee) shall develop procedures which permit students to travel home from a specified event with their parent(s) provided prior approval has been granted by the appropriate and immediate coaches/sponsors of the students and the events.

Costs related to Co-curricular trips should not be a barrier for eligible students to participate.

H. General Exchange/Excursion Trip Procedures

Applications for Exchanges/ Excursions are available through the Office of the Assistant Principal for Student Activities. Incomplete applications will not be considered for approval.

Students may not miss more than five (5) days of school as a result of participating in a school-initiated Exchange or Excursion.

Prior to approval being granted for any trip, sponsors will complete a detailed application that is presented for approval to the Assistant Principal for Student Activities and then to the District Leadership Team (DLT).

All Exchanges/Excursions that involve male and female students must have at least two sponsors, one male and one female. At least one of the sponsors must have previous Exchange/Excursion experience and one must have more than three consecutive semesters of employment in the District.

Permission forms and student information bearing the signature of the parent/guardian must be obtained for every student participating in an Exchange/Excursion. These permission slips must be returned to and will be kept on file in the Office of the Assistant Principal for Student Activities.

Sponsors of Exchanges/Excursions must hold at least two informational sessions with parents/guardians participating in the Exchange/Excursion before students depart on the trip.

Exchanges/Excursions are subject to the approval of the Assistant Principal for Student Activities and then the District Leadership Team (DLT) and, upon the recommendation of the DLT, may require approval by the Board of Education. Even after approval has been granted, the DLT or the Board of Education may withdraw the approval should national or worldwide conditions suggest that student safety on the trip could be compromised.



## **POLICY 5137, NON-SCHOOL SPONSORED HOLIDAY OR EXCURSION**

It is the policy of this Board of Education not to authorize or sponsor excursion or holiday trips planned by a member of the staff, a student, or any other person or group. Illustrative examples are: trips to Washington and trips to foreign countries. No use of school premises or facilities including bulletin boards or public address systems to publicize any such excursion may be made unless prior written approval has been secured from the Superintendent/Principal who may authorize such use only after such use has been specifically approved by this Board of Education. An application for use of school premises/facilities by a non-school sponsored trip organizer will be made in the same way as any other non-school affiliated group applies for use of school premises/facilities. Any District employee who becomes involved in any non-school activity shall have a duty to ascertain that the participants are aware that his or her involvement in no way makes the activity school sponsored. Each item circulated concerning such excursion or trip must bear the following statement prominently displayed thereon:

"Oak Park and River Forest High School District 200, Cook County, Illinois, is not sponsoring and is not in any way responsible for this trip."

Amended Dates:

Adopted Date: December 19, 1984

Review Date:

Law Reference:

Related Policies:

Related Instructions

And Guidelines:

Cross Ref.:

## **POLICY 5139, USE OF SCHOOL FACILITIES BY NON-SCHOOL SPONSORED STUDENT GROUPS**

Pursuant to 20 USC 4071 et seq., "The Equal Access Act," the Board of Education authorizes the Superintendent/Principal or designee to approve the use of school facilities at no charge for a meeting of a student-initiated group which is not a part of the school's academic or activity program and which meets before or after the regular school day.

Approval will be granted if a certified staff member volunteers to attend the meeting (in a non-participatory capacity if of a religious nature); no non-school person is included in directing, conducting, controlling or regularly attending the meeting; and if the group is lawful and does not substantially interfere with the orderly conduct of educational activities. Announcement of any meeting is limited to the bulletin board designated for non-school sponsored functions.

The Superintendent/Principal or designee may disapprove of the group meeting if the group interferes with the rights of others or the educational function of the school or is disruptive, or if it is reasonably foreseeable that the group will interfere with the rights of others or the educational function of the school or will cause substantial disruption.

Nothing in this policy shall interfere with the rights of groups to rent school facilities under the provisions of Policy 1410, "Rental of Facilities."

Amended Dates:	December 18, 1997
Adopted Date:	November 20, 1986
Review Date:	
Law Reference:	
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref.:	Policy 1410

## **POLICY 5141, PHYSICAL EXAMINATION AND IMMUNIZATIONS**

Prior to the opening of the school term, all new students shall be required to present evidence of having had a physical examination and immunizations by a physician licensed to practice medicine in all its branches in the United States as required by *The School Code of Illinois*. Students will not be allowed to attend school until the physical examination has been verified. Students will not be allowed to continue in school beyond October 15 if they have not met the immunization requirements. Procedures are to be in conformance with rules and regulations promulgated by the Illinois Department of Public Health.

In addition, as stated in *The School Code of Illinois*, children whose parents or legal guardians object to health examinations or any part thereof, or to immunizations, on religious grounds shall not be required to submit their children or wards to the examinations or immunizations to which they so object if such parents or legal guardians present to the appropriate local school authority a signed statement of objection, detailing the grounds for the objection.

Amended Dates:	May 25, 2000; November 18, 1982; January 22, 1976
Adopted Date:	October 17, 1986
Review Date:	
Law Reference:	
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref.:	

## **POLICY 5143, ADMINISTRATION OF MEDICATIONS**

The Superintendent (or his/her designee) shall establish regulations for the administration of medications to students. The regulations shall be substantially based on the Recommended Guidelines for Medication Administration in the Schools published by the Illinois Department of Public Health and State Board of Education and shall provide for administration of medication to a student during school hours or during school activities only when necessary to maintain the student in school.

A copy of the regulations will be sent to parents or guardians of each student in the summer registration letter.

Amended Dates:	May 27, 2010; October 26, 2006
Adopted Date:	August 26, 1993
Review Date:	
Law Reference:	Ill. Rev. Stat. ch. 122, par. 10-20.14b.
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref.:	

REGULATIONS GOVERNING ADMINISTRATION OF MEDICATIONS TO STUDENT  
POLICY 5143

- I. Authorization for Administration of Non-Asthma and Non-Epinephrine Auto-Injectors (Epi Pen) Medication to Students
  - A. Only those medications necessary to maintain a student in school and which must be given during school hours or school activities may be administered to a student. All medications given to students must be prescribed by a licensed prescriber on an individual basis as determined by the student's health status. Standing orders may not be used as a basis for administration of medication.
  - B. Approval for administration of medication must be obtained from the Health Services Office as follows.
    1. A written order for prescription and non-prescription medications must be obtained from the Health Services Office, completed and signed by the student's licensed prescriber, signed by a parent or guardian, and filed with the school nurse. The order must include the following:
      - a. the student's name;
      - b. licensed prescriber's name, signature, and date of signature;
      - c. licensed prescriber's regular and emergency telephone
      - d. numbers;
      - e. name of medications
      - f. dosage;
      - g. route of administration;
      - h. frequency and time of administration;
      - i. date prescription was filled;
      - j. date order by licensed prescriber;
      - k. discontinuation date;
      - l. diagnosis requiring medication;
      - m. intended effect of medication;
      - n. side effects from medication for which the student must be observed;
      - o. whether the student may self-administer and, if so, instructions for self-administration;
      - p. emergency conditions under which medication should be administered including directions for administration by a

certified staff member if administration by the school nurse, emergency medical personnel, or self-administration cannot reasonably be achieved;

- q. other medications the student is receiving;
- r. time interval for re-evaluation; and
- s. the parent's or guardian's name, signature, date of signature, and regular and emergency telephone numbers.

- 2. The school nurse shall review the written order, require any additional information from the parent or guardian or the student's licensed prescriber appropriate to complete the review, consult with the Superintendent (or his/her designee) as appropriate and approve or deny the order depending on its completeness. An appeal of the denial of any order prescribing the administration of medication may be made by the parent or guardian to the -Principal or (or his/her designee) of the school and then to the Superintendent (or his/her designee).

## II. Persons Authorized to Administer Medication

- A. The school nurse or any registered nurse approved by the District may administer medications under these guidelines.
- B. Any certified staff member or any health aide may supervise self-administration of medication by a student under these guidelines.
- C. Any certified staff member may, but is not required to, administer medications in emergency situations if, under the circumstances, the school nurse or emergency medical personnel cannot be available in sufficient time and the student cannot self-administer the medication. Under no circumstances are certified staff members or other school employees required to carry medications for students nor are they required to ensure that students carry such medications.
- D. Parents/guardians may administer medications in school with the approval of the school nurse or the Superintendent (or his/her designee)...

## III. Procedures for Administration of Medications

- A. The student shall report to the Health Services Office or other designated area at the time the medication is to be administered.

- B. Each dose of medication shall be documented in the student's individual health record. Documentation shall include date, time, dosage, route, and the signature of the person administering the medication or supervising the student in self-administration.
- C. Over-the-counter and prescription medication orders must be renewed annually. Changes in medication shall be through a revised order or other written authorization from the licensed prescriber as approved by the school nurse.
- D. Medication must be brought to the school in the original package or an appropriately labeled container.
  - 1. Prescription medications shall display the following:
    - a. student's name;
    - b. prescription number;
    - c. medication name/dosage;
    - d. administration route and/or other directions;
    - e. date and refill;
    - f. licensed prescriber's name;
    - g. pharmacy name, address and phone number; and
    - h. name or initials of pharmacist.
  - 2. Over-the-counter medications (OTC) should display the following:
    - a. OTC (non-prescription) medications shall be brought to school with the manufacturer's original label with the ingredients listed and the student's name affixed to the container.
- E. Medications, and special items necessary to administer medications such as syringes and hypodermic needles, must be stored in a separate locked drawer or cabinet. Medications requiring refrigeration must be refrigerated in a secure area. Medications which must be available while a student is engaged in a school activity conducted away from the customary site of storage must be brought by the student to that site, unless there is prior agreement and approval of other arrangements.
- F. The parent or guardian will be responsible at the end of the treatment regime for removing from the school any unused medication which was prescribed for the student. If the parent or guardian does not pick up the medication by the end of the school term, the Health Services Office will dispose of them.

- G. Except in emergencies, the written order must be consulted before administration of medications.
- H. A record of the administration must be made in accordance with Section A. above.

IV. Self-Administration of Asthma and Epinephrine Auto-Injectors (Epi Pen) Medication

Students shall be allowed to self-administer asthma medication or epinephrine auto-injectors (EpiPen injections) under the following conditions.

