

Oak Park and River Forest High School
201 N. Scoville
Oak Park, Illinois 60302
BOARD POLICY COMMITTEE MEETING
Tuesday, June 17, 2008
Immediately following Finance Committee
Board Room
AGENDA

- I. Approval of Minutes (attachment)**
- II. Consideration of the following Policies for Second Reading and Action**
- A. Policy 1140, Gifts to the District (attachment) **(Editorial Change)**
 - B. Policy 1200, Board of Education of Education **(Substantive)**
 - C. Policy 1230, School Attendance on Days of Religious Observances (attachment) **(Editorial Change)**
 - D. Policy 1250, Internet Safety (attachment) **(Editorial Change)**
 - E. Policy 5114-4, Prohibition Against Bullying, Hazing, Harassment, and Cyberbullying (attachment) **(Replacement)**
- III. Consideration of the following Policies for First Reading and Action**
- A. Policy 1150 Student, Publicity and Media Relations (attachment) **(Editorial)**
 - B. Policy 3610, Automated External Defibrillator Use (attachment) **(Editorial)**
 - C. Policy 5132, Activity Programs (attachment) **(Replacement)**
- IV. Discussion Item**
- A. Graduation Dress
- IV. Policy Docket**
- Policy 1320, School Visitors
 - Policy 1325, Building Security
 - Policy 1400, Recognition Naming of District 200 Facilities or Events
 - Policy 1410, Rental of Facilities
 - Policy 1420, Citizens' Council
 - 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
 - Policy 5114, Student Discipline
 - 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

**Oak Park and River Forest High School
201 North Scoville Avenue
Oak Park, IL 60302**

**POLICY COMMITTEE MEETING
May 13, 2008**

A Policy Committee meeting was held on Tuesday, May 13, 2008, in the Board Room of the Oak Park and River Forest High School. Dr. Lee called the meeting to order at 10:00 a.m. Committee members present were John C. Allen, IV; Jacques A. Conway, Valerie J. Fisher, 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; Jack Lanenga, Assistant Superintendent for Operations; Cheryl Witham, Chief Financial Officer; Don Vogel, Interim Principal; and Gail Kalmerton, Executive Assistant/Clerk of the Board.

Visitors included Kay Foran, Director of Community Relations and Communications and James Paul Hunter, F.S.E.C. Chair.

Acceptance of Policy Committee Minutes of April 15, 2008

It was the consensus of the Policy Committee members to accept the minutes of the April 15, 2008 meeting, with minor adjustments.

Policy Committee members agreed that the Committee meeting would conclude by 10:30 a.m.

Policies Under Consideration for First Reading

Policy 1150

Ms. Patchak-Layman, following the new protocols, asked that Policy 1150, Student, Publicity and Media Relations, be considered as having substantive changes. Policy Chair Lee noted that it would be tabled until the next Policy Committee meeting; he asked Ms. Patchak-Layman to submit her revisions prior to the meeting so that they could be sent out to the Committee members.

Policy 1200

It was the consensus of the Policy Committee members to recommend that the Board of Education approve Policy 1200, Board of Education, for first reading as presented at its regular May Board of Education meeting.

The amendment to the policy was being proposed so that when someone chooses to record the meeting, he/she must make formal notice of that intent. This policy provides direction for everyone and gives a member of the community the right to ask that his/her comments not be recorded.

Ms. Patchak-Layman suggested adding the word “committee” after the word “regular” on the first line of the first page in order to be inclusive of both Board of Education meetings and committee meetings. Discussion ensued about formally inviting the public to give comments at committee meetings, as most often committee chairs accept public comments at committee meetings as a matter of practice. Dr. Lee and Mr. Rigas felt that public comment should be permitted but that the Committee Chairs should not be obligated to do so. Ms. Patchak-Layman’s suggestion was not accepted by the Committee members.

All committee packets are posted on the website just as are Board of Education packets for regular and special meetings.

Policy 5114-4, Hazing

It was the consensus of the Policy Committee members to recommend that the Board of Education approve Policy 5114-4, Hazing, for First Reading, at its regular May Board of Education meeting.

