

**Oak Park and River Forest High School**  
**201 N. Scoville**  
**Oak Park, Illinois 60302**  
**BOARD POLICY COMMITTEE MEETING**  
**Tuesday, January 15, 2008**  
**Immediately following Finance**  
**Board Room**  
**AGENDA**

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

**II. Discussion**

- A. Board Protocols (Operating Procedures)

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

- A. Policy 20, Board of Education (attachment)
- B. Policy 104, Philosophy of Grading (attachment)
- C. Policy 1100, Partnership with the Community (attachment)
- D. Policy 1120, Access to District Public Records (attachment)
- E. Policy 1125, School Auxiliary Organizations (attachment)
- F. Policy 1130, Use of Mailboxes and Mailing Privileges (attachment)
- G. Policy 1140, Gifts to the District (attachment)
- H. Policy 1150 Student, Publicity and Media Relations (attachment)
- I. Policy 1200, Board Meetings (attachment)
- J. Policy 1230, School Attendance on Days of Religious Observances (attachment)
- K. Policy 1250, Internet Safety (attachment)
- L. Policy 1320, School Visitors (attachment)
- M. Policy 1325, Building Security (attachment)
- N. Policy 1400, Recognition Naming of District 200 Facilities or Events (attachment)
- O. Policy 1410, Rental of Facilities (attachment)
- P. Policy 4120 Citizens' Council (attachment)
- Q. Policy 5117, Tuition and Residential Status of Students (attachment)
- R. Policy 5155, Interviewing of Student by Law Enforcement Officers or Department of Children and Family Services Officials (attachment)
- S. ? Policy regarding Transportation/Buses (attachment)

**IV. Policy Docket**

- Code of Civil Discourse
- Code of Conduct for Parents at School-sponsored Events
- Expulsion Proposal
- Fundraising
- Gifts for Athletic Teams—Procedures
- Homework
- Incapacitation of Personnel
- Legislative Committee
- Policy 3510, Advertising and Solicitation
- Policy 3600, Ethics
- Policy 4110, Non Discrimination in Employment
- Procedures for Acceptance of Gifts
- Use of Credit Cards by District Personnel
- Workers' Right Consortium's Code of Conduct

C: Board Members, Ralph H. Lee, Chair  
DLT

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

**POLICY COMMITTEE MEETING  
November 05, 2007**

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

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

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

**Minutes**

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

**Consideration of Policies for Second Reading**

**The Meaning of the Seal**

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

**Policy 12, American Flag**

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

**Policy 103, Philosophy of Discipline**

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

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

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

### **Adjournment**

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

# Discussion

# OAK PARK AND RIVER FOREST HIGH SCHOOL

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

TO: Board of Education

FROM: Attila J. Weninger

DATE: December 6, 2007

RE: Board Policy Committee Meeting Agenda Topic: Board Protocols

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## **BACKGROUND**

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

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

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



# **FIRST READING**

**I. AUTHORITY**

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

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

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

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

**II. ELECTION**

The Oak Park and River Forest Board of Education shall consist of seven (7) members elected pursuant to provisions of *The School Code of Illinois*. School District elections are non-partisan, governed by the general election laws of the State, and include the election of Board of Education members, various public

policy propositions, and advisory questions. Board of Education members are elected at the consolidated election. If, however, that date conflicts with the celebration of Passover, the consolidated election is postponed to the first Tuesday following the last day of Passover. The election authority conducts the canvass of votes within twenty-one (21) days after the election. The Board of Education's election duties are:

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

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

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

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

### III. BOARD OF EDUCATION OATH AND CONDUCT

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

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

I further swear (or affirm) that:

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



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

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

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

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

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

#### IV. ORGANIZATIONAL BOARD OF EDUCATION MEETING

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

At the organizational meeting the following shall occur:

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

## V. OFFICERS - ELECTIONS AND DUTIES

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

### A. President

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

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

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

### B. Vice President

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

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

### C. Secretary

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

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

## VI. SPECIAL AND STANDING COMMITTEES

The Board of Education may establish committees to assist with the Board of Education's governance function and, in some situations, to comply with State law requirements. These committees are known as Board of Education committees and report directly to the Board of Education. Committee members

may include both Board of Education members and non-Board of Education members depending on the Committee's purpose. The Board of Education President makes all Board committee appointments. Board committee meetings shall comply with the Open Meetings Act. A Board Committee may not take final action on behalf of the Board of Education, it may only make recommendations to the Board.

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

#### VII. BOARD OF EDUCATION MEETINGS

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

#### VIII. DISTRICT WEBSITE

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

#### IX. AGENDA

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

The Superintendent shall provide a copy of the agenda, with adequate data and background information, to each Board of Education member at least 48 hours before each meeting, except a meeting held in the event of an emergency.

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

#### X. QUORUM AND VOTING

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

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

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

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

Provided a quorum is physically present, a Board of Education member may attend a meeting by audio conference if he or she is prevented from physically attending because of 1) personal illness or disability, 2) employment or District business, or 3) a family or other emergency. If a member wishes to attend a meeting by video or audio means, he or she must notify the Clerk of the Board or Superintendent at least 24 hours before the meeting unless advance notice is impractical. The recording secretary or Superintendent will inform the Board President and make appropriate arrangements. A Board member who attends a meeting by audio or video means, as provided in this policy, may participate in all aspects of the Board of Education meeting including voting on any item, provided the Board of Education member participating electronically is in possession of



documents related to the vote being taken. The meeting must be open to the public or have been properly closed in accordance with law.

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

#### XI. AUTHORITY OF MEMBERS

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

#### XIII. MINUTES

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

- A. The meeting's date, time and place;
- B. Board of Education members recorded as either present or absent;
- C. A summary of the discussion on all matters proposed, deliberated or decided and a record of any votes taken;
- D. A record of who voted yea and nay on all matters requiring a roll call vote;
- E. If the meeting is adjourned to another date, the time and place of an adjourned meeting;
- F. The vote of each member present when a vote is taken to hold a closed meeting or portion of a meeting, and the reason for the closed meeting with a citation to the specific exception contained in the Open Meetings Act authorizing the closed meeting;
- G. A record of all motions, the members making the motion and the second; and
- H. The type of meeting, including any notice and, if a reconvened meeting, the original meeting's date.

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

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

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

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

#### Verbatim Record of Closed Meetings

The Board Secretary or Clerk of the Board shall audio record all closed meetings. If the Secretary or Clerk is not present, the Board President or presiding officer shall assume this responsibility. After the closed meeting, the Secretary or Clerk shall assume this responsibility. After the closed meeting, the Secretary or Clerk shall store the audio recording in a secure location. The Superintendent shall ensure that: 1) an audio recording device and all necessary accompanying items are available to the Board for every closed meeting, and 2) a secure location for storing closed meeting audio recordings is maintained close to the Board's regular meeting location.

During the Board's semi-annual meetings to review the closed session minutes, the Board will also review the audio recordings of closed meetings in order to determine whether: 1) there continues to be a need for confidentiality, or 2) the recordings no longer require confidential treatment and are available for public inspection. At no time will an audio recording be released that would violate State or federal privacy or confidentiality requirements, including, but not limited to, any matter concerning 1) a named student, 2) an employee's or applicant's personnel file and personal information, 3) school security plans, 4) communications between the Board and an attorney representing the District, and 5) all information exempted from disclosure under the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq.

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

Individual Board members have access to recordings of closed meetings.