- A. The medication has been prescribed by a physician, a physician's assistant or advanced practice registered nurse possessing the proper authority to prescribe medication:
- B. The student's parents or guardians have provided the Health Services with written authorization for the self-administration of asthma medicine or epinephrine auto-injectors (EpiPen injections) and a written statement from the student's physician, physician assistant, or advanced practice nurse containing the following information to be kept on file in the Health Services Office:
  - 1. the name and the purpose of the medication;
  - 2. the prescribed dosage; and
  - 3. the time or times at which or special circumstances under which the medication is to be administered;
- C. The student's parents or guardians have signed the District's "Hold Harmless and Indemnity Agreement for the Self-administration of Asthma Medication or epinephrine auto-injectors (EpiPen injections)." This Agreement is available in the Health Services Office.



## Procedures and Guidelines Governing the Administration of Medications in the School for Policy 5143

Parents/guardians have the primary responsibility for the administration of medication to their children. Only those medications necessary to maintain a student in school and which must be given during school hours or school activities may be administered to a student. The administration of medication to students is subject to guidelines established by the Superintendent (or his/her designee), in keeping with state agency recommendation (e.g., Illinois Department of Professional Regulation, Illinois Department of Public Health, and Illinois Department of Public Health, and Illinois State Board of Education).

1. **Medication Authorization Form.** No school personnel shall administer to any student, nor shall any student possess or consume any prescription or non-prescription medication except after filing complete Medication Authorization information. This authorization and any subsequent changes shall include the following:
  - physician, dentist, or podiatrist's (licensed prescriber) written prescription with student's name, medication name and dosage, date of order;
  - administration instructions (route, time or intervals, duration of prescription);
  - intended effects and possible side effects; and
  - parent/guardian written permission, phone number, and email address in case of emergency.

The school nurse will review the written authorization and will consult with the parent/guardian, licensed prescriber, or pharmacist for additional information, as necessary.
2. **Appropriate Containers.** Medication and refills are to be provided in containers which are prescription-labeled by a pharmacy or licensed prescriber (to display Rx number, student name, medication, dosage, directions for administration, date and refill schedule, pharmacy label, and name/initials of pharmacist); or manufacturer-labeled for non-prescription over-the-counter medication.
3. **Administration.** Medication will be administered by the Health Services' nurse. Other certified school personnel may also volunteer to assist in medication administration, and they will receive instructions by the Health Services' nurse. If no volunteer is available, the parents/guardian must arrange for administration. The Health Services nurse or administration retains the discretion to deny requests for administration of medication. The parent or guardian may make an appeal of denial of any order prescribing the administration of the medication to the Superintendent (or his/her designee).
4. **Self-Administration.** A student may self-medicate at school if so ordered by his or her physician; however, the medication must be stored in the Health Services Office and a completed Medication Authorization Form must be on file. Daily documentation will be provided as below (#7) for such Health Services Office supervised self-administration. For "as needed" medications such as those taken by students with Asthma, the physician may also order that the student carry the medication on his or her person; however, no daily documentation will be possible. Self-administration privileges may be withdrawn if the student exhibits behavior, which indicates lack of responsibility toward self or others in regards to his or her medication.
5. **Food Allergies and Asthma.** A Medical Authorization Form must be filed in the Health Office if the student is carrying medication (e.g., Epipen, Inhaler). All faculty and staff receive training annually related to the use of an Epipen. A medical alert is sent to all teachers, coaches, and sponsors of students with medical conditions, as well as food allergies. School rules state that no food or drink is allowed in the classrooms unless required due to a student's medical condition. If a student needs a cafeteria table surface cleaned before use, the Counselor will make the initial contact to the cafeteria staff. OPRFHS District 200 is not responsible for the food that a student chooses to consume. Information related to the ingredients of food prepared and served in the cafeteria can be requested from the Director of Food Service.
6. **School Activities.** A Medical Authorization Form must be filed in the Health Services Office and medication is stored in the Health Services Office. Under no circumstances are faculty members or other school employees required to carry medications for students nor are they required to ensure that students carry such medications. Medications which must be available while a student is engaged in a school activity conducted during non-school hours and/or conducted away from the customary site of storage will be distributed to the student at the end of the day (3:00 – 3:15 p.m.) from the Health Services Office and *must* be brought by the student to that site, unless there is prior agreement and approval of other arrangements. Any faculty member or any health aide may supervise self-administration of medication by a student under these guidelines. Self-administration under these circumstances will not be documented.
7. **Storage and Record Keeping.** Medication will be stored in a locked cabinet. Those requiring refrigeration will be in a secure area. Each dose will be recorded in the student's individual health record. The parent may be notified if indicated. To assist in the safe monitoring of side effects and/or intended effects of the treatment with medication, faculty and staff may be informed regarding the medication plan.
8. **Documentation, Changes, Renewals, and Other Responsibilities** To facilitate needed documentation, physician orders, any changes in the orders, and parent permissions may be faxed to 708-434-3912. It is the parent/guardian responsibility to assure that all physician orders and permissions are brought to school and refills provided when needed and to inform the Health Services Offices' nurse of any significant changes in the student's health. Medication remaining at the end of the school year must be taken home or will be discarded. Over-the-counter and prescription medication orders must be renewed yearly.

**Oak Park and River Forest high School**  
**MEDICATION AUTHORIZATION**  
Health Services Fax: 708-434-3912

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ ID # \_\_\_\_\_

- **Regulation Highlights (See reverse side for more details and information.)**
  - **Medical form is required for all OTC and Rx medicine.**
  - **Physician must fill in form for all OTC and prescription medicine.**
  - **All medicine must be provided in a pharmacy or brand labeled bottle with student name, dose, and time.**
  - **Unused medication must be picked up; any left at the end of the year will be discarded.**
- 

**Physician's Order**

**(All medications need a Physician's Order.**

Medication \_\_\_\_\_ Dosage \_\_\_\_\_  
Time to be given/Instructions \_\_\_\_\_ Route \_\_\_\_\_ Starting Date \_\_\_\_\_  
Diagnosis/Reason for medication \_\_\_\_\_  
Procedure if dosage is missed \_\_\_\_\_  
Possible side effects \_\_\_\_\_  
Other Medications student is receiveing \_\_\_\_\_

**ASTHMA OR ALLERGY MEDICATION ONLY—e.g., Inhaler, EpiPen**

- |  |  |       |     |       |    |
|--|--|-------|-----|-------|----|
| 1.   | Student may carry medication on his/her person | _____ | Yes | _____ | No |
| 2.   | Student may self-administer medication         | _____ | Yes | _____ | No |
| (It is recommended that "backup" medication be stored in health services as well.) |  |       |     |       |    |
| Directions for self-administration _____   |  |       |     |       |    |

**Physician's Name (Print)** \_\_\_\_\_ **Address or Office Stamp**

**Physician's Signature** \_\_\_\_\_

**Date** \_\_\_\_\_ **Regular Phone** \_\_\_\_\_ **Emergency Phone** \_\_\_\_\_

**Over-the-counter medication must be in the manufacturer's labeled container.**

Prescription medication **MUST** be in containers labeled by a physician or pharmacist. (See #2 on reverse)

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Parental Authorization

I authorize Oak Park and River Forest High School District 200 OPRFHS employees to administer/supervise the medication described above to my child in accordance with the School District's Regulations Governing the Administration of Medications in the School (on reverse side of this form.) I agree to indemnify and hold harmless OPRFHS, its Board of Education and the Board's members, officers, employees, and volunteers from any claim, liability, loss or expense, including reasonable attorneys' fees, suffered by any of the foregoing indemnities and arising out of a claim related directly or indirectly to my son/daughter's self-administration of the above referenced medication of and brought by me, any other parent or guardian of my student or another student, or by or on behalf of my student or another student. We understand that the OPRFHS and the foregoing individuals are to incur no liability as a result of any injury arising from the self-administration of medication, provided, however, this indemnity and hold harmless commitment does not apply to the willful and wanton conduct of the foregoing indemnities.

Signature(s)

Student's Name \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian

Signature \_\_\_\_\_

Emergency Phones

Mother/Guardian \_\_\_\_\_ Father/Guardian \_\_\_\_\_

**For Office Use Only**

Signature of School Nurse \_\_\_\_\_

Date \_\_\_\_\_

OPRFHS 3/2010 (form may be copied as needed)

## **POLICY 5144, FOOD ALLERGY MANAGEMENT PROGRAM**

School attendance may increase a student's risk of exposure to allergens that could trigger a food-allergic reaction. A food allergy is an adverse reaction to a food protein mediated by the immune system which immediately reacts causing the release of histamine and other inflammatory chemicals and mediators. While it is not possible for the District to completely eliminate the risks of exposure to allergens when a student is at school, a Food Allergy Management Program using a cooperative effort among students' families, staff members, and students helps the District reduce these risks and provide accommodations and proper treatment for allergic reactions.

The Superintendent or designee shall develop and implement a Food Allergy Management Program that:

1. Provides for: (a) identification of students with food allergies, (b) prevention of exposure to known allergens, (c) response to allergic reactions with prompt recognition of symptoms and treatment, and (d) education and training of all staff about management of students with food allergies, including administration of medication with an auto-injector, and provision of an in-service training program for staff who work with students that is conducted by a person with expertise in anaphylactic reactions and management.
2. Follows and references the applicable best practices specific to the District's needs in the joint State Board of Education and Ill. Dept. of Public Health publication *Guidelines for Managing Life-Threatening Food Allergies in Schools*, available at: [www.isbe.net/nutrition/pdf/food\\_allergy\\_guidelines.pdf](http://www.isbe.net/nutrition/pdf/food_allergy_guidelines.pdf).
3. Complies with State and federal law and is in alignment with Board policies.

Amended Date(s):

Adopted Date: December 16, 2010

Review Date:

Law Reference: LEGAL REF.: 105 ILCS 5/2-3.149 and 5/10-22.39. *Guidelines for Managing Life-Threatening Food Allergies in Schools (Guidelines)*, jointly published by the State Board of Education and Ill. Dept. of Public Health.

Related Policies:

Related Instructions

And Guidelines:

Cross Ref.: (Administering Medicines to Students), 8:100, (Relations with Other Organizations and Agencies)

## Administrative Procedure - Implementing a Food Allergy Management Program

The following procedure implements policy 7:285, *Food Allergy Management Program*, and is based upon the joint State Board of Education (ISBE) and Ill. Dept. of Public Health (IDPH) publication, *Guidelines for Managing Life-Threatening Food Allergies in Schools (ISBE/IDPH Guidelines)*, available at: [www.isbe.net/nutrition/pdf/food\\_allergy\\_guidelines.pdf](http://www.isbe.net/nutrition/pdf/food_allergy_guidelines.pdf) (105 ILCS 5/2-3.149(b), added by P.A. 96-349 and renumbered by P.A. 96-1000).