Mr. Edgecombe explained that this policy now combines the issues of hazing, bullying and cyberbullying. Franczek Sullivan drafted this policy and the ISBE approved it.

Policy 5132, Activity Programs

Mr. Vogel presented a replacement policy for Policy 5132, Activity Programs, to reflect current practice. After reviewing the policy as presently written, it was the consensus of the Policy Committee members that Policy 5132, Activity Programs, be sent back to the administration to vet the following issues:

- 1) Illegal substances. Can an athlete who is 18 and smokes be consequence for using tobacco, as tobacco is legal for those over 18 years of age? Delineation is necessary as to when the substances are legal or illegal.
- 2) Fighting. Fighting often happens on athletic fields by athletes. Would they/should they be consequence for that?

Mr. Vogel also reviewed the appeal process with the Policy Committee members.

Because this is normally included in the current year’s *Student Handbook* and sending it back to the administration for continued review would not be enough time to have this policy amended, Mr. Vogel was instructed to add a clause in the *Student Handbook* that let students and parents know that this policy was being revised and under consideration by the Board of Education.

Mr. Vogel also reported that most of the sponsors have read and accepted the wording of this policy.

Mr. Rigas asked how this policy would affect an athlete suspended out of season and then he/she decided to join another team. Mr. Vogel stated that the athlete would have to complete the suspension, before he/she would be allowed to participate.

Discussion ensued regarding the definition of unbecoming behavior and the clarification of when it is considered an essential part as well as having the privilege of an educational experience. Participation includes different kinds of standards and there might be conflicting philosophies. If the school found out that half of the Jazz Club said they would not sign the agreement, then the school would lose those students. There is a conflict between keeping students engaged and making it difficult for them to do so. Mr. Vogel stated that this question had been considered and it was acknowledged that there would be students who do not want to meet the standard.

Discussion also ensued regarding differentiation of consequences. Mr. Vogel noted that when first reviewing this policy, it would seem to be the same consequence, however, upon appeal; it would be looked at differently. Ms. Patchak-Layman suggested delineating appeals differently.

Ms. Patchak-Layman asked if there were an infraction with athletics if the student's discipline record would reflect that. If an infraction comes through the discipline system, it would be on the student's discipline record. Mr. Vogel clarified that when a student is consequence, the consequence may be up to missing out on 25 percent of his/her practice/games; thus there is room for variation. Minor infraction would be applied at a lesser number.

Policy 1140, Gifts to the District

It was the consensus of the Policy Committee members to recommend to the Board of Education that Policy 1140, Gifts to the District, be presented for First Reading and Action at its regular May Board of Education meeting, as presented.

Ms. Patchak-Layman asked if the Board of Education ever had to review a gift of \$500 or more. The response was no.

Policy 1230, School Attendance on Days of Religious Observances

It was the consensus of the Policy Committee members to recommend to the Board of Education that Policy 1230, School Attendance on Days of Religious Observances, be presented for First Reading and Action at its regular May Board of Education meeting, as presented.

Ms. Patchak-Layman asked if the District made an effort not to have major events on religious observances. The response was yes, but the difficulty in doing that across the board is that the District is not aware of all observances by all families. The student should receive no penalty for observing a religious holiday.

Policy 1250, Internet Safety

It was the consensus of the Policy Committee members to recommend to the Board of Education that Policy 1250, Internet Safety, be presented for First Reading and Action at its regular May Board of Education meeting, with the following enhancements:

Page 1, Item I, Para 1, Line 2:	Add the words "and network" after the word "computer"
Page 1, Item I, Para 1, Line 6:	Replace the word "all" with the word "the"

Page 1, Item I, Para 1, Line 6: Replace the word “such” with the word “all”
Page 1, Item I, Para 1, Line 6: Add the words “and network seeking to access the District’s network” after the word “computers”

Page 1, Item 1, Para 4, line 4: Add the words “and network” after the word “computers”
Page 2, Item IV, Para 2, line 3: Add the words “, network access” after the word “computers”

Committee members learned that if a student brings his/her own computer to school, he/she is still accessing the school’s network and the websites are filtered. When the question arose about whether a student’s computer could be “searched,” it was stated that the school would not do a search unless there was a reason to do so.