### XIII. BOARD OF EDUCATION POLICY DEVELOPMENT

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

Amended:	September 27, 2007, December 21, 2006; April 27, 2006; December 18, 2003; June 27, 1996; April 23, 1992; June 28, 1984; June 28, 1984; January 19, 1982; March 19, 1981; March 15, 1979
Adopted:	March 18, 1976
Review Date:	
Law Reference:	105 ILCS 5/2-3.25d, 5/10-1 et seq., 5/17-1, 5/27-1, 115 ILCS 5/1 et seq., 325 ILCS 5/4, 10 ILCS 5/2A-1.1, 5/8-1, 5/8-2, 5/8-3, 5/8-6, 5/8-16, 5/8-17, 5/10-1, 5/10-5, 5/10-7, 5/10-8, 5/10-13, 5/10-13.1, 5/10-14, 5/10-16.5, 10-16.7, 5/17-1, 5/10-21.4, 5/22-17, and 5/22-18; 5/27-1, 5/10-20.5, 5/10-20.14 and 10/1 et. Seq. ILCS 120/1 et seq., 120/2, 120/2a, 120/2.02, 120.05, 120/2.06, 120/2.06(c), 120/2.06(d) 120/2.206(e); 120.7, 420/4A-106; 10 ILCS 5/2A-1 et. seq.; <u>105 ILCS 5/9-18, 5/10-5; 5/10-6, 5/10-7, 5/10-16; 105 ILCS 5/10-16.5, and 5/28-1 et seq.</u> ; 105 ILCS 5/9-1 et seq.; Prosser v. Village of Fox Lake, 438N.E.2d 134 (1982), 23 Ill. Admin. Code Part 226., 325 ILCS 5/4.
Related Policies:	
Related Instructions	
And Guidelines	
Cross Ref.:	

## 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.

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

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

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



5. Return all assignments in a timely fashion.
6. Provide Teacher Course Profiles at the Open House and Parent/Teacher Conferences and upon request.

Parent

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

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## POLICY 1100, PARTNERSHIP WITH THE COMMUNITY

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

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

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

Amended Date(s):

Adopted Date: July 26, 1979

Review Date:

Law Reference:

Related Policies:

Related Instructions

And Guidelines:

Cross Ref.:

## ACCESS TO DISTRICT PUBLIC RECORDS

1120

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

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

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1. the requested material is,

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a. not a "public record" as defined in this policy;

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b. exempt from inspection and copying by the Freedom of Information Act or any other State or federal law; or

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c. not required to be preserved or cataloged; or

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2. complying with the request would be unduly burdensome.

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

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

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

## PROCEDURES FOR ACCESS TO DISTRICT RECORDS

Policy 1120

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

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### I. ACCESS TO RECORDS

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A. A written request to inspect or to copy records must be submitted to the Superintendent. The request must specify which records are to be inspected or copied.

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

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1. the requested records are stored in whole or in part at other locations than the office having charge of the requested records;

2. the request requires the collection of a substantial number of specified records;

3. the request is couched in categorical terms and requires an extensive search for the records responsive to it;

4. the requested records have not been located in the course of routine search and additional efforts are being made to locate them;

5. the requested records require examination and evaluation by personnel having the necessary competence and discretion to determine if they are exempt from disclosure under Section 7 of the Freedom of Information Act (the "Act") or should be revealed only with appropriate deletions;

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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

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7. there is need for consultation, which shall be conducted with all practicable speed, with another public body or among two or more



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

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

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- C. Any person denied access to records may appeal by sending a written notice to the Superintendent. Upon receipt of such notice, the Superintendent shall promptly review the public records, determine whether under the provisions of the Freedom of Information Act such record is open to inspection and copying and notify the person making appeal of such determination within seven (7) working days after the notice of appeal. Any person making a request for public records shall be deemed to have exhausted his or her administrative remedies with respect to such request if the Superintendent affirms the denial or fails to act within seven (7) working days after the notice of appeal.

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- D. The records shall be inspected or copies made at Oak Park and River Forest High School, 201 North Scoville Avenue, Oak Park, Illinois 60302, in the presence of the Superintendent (or his/her designee).

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

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

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## II. LIMITATIONS ON ACCESS

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

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

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

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3. FEES

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

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

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

## POLICY 1125, SCHOOL AUXILIARY ORGANIZATIONS

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

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Non-profit adult organizations based within the attendance area of Oak Park and River Forest High School may seek school-auxiliary status from the Board of Education. Such approval may be granted provided the primary purpose of the organization, as specified in its by-laws or constitution, supports the policies of curricular and co-curricular programs of Oak Park and River Forest High School. A member of the Board of Education and administration shall be appointed as a liaison to all auxiliary organizations.

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

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Amended Date(s):

Adopted Date: January 24, 2002

Review Date:

Law Reference:

Related Policies: POLICY 1130, Use of Mailboxes and Mailing Privileges

Related Instructions

And Guidelines:

Cross Ref.:

## POLICY 1130, USE OF MAILBOXES AND MAILING PRIVILEGES

Faculty and staff mailboxes in the Staff Center are for the purpose of receiving mail delivered under the auspices of the United States Post Office and for receiving internally generated documents necessary in the day-to-day operations of the school.

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

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Each qualifying auxiliary organization of the school is provided a mailbox. These organizations may distribute information to faculty and staff mailboxes regarding meetings and sponsored events. They may also request that information concerning their organizations be included in general school mailings already scheduled provided space is available.

Qualifying auxiliary organizations are the following

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Alumni Association

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Booster Club

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Citizens' Council

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Concert Tour Association

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Parent Teachers' Organization

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ASSOCIATION

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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

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

### Recognition

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

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### Acceptance

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

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### Anonymous Gifts

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

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All accepted gifts become the property of the District.

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Amended Date(s):

Adopted Date: January 24, 2002

Review Date:

Law Reference: 105ILCS5/16-1

Related Policies: Procedures for Policy 1140

Related Instructions

And Guidelines:

Cross Ref.: POLICY 100 STATEMENT OF PHILOSOPHY  
POLICY 101 CULTURAL DIVERSITY and HUMAN

## Policy 1150, STUDENTS, PUBLICITY AND MEDIA RELATIONS

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

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

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

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

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

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

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## 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.

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- B. Media representatives seeking information regarding District-wide activities should contact the Superintendent (or his/her designee's) office. The Communications and Community Relations Coordinator is generally the preferred District contact person for facilitating matters related to media relations and school publicity.

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- C. The Superintendent (or his/her designee) is authorized to speak to members of the media on behalf of District-wide issues.

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- 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.

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- E. Staff members are encouraged to participate in in-District and out-of-District publicity events regarding educational and co-curricular related activities.

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- 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.

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- G. A master list of students who do not have permission to be interviewed or photographed by media will be updated annually. It is the responsibility of District representative(s) who are facilitating such contacts to ensure appropriate

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

- H. Representatives from the media must obtain permission from the Superintendent (or his/her designee) prior to speaking to any student on school grounds or at school activities, except as noted in I. below. Students with the consent of their parent, appointed guardian or guardian of record, or of an age to provide their own consent, will be permitted to be interviewed or photographed by the media or other entities in the presence of school representatives. Under no circumstances will representatives from the media be permitted to interview or photograph a student during scheduled academic periods or at any other time when such interview or photograph will cause a disruption to the educational environment.

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- 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.

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Accepted December 22, 2005



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

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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@oprflhs.org](mailto:kforan@oprflhs.org).

- ☐ I grant permission 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.*

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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)

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## BOARD MEETINGS

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

Visitors to Board meetings shall be provided appropriate reports and materials related to the agenda items. Such materials shall be available to local media in advance of each meeting. Visitors may record or broadcast an open Board of Education meeting subject to reasonable rules established by the Board of Education, including that of informing the Superintendent or Board President of the fact that the meeting was being recorded or broadcast. Requests for special need, such as seating, writing surfaces, and access to electrical power should be directed to the Superintendent (or his/her designee) at least one working day before the meeting.

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

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

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

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

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## 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 Attendance Office. 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.

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### III. Guidelines

The Superintendent, 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.

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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.

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

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

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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 determines provides for the effective review and monitoring of online activities.

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

It is the policy of the Board of Education, to the extent permitted by law, to limit access by minors to inappropriate matter on the Internet and the World Wide Web. This policy shall be accomplished through a) the use of the filtering or blocking devices described in Section 1, b) enforcement of the District's

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Acceptable Use of Technology policies, and c) providing education and counseling to minors and students who use the District's computer system regarding the proper use of Internet resources.

