

Oak Park and River Forest High School
201 N. Scoville
Oak Park, Illinois 60302
BOARD POLICY COMMITTEE MEETING
Thursday, December 13, 2007
Immediately following Instruction
Board Room
AGENDA

- I. Approval of Minutes (attachment)**
- II. Discussion**
 - A. Board Protocols (Operating Procedures)
- III. Consideration of the following Policies for First Reading and Action**
 - A. Policy 1200, Board Meetings (attachment)
 - B. Policy 104, Philosophy of Grading (attachment)
 - C. Policy 1100, Partnership with the Community (attachment)
 - D. Policy 1120, Access to District Public Records (attachment)
 - E. Policy 1125, School Auxiliary Organizations (attachment)
 - F. Policy 1130, Use of Mailboxes and Mailing Privileges (attachment)
 - G. Policy 1140, Gifts to the District (attachment)
 - H. Policy 1150 Student, Publicity and Media Relations (attachment)
 - I. Policy 5155, Interviewing of Student by Law Enforcement Officers or Department of Children and Family Services Officials (attachment)
- IV. Policy Docket**
 - Code of Civil Discourse
 - Code of Conduct for Parents at School-sponsored Events
 - Expulsion Proposal
 - Fundraising
 - Gifts for Athletic Teams—Procedures
 - Homework
 - Incapacitation of Personnel
 - Legislative Committee
 - Policy 3510, Advertising and Solicitation
 - Policy 3600, Ethics
 - Policy 4110, Non Discrimination in Employment
 - Procedures for Acceptance of Gifts
 - Use of Credit Cards by District Personnel
 - Workers' Right Consortium's Code of Conduct
- C: Board Members, Ralph H. Lee, Chair
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**Oak Park and River Forest High School
201 North Scoville Avenue
Oak Park, IL 60302**

**POLICY COMMITTEE MEETING
November 05, 2007**

A Policy Committee meeting was held on Monday, November 05, 2007, in the Board Room of the Oak Park and River Forest High School. Dr. Lee called the meeting to order at 10:42 a.m. Committee members present were Jacques A. Conway, Dr. Ralph H. Lee, Sharon Patchak-Layman, and John P. Rigas. Also present were Dr. Attila J. Weninger, Superintendent; Jason Edgecombe, Assistant Superintendent for Human Resources; and Gail Kalmerton, Executive Assistant/Clerk of the Board.

Visitors included Kay Foran, Director of Community Relations and Communications; James Paul Hunter, F.S.E.C. Chair; and Terry Dean of the *Wednesday Journal*.

Dr Lee noted that the agenda items would be discussed in the following order: Minutes, II. C., IV. A., and III. G. Other items. Should time allow, other items will be discussed.

Minutes

It was the consensus of the Committee members to accept the Policy Committee minutes of October 17, 2007, with an amendment.

Consideration of Policies for Second Reading

The Meaning of the Seal

It was the consensus of the majority of the Policy Committee members to recommend that the Board of Education approve The Meaning of the Seal, for Second Reading and Amendment at its regular November meeting, as presented.

Policy 12, American Flag

It was the consensus of the majority of the Policy Committee members to recommend that the Board of Education approve Policy 12, American Flag, for Second Reading and Amendment at its regular November meeting, as presented.

Policy 103, Philosophy of Discipline

It was the consensus of the majority of the Policy Committee members to recommend that the Board of Education approve Policy 103, Philosophy of Discipline, for Second Reading and Amendment at its regular November meeting, as presented.

In response to Ms. Patchak Layman's request that the policy state the ability of teachers to give detentions, it was the consensus of Committee members that Dr. Weninger would authorize a change to *Code of Conduct* delineating this fact next year. Dr. Lee's experience as an O.P.R.F.H.S. teacher affirmed the fact that the school has had a standing practice of not stating that the teacher has the right to issue an after-school detention. He agreed that this was a deficiency.

Policy 104-1, Change of Grade

It was the consensus of the majority of the Policy Committee members to recommend that the Board of Education approve Policy 104-1, Change of Grade, for Second Reading and Amendment at its regular November meeting with the following amendments:

Page 1, 1st Para, Line 3: Replace "Where" with "When"
Page 1, 1st Para. Line 3: Add the word "by" before the words "principal"
Page 1, 1st Para. Line 3: Add the words "he/she" before the word "shall"

Consideration of Policies for First Reading

Policy 5155, Interviewing of Student by Law Enforcement Officers or Department of Children and Family Services Officials

The discussion of this policy was delayed until the next Policy Committee meeting in order to obtain legal counsel's opinion as to what to do if a parent declines to have his/her child interviewed by DCFS or there is disagreement between school officials and the DCFS representative about the tenor of the interview.

Ms. Patchak-Layman inquired as to the school resource officer's procedure of interrogating students. The response was that the school resource officers are not allowed to interrogate students without the authorization of parents or school officials.