Adjournment

The Policy Committee adjourned at 10:30 a.m.

Second Reading

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

Acceptance

All gifts above a minimum value of \$500 may be subject to review by ~~the the Board~~ Board of Education prior to acceptance in accord with established procedures. The Superintendent/~~Principal~~ (or his/her designee) is hereby authorized to establish procedures regarding the acceptance of gifts by employees in accordance with this policy.

Anonymous Gifts

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

All accepted gifts become the property of the ~~School~~ District.

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

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 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. 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 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.

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:	

ADMINISTRATIVE PROCEDURES FOR POLICY 1200
(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/~~Principal~~ at least ten (10) days before the scheduled meeting unless the Superintendent/~~Principal~~ otherwise permits. Unless the Board decides otherwise, presentations on any given topic may not exceed fifteen (15) minutes.
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.
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/~~Principal~~. A member of the public having a complaint concerning the disciplining of a particular student should first address that complaint to the ~~Assistant Superintendent for Pupil Support Services~~ Principal.

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

POLICY 1230, SCHOOL ATTENDANCE ON DAYS OF RELIGIOUS OBSERVANCES

I. Generally

Students whose religious practice dictates 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.

II. Parental Notice

The parents or guardians of students whose religious practice dictates 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 involved student Attendance Office's dean. Since generally none of the major Christian holidays occurs when school is in session, absence for Christian observance days is generally not an issue. Two major Jewish observance days, Rosh Hashanah and Yom Kippur, occur frequently when school is in session, and notice by the parent or guardian should be given to excuse students for these holidays. Excusal for major religious observance days in religions other than Christianity or Judaism will be granted if parents or guardians follow this notice procedure.

III. Guidelines

The Superintendent/Principal (or his/her designee), ~~as the designee of the Board,~~ 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):	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:	

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) ~~child~~ 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 such 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 ~~School~~ 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 ~~School~~ District's needs.

The Superintendent/~~Principal~~ (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/~~Principal~~ determines that the potential harm or disruption incident to District activities ~~to the request~~ 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 (i) ~~a~~ direct observation of online activities; (ii) ~~b~~ review of Internet logs and other use records; (iii) ~~c~~ generation of Internet activity reports or summaries; or (iv) ~~d~~ any other method that the Superintendent/~~Principal~~ determines provides appropriate for the effective review and monitoring of online activities.

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

VI. Definitions

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

School officials shall communicate these restrictions to minors through the District's ~~s~~Student ~~h~~Handbook and Code of Conduct, ~~a~~Acceptable ~~u~~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 ~~School~~ District's student discipline code.

Amended Date(s):

Adopted Date: June 27, 2002

Review Date:

Law Reference: 47 USCS 254(h)

Related Policies:

Related Instructions

And Guidelines:

Cross Ref.:

~~NO ADMINISTRATOR, FACULTY MEMBER OR EMPLOYEE OF THE DISTRICT SHALL ENCOURAGE, PERMIT, CONDONE OR TOLERATE HAZING ACTIVITIES. NO STUDENT SHALL PLAN, ENCOURAGE OR ENGAGE IN HAZING.~~

~~HAZING IS DEFINED AS STUDENTS, ACTING ALONE OR IN CONCERT WITH OTHERS, TO:~~

~~A. PERFORM AN INTENTIONAL OR RECKLESS ACT DIRECTED AGAINST A STUDENT THAT ENDANGERS THE MENTAL OR PHYSICAL HEALTH OR THE SAFETY OF A STUDENT; OR~~

~~B. COERCE, COMPEL, OR INSTRUCT A STUDENT TO PERFORM ANY ACT THAT ENDANGERS HIS/HER SAFETY WHEN 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.~~

~~THE TERM HAZING INCLUDES, BUT IS NOT LIMITED TO:~~

~~A. ANY TYPE OF PHYSICAL BRUTALITY SUCH AS WHIPPING, BEATING, STRIKING, BRANDING, ELECTRONIC SHOCKING OR PLACING A HARMFUL SUBSTANCE ON THE BODY.~~