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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 District's educational activities.

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

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

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

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

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### 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 Student 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 District’s student discipline code.

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

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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

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

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

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

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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, and shall be based on the following categories:
  - Class I Renters representing taxing bodies in the 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 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.

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Class III Renters located outside the boundaries of the 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.

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Class IV Not-for profit organizations providing services for middle school and high school students within the District will be charged one-half the rate applicable to Class II rentals.

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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 buildings and facilities in any way may result in the loss of rental privileges.
5. The name of the District shall not be associated with any program or activity for which school properties are used without specific approval, in writing, from the Superintendent.
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.

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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 District. Deleted: high school
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 cancel the rental without liability for any expenses incurred by the renter. Deleted: be forced to
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 the Superintendent. Deleted: action by  
Deleted: Board of Education
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 of the District. Applications are to be kept on file for two years. Deleted: /Principal

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 rental contracts. Deleted: the

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, administration, and faculty will attend the meetings.

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



## **POLICY 5117, RESIDENCY AND TUITION**

As used in this policy, the term "Superintendent" includes the designee of the Superintendent.

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- I. A student is required to reside within the boundaries of the District, in order to attend school in the District without tuition charge. Under the provisions of Section 10-20.12a of The School Code of Illinois, the Board of Education has the duty to charge tuition to any non-resident student permitted to attend a District school.

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Each student, with his/her parent/guardian, will be required to demonstrate residency. Such information and documentation will be subject to verification by District personnel using District enrollment and residency forms.

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**Deleted:** A student who lives within the District with any individual described in Section III (A) or III (B) of this policy will be presumed to be a District resident for purposes of this policy. If any doubt arises as to the student's residency, however, or if the student claims residency by virtue of Section III (C), III (D), III (E), or Section VI of this policy, the student will be required to respond to the District's enrollment form and to provide documentation establishing residency.

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- II. As used in this policy, the term "parent" includes a person with legal custody of the student who has established his/her primary residence in the District. Legal custody exists in any one of the following circumstances.

- A. Custody is exercised by a natural or adoptive parent with whom the student resides.
- B. Custody has been granted by court order to a person with whom the student resides for reasons other than to have access to the educational programs of this District.
- C. Custody is exercised under a short-term guardianship for reasons other than to have access to the educational programs of this District. Short-term guardianship is transferred by a document containing information specified by law and signed by the parent transferring guardianship to another person. Unless court approval is obtained, the transfer cannot exceed 60 calendar days.
- D. Custody is exercised by a caretaker adult relative who is receiving aid under the Illinois Public Aid Code for the student who resides with that caretaker for purposes other than to have access to the educational programs of this District.
- E. Custody is exercised by an adult who demonstrates that, in fact, he/she has assumed and exercises legal responsibility for the student and provides the student with a regular fixed nighttime dwelling for purposes other than to have access to the educational programs of this District.

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**Deleted:** As used in this policy, the term "Superintendent/Principal" includes the designee of the Superintendent/Principal.¶

**Deleted:** IV. . In all cases in which Special Education services and facilities are provided pursuant to Article 14 of The School Code of Illinois, residency shall be determined in accordance with Sections 14-1.1a and 14-1.11 of The School Code of Illinois.

III. A student will be deemed a resident of this District and enrolled on a tuition-free basis in the following circumstances:

A. In all cases in which Special Education services and facilities are provided pursuant to Article 14 of The School Code of Illinois, residency shall be determined in accordance with Sections 14-1.1a and 14-1.11 of The School Code of Illinois.

B. The student has been placed with a foster parent or child care facility by the Department of Children and Family Services outside this District, but DCFS has determined it to be in the best interest of the student to maintain attendance in this District. In this instance, the responsibility for provision of transportation will rest with DCFS.

C. The student is at least 18 years old and has established his/her primary residency in the District and intends to remain in the District indefinitely or for a substantial period of time.

D. The student is under 18 years old, but has been emancipated by court order or marriage and has established his/her primary residence in the District and intends to remain in the District indefinitely or for a substantial period of time.

E. A homeless student is one who: (1) lacks a fixed, regular and adequate nighttime place of abode; or (2) has a primary nighttime place of abode as defined in the procedures for this policy;

F. Non-resident students whose parents demonstrate sufficient intent to establish residency within 60 calendar days from the student's first day of attendance shall be permitted to attend subject to the procedures for this policy.

G. A regular education student who becomes a non-resident during a school term may complete that term without payment of tuition. However, a special education student may be subject to dis-enrollment upon becoming a non-resident in accordance with the School Code.

H. A student whose parents are citizens and residents of a foreign country and who is living with a family resident in this District may, with the approval of the Superintendent, attend the school subject to the procedures for this policy. The maximum number of exchange students meeting these criteria who will be accepted in the District in a given school term will be the greater of (i) six, and (ii) the total

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Deleted: D. The student is homeless as described in Section VII hereof.¶

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VI.

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Deleted: . A. A supervised publicly or privately operated shelter designated to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing).¶

¶  
B. An institution that provides a temporary residence for individuals intended to be institutionalized; or¶

¶  
C. A public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.¶

A parent or guardian of a homeless student may enroll that student in either the "school of origin" or in the school for the attendance area in which the student actually lives. "School of origin" ... [1]

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number of District students placed in foreign countries in that school term under the provisions of the exchange programs included in the Advisory List of International Travel and Exchange Programs.

- I. Under Sections 20.12a and 10-22.5 of the School Code of Illinois, the Board of Education may, but is not required to, admit non-resident students. Due to limited capacity in the school, it is the policy of the Board of Education to deny admission to non-resident students. If in exceptional circumstances the Board of Education permits a non-resident student to enroll or continue enrollment or if an unauthorized non-resident student attends, the student must be charged tuition in accordance with the mandate of the School Code.
- IV. If the District has not certified residency for a student, that student will not be permitted to enroll and begin attendance in the District on a tuition-free basis until District residency is certified.
- V. Unless another means of communication is specified in this policy any written communication from the Superintendent or the Board of Education, whether it be the result of a decision, notice of a hearing, a request for information or otherwise, shall be deemed conclusively given as of the time the communication is deposited in the United States mail, postage prepaid, addressed to the person to whom the communication is directed at the last known address in possession of the District.

Amended:	December 22, 2005; August 28, 2003; February 22, 2001; May 22, 1997; July 8, 1993; November 8, 1989; November 20, 1986; October 17, 1985; December 19, 1984; November 15, 1983; November 18, 1982; July 26, 1979; June 8, 1978; October 20, 1977; January 22, 1976; October 17, 1974; December 17, 1970; October 17, 1968; and December 20, 1967
Adopted Date:	February 25, 1965
Review Date:	September 2005
Law Reference:	105 ILCS 5/10-20.12a & b; 105 ILCS 5/10-22.5; 105 ILCS 5/14-1 et.seq.; 105 ILCS 45/1-1 et.seq.,
Related Policies:	
Related Instructions	
And Guidelines:	
Cross Ref:	

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¶ The Superintendent/Principal is authorized to permit admission of a non-resident student, if the Superintendent/Principal determines in his or her discretion that the student is about to become a resident of the District, or to permit continued enrollment beyond the end of the current school term should a student become a non-resident while enrolled, if in each case the Superintendent/Principal determines in his or her discretion that the benefits of such enrollment to the student and the school substantially outweigh the burdens such enrollment imposes. Transportation of nonresident students is the responsibility of the student's parent(s) or guardian of record.¶

¶ The school auditor provides, as part of the annual audit, information necessary for the Board of Education to charge each non-resident pupil tuition equal to the per capita cost of maintaining the high school for the preceding school term. Tuition is payable prior to the beginning of each semester. Tuition shall be charged on a pro-rata basis when non-resident attendance is for less than a complete semester.¶

¶ XI. The Superintendent/Principal may investigate and determine the residency of any student before or after enrollment in accordance with the applicable provisions of Illinois law and may require the involved persons to provide additional information to be considered by the District in determining residency. Such information may include, but is not limited to, real estate contracts, leases, financial documents, voter registration, tax documents, bills, and vehicle registrations and licenses. The investigation may include, but not be limited to interviews, completion of questionnaires, observations and home visits. Whenever the Superintendent/Principal receives information believed to be reliable ... [5]

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## PROCEDURES FOR POLICY 5117.