This administrative procedure contains three sections as follows:

1. Glossary of Terms
2. Food Allergy Management Program
3. Individual Food Allergy Management (Three Phases)
  - Phase One: Identification of Students with Food Allergies
  - Phase Two: Prevention of Exposure to Known Allergens
  - Phase Three: Response to Allergic Reactions

### Glossary of Terms

**Food Allergy Management Program (Program)** - The overall process that the Superintendent and other District-level administrators use to implement policy 7:285, *Food Allergy Management Program*, which is based upon the *ISBE/IDPH Guidelines*.

**Food Allergy Management Committee (Committee)** – This Committee is a District-level team that the Superintendent creates to develop a Food Allergy Management Program.

**Individual Food Allergy Management** - The process at the building-level used to manage and prevent anaphylaxis. The process identifies: (a) students with food allergies, (b) procedures to prevent exposure to known food allergens, and (c) appropriate responses to allergic reactions. It is synonymous with the third section in this administrative procedure.

**Emergency Action Plan** - A document that outlines a food allergic student's needs, and at minimum, includes precautions necessary for food allergen avoidance, emergency procedures and treatments if exposure occurs, what (if any) training school personnel will receive, and when/how parents/guardians will be notified if exposure occurs.

### Food Allergy Management Program

This section relies heavily upon District-level administrators to implement the Program even if the District has no students with food allergies (105 ILCS 5/2-3.149, added by P.A. 96-349 and renumbered by P.A. 96-1000). This is because identification of students at risk of anaphylaxis cannot be predicted, and it is possible that a student who has not been identified could have his or her first reaction at school. The Superintendent or his/her designee shall establish a Food Allergy Management Committee. The Committee will consist of the Superintendent, Director of Special Education, Assistant Principal for Student Services, Principal, Food Service Director, and the Nurse. The Committee will convene at least once a year to update and review practices.

The Principal or his/her designee will inform the school community by providing the information to students and their parents/guardians. The Principal will implement the Program in the building by meeting with the appropriate staff.

### Individual Food Allergy Management

This section's procedures are implemented each time the school identifies a student with a food allergy. It relies heavily upon Principal and Nurse/Designated School Personnel (DSP) to identify the necessary accommodations for each student and determine which staff members are responsible to provide them. Accommodations are impacted by a number of factors, e.g., the student's age, the allergen(s) involved, the facilities in the building, etc.

#### Phase One: Identification of Students with Food Allergies

The Parent/Guardian will inform the Principal or his/her designee of the student's food allergy and complete the Allergy History Form and relevant portions of the Emergency Action Plan (EAP).

The Principal or his/her designee and/or the Nurse/DSP will, at a minimum:

1. Gather appropriate health information, including reviewing the completed Allergy History Form and EAP;
2. Complete the EAP and an Individual Health Care Plan (IHCP) in compliance with state law;
3. Determine which staff members will provide services and/or accommodations and assign those responsibilities to individual staff members. Remember that accidental exposures are more likely to happen when an unplanned event or non-routine event occurs and special care should be taken to address procedures for staff members who provide transportation, substitute teaching, coaching or other activities, field trips, and classroom celebrations;
4. Identify staff members trained in emergency response who will respond to any allergic reaction the student may have;
5. Determine whether members of the community should be notified regarding the student's food allergy.

For accommodations or services beyond EAP and IHCP, complete a 504 Plan or IEP as needed and in compliance with relevant State and federal law and Board policy.

#### Phase Two: Prevention of exposure to Known Allergens

The Principal or his/her designee and/or the Nurse/DSP will:

1. Assemble a multi-disciplinary team to manage the individual student's health needs, including a variety of school staff;

2. Convene a meeting to educate all the staff members with responsibilities under the EAP of their roles and to provide a copy of the EAP and the IHCP to those staff members, as needed;
3. Oversee performance of responsibilities by staff members under the EAP and the IHCP;
4. Facilitate the dissemination of accurate information regarding a student's food allergy within the building and the community as necessary to implement the EAP and the IHCP, while respecting the student's privacy rights. Communications with the community, including parents and other students should remind them of the importance of keeping the educational setting free of the food allergen.

#### Phase Three: Response to Allergic Reactions

The multi-disciplinary team will implement and follow all identified responsibilities in the EAP and IHCP in the case of an allergic reaction.

LEGAL REF: 105 ILCS, 5/2-3.149.

## **POLICY 5145, STUDENT COMMUNICABLE DISEASES**

### **I. General Statement of Purpose and Procedures**

The primary purposes of this policy are to minimize the transmission of communicable diseases in the schools and to balance the interest of a student with a communicable disease in continuing to attend school and the interest of other students and employees not to be subject to an unreasonable risk of contracting a communicable disease from the student.

For purposes of this policy, communicable diseases are diseases designated as chronic infectious diseases by the Illinois State Board of Education and Illinois Department of Public Health in their publication "Management of Chronic Infectious Diseases in School Children" and other diseases designated as communicable by the Illinois Department of Public Health in its Rules and Regulations for the Control of Communicable Diseases (IDPH Rules), as amended from time to time.

It is generally the policy of the Board of Education that:

- A. Each communicable disease case be handled on an individualized basis;
- B. The confidentiality interests of the student with a communicable disease be protected to the extent consistent with efforts to minimize the health risks to other students and employees and with any applicable legal requirements.
- C. Absence from school be minimized;
- D. Appropriate alternate educational programs be provided for students absent from school due to a communicable disease;
- E. Short-term removal from school or placement in a restrictive setting be permitted where appropriate for assessment of the health of the student and the risks of transmission of a communicable disease to employees and other students;
- F. A student who is reasonably believed to have a chronic infectious disease not be removed from school or be placed in a restrictive setting if, in the discretion of the Superintendent/Principal or designee, the health risks to employees and other students are insignificant, the risk of loss of



confidentiality due to removal or a more restrictive setting is substantial and appropriate interim protective health measures are instituted; and

- G. Students with communicable diseases for which removal from school or placement in a restrictive setting is required by IDPH rules, or appropriate due to significant health risks, be removed or placed in a restrictive setting only for so long as required for the protection of the health or employees and other students;

## II. Educational Activities

The Superintendent/Principal or designee shall periodically provide educational activities and information for students with respect to communicable diseases, including hygienic practices, to minimize the risk of transmission.

## III. Additional Rules /Actions

The Superintendent/Principal or designee may establish additional rules and take appropriate action to implement this policy, provide for the protection of the health of students and employees, and recognize any due process and special education interests of students who have, or are suspected of having, a communicable disease. The Superintendent/Principal's rules shall provide an appeal procedure which ends with the Board of Education and includes an appeal to the Board within ten working days of a final decision of the Superintendent/Principal regarding any student with a communicable disease. The Superintendent/Principal shall also take reasonable measures to inform parents and the school community of this policy and the Superintendent/Principal's rules regarding communicable disease.

Amended Dates:

Adopted Date: August 26, 1993

Review Date:

Law Reference: Ill.Rev.Stat. ch.133, pars. 10-21.11, 10-22.39, 27-9.1, 27-9.2 and 863.

Related Policies:

Related Instructions

And Guidelines:

Cross Ref.:

## **POLICY 5150, SCHOOL LOCKERS**

### **I. General Statement of Policy**

In schools where lockers are assigned to students, the lockers shall be understood to be school property, owned and controlled by the District, and subject to District regulations regarding their use, including inspection during the time they are assigned to students. It is the intent of the Board of Education that students shall have no expectation of privacy in their assigned locker or its contents. Students and parents are to expect that assigned lockers will be periodically searched by school officials. This policy shall be disseminated to parents and students in the student handbook at the beginning of each school term.

### **II. Procedure for Locker Searches**

- A. School authorities may conduct general administrative searches of all student lockers as a means of protecting the health, safety or welfare of the district, its employees, students, and protection of without a search warrant.
- B. In all other cases, school authorities may search a student's locker when there are reasonable grounds for suspecting that the search will produce evidence that the student whose locker is being searched has violated or is violating either a local, state or federal law, or District rule or regulation. The search must be conducted in a manner which is reasonably related to the objectives of the search.
- C. When feasible, the locker search should be conducted by a certified employee or administrator outside the view of others, but in the presence of another school administrator or adult witness.
- D. School authorities may request the assistance of law enforcement officials for the purpose of conducting reasonable searches of lockers for illegal drugs, including searches conducted through the use of specifically trained dogs. Such searches shall be conducted by the law enforcement officials, and shall be conducted under commonly understood constitutional standards applicable to such officials.

### III. Seizure of Property

If a search conducted in accordance with this policy produces evidence that a student has violated or is violating either a local, state or federal law, or District rule or regulation, the evidence may be seized and impounded by school authorities. When appropriate, the evidence may be transferred to law enforcement authorities.

Amended Dates:	December 18, 1997
Adopted Date:	January 22, 1976
Review Date:	
Law Reference:	Ill.Rev.Stat. ch. 122, par. 10-22.10a
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref.:	

## **POLICY 5151, IMPOUNDING OF PERSONAL PROPERTY**

The right of students to be secure in their persons, lockers, automobiles, papers, and effects against unreasonable searches and seizure shall be protected. Reasonable searches and seizures may be made by the principal or his delegates when the health, safety, and welfare of persons in the school are thought to be threatened or when there are reasonable grounds for suspecting that the locker contains prohibited material, or when the creation of a substantial disruption of school procedures is reasonably expected. Reasonable effort shall be made to have the student present during a search. Property which may reasonably lead to the existence of such threat or disruption may be impounded, as determined by the school principal or his designated representative. A written record of any impounded property shall be kept and the property shall be returned to the owner at the earliest reasonable time.

Amended Dates:

Adopted Date: January 22, 1976

Review Date:

Law Reference:

Related Policies:

Related Instructions

Cross Ref.:

## **POLICY 5152, ELECTRONIC DEVICES**

Except as set forth in administrative procedures, the use or possession of electronic devices (cellular telephones, personal digital assistants (PDA), electronic paging devices, portable gaming systems, MP3 players, or other mobile electronic devices) is permitted in designated areas during the school day. Acceptable use of these devices is limited to non-instructional time, which is defined as:

- in the hallways during passing periods
- in the cafeteria during lunch periods

Use of electronic devices for educational purposes during instructional time will be at the sole discretion of the classroom teacher. However, the use of electronic devices during tests or quizzes is prohibited. Failure to follow the directives of the classroom teacher or staff member will result in disciplinary action. Cell phones must always be kept on vibrate or silent.

Using or possessing an electronic device out of compliance with this section of Policy 5152:

Students are prohibited from using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, and/or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise permitted under this policy, or by the Building Principal, all electronic devices must be kept powered-off and out of sight during the regular school day. The use of an electronic device in the locker room is strictly prohibited.

