

**Oak Park and River Forest High School**  
**201 N. Scoville**  
**Oak Park, Illinois 60302**  
**BOARD POLICY COMMITTEE MEETING**  
**Tuesday, March 11, 2008**  
**Immediately following Finance**  
**Board Room**  
**AGENDA**

**I. Approval of Minutes (attachment)**

**II. Consideration of the following Policies for Second Reading and Action**

- A. Policy 104, Philosophy of Grading (attachment)
- B. Policy 1100, Partnership with the Community (attachment)
- C. Policy 1120, Access to District Public Records (attachment)
- D. Policy 1125, School Auxiliary Organizations (attachment)
- E. Policy 1130, Use of Mailboxes and Mailing Privileges (attachment)

**II. Consideration of the following Policies for First Reading and Action**

- A. Policy 1140, Gifts to the District (attachment)
- B. Policy 1150 Student, Publicity and Media Relations (attachment)
- C. Policy 1200, Board Meetings (attachment)
- D. Policy 1230, School Attendance on Days of Religious Observances (attachment)
- E. Policy 1250, Internet Safety (attachment)
- F. Policy 1320, School Visitors (attachment)
- G. Policy 1325, Building Security (attachment)
- H. Policy 1400, Recognition Naming of District 200 Facilities or Events (attachment)
- I. Policy 1410, Rental of Facilities (attachment)
- J. Policy 1420, Citizens' Council (attachment)

**III. Additional Policy Matters for Committee Information/Deliberation**

**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  
DLT

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

**POLICY COMMITTEE MEETING  
February 19, 2008**

A Policy Committee meeting was held on Tuesday, February 19, 2008, in the Board Room of the Oak Park and River Forest High School. Dr. Lee called the meeting to order at 8:31 a.m. Committee members present were Jacques A. Conway, Valerie J. Fisher, Dr. Ralph H. Lee, Dr. Dietra D. Millard, Sharon Patchak-Layman, and John P. Rigas. Also present were Dr. Attila J. Weninger, Superintendent; Jason Edgecombe, Assistant Superintendent for Human Resources; Cheryl Witham, Chief Financial Officer; 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; Terry Dean of the *Wednesday Journal*.

**Acceptance of Policy Committee Minutes of January 15, 2008**

It was the consensus of the Policy Committee members to accept the minutes of the January 15, 2008 meeting as presented.

**Policies Under Consideration for Second Reading**

**Policy 5117, Tuition and Residential Status of Students**

It was the consensus of the majority of the Policy Committee members to recommend to the Board of Education that it approve Policy 5117, Tuition and Residential Status of Students, for second reading and action at its regular February Board of Education meeting.

Ms. Patchak-Layman proposed the following changes to the policy.

- 1) When the District questions residency, specify to the parent the additional information necessary to satisfy residency and/to provide an explanation for the additional information, e.g., discrepancy in dates on the lease, or two different addresses listed, etc.

The administration disagreed with putting this into Board policy but noted that IV. B. of the procedures offered the opportunity for discussion. Mr. Rigas added that the District would not want to codify the list because there are many occasions when people try to fraud the District. When an investigation is taking place, the last thing the administration would want to do is tell the issue, so that the fraud could be fixed. That is not prudent nor in the best interest of the school district.

- 2) List the items a parent may use to show residency in the policy and when home visits or observations occur in the process.

The administration responded that the enrollment packet given to freshman that was approved by the ISBE listed the items from which a parent could choose to prove residency. In addition, home visits and/or observations occurred when something were not found to be right. Advising families in advance of such activity would in effect negate its value.

- 3) Specify how mail should be sent to the parents, i.e., that mail would be sent certified to the parent. The administration said that the District always communicates in a timely way and that could include certified mail, regular mail, or even making a telephone call. Specifying the use of certified mail would preclude any other type of communication not listed from being utilized.
- 4) In the procedures, change the title of Item III to Students in Exchange Programs. The rest of the committee did not feel this was necessary.
- 5) At the end of Section IV, Under A, add the sentence: "The Board of Education will be notified when this occurs." Mr. Rigas explained it would inappropriate for the Board of Education to have information about a residency case before the completion of an investigation. The Board of Education should not discuss the case with anyone before it comes formally to the Board of Education.
- 6) On the last page of the procedures, Ms. Patchak-Layman proposed adding, "If the student contests the Board of Education decision in Circuit Court, the student shall remain in school until the court case is decided." It was explained that in previous situations, the judge has issued a stay put order until the court case is heard; thus, the judge makes the decision. If the parent takes the school to Circuit Court for an injunction, then the high school would get its direction from the court.