### I. Homeless Students

A primary nighttime place of abode for a homeless student is defined as one that is.

A. a supervised publicly or privately operated shelter designated to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing);

B. an institution that provides a temporary residence for individuals intended to be institutionalized; or

C. a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.

A parent or guardian of a homeless student may enroll that student in either the "school of origin" or in the school for the attendance area in which the student actually lives. "School of origin" is the school that the student attended when permanently housed or the school in which the student was last enrolled.

### II. Tuition

A. The school auditor provides, as part of the annual audit, information necessary for the Board of Education to charge each non-resident pupil tuition equal to the per capita cost of maintaining the high school for the preceding school term. Tuition is payable prior to the beginning of each semester. Tuition shall be charged on a pro-rata basis when non-resident attendance is for less than a complete semester.

B. Parents/ guardians may make the payment of tuition in advance by cashier's or certified check for the number of school days within the 60 calendar day period. Demonstration of sufficient intent must be by a real estate purchase contract; or a closing statement or a lease, showing entitlement to possession within the 60-day period. Within the 60-day period, residency must be demonstrated subject to verification by District personnel using District enrollment with residency forms. If residency is not established within the 60-day period, the student shall be disenrolled effective at the end of the 60-day period or as soon thereafter as reasonably possible, subject to the payment of tuition for any additional days of attendance beyond the 60 days. If residency is established within the 60-day period, the tuition for this period will be refunded.

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### III. Citizens/Residents of a Foreign Country Living with Resident of District 200

A student may enroll in the District for a period of time not to exceed one school term without payment of tuition only if (1) the student is participating in an international exchange program specifically listed in the Advisory List of International Travel and Exchange Programs prepared annually by the Council on Standards for International Educational Travel in Reston, Virginia; (2) the student exchange program has been approved by the State Board of Education; (3) the student is sufficiently proficient in the English language to do coursework without special language assistance; and (4) meets any other requirements enumerated by the Office of Homeland Security or other governmental entity or authority.

### IV. Non-Residents

A. The Superintendent is authorized to permit admission of a non-resident student, if the Superintendent determines in his/her discretion that the student is about to become a resident of the District, or to permit continued enrollment beyond the end of the current school term should a student become a non-resident while enrolled, if in each case the Superintendent determines in his/her discretion that the benefits of such enrollment to the student and the school substantially outweigh the burdens such enrollment imposes. Transportation of nonresident students is the responsibility of the student's parent(s) or guardian of record.

B. The Superintendent may investigate and determine the residency of any student before or after enrollment in accordance with the applicable provisions of Illinois law and may require the involved persons to provide additional information to be considered by the District in determining residency. Such information may include, but is not limited to, real estate contracts, leases, financial documents, voter registration, tax documents, bills, and vehicle registrations and licenses. The investigation may include, but not be limited to interviews, completion of questionnaires, observations, and home visits. Whenever the Superintendent receives information believed to be reliable questioning the residency of the student, the Superintendent shall conduct an investigation to determine whether the student is a resident of the District.

If a student has not begun attendance in school when residency is questioned, the Superintendent shall generally deny attendance pending determination of the student's residency; however, students who are considered homeless under the Education for Homeless Children Act, 105ILCS 45/1-1 et seq. and Section

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VII of this policy, shall be enrolled immediately. At the conclusion of the investigation and after providing the student and the student's parents or other appropriate person an opportunity to discuss the matter, the Superintendent shall make a decision as to the student's residency. If the Superintendent determines that the student is not a resident, the Superintendent will take appropriate action, which shall include refusing to enroll the student.

If the Superintendent determines that a student already enrolled is not a resident of the School District, notice of the decision, the amount of tuition owed, and an opportunity for a hearing shall be given in accordance with the procedures specified in the *The School Code of Illinois*. The student shall be disenrolled and tuition charged for the period of non-residency, if non-residency is found by the Superintendent, subject to appeal to, and/or affirmation by, the Board of Education; however, pending any appeal to, and/or affirmation by the Board of Education or the Superintendent's determination of non-residency, a student enrolled and attending school in the District may continue to attend school. The person responsible for the student, or the student if 18 years or older, is responsible for tuition pending an appeal if non-residency is found by the Board of Education, as well as tuition for the balance of the period of non-residency.

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If the Superintendent determines that the student is not a resident, the notice (1) shall be given to the person who enrolled the student; (2) shall state the amount of tuition due and, if applicable, the intent to disenroll the student; and (3) shall be given by certified mail, return receipt requested. No student shall be disenrolled until at least 10 days after receipt of the tuition notice or, if a hearing is requested under Section X and it is requested that the student remains in school pending the hearing, until the conclusion of the hearing process.

V. Review of adverse residency decisions shall be subject to the following rules.

- A. The person who enrolled the student may request a review hearing within 10 days of receipt of the Superintendent's notice of decision. If a hearing is requested, the Board of Education, or the Superintendent, shall notify the requestor within 10 days, by certified mail, of the time and place of the hearing. The hearing shall be held not less than 10 and not more than 20 days after the date of the notice of the hearing.
- B. The Board of Education may hold the hearing itself or designate a hearing officer to do so. The requestor may also be represented by the representative of its choice, and has the burden of providing evidence of the student's residency.
- C. If a hearing officer conducted the hearing, the hearing officer shall send his/her findings to the Board of Education and the person who enrolled the student within five (5) days after the close of the hearing. The person who enrolled the student may file written objections to the Superintendent within

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five (5) days after receiving the findings. Within 15 days of the hearing, the Board of Education shall make a final determination as to the student's residency and send its decision to the person who enrolled the student.

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

5155

It is the District's policy to cooperate with law enforcement agencies when they investigate unlawful activities by students. Such cooperation must be balanced, however, with the District's educational responsibilities and with respect for the legal rights of students and parents.

It is also the responsibility of all District staff to protect District students from abuse. All members of the District staff are mandated reporters under the Illinois Abused and Neglected Child Reporting Act and are legally required to cooperate with the Department of Children and Family Services when it investigates suspected instances of child abuse and neglect.

Whenever a law enforcement or agency official requests to interview a student at school, that request shall be handled according to the following procedures.

## Requests by Law Enforcement Officers to Interview Students

- A. When a duly assigned police or other law enforcement official initiates a request to interview a student at school without a warrant, that request is to be referred to the Principal (or his/her designee), who will ask the purpose of the interrogation. The Principal will discourage such interviews but will permit them if the consent of a parent or guardian is obtained or an emergency need is shown.
- B. If the individual is not known to school personnel, identification is to be requested and reviewed. The officer's badge number will be noted. If any question exists as to the authenticity of identification or the individual's status as a law enforcement official, no further steps will be taken until such questions can be resolved.
- C. The Principal (or his/her designee) will attempt to inform the student's parent or guardian of the interview request and obtain consent for the interview.
- D. The interview request will not be granted until permission is obtained from the student's parent or guardian, except when the parent or guardian cannot be reached and the law enforcement official demonstrates to the satisfaction of the Principal (or his/her designee) that an emergency exists requiring immediate interview.
- E. If the parent or guardian refuses consent, the interview request will be denied.

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- E. The Principal (or his/her designee) shall obtain the permission of the parent or guardian before a student is removed from school by a DCFS investigator or law enforcement official except pursuant to a valid arrest or the student is taken into temporary custody under the Abused and Neglected Child Reporting Act.