~~B. ANY TYPE OF PHYSICAL ACTIVITY SUCH AS SLEEP DEPRIVATION, EXPOSURE TO WEATHER, CONFINEMENT IN A RESTRICTED AREA, CALISTHENICS OR OTHER ACTIVITY THAT SUBJECTS THE STUDENT TO AN UNREASONABLE RISK OF HARM OR THAT ADVERSELY AFFECTS THE MENTAL OR PHYSICAL HEALTH OR SAFETY OF THE STUDENT.~~

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.

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.

Amended:	Amended August 23, 2007
Adopted Date:	August 28, 2003
Review Date:	
Law Reference:	<u>Legal Ref: 105 ILCS 5/27-23.7</u>
Related Policies:	Policy 5114, Student Discipline
Related Instructions And Guidelines:	
Cross Ref:	

First Reading

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 ~~School-District~~, the Superintendent/~~Principal~~ (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/~~Principal~~ (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/~~Principal~~ (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/~~Principal~~ (or his/her designee) shall not be deemed to be official statements or positions of the District.

The Superintendent/~~Principal~~ (or his/her designee) will develop written procedures ~~in support to implement~~ of this policy.

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/~~Principal~~ (or his/her designee's) office. The ~~Director of 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/~~Principal~~ (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; h 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

MANDATORY O.P.R.F.H.S. PUBLICITY CONSENT FORM

In order for Oak Park and River Forest High School to provide non-District news media with access to students for interview or photography sessions, and general information for publicity purposes, one of the students' parents or guardians of record must have signed a general publicity consent form. This form is valid for one school year, including summers. Publicity will not be used for commercial purposes or gain.

Parents/guardians may decline to provide consent.

PLEASE NOTE: Consent is not required for media coverage of students participating or attending public events such as athletic and performing arts events, awards and honors ceremonies, or Board of Education meetings. Therefore, a denial of permission below will not preclude such coverage.

Please complete the following form and return with other registration materials. This publicity consent form is an obligation that must be returned to the District annually as a mandatory part of the annual registration process. Failure to return the form will be considered denial of consent for your student's participation in media-related publicity except as noted above.

Please direct questions concerning this form to Katherine Foran, Communications, 708-434-3099, kforan@oprfs.org.

- ☐ I grant permission ~~for O.P.R.F.H.S.~~ for O.P.R.F.H.S. to provide access to my student(s), in accordance with District policy and procedures, to non-District media for publicity/information purposes. Publicity will not be used for commercial purposes or gain.

OR

- ☐ I deny permission for OPRFHS to grant access to media to my student(s) and understand it is my responsibility to inform my student(s) of this denial.

Student Name(s)

ID No(s).

_____	_____
_____	_____
_____	_____
_____	_____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

(Student signature is required if the student is 18 or older, without —an appointed guardian)

AUTOMATED EXTERNAL DEFIBRILLATOR USE

3610

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 Administration 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):

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.:

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 designee~~(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 designee, with the advice of the Committee (as defined in Section VI).

Outside: Stadium – East Entrance

1st Floor: Corridor Outside of East Pool
West Pool Area
Trainer's Office in Field House
Field House Corridor North Wall
Adjacent to Ticket Booth in Student Center

2nd Floor: Adaptive Gym Corridor
Outside of Health Services Office – Room 234

3rd Floor: 3 East Dance Studio Area
Outside of 3rd floor Library Entrance

Outside Room 234 – Nurse's Office
Field House Corridor
Hallway outside Girls' Pool
Student Center
Athletic Trainer's Office

The Superintendent/Principal, ~~or designee~~(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

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;
- G. Final rhythm at the time of arrival of the first response vehicle:
 - 1. Breathing, Yes or No.
 - 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 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;
- D. Prepare an annual report for the School Board on the PAD program.