There was no support from the balance of the Policy Committee members for the changes proposed by Ms. Patchak-Layman.

#### 5115, Bus Conduct—Special Education

It was the consensus of the Policy Committee members to recommend to the Board of Education that it adopt Policy 5115, Bus Conduct—Special Education, at its regular February Board of Education meeting. It was also the consensus of the Policy Committee members to rename the procedures, Administrative Procedures for Policy 5115, Bus conduct – Special Education.

Mr. Edgecombe reported that one parent had called in support of videotaping on the bus. Mr. Edgecombe referred to the following memorandum from John Relias explaining the District's obligation relative to providing transportation if a student is suspended. The memorandum states:

"1) If bus privileges have been removed due to a disciplinary infraction, the parent is required to provide transportation. However, if the parents are not able to provide transportation then the

bus suspension becomes a school suspension with all the attendant special education protections, i.e., services required after the 10th day of suspension and other protections. 2) If the bus suspension is only 10 days or less then the penalty can be imposed before any appeal. However if the parent cannot drive the student to school then we get into the same scenario mentioned in 1. 3) Since a school can discipline a special education for 10 days without providing any services even if the misconduct is related to the handicapping condition, the parents have the responsibility of transporting. After the initial 10 day period if the misconduct is related then while you can still suspend from the bus for a second infraction (but not more than 10 days), if the parents cannot transport then the second suspension becomes a regular school suspension and some services need to be provided or transportation by the school needs to be re-instituted."

Ms. Patchak-Layman was concerned that the District was not fulfilling its obligation to provide transportation when an IEP calls for such. In counting the suspensions from the bus, she was troubled by the coupling of those two activities.

Mr. Edgecombe responded that when it comes to OCS students suspended for 10 days, they are treated in the same manner as regular Education students. the attorney says that if the District does not provide another means of transportation, the 10-day rule is in effect for each day of school missed due to the suspension. Ms. Patchak-Layman added that it was only referencing the bus, but the District does provide other transportation. Ms. Witham stated that the bus is not used for suspended students, only in long-term situations.

Mr. Edgecombe stated that the District could suspend a student from bus privileges because of behavior and the school could provide a cab, but if the District chooses not to provide a cab or other form of transportation and the student lost days of schooling, those days would count towards his/her 10-days of OSS. Ms. Patchak-Layman wanted the following sentence added: "The district's regular suspension procedures are in effect when a student's privilege to ride the bus or a tax is suspended."

Ms. Patchak-Layman proposed substituting the last sentence after item six with: "A bus suspension shall be counted as a day of suspension if the following conditions exists, the student's IEP calls for transportation as a related service and the district does not provide another means of transportation." The purpose would be to broaden it so that all students are able to have that same privilege whether the parent provides the transportation, as Mr. Edgecombe responded that this would accelerate the 10-day suspension.

There was no support from the balance of the Policy Committee members for the proposed changes by Ms. Patchak-Layman.

### **Consideration of Policies for First Reading**

#### **Policy 104, Philosophy of Grading**

It was the consensus of the Policy Committee members to recommend to the Board of Education that it approve Policy 104, Philosophy of Grading, for first reading at its regular February Board of Education meeting with the following enhancement:

Change the word “profile” to “syllabus” throughout the policy.

While Ms. Patchak-Layman had suggested a Grading Scale as noted below to all Teacher Course Syllabus, it did not receive support from the rest of the Committee members. Mr. Rigas, Mr. Allen, and Dr. Lee vocalized objection to standardized grading, as it is not the Board of Education’s job to set policy on the grading scale of individual departments.

90 to 100	A
89 to 89	B
70 – 79	C
60 to 69	D
Under 59	F

Dr. Lee added that a grade was an expression of the professional judgment of one teacher. He did not believe it were desirable for standardized grades in any way. He believed what Ms. Patchak-Layman proposed was an infringement on the academic freedom and the professional judgment of teachers. Dr. Millard added that teachers are to provide course syllabus and their grading information is included in that document.

Ms. Patchak-Layman asked if it were O.K. for a teacher to give a grade of 4, 3, 2 or 1. And she was told yes. She asked how important is it to teachers to not have to follow grading scale. Would teachers decide not to teach at the school? The school has a policy to report grades as A, B, C, D, or E. There is a standard way of reporting grades; there is a de facto policy.