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Amended Dates:	March 26, 1998
Adopted Date:	January 22, 1976
Review Date:	
Law Reference:	325 ILCS 5/1 et seq. (Abused and Neglected Child Reporting Act)
Related Policies:	
Related Instructions	
And Guidelines:	
Cross Ref.:	

**Oak Park and River Forest High School**  
**201 N. Scoville**  
**Oak Park, Illinois 60302**  
**BOARD POLICY COMMITTEE MEETING**  
**Tuesday, January 15, 2008**  
**Immediately following Finance**  
**Board Room**  
**AGENDA**

- I. Approval of Minutes (attachment)**
- II. Consideration of the following Policies for First Reading and Action**
- A. Policy 5117, Tuition and Residential Status of Students (attachment)
  - B. Policy 5115, Bus Conduct—Special Education Students (attachment)
  - C. Policy 5155, Interviewing of Student by Law Enforcement Officers or Department of Children and Family Services Officials (attachment)
  - D. Policy 1100, Partnership with the Community (attachment)
  - E. Policy 1120, Access to District Public Records (attachment)
  - F. Policy 1140, Gifts to the District (attachment)
  - G. Policy 1150 Student, Publicity and Media Relations (attachment)
  - H. Policy 1230, School Attendance on Days of Religious Observances (attachment)
  - I. Policy 1250, Internet Safety (attachment)
  - J. Policy 1320, School Visitors (attachment)
  - K. Policy 1325, Building Security (attachment)
  - L. Policy 1400, Recognition Naming of District 200 Facilities or Events (attachment)
  - M. Policy 1410, Rental of Facilities (attachment)
  - N. Policy 4120, Citizens' Council (attachment)
- IV. Policy Docket**
- Code of Civil Discourse
  - Code of Conduct for Parents at School-sponsored Events
  - Expulsion Proposal
  - Fundraising
  - Gifts for Athletic Teams—Procedures
  - Homework
  - Incapacitation of Personnel
  - Legislative Committee
  - Policy 3510, Advertising and Solicitation
  - Policy 3600, Ethics
  - Policy 4110, Non Discrimination in Employment
  - Procedures for Acceptance of Gifts
  - Use of Credit Cards by District Personnel
  - Workers' Right Consortium's Code of Conduct
- C: Board Members, Ralph H. Lee, Chair**  
**DLT**

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

**POLICY COMMITTEE MEETING  
November 05, 2007**

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

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

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

**Minutes**

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

**Consideration of Policies for Second Reading**

**The Meaning of the Seal**

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

**Policy 12, American Flag**

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

**Policy 103, Philosophy of Discipline**

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

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

#### Policy 104-1, Change of Grade

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

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

#### Consideration of Policies for First Reading

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

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

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

#### Discussion Items

##### Acceptance of Procedures for Policy 5114, Student Discipline

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

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

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

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

### **Adjournment**

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

# **FIRST READING**

## **POLICY 5117, RESIDENCY AND TUITION**

As used in this policy, the term "Superintendent" includes the designee of the Superintendent.

**Deleted:** , TUITION AND RESIDENTIAL STATUS OF STUDENTS

- I. A student is required to reside within the boundaries of the District, in order to attend school in the District without tuition charge. Under the provisions of Section 10-20.12a of The School Code of Illinois, the Board of Education has the duty to charge tuition to any non-resident student permitted to attend a District school.

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Each student, with his/her parent/guardian, will be required to demonstrate residency. Such information and documentation will be subject to verification by District personnel using District enrollment and residency forms.

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**Deleted:** A student who lives within the District with any individual described in Section III (A) or III (B) of this policy will be presumed to be a District resident for purposes of this policy. If any doubt arises as to the student's residency, however, or if the student claims residency by virtue of Section III (C), III (D), III (E), or Section VI of this policy, the student will be required to respond to the District's enrollment form and to provide documentation establishing residency.

- II. As used in this policy, the term "parent" includes a person with legal custody of the student who has established his/her primary residence in the District. Legal custody exists in any one of the following circumstances.

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- A. Custody is exercised by a natural or adoptive parent with whom the student resides.
- B. Custody has been granted by court order to a person with whom the student resides for reasons other than to have access to the educational programs of this District.
- C. Custody is exercised under a short-term guardianship for reasons other than to have access to the educational programs of this District. Short-term guardianship is transferred by a document containing information specified by law and signed by the parent transferring guardianship to another person. Unless court approval is obtained, the transfer cannot exceed 60 calendar days.
- D. Custody is exercised by a caretaker adult relative who is receiving aid under the Illinois Public Aid Code for the student who resides with that caretaker for purposes other than to have access to the educational programs of this District.
- E. Custody is exercised by an adult who demonstrates that, in fact, he/she has assumed and exercises legal responsibility for the student and provides the student with a regular fixed nighttime dwelling for purposes other than to have access to the educational programs of this District.

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**Deleted:** As used in this policy, the term "Superintendent/Principal" includes the designee of the Superintendent/Principal.¶

**Deleted:** IV. . In all cases in which Special Education services and facilities are provided pursuant to Article 14 of The School Code of Illinois, residency shall be determined in accordance with Sections 14-1.1a and 14-1.11 of The School Code of Illinois.

III. A student will be deemed a resident of this District and enrolled on a tuition-free basis in the following circumstances:

A. In all cases in which Special Education services and facilities are provided pursuant to Article 14 of The School Code of Illinois, residency shall be determined in accordance with Sections 14-1.1a and 14-1.11 of The School Code of Illinois.

B. The student has been placed with a foster parent or child care facility by the Department of Children and Family Services outside this District, but DCFS has determined it to be in the best interest of the student to maintain attendance in this District. In this instance, the responsibility for provision of transportation will rest with DCFS.

C. The student is at least 18 years old and has established his/her primary residency in the District and intends to remain in the District indefinitely or for a substantial period of time.

D. The student is under 18 years old, but has been emancipated by court order or marriage and has established his/her primary residence in the District and intends to remain in the District indefinitely or for a substantial period of time.

E. A homeless student is one who: (1) lacks a fixed, regular and adequate nighttime place of abode; or (2) has a primary nighttime place of abode as defined in the procedures for this policy;

F. Non-resident students whose parents/guardians demonstrate sufficient intent to that they will establish residency within 30 calendar days from the student's first day of attendance shall be permitted to attend subject to the procedures for this policy.

G. A regular education student who becomes a non-resident during a school term may complete that term without payment of tuition. However, a special education student may be subject to dis-enrollment upon becoming a non-resident in accordance with the School Code.

H. A student whose parents are citizens and residents of a foreign country and who is living with a family resident in this District may, with the approval of the Superintendent, attend the school as an exchange student subject to the procedures for this policy. The maximum number of exchange students meeting these criteria who will be accepted in the District in a given school term will be six, subject to

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Deleted: D. The student is homeless as described in Section VII hereof.  
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VI.

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Deleted: A. A supervised publicly or privately operated shelter designated to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing).  
¶

B. An institution that provides a temporary residence for individuals intended to be institutionalized; or  
¶

C. A public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.  
¶

A parent or guardian of a homeless student may enroll that student in either the "school of origin" or in the school for the attendance area in which the student actually lives. "School of origin" is the school that the student attended when permanently housed or the school in which the student was last enrolled.  
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the provisions of the exchange programs included in the Advisory List of International Travel and Exchange Programs.

I. Under Sections 20.12a and 10-22.5 of the School Code of Illinois, the Board of Education may, but is not required to, admit non-resident students. Due to limited capacity in the school, it is the policy of the Board of Education to deny admission to non-resident students. If in exceptional circumstances, the Board of Education permits a non-resident student to enroll or continue enrollment or if an unauthorized non-resident student attends, the student must be charged tuition in accordance with the mandate of the School Code.