Sending, receiving, or possessing sexually explicit or otherwise inappropriate pictures, commonly known as “sexting” is prohibited.

Students violating this policy will be subject to disciplinary action.

Oak Park and River Forest High School is NOT responsible for lost or stolen electronic devices.

Amended Dates:	August 23, 2012; --June 28, 2007
Adopted Date:	April 23, 1992
Review Date:	
Law Reference:	Ill.Rev.Stat. ch. 122., pars. 10-20.28 and 10-21.10
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref.:	

## **POLICY 5155, INTERVIEWING OF STUDENT BY LAW ENFORCEMENT OFFICERS OR DEPARTMENT OF CHILDREN AND FAMILY SERVICES OFFICIALS**

It is the District's policy to cooperate with law enforcement agencies when they investigate unlawful activities by students. Such cooperation must be balanced, however, with the District's educational responsibilities and with respect for the legal rights of students and parents.

It is also the responsibility of all District staff to protect District students from abuse. All members of the District staff are mandated reporters under the Illinois Abused and Neglected Child Reporting Act and are legally required to cooperate with the Department of Children and Family Services when it investigates suspected instances of child abuse and neglect.

Whenever a law enforcement or agency official requests to interview a student at school, that request shall be handled according to the following procedures.

### Requests by Law Enforcement Officers to Interview Students

- A. When a duly assigned police or other law enforcement official initiates a request to interview a student at school without a warrant, that request is to be referred to the Superintendent/Principal or designee, who will ask the purpose of the interrogation. The Superintendent/Principal will discourage such interviews but will permit them if the consent of a parent or guardian is obtained or an emergency need is shown.
- B. If the individual is not known to school personnel, identification is to be requested and reviewed. The officer's badge number will be noted. If any question exists as to the authenticity of identification or the individual's status as a law enforcement official, no further steps will be taken until such questions can be resolved.
- C. The Superintendent/Principal or designee will attempt to inform the student's parent or guardian of the interview request and obtain consent for the interview.
- D. The interview request will not be granted until permission is obtained from the student's parent or guardian, except when the parent or guardian cannot be reached and the law enforcement official demonstrates to the satisfaction of the Superintendent/Principal or designee that an emergency exists requiring immediate interview.

- E. If the parent or guardian refuses consent, the interview request will be denied.
- F. If the interview is conducted, the parent or guardian will be permitted to accompany the student. The Superintendent/Principal or designee will provide an adequate and secure space for the interview. The Superintendent/Principal For designee shall be present during the interview unless the parent or guardian is present. The interview shall not be observed by other school personnel or students.
- G. The law enforcement officer will not be permitted to remove a student from the school during the school day in the absence of a warrant unless the student is arrested or the permission of the parent or guardian is obtained.
- H. If the law enforcement officer removes a student from the school pursuant to a warrant or arrest, the Superintendent/Principal or designee shall be responsible to inform the parent or guardian as soon as possible.
- I. The Superintendent/Principal or designee or any other staff who are involved in contact between law enforcement officials and students will take appropriate steps to protect student civil and constitutional rights and to ensure that contacts are as nondisruptive as possible to the educational functions of the District.

#### DCFS Investigations

- A. District employees shall cooperate with DCFS investigations of child abuse or neglect. Individuals who represent themselves to be DCFS investigators will be referred to the Superintendent/Principal' office where their credentials will be reviewed.
- B. Employees of DCFS or law enforcement officials conducting a child abuse/neglect investigation shall be provided an opportunity to see and interview specified students pursuant to request.
- C. When an investigator requests to interview or photograph a child at school, the Superintendent/Principal or designee shall request permission to notify the child's parent. If the investigator denies permission, the Superintendent/Principal or designee shall request a written statement from the investigator confirming the denial. If the investigator requests that the parent or guardian not be notified after the interview, written confirmation of that request shall also be obtained.



- D. The Superintendent/Principal or designee shall request to be present for all student interviews. If any conflict arises between the investigator and the school official as to the conduct of the interview, the school official shall contact the investigator's supervisor or, if the supervisor does not resolve the matter satisfactorily, the District's attorney.
  
- E. The Superintendent/Principal or designee shall obtain the permission of the parent or guardian before a student is removed from school by a DCFS investigator or law enforcement official except pursuant to a valid arrest or the student is taken into temporary custody under the Abused and Neglected Child Reporting Act.

Amended Dates:	March 26, 1998
Adopted Date:	January 22, 1976
Review Date:	
Law Reference:	325 ILCS 5/1 et seq. (Abused and Neglected Child Reporting Act)
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref.:	

## **POLICY 5157, ACCESS TO STUDENT DIRECTORY INFORMATION**

List of names and addresses will not be provided for any individual or organization outside of the school unless approved by the Board of Education or as otherwise specifically required by federal or state laws. However, upon the written request of an institution of higher education or a military recruiter, the District shall provide student directory information, consisting of students' names, addresses, and telephone numbers, to the institution of higher education or the military recruiter for recruiting purposes.

A parent or guardian may request that the name or address of his or her child not be released. Parents and students will annually receive information about the opt-out option in their registration packet and will have not less than sixty (60) days to submit their request to opt-out. Parents and students shall be notified of this opt-on upon their student's enrollment in the District. Freshman and sophomore students will have sixty (60) days following registration in their- junior year to submit such A request. junior- and senior- students will have sixty (60) days after the date of the registration to submit such a request-.

Amended Date(s):	January 23, 2003, December 18, 1997
Adopted Date:	January 22, 1976
Review Date:	
Law Reference:	20 U.S.C. 7908; 105 ILCS 5/10-20.5a
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref.:	

## **POLICY 5160, ACCEPTABLE USE OF TECHNOLOGY— STUDENTS**

Electronic networks, including the Internet, are a part of the District’s instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication. The Superintendent shall develop an implementation plan for this policy and appoint system administrator(s).

The School District is not responsible for any information that may be lost or damaged, or become unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

### Curriculum and Appropriate Online Behavior

The use of the District’s electronic networks shall: (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library resource center materials. As required by federal law and Board policy 6:60, *Curriculum Content*, students will be educated about appropriate online behavior, including but not limited to: (1) interacting with other individuals on social networking websites and in chat rooms, and (2) cyber-bullying awareness and response. Staff members may, consistent with the Superintendent’s implementation plan, use the Internet throughout the curriculum.

The District’s electronic network is part of the curriculum and is not a public forum for general use.

### Acceptable Use

All use of the District’s electronic networks must be: (1) in support of education and/or research, and be in furtherance of the goals stated herein, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District’s electronic networks or District computers. General rules for behavior and communications apply when using electronic networks. The District’s *Authorization for Electronic Network Access* contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user’s account but not erased, may be monitored or read by school officials.

### Internet Safety

Technology protection measures shall be used on each District computer with Internet access. They shall include a filtering device that protects against Internet access by both adults and minors to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by federal law and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or system administrator. The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

1. Ensure staff supervision of student access to online electronic networks,
2. Restrict student access to inappropriate matter as well as restricting access to harmful materials,
3. Ensure student and staff privacy, safety, and security when using electronic communications,
4. Restrict unauthorized access, including "hacking" and other unlawful activities, and
5. Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as, names and addresses.

### Authorization for Electronic Network Access

Each staff member must sign the District's *Authorization for Electronic Network Access* as a condition for using the District's electronic network. Each student and his or her parent(s)/guardian(s) must sign the *Authorization* before being granted unsupervised use.

All users of the District's computers to access the Internet shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network.

The failure of any student or staff member to follow the terms of the *Authorization for Electronic Network Access*, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Amended Date(s):	June 28, 2012; May 25, 2006; August 22, 2002
Adopted Date:	August 22, 1996
Review Date:	
Law Reference:	No Child Left Behind Act, 20 U.S.C. §6777. Children’s Internet Protection Act, 47 U.S.C. §254(h) and (l). Enhancing Education Through Technology Act, 20 U.S.C §6751 et seq. 47 C.F.R. Part 54, Subpart F, Universal Service Support for Schools and Libraries. 720 ILCS 135/0.01.
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref.:	

Oak Park and River Forest High School District No. 200

STUDENT ACCEPTABLE USE OF TECHNOLOGY CONSENT FORM

We are pleased to offer our students access to the District computers, network, and technology for educational purposes. Parents and students are advised that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. The District cannot guarantee that filtering software will in all instances successfully block access to inappropriate materials. District 200 is not liable or responsible for: any information that may be lost, damaged, or unavailable due to technical or other difficulties; the accuracy or suitability of any information that is retrieved through technology; breaches of confidentiality; or defamatory material.

The District's electronic network is part of the curriculum and is not a public forum for general use. Please carefully read the attached Acceptable Use of Technology Policy. Violations may result in disciplinary action. To gain access to email and the Internet, all students must sign and return this form to the homeroom teacher. Students under the age of 18 must also obtain parental consent.

Student Consent

I understand that my computer use is not private and that the school district will monitor my activity on the computer system. I have read the District Acceptable Student Use of Technology policy and regulations and agree to abide by these rules. I understand that violation of the policy or regulations may result in disciplinary action, including loss of technology use, suspension, or expulsion.

Print Student Name \_\_\_\_\_  
Print Grade \_\_\_\_\_  
Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parental Consent

I have read and understand the District's Acceptable Student Use of Technology policy and regulations. In consideration for my child being able to use the District's electronic communications system and have access to the public networks, I hereby release the school district, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, the system, including, without limitation, the types of damage identified in the school district's policy and administrative regulations.

\_\_\_\_\_ I give, or \_\_\_\_\_ I do not give, permission for my child to participate in the school district's electronic communications system and certify that the information contained on this form is correct.

\_\_\_\_\_  
Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

## **POLICY 5200, SCHOOL CHOICE POLICY**

Students enrolled in a School identified for improvement, corrective action, or restructuring by the State Board of Education, or students enrolled in a School identified as persistently dangerous by the State Board of Education, may be offered school choice in accordance with federal law. In order to afford such students choice, the Superintendent or designee shall, to the extent practicable, establish a cooperative agreement with other districts in the area that have not been identified for improvement, corrective action, restructuring or as persistently dangerous.

A student who transfers to another school under this policy may remain at that school until the student completes the highest grade at that school. The District shall provide transportation only until the end of the school year in which the transferring school ceases to be identified for school improvement or subject to corrective action or restructuring. The Superintendent shall develop procedures for such transfers in accordance with State and federal law.