#### Policy, 1120, Access to District Public Records

It was the consensus of the Policy Committee members to recommend that the Board of Education approve Policy 1120, Access to District Public Records, for first reading at its regular February Board of Education meeting, as presented.

#### 1125, School Auxiliary Organizations

It was the consensus of the Policy Committee members to recommend that the Board of Education approve Policy 1125, School Auxiliary Organization, for first reading at its regular February Board of Education meeting, with the following enhancements:

1<sup>st</sup> Para: Replace “Superintendent/Principal” with “Board of Education”  
2<sup>nd</sup> Para, 4 line: Delete the words “curricular and extra curricular programs of”

After 3<sup>rd</sup> Para: Add the list of qualifying auxiliary organizations

#### Policy 1130, Use of Mailboxes and Mailing Privileges

It was the consensus of the Policy Committee members to recommend that the Board of Education approve Policy 1130, Use of Mailboxes and Mailing Privileges, for first reading, at its regular February Board of Education meeting, with the following enhancements:

Replace Paragraph 3 with the following: “Qualifying auxiliary organizations of the District may distribute information to faculty and staff mailboxes regarding meetings and sponsored events. They may also request that information concerning their organizations be included in general school mailings already scheduled, provided space is available.”

Delete the list of auxiliary organizations.

Discussion ensued regarding substituting the word “policies” with the word “student.”

### **Adjournment**

The Policy Committee adjourned at 10:35 a.m.

## PHILOSOPHY OF GRADING

104

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.
- Grades, ~~which range from A to F,~~ are primarily indicators of the degree to which students have achieved the goals standards of a course.
- In accordance with the school's mission statement that "a partnership (exists) between the student, family, school and community," there also exists a shared responsibility for communication about the student's grades ~~should be shared at all times~~ progress toward achieving the standards of a course by among teachers, students and parents.

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.

~~Attached is a definition of terms and communication responsibilities.~~

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. <u>Academic General Catalog</u> that includes <u>Course Descriptions</u> , which represent brief narrative summaries of course content.
Teacher Course <del>Profile</del> <u>Syllabus</u> :	A one- to two-page document which contains the following: <ol style="list-style-type: none"><li>1. <u>Course Description</u>.</li><li>2. <u>A</u> list of required textbook and materials.</li><li>3. <u>A</u> course outline which gives the concepts and content to be taught.</li><li>4. <u>A</u> listing of teacher expectations for homework, make-up work, grading factors and weights and office hours.</li><li>5. <u>Other information as deemed necessary by the teacher such as attendance, classroom rules, extra credit, etc.</u></li></ol>

## 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~~ Syllabus with parents.

### Teacher

1. Complete interim progress, eligibility and tracking reports as required by school policy.
2. Return parent letters, notes, phone calls, and/or emails in a timely fashion.



3. Notify parents when a student has the possibility of failing.
4. Complete grade sheets as required by ~~d~~District policy.
5. Return all assignments in a timely fashion.
6. Provide Teacher Course ~~Profiles~~Syllabus at the Open House and Parent/Teacher Conferences and upon request.

Parent

1. Contact the ~~dean~~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~~Syllabus for all classes in which his/her child is enrolled.

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

The Board recognizes that the ~~h~~High ~~S~~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.

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, a school, a school official, or an employee. Public records shall be preserved and cataloged, including e-mail messages, if they: (1) are evidence of the District's organization, function, policies, procedures, or activities; or (2) contain informational data appropriate for preservation. Public records that are required to be preserved and cataloged may be destroyed when authorized by the Local Records Commission.

The Superintendent/~~Principal~~ (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/~~Principal~~ (or his/her designee) shall approve the request, unless:

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

When responding to a request for a record containing both exempt and non-exempt material, the Superintendent/~~Principal~~ (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/~~Principal~~ shall report to the Board of Education at each regular meeting any Freedom of Information Act requests as well as the status of the response.

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

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 <u>et seq.</u> , 105 ILCS 5/10-16.
Related Policies:	Policy 5126, Student Records
Related Instructions And Guidelines:	

Cross Ref:

## PROCEDURES FOR ACCESS TO DISTRICT RECORDS

Policy 1120

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

### II. ACCESS TO RECORDS

A. A written request to inspect or to copy records must be submitted to the ~~Assistant Superintendent for Pupil Support Services~~. The request must specify which records are to be inspected or copied.