IV. If the District has not certified residency for a student, that student will not be permitted to enroll and begin attendance in the District on a tuition-free basis until District residency is certified.

V. Unless another means of communication is specified in this policy any written communication from the Superintendent or the Board of Education, whether it be the result of a decision, notice of a hearing, a request for information or otherwise, shall be deemed conclusively given as of the time the communication is deposited in the United States mail, postage prepaid, addressed to the person to whom the communication is directed at the last known address in possession of the District.

Amended:	December 22, 2005; August 28, 2003; February 22, 2001; May 22, 1997; July 8, 1993; November 8, 1989; November 20, 1986; October 17, 1985; December 19, 1984; November 15, 1983; November 18, 1982; July 26, 1979; June 8, 1978; October 20, 1977; January 22, 1976; October 17, 1974; December 17, 1970; October 17, 1968; and December 20, 1967
Adopted Date:	February 25, 1965
Review Date:	September 2005
Law Reference:	105 ILCS 5/10-20.12a & b; 105 ILCS 5/10-22.5; 105 ILCS 5/14-1 et.seq.;105 ILCS 45/1-1 et.seq.,
Related Policies:	
Related Instructions	
And Guidelines:	
Cross Ref:	

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¶ The Superintendent/Principal is authorized to permit admission of a non-resident student, if the Superintendent/Principal determines in his or her discretion that the student is about to become a resident of the District, or to permit continued enrollment beyond the end of the current school term should a student become a non-resident while enrolled, if in each case the Superintendent/Principal determines in his or her discretion that the benefits of such enrollment to the student and the school substantially outweigh the burdens such enrollment imposes. Transportation of nonresident students is the responsibility of the student's parent(s) or guardian of record.¶

¶ The school auditor provides, as part of the annual audit, information necessary for the Board of Education to charge each non-resident pupil tuition equal to the per capita cost of maintaining the high school for the preceding school term. Tuition is payable prior to the beginning of each semester. Tuition shall be charged on a pro-rata basis when non-resident attendance is for less than a complete semester.¶

¶ XI. The Superintendent/Principal may investigate and determine the residency of any student before or after enrollment in accordance with the applicable provisions of Illinois law and may require the involved persons to provide additional information to be considered by the District in determining residency. Such information may include, but is not limited to, real estate contracts, leases, financial documents, voter registration, tax documents, bills, and vehicle registrations and licenses. The investigation may include, but not be limited to interviews, completion of questionnaires, observations and home visits. Whenever the Superintendent/Principal receives information believed to be reliable questioning the residency of the student, the Superintendent/Principal shall ... [4]

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## PROCEDURES FOR POLICY 5117.

### I. Homeless Students

A primary nighttime place of abode for a homeless student is defined as one that is.

- A. a supervised publicly or privately operated shelter designated to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing);
- B. an institution that provides a temporary residence for individuals intended to be institutionalized; or
- C. a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.

A parent or guardian of a homeless student may enroll that student in either the "school of origin" or in the school for the attendance area in which the student actually lives. "School of origin" is the school that the student attended when permanently housed or the school in which the student was last enrolled.

### II. Tuition

- A. The school auditor provides, as part of the annual audit, information necessary for the Board of Education to charge each non-resident pupil tuition equal to the per capita cost of maintaining the high school for the preceding school term. Tuition is payable by cashier's or certified check prior to the beginning of each semester. Tuition shall be prorated when non-resident attendance is for less than a complete semester.

- B. ~~Parents/guardians may make the payment of tuition in advance by cashier's or certified check for the number of school days within the 60-calendar day period. Demonstration of sufficient intent must be by a real estate purchase contract or a closing statement or a lease, showing entitlement to possession within the 60-day period. Within the 60-day period, residency must be demonstrated subject to verification by District personnel using District enrollment with residency forms. If residency is not established within the 60-day period, the student shall be disenrolled effective at the end of the 60-day period or as soon thereafter as reasonably possible, subject to the payment of tuition for any additional days of attendance beyond the 60 days. If residency is established within the 60-day period, the tuition for this period will be refunded.~~ Non-resident students whose

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parents/guardians seek enrollment with the demonstrated intent of establishing residency within 30 calendar days of the date of enrollment must pay tuition on a prorated per diem basis from the first day of enrollment during the period of intent. If residency is established within the 30-day period, the tuition paid for this period will be fully refunded. If residency is not established within the 30-day period, the student shall be disenrolled effective at the end of the 30-day period or as soon thereafter as reasonably possible, subject to the payment of tuition for any additional days of attendance beyond the 30 days. Exceptions or extensions to this procedure will be at the discretion of the Superintendent or his/her designee.

### III. Citizens/Residents of a Foreign Country Living with Resident of District 200

A student may enroll in the District for a period of time not to exceed one school term without payment of tuition only if (1) the student is participating in an international exchange program specifically listed in the Advisory List of International Travel and Exchange Programs prepared annually by the Council on Standards for International Educational Travel in Reston, Virginia; (2) the student exchange program has been approved by the State Board of Education; (3) the student is sufficiently proficient in the English language to do coursework without special language assistance; and (4) meets any other requirements enumerated by the Office of Homeland Security or other governmental entity or authority.

### IV. Non-Residents

A. The Superintendent is authorized to permit admission of a non-resident student, if the Superintendent determines in his/her discretion that the student is about to become a resident of the District, or to permit continued enrollment beyond the end of the current school term should a student become a non-resident while enrolled, if in each case the Superintendent determines in his/her discretion that the benefits of such enrollment to the student and the school substantially outweigh the burdens such enrollment imposes. Transportation of nonresident students is the responsibility of the student's parent(s) or guardian of record.

B. The Superintendent may investigate and determine the residency of any student before or after enrollment in accordance with the applicable provisions of Illinois law and may require the involved persons to provide additional information to be considered by the District in determining residency. Such information may include, but is not limited to, real estate contracts, leases, financial documents,

voter registration, tax documents, bills, and vehicle registrations and licenses. The investigation may include, but not be limited to interviews, completion of questionnaires, observations, and home visits. Whenever the Superintendent receives information believed to be reliable questioning the residency of the student, the Superintendent shall conduct an investigation to determine whether the student is a resident of the District.

If a student has not begun attendance in school when residency is questioned, the Superintendent shall generally deny attendance pending determination of the student's residency; however, students who are considered homeless under the Education for Homeless Children Act, 105ILCS 45/1-1 et seq. and Section VII of this policy, shall be enrolled immediately. At the conclusion of the investigation and after providing the student and the student's parents or other appropriate person an opportunity to discuss the matter, the Superintendent shall make a decision as to the student's residency. If the Superintendent determines that the student is not a resident, the Superintendent will take appropriate action, which shall include refusing to enroll the student.

If the Superintendent determines that a student already enrolled is not a resident of the School District, notice of the decision, the amount of tuition owed, and an opportunity for a hearing shall be given in accordance with the procedures specified in the *The School Code of Illinois*. The student shall be disenrolled and tuition charged for the period of non-residency, if non-residency is found by the Superintendent, subject to appeal to, and/or affirmation by, the Board of Education; however, pending any appeal to, and/or affirmation by the Board of Education or the Superintendent's determination of non-residency, a student enrolled and attending school in the District may continue to attend school. The person responsible for the student, or the student if 18 years or older, is responsible for tuition pending an appeal if non-residency is found by the Board of Education, as well as tuition for the balance of the period of non-residency.

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If the Superintendent determines that the student is not a resident, the notice (1) shall be given to the person who enrolled the student; (2) shall state the amount of tuition due and, if applicable, the intent to disenroll the student; and (3) shall be given by certified mail, return receipt requested. No student shall be disenrolled until at least 10 days after receipt of the tuition notice or, if a hearing is requested under Section X and it is requested that the student remains in school pending the hearing, until the conclusion of the hearing process.