The Committee shall consist of seven members appointed by the Superintendent/Principal, and shall include: the School Nurse, the Athletic ~~Trainer~~ Director (or his/her designee), the Physical Education Department Head, and one member from Security, Buildings and Grounds, Faculty Senate, and the

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POLICY 5132, ACTIVITY PROGRAM CO-CURRICULAR PROGRAMS

~~An activity program is conducted to provide students an opportunity to assume responsible leadership roles and to enhance their educational activities. Each activity must have a sponsor appointed by the Superintendent/Principal. All club and activity money is supervised by the school business office staff.~~

~~A student may officially represent the school only when the activity is sponsored by the school. The school is a member of the Illinois High School Association. When representing the school in interscholastic events, the student must conform to the rules of the Association and to the standards established by the school.~~

~~Only such contests as are sanctioned by the National Association of Secondary School Principals are entered by this high school.~~

~~To participate in the activity program the student shall fulfill the following rules of eligibility:~~

~~_____ A. _____ I.H.S.A.~~

~~_____ I.H.S.A. rules covering eligibility shall remain in effect.~~

~~For the purposes of determining eligibility, grades are to be computed from the first day of the semester.~~

~~Students who receive an "F" on the weekly eligibility report must attend the established tutoring program for the next consecutive three school weeks.~~

~~_____ B. _____ O.P.R.F.H.S.~~

~~For the purposes of this policy only nine week grading period grades will be considered. Summer school grades will not count for, or against a student. Academic status will be determined by the grades received in the most recently completed nine week grading period whether or not the student was participating in the activity or sport during the grading period.~~

~~_____ C. _____ "F's", "N's", and "I's"~~

~~_____ 1. _____ All participants who receive a nine week grading period grade of "F", "N", or "I" in any course shall be placed on probation.~~

~~_____ 2. _____ Participants who are on probation must attend the established study table for the purpose of receiving tutoring or making up class time which has been lost due to excessive unexcused absences or tardies.~~

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, and respect for rules and responsibility.

The Principal oversees the Co-Curricular Program. The Athletic Director supervises all aspects of the inter-scholastic athletic program, and 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, as such, 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.

Administrative Procedures for Policy 5132

Section 1. IHSA Activities and Athletics OPRFHS Athletic Program

IHSA Athletics

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

Chess Team
Debate Team
Math Team
Scholastic Bowl
Speech Team

Participating in the co-curricular program is a privilege. Oak Park & 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.

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 are 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.

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.

Other

Proposal for a change in the graduation dress code
Submitted by Rebecca Bloch (class of 2008), Christine Daggett (faculty)
Drafted by Rebecca Bloch (class of 2008), Emma Lewis (class of 2009)

Current OPRFHS Graduation Dress Code

LADIES

- White dresses, white pantsuits, or white skirts with formal white top must be worn.
- All attire must be floor length or ankle length.
- Dresses or tops must have straps of some sort. Spaghetti straps are acceptable.
- Strapless, backless, one strap, and off-the shoulder dresses and tops are not acceptable.
- The bodice (chest) and back must be covered and appear white from a distance (no sheer tops, nylon, etc.).
- Cream/ivory colored attire is not acceptable.
- Dresses or skirts should not be split above the knee.
- Outfits should be free of distracting ornamentation. Simple and elegant is the goal!
- Dresses, skirts or pantsuits must be full enough to allow comfortable and graceful marching and sitting.
- Jewelry should be simple.
- Footwear: white dress shoes or dress sandals. Because of the surface of the field, spike heels are not recommended. Beach shoes or slippers are prohibited.
- Leave all gloves, purses, hats and head coverings at home. All are prohibited.
- Each girl will be carrying roses, a diploma, and will be shaking hands, so it will be cumbersome to carry additional items.

GENTLEMEN

- Dark suits (black, navy blue, dark gray) or a dark sport coat and dark dress pants must be worn.
- Shorts are not acceptable.
- Plain white shirt must be worn.
- A Red Tie (no bow ties) is to be worn.
- Dark dress shoes with dark socks must be worn. Beach shoes or slippers are prohibited.
- Hats and head coverings are prohibited.