B. The ~~Assistant Superintendent for Pupil Support 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:

1. the requested records are stored in whole or in part at other locations than the office having charge of the requested records;
2. the request requires the collection of a substantial number of specified records;
3. the request is couched in categorical terms and requires an extensive search for the records responsive to it;
4. the requested records have not been located in the course of routine search and additional efforts are being made to locate them;
5. the requested records require examination and evaluation by personnel having the necessary competence and discretion to determine if they are exempt from disclosure under Section 7 of the Freedom of Information Act (the "Act") or should be revealed only with appropriate deletions;
6. the request for records cannot be complied with by the District within the time limits prescribed by the Act without unduly burdening or interfering with the operations of the District; and/or

7. there is need for consultation, which shall be conducted with all practicable speed, with another public body or among two or more components of a public body having a substantial interest in the determination or in the subject matter of the request.

In the event of such delay, the ~~Assistant Superintendent for Pupil Support 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.

- C. Any person denied access to records may appeal by sending a written notice to the Superintendent/~~Principal~~. Upon receipt of such notice, the Superintendent/~~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 or her administrative remedies with respect to such request if the Superintendent/~~Principal~~ affirms the denial or fails to act within seven (7) working days after the notice of appeal.
- D. The records shall be inspected or copies made at Oak Park and River Forest High School, 201 North Scoville Avenue, Oak Park, Illinois 60302, in the presence of the ~~Assistant Superintendent for Pupil Support Services~~ (or his/her designee).
- E. The ~~school-District~~ reserves the right to limit individual inspection time to one hour on any single occasion.
- F. The ~~school-District~~ must approve the equipment or method by which copies are made.

## II. LIMITATIONS ON ACCESS

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

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

needed for such official duties, or within the legal time requirements, whichever occurs first.

3. FEES

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

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

Accepted Date(s):	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 Board of Education~~Superintendent/Principal~~ 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~~Board of Education~~Principal~~ may limit the number of school-auxiliary organizations in order to avoid duplication of effort or conflict among organizations. The Board of Education ~~Superintendent/Principal~~ may revoke school-auxiliary status should an auxiliary organization fail to meet the criteria specified in this Policy.

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 extra-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.

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

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

Alumni Association  
A.P.P.L.E.  
Booster Club  
Citizens' Council  
Concert Tour Association  
Parent Teacher Organization

Amended Date(s):

Adopted Date: January 24, 2002

Review Date:

## USE OF MAILBOXES AND MAILING PRIVILEGES

1130

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

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

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

~~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:~~

~~ALUMNI ASSOCIATION      APPLE      BOOSTER CLUB~~  
~~CITIZENS' COUNCIL      CONCERT TOUR ASSOCIATION~~  
~~PARENT TEACHERS' ORGANIZATION~~

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 ~~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

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 ~~School-D~~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 of to implement this policy.

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:	

## 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. ~~However,~~ a designated school representative must be present.
- G. A master list of students who do not have permission to be interviewed or photographed by media will be updated annually. It is the responsibility of District representative(s) who are facilitating such contacts to ensure appropriate consent has been granted prior to providing student access to the media, except as exempted below in I.

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

Accepted December 22, 2005

## 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:	

Cross Ref.:

**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~~, as the designee of the Board of Education, 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:	
Cross Ref.:	

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

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

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

It is the policy of the Board of Education, through the use of internet filtering or blocking devices, to block users of the District's computers from accessing visual depictions that are (a) obscene, (b) child 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 all use of such computers, 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 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 when not under the direct supervision of school staff. Such monitoring may consist of (a) direct observation of online activities; (b) review of Internet logs and other use records; (c) generation of Internet activity reports or summaries; or (d) any other method that the Superintendent/~~Principal~~ determines provides for the effective review and monitoring of online activities.

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

It is the policy of the Board of Education, to the extent permitted by law, to limit access by minors to inappropriate matter on the Internet and the World Wide

Web. This policy shall be accomplished through ~~(ia)~~ the use of the filtering or blocking devices described in Section 1, ~~(ib)~~ enforcement of the District's Acceptable Use of Technology policies, and ~~c(iii)~~ providing education and counseling to minors and students who use the District's computer system regarding the proper use of Internet resources.

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

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

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

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

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

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

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

### VI. Definitions

Terms used in this policy, including “minor,” “obscene,” “child pornography,” and “harmful to minors,” shall have the meanings 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, acceptable use policy, or other means. Any misuse of computers 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.:

## POLICY 1320, SCHOOL VISITORS

Opportunities shall be made available for community residents to observe the school in its daily operations, to visit classrooms, and to become familiar with school programs through personal observation. Parents, graduates, education students, and other visitors are welcome to visit the school, provided their presence will not be disruptive to school operations or violate the confidentiality of students.