V. Review of adverse residency decisions shall be subject to the following rules.

A. The person who enrolled the student may request a review hearing within 10 days of receipt of the Superintendent's notice of decision. If a hearing is

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requested, the Board of Education, or the Superintendent, shall notify the requestor within 10 days, by certified mail, of the time and place of the hearing. The hearing shall be held not less than 10 and not more than 20 days after the date of the notice of the hearing.

- B. The Board of Education may hold the hearing itself or designate a hearing officer to do so. The requestor may also be represented by the representative of its choice, and has the burden of providing evidence of the student's residency.
- C. If a hearing officer conducted the hearing, the hearing officer shall send his/her findings to the Board of Education and the person who enrolled the student within five (5) days after the close of the hearing. The person who enrolled the student may file written objections to the Superintendent within five (5) days after receiving the findings. Within 15 days of the hearing, the Board of Education shall make a final determination as to the student's residency and send its decision to the person who enrolled the student.

payment of tuition in advance by cashier's or certified check for the number of school days within the 60 calendar day period. Demonstration of sufficient intent must be by a real estate purchase contract; or a closing statement or a lease, showing entitlement to possession within the 60-day period. If residency is not established within the 60-day period, the student shall be disenrolled effective at the end of the 60-day period or as soon thereafter as reasonably possible, subject to the payment of tuition for any additional days of attendance beyond the 60 days. If residency is established within the 60-day period, the tuition for this period will be refunded.

for a period of time not to exceed one school term without payment of tuition only if: (1) the student is participating in an international exchange program specifically listed in the Advisory List of International Travel and Exchange Programs prepared annually by the Council on Standards for International Educational Travel in Reston, Virginia; (2) the student exchange program has been approved by the State Board of Education; (3) the student is sufficiently proficient in the English language to do coursework without special language assistance; and (4) meets any other requirements enumerated by the Office of Homeland Security or other governmental entity or authority.

, and (ii) the total number of Oak Park and River Forest High School students placed in foreign countries in that school term

The Superintendent/Principal is authorized to permit admission of a non-resident student, if the Superintendent/Principal determines in his or her discretion that the student is about to become a resident of the District, or to permit continued enrollment beyond the end of the current school term should a student become a non-resident while enrolled, if in each case the Superintendent/Principal determines in his or her discretion that the benefits of such enrollment to the student and the school substantially outweigh the burdens such enrollment imposes. Transportation of nonresident students is the responsibility of the student's parent(s) or guardian of record.

The school auditor provides, as part of the annual audit, information necessary for the Board of Education to charge each non-resident pupil tuition equal to the per capita cost of maintaining the high school for the preceding school term. Tuition is payable prior to the beginning of each

semester. Tuition shall be charged on a pro-rata basis when non-resident attendance is for less than a complete semester.

- XI. The Superintendent/Principal may investigate and determine the residency of any student before or after enrollment in accordance with the applicable provisions of Illinois law and may require the involved persons to provide additional information to be considered by the District in determining residency. Such information may include, but is not limited to, real estate contracts, leases, financial documents, voter registration, tax documents, bills, and vehicle registrations and licenses. The investigation may include, but not be limited to interviews, completion of questionnaires, observations and home visits. Whenever the Superintendent/Principal receives information believed to be reliable questioning the residency of the student, the Superintendent/Principal shall conduct an investigation to determine whether the student is a resident of the District.

If a student has not begun attendance in school when residency is questioned, the Superintendent/Principal shall generally deny attendance pending determination of the student's residency, however, students who are considered homeless under the Education for Homeless Children Act, 105ILCS 45/1-1 et seq. and Section VII of this policy, shall be enrolled immediately. At the conclusion of the investigation and after providing the student and the student's parents or other appropriate person an opportunity to discuss the matter, the Superintendent/Principal shall make a decision as to the student's residency. If the Superintendent/Principal determines that the student is not a resident, the Superintendent/Principal will take appropriate action, which shall include refusing to enroll the student.

If the Superintendent/Principal determines that a student already enrolled is not a resident of the School District, notice of the decision, the amount of tuition owed, and an opportunity for a hearing shall be given in accordance with the procedures specified in the *School Code*. The student shall be disenrolled and tuition charged for the period of non-residency, if non-residency is found by the Superintendent/Principal, subject to appeal to, and/or affirmation by, the Board. However, pending any appeal to, and/or affirmation by, the Board of the Superintendent/Principal's determination of non-residency, a student enrolled and attending school in the District may continue to attend school. The person responsible for the student, or the student if 18 years or older, is responsible for tuition pending an appeal if non-residency is found by the Board, as well as tuition for the balance of the period of non-residency.

- XII. If the Superintendent/Principal determines that the student is not a resident, the notice (1) shall be given to the person who enrolled the student, (2) shall state the amount of tuition due and, if applicable, the intent to disenroll the

student, and (3) shall be given by certified mail, return receipt requested. No student shall be disenrolled until at least 10 days after receipt of the tuition notice or, if a hearing is requested under paragraph 12 and it is requested that the student remain in school pending the hearing, until the conclusion of the hearing process.

XIII. Review of adverse residency decisions shall be subject to the following rules:

The person who enrolled the student may request a review hearing within 10 days of receipt of the Superintendent/Principal's notice of decision. If a hearing is requested, the Board, or the Superintendent/Principal, shall notify the requestor within 10 days, by certified mail, of the time and place of the hearing. The hearing shall be held not less than 10 and not more than 20 days after the date of the notice of the hearing.

The Board may hold the hearing itself or designate a hearing officer to do so. The requestor may also be represented by the representative of its choice, and has the burden of providing evidence of the pupil's residency.

- C. If a hearing officer conducted the hearing, the hearing officer shall send his or her findings to the board and the person who enrolled the student within 5 days after the close of the hearing. The person who enrolled the student may file written objections to the Superintendent/Principal within 5 days after receiving the findings. Within 15 days of the hearing, the Board shall make a final determination as to the student's residency and send its decision to the person who enrolled the student.



## **POLICY 5115, BUS CONDUCT—SPECIAL EDUCATION STUDENTS**

While being transported to and from school, students will be expected to maintain the same degree of orderliness and decorum as in school. All rules of reasonable conduct should be obeyed by students riding school buses in order to maintain their riding privileges.

The Superintendent or designee, as permitted in School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Prohibited student conduct as defined in the District's Student Code of Conduct.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the Superintendent or designee deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, it becomes the responsibility of the parent/guardian to provide transportation to the educational placement during the term of the suspension. The Board may suspend a student from riding the school bus for a period in excess of 10 days for safety reasons. The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

### Electronic Recordings on School Buses

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the District's Student Code of Conduct and shall be subject to reimbursing the District for any necessary repairs or replacement.

The content of the electronic recordings are student records and are subject to District policy and procedures concerning student records. Such recordings are exempt from the Eavesdropping Act. Only those individuals with a legitimate educational or administrative purpose may view and/or listen to the electronic video and/or audio recordings. If the

content of an electronic recording becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding.

Amended Date(s):

Adopted Date:

Review Date: Law Reference: Family Educational Rights and Privacy Act, 20 U.S.C. §1232g; 34 C.F.R. Part 99; 105 ILCS 5/10-20.14, 5/10-22.6, and 10/1 et seq.; 720 ILCS 5/14-3(m). 720 ILCS 5/14-3(m) as amended by P.A. 95-352

Related Policies:

Related Instructions

And Guidelines:

Cross Ref.: Student Code of Conduct

## ADMINISTRATIVE PROCEDURE: ELECTRONIC RECORDINGS ON SCHOOL BUSES

### Review of Electronic Recordings

Electronic video and audio recordings are viewed to investigate an incident reported by a bus driver, administrator, supervisor, student, or other person. They are also viewed at random. Viewing and/or listening to electronic video and/or audio recordings is limited to individuals having a legitimate educational or administrative purpose. In most instances, individuals with a legitimate educational or administrative purpose will be the superintendent (or his/her designee). A written log will be kept of those individuals viewing the video recordings stating the time, name of individual viewing, and date the video recording was viewed.