A student who is the victim of a violent crime on school grounds during regular school hours or during a school-sponsored event, may also request transfer under this policy. For purposes of this policy, a violent crime shall be defined by the Rights of Crime Victims and Witnesses Act, 720 ILCS 120/3. Parents/guardians of students eligible for transfer pursuant to the violent crime provision shall notify the Superintendent of their request to transfer within 30 days of the incident of violence. The Superintendent shall develop procedures to accommodate such requests.

Amended:

Adopted Date: October 25, 2007

Review Date:

Law Reference: 105 ILCS 5/10-21.3a; 20 U.S.C. § 6316 et seq., *No Child Left Behind Act of 2001*; 725 ILCS 120/3

Related Policies:

Related Instructions

And Guidelines:

Cross Ref:

## **POLICY 5310, SEXUAL OR OTHER HARASSMENT OF STUDENTS**

Sexual or other types of prohibited harassment which may include, but are not limited to, race, color, national origin, ethnicity, religion, gender, sexual orientation or disability, derogates the dignity and privacy of the recipient student, is disruptive of the learning environment and violates state and federal law. Therefore, District policy expressly prohibits such harassment of students, and encourages reporting of offenses against this policy. Retaliation is prohibited against individuals who oppose that which they reasonably and in good faith believe to be prohibited harassment, or because they have made a charge, filed a complaint, testified, assisted or participated in an investigation, proceeding or hearing under this policy or before any federal or state agency. Violation of this policy may result in the offender's discipline, up to and including discharge if the offender is an employee or up to and including expulsion, if the offender is a student. Since false and irresponsible allegations of harassment can be extremely harmful to the alleged offender, such allegations are not protected under this policy and may subject the complainant to adverse disciplinary action.

Anyone who observes or becomes aware of prohibited harassment of a student is encouraged to assist in the enforcement of this policy by intervening, where appropriate, to halt such harassment and/or by reporting such harassment to appropriate authorities and cooperating with any investigations.

### Definitions

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- A. submitting or refusing to submit to that conduct is used as a basis for any decision affecting the student's education or as a condition of obtaining equal education benefits, or
- B. that conduct has the purpose or effect of creating or contributing to the creation of an intimidating, hostile or offensive learning environment.

Examples of conduct which may constitute sexual harassment include:

- A. sexual advances
- B. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts, sexual intercourse or other sexual conduct
- C. graffiti of a sexual nature



- D. sexual gestures
- E. sexual or dirty jokes
- F. touching oneself sexually or talking about one's sexual activity in front of others
- G. spreading rumors about or rating other students as to sexual activity or performance
- H. unwelcome, sexually motivated or inappropriate patting, pinching or physical contact
- I. other unwelcome sexual behavior or words, including demands for sexual favors, when accompanied by implied or overt threats concerning an individual's educational status or implied or overt promises of preferential treatment

Other harassment includes unwelcome verbal or physical conduct that is motivated by bias toward a student because of a legally protected characteristic (under Title VII or any other applicable law, rule or regulation) when such conduct has the purpose or effect of creating or contributing to the creation of an intimidating, hostile or offensive learning environment.

Examples of conduct that may constitute other harassment include:

- A. graffiti containing offensive language about people in protected classifications
- B. name calling, slurs, jokes or rumors toward or about individuals in protected classifications
- C. posting or circulation of written or graphic material that is intended to degrade individuals in protected classifications
- D. threatening or intimidating conduct directed at another because of the other's protected classification
- E. conduct that is hostile or critical toward an individual because of his/her protected classification except to the extent that such criticism occurs

without hostile intent and constitutes an activity protected by exercise of free speech rights

- F. physical acts of aggression or assault upon another because of a protected classification
- G. theft, damage to property or others forms of aggression motivated by a protected classification.

Offenders may include employees, other students or third parties, such as parents or vendors.

Individuals who believe that they have suffered a violation under this policy shall use the District complaint procedure and bring any concerns to the attention of the District Human Rights Officers. The District will, to the fullest extent possible, encourage individuals who have been victims of harassment to report and bring such harassment to the attention of District officials so that appropriate remedial action may be instituted. However, legal resource is also available through the investigative and complaint procedures of the Illinois Department of Human Rights and Human Rights Commission. Any complaint to the Department or the Commission must be filed within 180 days of the alleged incident of harassment or unlawful retaliation.

The Department or the Commission should be contacted for information and his/her rules and regulations at the following addresses and phone numbers.

Illinois Department of Human Rights  
100 West Randolph Street, Suite 10-100  
Chicago, Illinois 60601  
312/814-6145

Illinois Human Rights Commission  
100 West Randolph St., Suite 5-100  
Chicago, Illinois 60601  
312/814-6269

For purposes of administering this policy, the Superintendent/Principal or designee shall designate a District Human Rights Officer. The Superintendent/Principal or designee shall also implement appropriate complaint procedures to ensure that the goals of this policy are accomplished. This policy shall be posted and distributed to students through effective channels and appropriate training shall be provided to students.

Amended Dates:	December 21, 2000; May 26, 1994
Adopted Date:	August 26, 1993
Review Date:	
Law Reference:	
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref.:	

## PROCEDURES for Policy 5310

The following procedure is to be followed to process a complaint:

- I. Original complaint document: send to the Human Rights Officers to be held in a confidential file.
- II. Copy: send to the Dean(s) of Discipline if complaint is by student(s). Dean(s) of Discipline will investigate complaint between students. If complaint is between student(s), the Dean(s) of Discipline will discuss the issue with students and attempt to resolve the issue. It may result in disciplinary action. If the complaint involves student and an adult, the Dean(s) of Discipline will discuss the issue with student(s) and parent(s) if appropriate. If the complaint involves an adult, the Dean(s) of Discipline will be contacted by the division head after the investigation with the faculty member is complete, or by the supervisor if a non-certified staff member is involved after the investigation is complete. If the complaint is not resolved satisfactorily, the Dean(s) of Discipline should refer the complaint to the Human Rights Officers. When resolved satisfactorily, the Dean(s) of Discipline should submit notes/findings regarding the incident to the Human Rights Officers to be held in a confidential file with the original complaint form.
- III. Copy: send to the division head of the certified staff member if a faculty member is involved. The division head will investigate the complaint with the faculty member and will follow-up with the student's dean counselor. If the division head is not able to resolve the issue satisfactorily, he or she should refer the complaint to the Human Rights Officers. When resolved satisfactorily, the division head should submit notes/findings regarding the incident to the Human Rights Officers to be held in a confidential file with the original complaint form.
- IV. Copy: send to the supervisor if a non-certified staff member is involved. The supervisor will investigate the complaint with the non-certified staff member and follow-up with the student's dean counselor. If the supervisor is not able to resolve the issue satisfactorily, he or she should refer the complaint to the Human Rights Officers. When resolved satisfactorily, the supervisor should submit notes/findings regarding the incident to the Human Rights Officers to be held in a confidential file with the original complaint form.

Revised December 21, 2000

Oak Park and River Forest High School  
Sexual or Other Harassment of Employee or Student Complaint Form and Process

INSTRUCTIONS

- I. A complaint form must be completed whenever there has been a verbal report of sexual or other harassment. If the student or adult reporting to you does not want to file a written report, you must record in writing all the information given to you verbally. Keep in mind it may have been very difficult for the complainant to discuss this with you and he/she must have trust in you to confide what may be embarrassing or sensitive issues with you.
- II. If the complaint involves YOU as a possible witness or part of the alleged problem, STOP. Have someone else interview the complainant.
- III. Assume the complaint is valid. Do not be influenced by the complainant's reputation.
- IV. Thank the complainant for coming to you with this matter. Reassure the complainant that the matter will be investigated promptly by the appropriate individuals and will be kept confidential.
- V. Immediately distribute the written report to the individuals listed on the Complaint Form. Do not discuss the complaint with anyone else.

DO NOT tell the alleged perpetrator anything. He or she will be informed during a preliminary investigation.

DO NOT discourage the complaint or tell the complainant that the claim is frivolous.

Oak Park and River Forest High School  
Sexual or Other Harassment of Employee or Student Complaint Form

DATE OF COMPLAINT \_\_\_\_\_

NAME OF EMPLOYEE/STUDENT \_\_\_\_\_

IF EMPLOYEE, NAME OF SUPERVISOR \_\_\_\_\_

IF STUDENT, NAME OF PARENT/GUARDIAN \_\_\_\_\_

IF STUDENT, NAME OF DEAN COUNSELOR \_\_\_\_\_

DESCRIPTION OF INCIDENT \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

LIST ANY WITNESSES \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

SUBMITTED BY \_\_\_\_\_

DATE \_\_\_\_\_

Revised December 21, 2000

## **POLICY 5330, STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES**

The Superintendent or designee shall develop and implement a program to manage concussions and head injuries suffered by student athletes. The program shall:

1. Comply with the concussion protocols, policies, and by-laws of the Illinois High School Association, including its *Protocol for NFHS Concussion Playing Rules* and its *Return to Play Policy*. These specifically require that:
  - a. A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game shall be removed from participation or competition at that time.
  - b. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.
  - c. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.
2. Inform student athletes and their parents/guardians about this policy in the *Agreement to Participate* or other written instrument that a student athlete and his or her parent/guardian must sign before the student is allowed to participate in a practice or interscholastic competition.
3. Provide coaches and student athletes and their parents/guardians with educational materials from the Illinois High School Association regarding the nature and risk of concussions and head injuries, including the risks inherent in continuing to play after a concussion or head injury.
4. Include a requirement for staff members to notify the parent/guardian of a student who exhibits symptoms consistent with that of a concussion.

Amended Date(s):

Adopted Date: December 21, 2011

Review Date:

Law Reference: 105 ILCS 5/10-20.53.

Related Policies:

Related Instructions

And Guidelines:

Cross Ref.: 4:170 (Safety), 7:300 (Extracurricular Athletics)

## **POLICY 5320, STUDENT SOCIAL AND EMOTIONAL DEVELOPMENT**

Administrative procedures to foster social and emotional learning shall be incorporated into the District's educational program, in accordance with the Illinois Learning Standard regarding students' social and emotional development. Adopted administrative procedures shall protect the confidentiality of all students and their families.

Such initiatives shall include:

- A. Classroom and school-wide programming which implement scientifically based, age and culturally appropriate strategies that teach social and emotional skills, promote optimal mental health, and prevent risk behaviors for all students;
- B. Staff development and training for school personnel regarding age-appropriate social, emotional and academic learning;
- C. Programs and learning opportunities for parents related to the importance of children's optimal social and emotional development;
- D. Community partnerships with mental health agencies and organizations to provide a coordinated approach to addressing the social and emotional needs of students;
- E. A system of early identification and intervention for students at risk for social, emotional or mental health problems that impact learning;
- F. A system for referral and follow-up to provide effective clinical services for students who require them utilizing student and family support service programs, school-based behavioral health services, and school-community linked services and supports; and
- G. A system to assess and report baseline information regarding students' social-emotional development and its impact on their learning ability.