Primary consideration in accommodating visitors shall be given to student welfare and the continuity of educational programs. Any person wishing to confer with a staff member shall make prior contact with that staff member to establish a mutually convenient meeting time. Conferences with classroom teachers are to be held outside of school hours or during the teacher's conference/preparation period. All visitors shall initially report to the Welcome Center (Room 105) to obtain an identification badge before visiting any area of the building or any individual in the building. Visitors must wear the identification badge at all times while on school property.

Any District employee may request identification from any person entering the high school building, grounds, or property which is owned or leased by the Board of Education and used for school purposes. Refusal to provide such information is a criminal act. The Superintendent/~~Principal~~ (or his/her designee) shall seek the immediate removal of any person who: (1) refuses to provide requested identification, (2) interferes with, disrupts, or threatens to disrupt any school activity or the learning environment, (3) or engages in an activity in violation of general District policies. Authorized agents of an exclusive bargaining representative, upon notifying school officials, may meet with school employees in the school building during duty free times of such employees. The Superintendent/~~Principal~~ (or his/her designee) will develop administrative procedures in support of this policy.

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

## PROCEDURES FOR POLICY 1320, SCHOOL VISITORS

~~Every~~ Visitors entering Oak Park and River Forest High School must stop at the Welcome Center (Room 105) for the purpose of obtaining ~~an~~ identification badges. All visitors are expected to wear the identification badges while on school property. In addition, visitors are expected to:

1. ~~M~~make prior contact with the staff member being visited regarding a mutually convenient meeting time;
2. ~~S~~show valid identification in the form of a photo ID to any requesting District employee;
3. ~~C~~cooperate in providing the information requested on the Guest Log Sheet (name, date, sign-in time, individual being visited, sign-out time);
4. ~~E~~xpect verification that the staff member or office being visited expects the visit;
5. ~~V~~visit only the areas of the building authorized by the Welcome Center, unless they are escorted elsewhere by their host;
6. ~~W~~wear the identification badge visibly at all times and to return it to the Welcome Center at the conclusion of the visit;
7. ~~R~~efrain from disrupting school activities and/or the learning environment; and
8. ~~C~~cooperate with general District policies and standards of behavior.

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

Amended Date(s):

Accepted Date: June 20, 2005

Review Date:

Law Reference:

Related Policies:

Related Instructions

And Guidelines:

Cross Ref.:

## **POLICY 1325, BUILDING SECURITY**

To maintain a safe environment for students, employees, and visitors and to secure District property, the Board of Education of District 200 will maintain a combination of security personnel and security technology on the high school campus twenty-four (24) hours per day seven (7) days per week, 365 days per year.

Security personnel will be employees of District 200 or employees of a contracted security service. In either case, security personnel will be trained in strategies that have proven to be effective in maintaining a safe and secure building.

Security technology will be used to support the efforts of security personnel. Video cameras will be positioned in common traffic areas, at entryways, and in hallways of the building. Images picked up by cameras will be relayed to a central monitor in the security office where they can be viewed by security personnel and recorded. The cameras shall have a capacity for video only.

Video cameras will be in operation twenty-four (24) hours per day, seven (7) days per week, 365 days per year. Images relayed by the cameras to the monitor will be recorded at real-time or time-lapsed rates. Typically, video recordings will be preserved for a period of fourteen (14) days from the day the recording was made. They may be used as records of inappropriate actions by persons in common traffic areas on campus or in the building, or as records to show that persons have been falsely accused of such actions.

Use of video recordings must be authorized by District 200 personnel, except where they are formally subpoenaed by law enforcement agencies.

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

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

Amended Date(s):	June 20, 2005
Adopted Date:	October 24, 1996
Review Date:	
Law Reference:	
Related Policies:	
Related Instructions	
And Guidelines:	
Cross Ref.:	



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

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

Amended Date(s):

Adopted Date: May 23, 1996

Review Date:

Law Reference:

Related Policies:

Related Instructions

And Guidelines:

Cross Ref.:

## POLICY 1410, RENTAL OF FACILITIES

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

### I. Guidelines

A. School buildings and grounds may be temporarily used—under such provisions and control as the Board of Education may see fit to impose—for educational, recreational, religious, social and civic activities, and for such other purposes as the Board deems proper. (School Code: Section 10-22.10)

B. The Board holds the conviction that school facilities should be made generally available for use by citizens of the community for Permitted Purposes, as long as such use does not substantially disrupt or interfere with school activities. “Permitted Purposes” include educational, recreational, religious, social and civic activities, and exclude commercial or political fundraising activities. The Board of Education may at any time deny or refuse to grant any application or cancel, without liability, any rental whenever the use—in the reasonable judgment of the Board of Education—is not for a Permitted Purpose, presents or may present a clear and present danger to persons or property, or may be in violation of or contrary to applicable federal, state, or local law or ordinance, or to Board of Education policies.