Discussion Items

Acceptance of Procedures for Policy 5114, Student Discipline

Policy Committee members reviewed the procedures for Policy 5114, Student Discipline. It was the consensus of the committee members to recommend that the Board of Education accept these procedures at the regular November Board of Education meeting with the following adjustments:

Page 1, Para 2, line 1: Replace the word "will" with the word "may"
Page 2, Para 2, line 2: Replace the word "sanctions" with "measures and parents will be notified once disciplinary measures are determined".
Page 3, Para 3, line 8: Delete the words "notification of parents or guardians of record with the District;"
Page 3, Para 3, line 10: Add "8) behavior management workshops"
Page 9, Item D: Add "and parents will be notified "after the word "student"

Ms. Patchak-Layman's other suggestions aligned to the suggestions she had made regarding the policy itself. Most were in alignment with Board of Education members serving as the Hearing Officer. Because the majority of the Policy Committee members did not agree with this position, these items were again rejected. The Committee had already considered developing and executing an educational plan for each student placed in out of school suspension and, therefore, rejected this suggestion. When asked if a disciplinary action could be carried over to the next school year, the reply was yes. When students are being investigated as to their education, i.e., whether they were in Special Education or the regular education program, the students are in school. While witnesses may have their identity concealed, all involved in the Hearing process are told that questions for confidential witnesses may be presented to the Hearing Officer and he will ask them.

Procedures for Policy 5114-1 and 5114-2 will be presented at the next Policy Committee meeting.

Adjournment

The Policy Committee adjourned at 11:47 a.m.

Discussion

OAK PARK AND RIVER FOREST HIGH SCHOOL

201 NORTH SCOVILLE AVENUE • OAK PARK, IL 60302-2296

TO: Board of Education

FROM: Attila J. Weninger

DATE: December 6, 2007

RE: Board Policy Committee Meeting Agenda Topic: Board Protocols

BACKGROUND

Dr. Lee has asked that Board Protocols be placed on the agenda for the Board Policy Committee Meeting on Thursday, December 13. Dr. Lee, Jason, and I met to discuss what areas of discussion this topic might entail.

Areas of discussion include Board member advocacy and hypothetical situations involving that advocacy, Board member queries and requests for information from administrative staff, potential non-pecuniary conflicts of interest among Board members and procedures for determining how the Board would move forward in the event of such conflicts of interest, and other germane Board operating procedures.

We are well aware that the Instruction Committee meets immediately prior to the Policy Committee on Thursday. As a result, Dr. Lee anticipates that the Policy Committee would meet for a maximum of 90 minutes or less, which would then suggest that the Instruction Committee would be able to conclude its meeting by approximately 9:00 a.m. This would then suggest that the Policy Committee would conclude its meeting by 10:30 p.m.

FIRST

READING

BOARD MEETINGS

1200

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 location which will encourage 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. Visitors may record or broadcast an open Board of Education meeting subject to reasonable rules established by the Board of Education, including that of informing the Superintendent or Board President of the fact that the meeting was being recorded or broadcast. Requests for special need, such as seating, writing surfaces, and access to electrical power should be directed to the Superintendent (or his/her designee) at least one working day before the meeting.

The recording or broadcasting of meetings shall not distract or disturb Board of Education members, other meeting participants, or members of the public. The Board of Education president may designate a location for recording equipment, may restrict the movements of individuals using the recording equipment, or may take such other steps as are deemed necessary to preserve decorum and facilitation of the meeting.

A person giving testimony has the right to request that his/her testimony not be recorded or broadcast.

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): June 28, 1984
Adopted Date: July 26, 1979
Review Date:
Law Reference: 5ILSC 120/2.05; 5:120/1-120/6; 105ILCS 5/10-22.31c
Related Policies:
Related Instructions:
And Guidelines:
Cross Ref.:

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PROCEDURES FOR ADDRESSING THE BOARD

1. Employees and members of the public wishing to address the Board may be placed on the agenda of any regular meeting or any special meeting which is open to the public by filing a written request with the Superintendent at least ten (10) days before the scheduled meeting unless the Superintendent otherwise permits. Unless the Board decides otherwise, presentations on any given topic may not exceed fifteen (15) minutes.

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2. At each regular meeting and at each special meeting open to the public, time will be set aside for comments and questions from employees and members of the public. The Board may also allow comments from employees 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.

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4. 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 Superintendent. A member of the public having a complaint concerning the disciplining of a particular student should first address that complaint to the Principal.

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If, in the case of either complaint, an 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 President of the Board of Education.

Amended Date(s):	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

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 is a complex process that serves the multiple roles of, chief among these are evaluation, motivation, and communication. Formatted
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- Grades, which range from A to F, are primarily indicators of the degree to which students have achieved the goals standards of a course. Formatted
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- 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 by among teachers, students and parents. Formatted
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At the beginning of a course, the ~~Each~~ teacher will provide his/her Division Head and each student with a course syllabus and explain a Teacher Course Profile for each course that outlines expectations, course summary, required texts, grading scale and the components to be used in determining a the final course grade. Formatted
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~~Attached is a definition of terms and communication responsibilities.~~ Formatted

Amended Date(s):	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 Profile Syllabus: A one- to two-page document which contains the following:
1. Course Description.
2. A list of required textbook and materials.
3. A course outline which gives the concepts and content to be taught.
4. A listing of teacher expectations for homework, make-up work, grading factors and weights and office hours.
5. Other information as deemed necessary by the teacher such as attendance, classroom rules, extra credit, etc.