The Superintendent/Principal or designee shall develop procedures to implement this policy as needed.



Amended Date(s):	
Adopted Date:	September 23, 2004
Review Date:	
Law Reference:	Children’s Mental Health Act 2003, 405 ILCS 49/1 <u>et seq.</u>
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref:	6:270 (Guidance and Counseling Program), 7:100 Health Examinations, Immunizations, and Exclusion of Students), 7:250 (Student Support Services)

## Administrative Procedures for Responding to Students with Social, Emotional, or Mental Health Problems

### Pupil Support Services Team

The Superintendent/Principal shall appoint Pupil Support Services Teams that shall have the tasks described in this Administrative Procedure. Team members must be school staff members who are qualified by professional licensing or experience to address issues concerning students who may have social, emotional, or mental health problems. As needed on a case-by-case basis, the Pupil Support Services Teams may request the involvement of the Superintendent/Principal, relevant teachers, and the parents/guardians. Records produced and shared among Team members may be subject to laws governing student records. Confidential information given by a student to a therapist is governed by the Mental Health and Developmental Disabilities Confidentiality Act, 740 ILCS 110/1 et seq.

### Referrals

Staff members should refer a student suspected of having social, emotional, or mental health problems to the Pupil Support Services Team. The Pupil Support Services Team will review information about a referred student, including prior interventions, and suggest appropriate steps for referral and follow-up. The Pupil Support Services Team may offer strategies to a referred student's classroom teachers and parents/guardians about ways they can manage, address, and/or enhance the student's social and emotional development and mental health. In addition, the Pupil Support Services Team may recommend coordinated educational, social work, school counseling, and/or student assistance services within the school as well as referrals to outside agencies. Referrals under this procedure are unrelated to the special education evaluation process and do not trigger the District's timeline for evaluations. However, the use of these procedures shall not circumvent the special education process. See Administrative Procedure 6:120-AP, *Special Education Procedures Assuring the Implementation of Comprehensive Programming for Children with Disabilities and Suspected Disabilities*.

### School Counseling, Social Work, and Psychological Services

The Pupil Support Services Team may request school counselors, social workers, psychologists, and school nurses to provide support and consultation to teachers and school staff about strategies to promote the social and emotional development and mental health of all students. They may also be requested to provide screening and early detection approaches to identify students with social, emotional, and mental health problems.

Written permission from the parent/guardian is required for any on-going social work and psychological services. “On-going” is defined as more than 5 contacts in which the student received these services. Written consent may be obtained through an IEP or other designated form. That consent does not entitle parents/guardians to know the contents of all that is discussed. School counselors, social workers, and psychologists will inform parents/guardians of all issues that pose a health and/or safety risk; they will inform the Building Principal of any health or safety risks that are present in the school.

### Psycho-Educational Groups 2

As appropriate, the Pupil Support Services Team may recommend that a student participate in a variety of psycho-educational groups. These groups are typically led by school counselors, social workers, or psychologists, but are not structured as therapeutic services. Groups are designed to help students better understand issues and develop strategies to manage issues of concern to them that may, if not addressed, interfere significantly with the students’ educational progress or school adjustment.

Groups have a written curriculum that guides discussion over a set period of time, generally 5 weeks. A student may participate in a group without parent/guardian permission for one such time period; subsequent enrollment in the same group requires parent/guardian permission. Students in a group who present significant concern and for whom therapeutic services must be considered will be referred to the social workers, psychologists, or school counselors for individual consultation. (See above description of these services).

### School and Community Linkages

When possible, the Pupil Support Services Team shall seek to establish linkages and partnerships with diverse community organizations to provide a coordinated approach to addressing children’s social and emotional development and mental health needs.

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<sup>1</sup>Two credits of writing-intensive coursework must be earned in English and the other two credits may be earned in English or in any other subject in a course deemed writing-intensive. When applicable, writing-intensive courses may be counted towards the fulfillment of other graduation requirements. For example, a writing-intensive English course would also be counted toward the total number of credits required in English. A writing-intensive American History course would satisfy both the specific American History requirement and part of the requirement for writing-intensive courses. The total number of credits required for graduation is not increased by the writing-intensive course requirement.

<sup>2</sup> The science graduation requirement includes two semester credits in a laboratory science.

<sup>3</sup> Courses which satisfy the world languages requirement are any world languages course in French, German, Italian, Japanese, Latin, Spanish, English Language Learning, or World Languages and Cultures, in addition to the history courses Global Studies, Asian Studies, African History, and AP European History.

<sup>4</sup> Introduction to Architecture—CAD, Advanced Architecture/Engineering—CAD, Introduction to Broadcasting, Radio/Sound Production, Television Production, or Newscene may be used to satisfy the Fine and Performing Arts requirement.

<sup>5</sup> Stage Craft or Photo/Design Publication may be used to satisfy the Applied Arts requirement.

<sup>6</sup> Students who pass the Computer Proficiency requirement through testing need only three credits in this category (Local Requirements) and must earn one additional Elective credit. Applied Keyboarding/Introductory Microsoft Office, Computer Applications, or Advanced Computer Applications may be used to satisfy the computer proficiency requirement.

<sup>7</sup> Students who do not receive one credit from passing Driver Education but satisfy the state requirement of thirty hours in the classroom phase need one less credit in this category (State Mandates) and must earn one additional Elective credit.

<sup>8</sup> Students who pass the state Consumer Education Proficiency Test need one less credit in this category (State Mandates) and must earn one additional Elective credit.

<sup>9</sup> Seven semesters of Physical Education are required for students who attend OPRFHS for eight semesters. Students who attend OPRFHS for fewer than eight semesters may reduce this number by one for each semester that they are not in attendance at OPRFHS and may reduce the total credits required for graduation by the same number. Students who receive P.E. waivers need one fewer credit in this category for each waiver, but an additional credit for each waiver is required in the Electives category.

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<sup>10</sup> Summer field courses may not be used to satisfy any specific graduation requirement. They may be used only to satisfy requirements in the Electives category.

# Series 6000

## INSTRUCTIONAL PROGRAMS

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## **POLICY 6130, OBJECTIONS TO INSTRUCTIONAL MATERIALS**

### **A. Generally**

Any resident of the District, parent, student, or faculty/staff member, may request reconsideration of or object to instructional materials used in the school's educational program. Requests for reconsideration of instructional materials, including all print and non-print materials, shall be referred to the Superintendent (or his/her designee) who will respond according to procedures approved by the Board of Education.

### **B. Exemption from Curriculum Content deemed to be Controversial by a Parent/ Guardian or Student**

No student shall be required to take or participate in curriculum content reasonably deemed to be controversial by a parent or guardian if the student's parent or guardian submits a written statement of objection. Refusal to take or participate in such curriculum content shall not result in academic or disciplinary penalty.

If a teacher or a sponsor plans a discussion on a topic in which there can be a reasonable expectation of controversy, the teacher or sponsor must announce the topic of discussion in advance. In the case of a parent or guardian objection, the teacher must provide an alternative experience without academic penalty or personal embarrassment to the student who elects not to participate in the discussion or assignment.

Amended:	November 19, 2009; November 16, 2006; December 18, 1997
Adopted:	November 18, 1982
Review Date:	Law Reference: Ill. Rev. Stat. Ch. 122 par. 27-9.1, 27-9.2, 27-11, and 863
Related Policies:	
Related Instructions	
And Guidelines:	
Cross Ref.:	Cross-reference: Policies on Cultural Diversity and Human Dignity, 100; Controversial Issues, 4112; Instructional Materials, 6134

## **POLICY 6131, OBJECTIONS TO LIBRARY MATERIALS**

Library materials are selected by the professional staff of the Library with the approval of the Library Administrator. Professional library journals and other reviewing publications are used for the selection of materials in addition to recommendations from District stakeholders.

Materials are selected in accordance with the library mission statement:

“The library program supports the mission of District 200 and is integral to the educational program of the high school. Along with teachers and administrators the library program promotes a culture of learning for the development of students who are literate, ethical, resourceful, and independent learners.”

If a District resident finds certain materials in the Library collection to be objectionable, the person may request a Reconsideration Form from the Library Administrator to request reconsideration of the material. Completing the form and submitting it to the Administrator will automatically set in motion the following procedures:

- A. A conference involving the Library Administrator, the Principal (or his/her designee), a subject area librarian, and the person who requested the reconsideration will be scheduled within ten days of submission. Information on the form will be the basis of the discussion at this conference.
- B. Within ten school days following the conference, the Library Administrator (or his/her designee), shall provide a written response to the person requesting the reconsideration.
- C. If the person requesting the reconsideration is not satisfied with the response, he/she may request that the Principal (or his/her designee) refer the request to the Superintendent for final disposition within thirty days.