C. The renter will provide property damage and bodily injury liability insurance, naming this high school as “additional insured,” with the following minimums:

Bodily injury liability \$100,000/1,000,000

Property damage liability \$100,000/500,000

D. Rental rates shall be approved by the Board of Education upon recommendation of the Superintendent/~~Principal~~ and shall be based on the following categories:

Class I	Renters representing taxing bodies in the <del>School</del> District will be charged only for personnel expenditures incurred beyond the normal operation of the school.
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- Class II Renters located within the boundaries of the ~~School~~ District wishing to conduct activities that are intended to contribute educationally, culturally, religiously, or socially to the community will be charged rates which approximate operating costs, as approved by the Board of Education.
- Class III Renters located outside the boundaries of the ~~School~~ District wishing to conduct activities that are intended to contribute educationally, religiously, culturally, or socially to the community will be charged higher rates as approved by the Board of Education.
- Class IV Not-for profit organizations providing services for middle school and high school students within the ~~d~~District will be charged one-half ~~of~~ the rate applicable to Class II rentals.

E. The following rules will apply to all rentals.

1. All renters are required to enforce the non-smoking regulations of the District.
2. The renter must provide adequate and/or responsible adult supervision throughout the time the facilities are in use.
3. A school technician, facility attendant, safety officer and other school officers as may be required, shall be present and in authority over the school facilities and properties while they are in use. The cost of additional personnel will be the responsibility of the renter.
4. Propping open of doors will not be permitted. Compromising the security of ~~the buildings and facilities~~ in any way may result in the loss of rental privileges.
5. The name of the ~~high school~~District shall not be associated with any program or activity for which school properties are used without specific approval, in writing, from the Superintendent/~~Principal~~.
6. Renters may make no discrimination as to those in attendance as it relates to race, nationality, ethnicity, religion, gender, sexual orientation, physical characteristics, or disability.

7. Rentals will not be made for commercial or political fund-raising purposes.
8. Except for grandfathered organizations, all renters must be registered, non-profit organizations.
9. At the discretion of the head custodian, clean-up and set-up costs will be assessed as necessary.
10. In cases of cancellation after an event has been scheduled, the renter will be required to pay for any expenses relating to the event incurred by the ~~high school~~ District.
11. Although every effort will be made to honor rental agreements, occasions may arise in which schedules change and the needs of the high school conflict with the rental. In such cases, the high school will ~~be forced to~~ cancel the rental without liability for any expenses incurred by the renter.
12. Renters using the high school's facilities for the first time and all Class III renters must pay a deposit equal to the rental fee at least ten (10) days prior to their event.
13. Class II renters conducting a fundraiser, and/or charging admission, must pay Class III rates, except those holding tax exempt status.
14. The Stadium Field will be rented only **by** special approval of action by the Board of Education Superintendent.
15. When conflicting facility requests are submitted, priority will be given to groups providing services to youth.

## II. Procedures

Applications for the use of school facilities are to be directed to the Assistant Superintendent for Operations who is authorized to approve requests, which meet the policy guidelines. Questionable requests will be referred to the Superintendent/~~Principal~~ of the District. Applications are to be kept on file for two years.

When approved by the Assistant Superintendent for Operations, the applications will be submitted to the Chief Financial Officer who will review them and

provide assurances regarding insurance and liability coverage, and to the Director of Building and Grounds who will prepare the rental contract.

Insurance certificates and billing for rentals and related fees will be handled by the Coordinator of Building Rentals.

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

## POLICY 1420, CITIZENS' COUNCIL

To encourage community and parent awareness of the school's programs, procedures, problems, and plans and to seek suggestions from community representatives regarding proposed plans the Board of Education authorizes a Citizens' Council. The Council shall serve in an advisory capacity.

Council members, appointed by the Board of Education, shall serve two-year terms with half the members appointed each year and shall be representative of the residents of the two villages. The Council will elect a chairperson in May and adopt a meeting schedule for the school year. Representatives from the Board of Education, ~~and~~ administration, and faculty will attend the meetings.

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