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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 Profiles 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.

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5. Return all assignments in a timely fashion.
6. Provide Teacher Course Profiles 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 Profile for all classes in which his/her child is enrolled.

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POLICY 1100, PARTNERSHIP WITH THE COMMUNITY

The Board recognizes that the high school 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.

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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):
Adopted Date: July 26, 1979
Review Date:
Law Reference:
Related Policies:
Related Instructions
And Guidelines:
Cross Ref.:

ACCESS TO DISTRICT PUBLIC RECORDS

1120

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.

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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

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1. the requested material is

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- 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

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2. complying with the request would be unduly burdensome.

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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.

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

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Amended Date(s):	March 24, 2005; October 26, 2000; April 23, 1992
Adopted Date:	June 28, 1984
Review Date:	
Law Reference:	5 ILCS 140/1 et seq., 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.

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I. ACCESS TO RECORDS

A. A written request to inspect or to copy records must be submitted to the Assistant Principal for Student Services. The request must specify which records are to be inspected or copied.

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B. The Assistant Principal for Student Services will comply with or deny written requests within seven (7) working days after the receipt of the request. The Assistant Superintendent for Pupil Support Services may extend the time limit for responding to a request for records for an additional seven (7) working days if

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Deleted: Superintendent for Pupil Support Services

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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.

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In the event of such delay, the Assistant Principal for Student Services 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.

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C. Any person denied access to records may appeal by sending a written notice to the Principal. Upon receipt of such notice, the Principal 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/her administrative remedies with respect to such request if the Principal affirms the denial or fails to act within seven (7) working days after the notice of appeal.

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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 Assistant Principal for Student Services (or his/her designee).

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E. The District reserves the right to limit individual inspection time to one hour on any single occasion.

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

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II. LIMITATIONS ON ACCESS

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

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A. the records are expressly exempt by Section 7 of the Freedom of Information Act; and/or

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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.

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III. 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.

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

SCHOOL AUXILIARY ORGANIZATIONS

1125

Recognizing that community support is fundamentally related to the success of the educational programs at Oak Park and River Forest High School, the Superintendent 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 Superintendent may limit the number of school-auxiliary organizations in order to avoid duplication of effort or conflict among organizations. The Superintendent may revoke school-auxiliary status should an auxiliary organization fail to meet the criteria specified in this Policy.

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Non-profit adult organizations based within the attendance area of Oak Park and River Forest High School 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 or constitution, supports the policies of curricular and co-curricular programs of Oak Park and River Forest High School. A member of the Board of Education and administration shall be appointed as a liaison to all auxiliary organizations.

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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.

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Amended Date(s):	
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.:	

USE OF MAILBOXES AND MAILING PRIVILEGES

1130

Faculty and staff 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 school.

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- Deleted:** Office

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 school.

Each qualifying auxiliary organization of the school is provided a mailbox. These organizations 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.

Qualifying auxiliary organizations are the following

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Alumni Association APPLE Booster Club

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Citizens' Council Concert Tour Association

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Parent Teacher Organization

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Amended Dates:	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

GIFTS TO THE DISTRICT

1140

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.

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Acceptance

All gifts above a minimum value of \$500 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 in accordance with this policy.

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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.

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All accepted gifts become the property of the District.

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Amended Date(s):

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.

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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.

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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.

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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.

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

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Amended Date(s):	
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:	

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**INTERVIEWING OF STUDENT BY LAW
ENFORCEMENT OFFICERS OR DEPARTMENT OF
CHILDREN AND FAMILY SERVICES OFFICIALS**

5155

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 Principal (or his/her designee), who will ask the purpose of the interrogation. The 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 Principal (or his/her 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 Principal (or his/her designee) that an emergency exists requiring immediate interview.
- E. If the parent or guardian refuses consent, the interview request will be denied.

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F. If the interview is conducted, the parent or guardian will be permitted to accompany the student. The Principal (or his/her designee) will provide an adequate and secure space for the interview. The Principal (or his/her 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.

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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 Principal (or his/her designee) shall be responsible to inform the parent or guardian as soon as possible.

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I. The Principal (or his/her 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 non-disruptive as possible to the educational functions of the District.

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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 Principal's office where their credentials will be reviewed.

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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 established procedures of the District.

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C. When an investigator requests to interview or photograph a child at school, the Principal (or his/her designee) shall request permission to notify the child's parent. If the investigator denies permission, the Principal (or his/her 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.

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D. The Principal (or his/her designee) shall notify the Superintendent of all such requests by the DCFS investigator.

E. The Principal (or his/her 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.

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E. The Principal (or his/her 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.

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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.:	