An electronic video or audio recording may be reused or erased after 14 days unless it is needed for an educational or administrative purpose.

### Notice of Electronic Recordings

Notice of the adopted policy regarding video and audio recordings shall be: (1) clearly posted on the front door and interior of the school bus, (2) provided to students and parents/guardians, and (3) included in student handbooks and other documents.

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

5155

It is the District's policy to cooperate with law enforcement agencies when they investigate unlawful activities by students. Such cooperation must be balanced, however, with the District's educational responsibilities and with respect for the legal rights of students and parents.

It is also the responsibility of all District staff to protect District students from abuse. All members of the District staff are mandated reporters under the Illinois Abused and Neglected Child Reporting Act and are legally required to cooperate with the Department of Children and Family Services when it investigates suspected instances of child abuse and neglect.

Whenever a law enforcement or agency official requests to interview a student at school, that request shall be handled according to the following procedures.

### Requests by Law Enforcement Officers to Interview Students

- A. When a duly assigned police or other law enforcement official initiates a request to interview a student at school without a warrant, that request is to be referred to the Principal (or his/her designee), who will ask the purpose of the interrogation. The Principal will discourage such interviews but will permit them if the consent of a parent or guardian is obtained or an emergency need is shown.
- B. If the individual is not known to school personnel, identification is to be requested and reviewed. The officer's badge number will be noted. If any question exists as to the authenticity of identification or the individual's status as a law enforcement official, no further steps will be taken until such questions can be resolved.
- C. The Principal (or his/her designee) will attempt to inform the student's parent or guardian of the interview request and obtain consent for the interview.
- D. The interview request will not be granted until permission is obtained from the student's parent or guardian, except when the parent or guardian cannot be reached and the law enforcement official demonstrates to the satisfaction of the Principal (or his/her designee) that an emergency exists requiring immediate interview.
- E. If the parent or guardian refuses consent, the interview request will be denied.

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F. If the interview is conducted, the parent or guardian will be permitted to accompany the student. The Principal (or his/her designee) will provide an adequate and secure space for the interview. The Principal (or his/her designee) shall be present during the interview unless the parent or guardian is present. The interview shall not be observed by other school personnel or students.

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G. The law enforcement officer will not be permitted to remove a student from the school during the school day in the absence of a warrant unless the student is arrested or the permission of the parent or guardian is obtained.

H. If the law enforcement officer removes a student from the school pursuant to a warrant or arrest, the Principal (or his/her designee) shall be responsible to inform the parent or guardian as soon as possible.

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I. The Principal (or his/her designee) or any other staff who are involved in contact between law enforcement officials and students will take appropriate steps to protect student civil and constitutional rights and to ensure that contacts are as non-disruptive as possible to the educational functions of the District.

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#### DCFS Investigations

A. District employees shall cooperate with DCFS investigations of child abuse or neglect. Individuals who represent themselves to be DCFS investigators will be referred to the Principal's office where their credentials will be reviewed.

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B. Employees of DCFS or law enforcement officials conducting a child abuse/neglect investigation shall be provided an opportunity to see and interview specified students pursuant to established procedures of the District.

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C. When an investigator requests to interview or photograph a child at school, the Principal (or his/her designee) shall request permission to notify the child's parent. If the investigator denies permission, the Principal (or his/her designee) shall request a written statement from the investigator confirming the denial. If the investigator requests that the parent or guardian not be notified after the interview, written confirmation of that request shall also be obtained.

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

E. The Principal (or his/her designee) shall request to be present for all student interviews. If any conflict arises between the investigator and the school official as to the conduct of the interview, the school official shall contact the investigator's supervisor or, if the supervisor does not resolve the matter satisfactorily, the District's attorney.

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- E. The Principal (or his/her designee) shall obtain the permission of the parent or guardian before a student is removed from school by a DCFS investigator or law enforcement official except pursuant to a valid arrest or the student is taken into temporary custody under the Abused and Neglected Child Reporting Act.

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Amended Dates:	March 26, 1998
Adopted Date:	January 22, 1976
Review Date:	
Law Reference:	325 ILCS 5/1 et seq. (Abused and Neglected Child Reporting Act)
Related Policies:	
Related Instructions	
And Guidelines:	
Cross Ref.:	

## POLICY 1100, PARTNERSHIP WITH THE COMMUNITY

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

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

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

Amended Date(s):

Adopted Date: July 26, 1979

Review Date:

Law Reference:

Related Policies:

Related Instructions

And Guidelines:

Cross Ref.:

## ACCESS TO DISTRICT PUBLIC RECORDS

1120

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

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

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1. the requested material is

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a. not a "public record" as defined in this policy;

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b. exempt from inspection and copying by the Freedom of Information Act or any other State or federal law; or

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c. not required to be preserved or cataloged; or

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2. complying with the request would be unduly burdensome.

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

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

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



## PROCEDURES FOR ACCESS TO DISTRICT RECORDS

### Policy 1120

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

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#### I. ACCESS TO RECORDS

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

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

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Deleted: Superintendent for Pupil Support Services

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

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

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- C. Any person denied access to records may appeal by sending a written notice to the Principal. Upon receipt of such notice, the Principal shall promptly review the public records, determine whether under the provisions of the Freedom of Information Act such record is open to inspection and copying and notify the person making appeal of such determination within seven (7) working days after the notice of appeal. Any person making a request for public records shall be deemed to have exhausted his/her administrative remedies with respect to such request if the Principal affirms the denial or fails to act within seven (7) working days after the notice of appeal.

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- D. The records shall be inspected or copies made at Oak Park and River Forest High School, 201 North Scoville Avenue, Oak Park, Illinois 60302, in the presence of the Assistant Principal for Student Services (or his/her designee).

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

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

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## II. LIMITATIONS ON ACCESS

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

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

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

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### III. FEES

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

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

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

## GIFTS TO THE DISTRICT

1140

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

### Recognition

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

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### Acceptance

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

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### Anonymous Gifts

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

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All accepted gifts become the property of the District.

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Amended Date(s):

Adopted Date: January 24, 2002

Review Date:

Law Reference: 105ILCS5/16-1

Related Policies: Procedures for Policy 1140

Related Instructions

And Guidelines:

Cross Ref.: POLICY 100 STATEMENT OF PHILOSOPHY  
POLICY 101 CULTURAL DIVERSITY and HUMAN

DIGNITY

## Policy 1150, STUDENTS, PUBLICITY AND MEDIA RELATIONS

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

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

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

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

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

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

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

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## PROCEDURES FOR POLICY 1320, SCHOOL VISITORS

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

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

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## 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.

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- B. Media representatives seeking information regarding District-wide activities should contact the Superintendent (or his/her designee's) office. The Communications and Community Relations Coordinator is generally the preferred District contact person for facilitating matters related to media relations and school publicity.

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- C. The Superintendent (or his/her designee) is authorized to speak to members of the media on behalf of District-wide issues.

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- 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.

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- E. Staff members are encouraged to participate in in-District and out-of-District publicity events regarding educational and co-curricular related activities.

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- 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.

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- 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





## **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 and shall be based on the following categories:

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Class I Renters representing taxing bodies in the 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 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.

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Class III Renters located outside the boundaries of the 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.

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Class IV Not-for profit organizations providing services for middle school and high school students within the District will be charged one-half the rate applicable to Class II rentals.

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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 buildings and facilities in any way may result in the loss of rental privileges.
5. The name of the District shall not be associated with any program or activity for which school properties are used without specific approval, in writing, from the Superintendent.
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.

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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 District. Deleted: high school
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 cancel the rental without liability for any expenses incurred by the renter. Deleted: be forced to
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 the Superintendent. Deleted: action by  
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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 of the District. Applications are to be kept on file for two years. Deleted: /Principal

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 rental contracts. Deleted: the

## 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, administration, and faculty will attend the meetings.

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