Amended:	November 19, 2009; August 22, 2002
Adopted:	August 28, 1998
Review Date:	
Related Policies:	Cultural Diversity and Human Dignity, 101: Controversial Issues, 4112; Objections to Instructional Materials, 6130; Instructional Materials, 6134; and Instructional and Recreational Materials, 6400
Law Reference:	
Related Instructions And Guidelines:	
Cross Ref.:	

Oak Park and River Forest High School District 200

Resident Request For Reconsideration of Library Materials

Name of Requester of Reconsideration:

\_\_\_\_\_

(Street Address)

(City)

(State)

(Zip Code)

Daytime Phone: \_\_\_\_\_ Evening Phone \_\_\_\_\_

You represent (check one):

Self \_\_\_\_\_ Organization \_\_\_\_\_  
(Name of Organization)

Material Description:

Title: \_\_\_\_\_

Author (if applicable) \_\_\_\_\_

1. To what in the material do you object? Please be specific. Cite pages if appropriate:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. What value might there be in this material? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

3. What do you feel might be the result of reading/viewing/listening/using the item?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. For what age group would you recommend this material? \_\_\_\_\_

5. Did you read/view/listen to the entire material? Yes \_\_\_\_\_ No \_\_\_\_\_  
What pages or sections did you read/view/listen to? \_\_\_\_\_

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6. Are you aware of the judgment of this material by a critic recognized in the  
appropriate field? Yes \_\_\_\_\_ No \_\_\_\_\_ Comments: \_\_\_\_\_

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7. Are you aware of the purpose for using this material? Yes \_\_\_\_\_ No \_\_\_\_\_  
Comments: \_\_\_\_\_

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Recommendation for disposition of material. Please provide an explanation of the  
steps you would like the school to take  
next. \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

*Note: Please attach additional information as deemed necessary. Mail or deliver  
this completed form to: Library Administrator, 201 N. Scoville Avenue, Oak Park,  
IL 60302.*

## **POLICY 6133, PARENTAL INVOLVEMENT**

### **PART I. GENERAL EXPECTATIONS**

Oak Park River Forest High School (OPRFHS) agrees to implement the following statutory requirements:

1. The school will work to ensure that the required school level parental involvement policies meet the requirements of 20 U.S.C. 6318 and each include, as a component, a school-parent compact consistent with 20 U.S.C. 6318(d).
2. OPRFHS will notify parents of the policy in an understandable and uniform format and, to the extent practicable, in a language the parents can understand. The policy will be made available to the local community and updated periodically to meet the changing needs of parents and OPRFHS.
3. In carrying out the parental involvement requirements of Title I, Part A, to the extent practicable OPRFHS will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 6318 of the ESEA to the extent practicable in a language and format that parents understand. Translators will be used when necessary.
4. If the OPRFHS program plan for Title I, Part A, developed under section 6312 of the ESEA, is not satisfactory to the parents of participating children, OPRFHS will submit any parent comments with the plan when it is submitted to the District 200 District Leadership Team (DLT) and District 200 Board of Education
5. OPRFHS will involve the parents of children served in Title I, Part A at OPRFHS in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the 1 percent reserved goes directly to OPRFHS. This will be done during the regularly scheduled (twice yearly) Title I parent focus groups.
6. OPRFHS will provide other reasonable support for parental involvement activities under section 6318 of the ESEA as the parents may request.

**PART II. DESCRIPTION OF HOW OPRFHS WILL IMPLEMENT REQUIRED SCHOOL PARENTAL INVOLVEMENT POLICY COMPONENT**

1. Oak Park River Forest High School will take the following actions to involve parents in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Section 6318 of the ESEA:
  - Publicizing District 200 BOE meetings in local papers, on school web page, on master calendar, and in weekly list serve to encourage parental attendance
  - Having a Title 1 parent representative on the School Improvement Plan Committee (SIP)
  - Allowing parents to access School Improvement Plan via the internet and encouraging feedback from Title 1 parents.
  
2. Oak Park River Forest High School will conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this Parental Involvement Policy in improving the academic quality of Oak Park River Forest High School, including identifying barriers to greater participation by parents in activities authorized by Section 6318 of the ESEA, (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background) and use the findings of such evaluation to design strategies for more effective parental involvement, and to revise, if necessary, this Parental Involvement Policy, by: meeting annually with a group of parents to review the features of the Title I program and materials published to communicate the program to parents and members of the community.
  
3. Oak Park River Forest High School will hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a time convenient for parents and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. The school will invite all parents of children participating in Title I, Part A programs to this meeting, and will encourage them to attend, by:
  - Organizing regular Title I parent meetings
  - Mailing invitation to all Title I parents
  - Making Reminder phone call to all Title I parents

- Emailing notification to all Title I parents
  - Listing the event on Master School Calendar
  - Listing event on weekly list serve
  - Publicizing the event in Parent Connection newsletter
4. Oak Park River Forest High School will provide parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet by:
- Conducting regular parent meetings
  - Sending out regular parent mailings
  - Scheduling annual one-to-one parent meetings with Outreach Coordinator for incoming Title I parents
  - Setting up Annual parent/teacher conferences with Title I parents
  - Organizing an annual Parent "Back to School Night"
  - Sending out Written Failure Notification
  - Scheduling Special parent meeting with teacher when Title I student's progress doesn't meet expectations
5. Oak Park River Forest High School will, at the request of the parents, provide opportunities for regular meetings for parents to formulate suggestions and to participate, as appropriate, in decisions about the education of their children and to respond to any such suggestions as soon as practicably possible, by:
- Organizing Title I Parent Focus Groups a minimum of twice a year
  - Including suggestions from parents as an agenda item on weekly Building Leadership Team meetings.
  - Including any action items as a result of parent suggestions on weekly list serve
  - Including those action items in quarterly newsletters
  - Including those action items in Parent Connection e-newsletter
6. Oak Park River Forest High School will provide assistance to parents of children served by the school, as appropriate, in understanding such topics as the state's academic content standards, the state's student academic achievement standards, the state and local academic assessments including alternate assessments, the requirements of Part A of the ESEA, how to monitor their child's progress, and how to work with educators by --

- Organizing regular Title I parent meetings
  - Scheduling one-to-one parent meetings with Parent Outreach Coordinator
  - Mailings to parents
  - Scheduling annual Parent/Teacher meetings
  - Conducting Family Access Training (electronic access to student's progress in individual courses in real time.
  - Organizing annual transition meetings for 8<sup>th</sup> grade parents
7. Oak Park River Forest High School will provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training and using technology, as appropriate, to foster parental involvement, by:
- Scheduling regular parent meetings to review materials and/or software programs available to them to help improve their student's academic performance
  - Offering Free parent classes in frequently used software programs
8. Oak Park River Forest High School will, with the assistance of its parents, educate its teachers, pupil services personnel, principals and other staff in how to reach out to, communicate with, and work with parents as equal partners in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:
- Setting up yearly parent panels to have meaningful dialogue with school personnel as part of ongoing professional development for Faculty and Staff.
9. Oak Park River Forest High School will, to the extent feasible and appropriate, conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:
- Holding workshops and meetings during the summer before students begin ninth grade classes.
  - Identifying staff whose primary purpose is to reach out to parents and assist them in supporting their students' school experiences.
10. Oak Park River Forest High School will take the following actions to ensure that information related to the school and parent-programs, meetings, and other activities is sent to parents of participating children in a format, and to the extent practicable, in a language the parents can understand:

- Sending mailings will be sent to parents
- Making Phone calls to Title I parents
- Sending Email notifications to Title I parents
- Listing Events on school calendar
- Posting Events on school's web page
- Highlighting Events on weekly list serve
- Highlighting Events in Parent Connection eNewsletter
- Providing translators as needed for any conferences or parent meetings

**PART III. ADOPTION**

This Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by a parent meeting held March 25, 2011.

This policy was adopted by the Oak Park River Forest High School on TBD and will be in effect for the period of the 2011-2012 school year. The school will distribute this policy to all parents of participating Title I, Part A children on or before August 1, 2011.

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*(Signature of Authorized Official)*

Amended:	April 28, 2011; October 22, 2009; November 16, 2006
Adopted:	April 27, 1988
Review Date:	
Law Reference:	
Related Policies:	
Related Instructions	
And Guidelines:	
Cross Ref.:	



## **PARENT COMPACT to accompany Policy 6133**

Oak Park River Forest High School (OPRFHS) and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help students achieve the State's high standards.

This school-parent compact is in effect during the 2011-2012 school year.

### **REQUIRED SCHOOL-PARENT COMPACT PROVISIONS**

Provisions bolded in this section are required to be in the Title I, Part A school-parent compact.

#### **School Responsibilities**

Oak Park River Forest High School (OPRFHS) will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:

OPRFHS will provide teachers who are rated as highly qualified in the subjects they are teaching. OPRFHS will provide teachers ongoing professional development to enable them to be knowledgeable of the latest tools and techniques available to help your student succeed. OPRFHS teachers will provide regular and consistent times during which they will be available to help students who need additional help. OPRFHS will maintain a tutoring center which will be available to students both before and after school if the student needs additional help.

2. Hold parent-teacher conferences annually during which this compact will be discussed as it relates to the individual child's achievement as follows:

Parent/teacher conferences will be held in the fall typically after the end of the first grading period. In addition to the regularly scheduled parent/teacher conferences, each teacher will explain the process for ongoing communication throughout the school year on the course syllabus.

Most teachers will require that the student return a parent-signed syllabus to ensure the parent has seen and reviewed the communication policy of that teacher. One of the communication options for parents will be a process to schedule one to one parent/teacher meetings at other times during the year if requested. All reasonable accommodations will be made to ensure that parents have this opportunity regardless of English proficiency or disabilities. Translators will be used when necessary.

3. Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows:

Grade reports will be mailed to parents two times each semester. Mid-Quarter Failure Warnings will be mailed to parents of students who are reported as receiving a "D" or an "F" by the midpoint of the of the 9 week grading period. Parents will have access to their student's progress on a daily basis electronically through our Family Access system. Teachers will update student's grades in Family Access and contacts parents as often as is reasonable.

4. Provide parents reasonable access to staff. Specifically, faculty and staff will be available for consultation with parents as follows:

Faculty and staff will be available for consultation with parents annually during the parent/teacher conferences. Each OPRFHS teacher will provide parents a process to arrange additional consultation time as needed. The process will be explained to parents on the course syllabus at the beginning of the semester and during "Back to School Night"

5. Provide parents opportunities to volunteer at OPRFHS, and to participate in their child's class and to observe classroom activities, as follows:

Parents who are interested in volunteer opportunities should contact our volunteer coordinator, Kay Foran, at 708-434-3099. There are frequently volunteer opportunities doing parent reminder calls, career mentoring and various other school support activities. There are also numerous volunteer opportunities through our OPRFHS Parent Groups they are:

- APPLE
- Boosters
- Citizens' Council
- Concert Tour Association
- PTO

There will be an opportunity for parents to observe classroom activities annually on Parent Visitation Day. Parents will be notified of the date for Parent Visitation Day by mail, list serve, email, and school calendar.

### **Parent Responsibilities**

We, as parents, will support our children's learning in the following ways:

- Monitoring attendance.
- Ensuring that homework is completed.
- Monitoring amount of television students watch.
- Taking advantage of the opportunities to volunteer at OPRFHS
- Participating, as appropriate, in decisions relating to my student's education.
- Promoting positive use of my student's extracurricular time.
- Staying informed about my student's education and communicating with the OPRFHS by promptly reading all notices from the school or District 200 either received by my child or by mail and responding, as appropriate.
- Serving, to the extent possible, on policy advisory groups, such as being the Title I, Part A parent representative on the OPRFHS's School Improvement Team, the Title I Policy Advisory Committee, the District-wide Policy Advisory Council, the State's Committee of Practitioners, the School Support Team or other school advisory or policy groups.