Although tradition holds an important place at OPRFHS, in a progressive community such as Oak Park and River Forest, and at a phenomenal school such as Oak Park and River Forest High School, it is astounding that an antiquated and discriminatory practice continues simply because of tradition.

Concerns

This dress code is problematic for many reasons. The dress code raises socio-economic issues. Buying a white dress and the accompanying white shoes – which a girl will probably never use again – is a very expensive endeavor. While a boy could use his graduation suit many more times in his life, the dresses/suits girls must buy will rarely – if ever – be used again. Although the school offers used dresses to students in need, the tradition places an undue and unnecessary economic burden on students.

Additionally, the gender roles the dress code prescribes are problematic. The white dresses girls are told to wear hark back to an era when girls were expected to be pure, virginal, and chaste. Putting girls in white dresses that look like – and in many cases actually are – wedding dresses draws a clear line from their high school graduation into the marriage pool. OPRFHS is a school that educates all students and encourages them to be lifelong learners and productive citizens. The white dresses and one dozen red roses traditionally symbolize either a debutante's introduction into society as eligible marriage material, or as a virginal white wedding dress reserved for a girl's marriage. White formal wear and roses do not give the message to the students or the community that the school is celebrating their academic achievements.

wear would have to follow certain guidelines, but these guidelines would not differentiate between male and female graduates. That is not to say that every graduate would be forced to wear the same attire. Rather, this new set of guidelines would enable graduates to choose their attire on their volition, and not be assigned attire based on their gender. A possible example of this option would be as follows:

All graduates must wear a black outfit to graduation. Gray, navy, or any other dark colors are not acceptable.

If a graduate decides to wear a dress or a skirt and top, it must meet the following guidelines:

- All dresses must be floor length or ankle length.
- Formal black tops must be worn with floor length or ankle length black skirts.
- Dresses or tops must have straps of some sort. Spaghetti straps are acceptable.
- Strapless, backless, one strap, and off-the shoulder dresses and tops are not acceptable.
- The bodice (chest) and back must be covered and appear black from a distance (no sheer tops, nylon, etc.).
- Dresses or skirts should not be split above the knee.
- Outfits should be free of distracting ornamentation. Simple and elegant is the goal!
- Dresses or skirts must be full enough to allow comfortable and graceful marching and sitting.
- Jewelry should be simple.
- Footwear: black dress shoes or dress sandals. Because of the surface of the field, spike heels are not recommended. Beach shoes or slippers are prohibited.

If a graduate decides to wear a suit or pantsuit, it must meet the following guidelines:

- Black suits, black pantsuits, or a black sport coat and black dress pants must be worn.
- Shorts are not acceptable.
- Plain white shirt must be worn.
- A black tie (no bow ties) is to be worn.
- Black dress shoes with black socks must be worn. Beach shoes or slippers are prohibited.

For all graduates:

- Leave all gloves, purses, hats and head coverings at home. All are prohibited.
- Each graduate will be carrying a diploma and will be shaking hands, so it will be cumbersome to carry additional items. Please leave them at home.

Either one of the possibilities listed in item 2 would satisfy the grievances with the current graduation dress code as listed above. Both satisfy the issue that the dress code assigns gender roles, and both (although option A does more so) satisfy the issue that the dress code is an economic burden.

District Policy Rationale

Currently, there is no district policy regarding graduation, except for the required number of credits a student needs to graduate. The graduation dress code is an issue of administrative procedure, and thusly, the principal and superintendent decide how the ceremony should operate. This goes for the dress code, as well: the last change in the graduation dress code – the decision to allow female graduates to wear white pantsuits in addition to white dresses and skirts – was a unilateral decision by Superintendent/Principal Dr. Susan Bridge. If we are to follow this precedent, our proposal is Dr. Weninger's decision to make.

However, we believe that an issue as important as this should be not only an administrative procedure, but also a district policy. This should be a philosophical stance – not simply a procedural issue – that OPRFHS does not differentiate between students on the basis of gender. The opening statement of the OPRFHS Board of Education policy booklet, which reads, “The faculty of the Oak Park and River Forest High School and the members of the Board of Education are committed to a program of quality education for every individual,” does not