### **Student Responsibilities (revise as appropriate to grade level)**

We, as students, will share the responsibility to improve our academic achievement and achieve the state's high standards. Specifically, we will:

- Establish and maintain good communication with my teachers; speak up and make teachers aware when I do not understand; seek help when needed; be alert to academic expectations; show a genuine interest in my work.
- Be punctual and regular in attendance to all classes and commitments.
- Be organized, budget my time, and complete all assignments.
- Become familiar with OPRFHS's graduation requirements and the admission and graduation requirements for the college of my choice.
- Be aware of my academic progress; take ownership of tracking my progress in each class; track my progress towards graduation and college admission requirements.

School \_\_\_\_\_ Date \_\_\_\_\_

Parent \_\_\_\_\_ Date \_\_\_\_\_

Student \_\_\_\_\_ Date \_\_\_\_\_

## **POLICY 6134, INSTRUCTIONAL MATERIALS**

A textbook is defined as a book which is provided to or purchased by all students in a class or class sets of books which are provided for use as a part of the curriculum, whether in hard copy or electronic format.

Textbooks are adopted by the Board of Education upon the recommendation of the Division Head and the Superintendent. The Board of Education will adopt a textbook only after the Superintendent (or his/her designee) has had an opportunity to review the recommended text.

No textbook shall be presented to the Board until it has been reviewed by teachers and the Division Head in the division where its use is proposed. In evaluating textbooks such criteria as currency, reading level, culture, racial and sex bias, and cost to students should be used.

Other instructional materials used in the classroom are selected by faculty with the approval of the appropriate Division Head and Assistant Superintendent for Curriculum and Instruction.

Amended:	October 22, 2009; August 28, 1998; November 18, 1982; October 20, 1977
Adopted:	September 23, 1968
Review Date:	
Law Reference:	
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref.:	Cultural Diversity and Human Dignity, 101; Controversial Issues, 4112; Objections to Instructional Materials, 6130; Objections to Library Materials, 6131; Bookstore, 6135; Instructional and Recreational Support Materials, 6400

## **POLICY 6135, BOOKSTORE**

The bookstore will sell the majority of books, supplies, locks and physical education clothing students need for their courses. It also accepts payment for student fees and other financial obligations when the Business Office is not available to students. The inventory available for sale to students is based on two criteria: 1. the educational needs required by the current curriculum; and 2. the cost and convenience of carrying the items for student purchase.

The District will purchase textbooks and loan them to students who qualify under federal and state guidelines. Loaned materials will correspond to the student's class schedule and include textbooks, novels, workbooks, calculators, specific Fine and Applied Art materials, and one P.E. uniform. Miscellaneous supplies such as notebooks will not be provided through the loan program. Loaned books and calculators must be returned in good condition at the end of the school year or when the student withdraws from school. The students will be charged the replacement cost for loaned items not returned.

The District will participate in the Illinois State Textbook Loan Program to the fullest extent possible. To the extent possible, state loaned textbooks will be made available to all students on an equal basis and must be returned in satisfactory condition.

Amended:	November 19, 2009; March 22, 2007
Adopted:	November 18, 1982
Review Date:	
Law Reference:	
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref.:	Cafeteria and Stores, 3535; Payment of Fees, 5112; Instructional Materials, 6134

## **POLICY 6150, ADJUNCT PROGRAMS**

The Board of Education may authorize the provision of Summer School, Summer Activity Programs, and Evening High School programs and may establish tuition rates for each program. Summer School and Summer Activity Programs shall be self-supporting.

Amended:	November 19, 2009
Adopted:	November 18, 1982
Review Date:	
Law Reference:	
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref.:	

## **POLICY 6160, ACADEMIC HONESTY**

Staff, parents and students are responsible for maintaining the academic integrity of the school. The atmosphere in each classroom, gymnasium, laboratory, and library or support center should actively foster academic honesty, as should the atmosphere in the home of each student.

Staff should be clear in their advocacy of academic honesty by discussing with students the difference between honest and dishonest work and by employing instructional and evaluative strategies that reduce the opportunity for dishonesty. Parents should continually emphasize academic honesty and integrity to their children.

Academic dishonesty by a student degrades the student's character, reputation and impedes the teaching-learning process. Any action intended to obtain credit for or recognition of work that is not one's own is considered academic dishonesty. These actions include (but are not limited to) the following: submitting another's work as one's own work; sharing or accepting a copy of tests or scoring devices; sharing quiz/test questions with students in the same or other classes; copying from another student's homework or class project; cheating on a quiz/test by copying from another or using unauthorized sources of information; plagiarizing; fabricating data or sources or information; copying materials in violation of the copyright laws; using technology to commit academic fraud; using technology in violation of the district Acceptable Use Policy; or accessing restricted computer files without authorization.

Those who violate the Academic Honesty Policy will be subject to penalties as outlined in the following procedures.

### Procedures Related to Academic Honesty Policy

#### *Cheating:*

If a student is suspected of violating the academic honesty policy while engaged in a classroom activity (example: cheating on an in-class assignment, quiz or test), the faculty member should alert the student and take appropriate action to eliminate the opportunity to cheat. Following the class period the student and faculty member should meet to resolve the issue. Penalties may include (but are not restricted to) the following: Requirement to re-do the assignment, grade reduction for the assignment, grade reduction for the quarter or grade reduction for the semester. If the student and teacher cannot mutually resolve the issue, it will be referred to the



Division Head for further review. At this point in the process the parent(s) will be invited to participate. Failure to reach resolution at this point will result in referral of the matter to the Assistant Superintendent for Curriculum and Instruction for resolution. Instances of cheating on major tests/exams or repeated patterns of cheating will be reported to the Assistant Principal for Student Services.

***Plagiarism and Fabrication:***

If a student knowingly appropriates the work of another and submits it as his/her own without giving proper credit or citation or if the student fabricates data or sources or information, the student is subject to an appropriate penalty.

- A. If a student admits to having committed academic fraud, the teacher and the student (in consultation with the parents, when appropriate) may mutually agree upon a penalty in which case the matter will be considered resolved. Penalties may include (but are not restricted to) the following: requirement to re-do the assignment, grade reduction for the assignment, grade reduction for the quarter, or grade reduction for the semester. Cases of plagiarism and fabrication will be reported to the Assistant Principal for Student Services.
  
- B. If a student denies committing academic fraud, or if the student and the teacher cannot reach a mutually acceptable resolution of the situation, the teacher will immediately notify the Division Head of the suspected incident.
  - 1. The Division Head and teacher will review all information related to the incident to confirm the suspicion that the academic fraud has occurred. If confirmation cannot be made, the matter will be dropped.
  - 2. Following confirmation of the incident, the Division Head will notify the Counselor and parent of the suspected academic fraud and the Division Head will notify the Assistant Superintendent of Curriculum and Instruction (ASCI) regarding the possible violation of the District's Academic Honest Policy.
  - 3. The Assistant Superintendent for Curriculum and Instruction (ASCI) will convene a hearing within ten (10) school days of receipt of such notification. The hearing panel will be comprised of the ASCI, a Division Head (not from the division in which the alleged infraction occurred) and a Counselor (not the student's Counselor). The hearing panel will take testimony from the student and the teacher

(and the Counselor, Division Head, and parents when deemed necessary) and review all written documents. The panel will issue a final decision within ten (10) school days of the hearing. Examples of appropriate penalties are listed in item (a) above. If the incident occurs at the end of a grading period, a student will be given an “I” until the final ruling is rendered.

4. Decisions of the hearing panel may be appealed to the Principal for review.

Amended:	September 24, 2009; June 22, 2000
Adopted Date:	June 18, 1989
Review Date:	June 2005
Law Reference:	
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref:	

## **POLICY 6220, TUTORING AND THERAPY**

Teachers are expected to assist students before and/or after school as well as during their preparation periods. Times and locations for such help are to be posted by each teacher.

Teachers are not to tutor for pay any students from their own classes.

Contractual professional staff members who provide therapy for students through the auspices of the school are not to provide therapy for pay to such students.

Neither tutoring nor therapy for pay by school employees or contractual professional staff members should occur during the hours of the school day or in school facilities.

Home/hospital instruction will be provided for a student whose physician indicates that the student will be out of school for a minimum of two weeks.

Amended:	November 19, 2009; December 21, 2006; May 25, 2000
Adopted Date:	November 15, 1983
Review Date:	
Law Reference:	
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref:	

## **POLICY 6400, INSTRUCTIONAL AND RECREATIONAL SUPPORT MATERIALS**

Classroom teachers and sponsors of clubs and activities have the responsibility to select age-appropriate instructional and recreational materials and resources.

In the case of media, teachers and sponsors should consider the age-appropriate ratings of the industries involved in making a decision about using a particular media, and only if a compelling instructional need is served should they use the media whose industry rating would not permit the students in a class to see/hear it in a commercial theater or for purchase.

If a teacher or a sponsor decides to use media that is not age-appropriate according to industry standards, that teacher must announce the decision in advance of the use and must provide an alternative experience without academic penalty or personal embarrassment to the student who elects not to view/hear the media.

Classes in which media outside the age-appropriate standards of the industry will be used on a regular basis must be designated as such in the *General Catalog*.

Amended:	November 19, 2009
Adopted:	March 20, 1997
Review Date:	
Law Reference:	
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref.:	

## **POLICY 6500, EDUCATION OF CHILDREN WITH DISABILITIES**

The District shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required by the Individuals With Disabilities Education Act (“IDEA”) and implementing provisions of The School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act. The term “children with disabilities,” as used in this policy, means children between the ages 3 and 22 for whom it is determined, through definitions and procedures described in the *Illinois Rules and Regulations to Govern the Organization and Administration of Special Education*, that special education services are needed.

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the Illinois State Board of Education’s Rules and Regulations to Govern the Administration of Special Education. For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system for procedural safeguards. The safeguards shall cover students’ identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student’s parents(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student’s parent(s)/guardian(s), and representation by counsel, and a review procedure.

The District may maintain membership in one or more cooperative associations of school districts that shall assist the District in fulfilling its obligations to the District’s disabled students.

If necessary, students may also be placed in nonpublic special or non-special education programs or education facilities, as designated in their Individual Educational Plans (IEPs).

Amended:	November 19, 2009
Adopted:	October 25, 2001
Review Date:	
Law Reference:	Americans With Disabilities Act, 42 U.S.C. 12101 <u>et seq.</u> Individuals with Disabilities Education Act, 20 U.S.C.; 1400 <u>et seq.</u> Rehabilitation Act of 1973, Section 504, 29 U.S.C. 794. 105 ILCS 5/14-1.01 <u>et seq.</u> , 5/14-02a, 23 Ill. Admin. Code 226.
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref.:	2:150 (Committees), 7:210 (Misconduct By Students With Disabilities)