Oak Park and River Forest High School
201 N. Scoville
Oak Park, Illinois 60302
BOARD POLICY COMMITTEE MEETING
Tuesday, September 16, 2008
Immediately following Finance Committee
Board Room
AGENDA

I. Approval of Minutes (attachment)

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

A. Policy 1140, Gifts to the District (attachment) **(Editorial Change)**
B. Policy 1150, Student Publicity and Media Relations **(Editorial Change)**
C. Policy 1230, School Attendance on Days of Religious Observances (attachment) **(Editorial Change)**
D. Policy 1250, Internet Safety (attachment) **(Editorial Change)**
E. Policy 3610, Automated External Defibrillator Use (attachment)**(Editorial)**

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

A. Policy 5130, Interscholastic Athletics Program (attachment) **(Editorial Change)**
B. Policy 5131, Intramural Athletics Program (attachment) **(Editorial Change)**
C. Policy 5133, Student Smoking And Tobacco Use (attachment) **(Editorial Change)**
D. Policy 5134, Student Attire (attachment) **(Editorial Change)**

IV. Discussion Item

A. Grading Policies

IV. Policy Docket

- Policy 1320, School Visitors
- Policy 1325, Building Security
- Policy 1400, Recognition Naming of District 200 Facilities or Events
- Policy 1410, Rental of Facilities
- Policy 1420, Citizens' Council
- Code of Civil Discourse
- Code of Conduct for Parents at School-sponsored Events
- Expulsion Proposal
- Fundraising
- Gifts for Athletic Teams—Procedures
- Homework
- Incapacitation of Personnel
- Legislative Committee
- Policy 3510, Advertising and Solicitation
- Policy 3600, Ethics
- Policy 4110, Non Discrimination in Employment
- Policy 5114, Student Discipline
- Procedures for Acceptance of Gifts
- Use of Credit Cards by District Personnel
- Workers' Right Consortium's Code of Conduct

C: Board Members, Ralph H. Lee, Chair

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

POLICY COMMITTEE MEETING
August 21, 2008

A Policy Committee meeting was held on Thursday, August 21, 2008, in the Board Room of the Oak Park and River Forest High School. Dr. Lee called the meeting to order at 9:34 a.m. Committee members present were Jacques A. Conway, Valerie J. Fisher, Dr. Ralph H. Lee, Sharon Patchak-Layman, and John P. Rigas. Also present were Dr. Attila J. Weninger, Superintendent; Jason Edgecombe, Assistant Superintendent for Human Resources; and Gail Kalmerton, Executive Assistant/Clerk of the Board.

Visitors included Kay Foran, Community Relations and Communications Coordinator; Becca Bloch, graduate, and Emma Lewis, student; and Terry Dean of the *Wednesday Journal*

Discussion of Graduation Dress

Ms. Bloch stated that there was an ideal and appropriate resolution to the proposal to change the graduation dress, which was to adopt the use of caps and gowns. That was the intent of the proposal submitted.

Mr. Rigas referenced her previous comment that students were apathetic on the subject of the graduation dress. Ms. Bloch explained that by the time a student is a senior, the idea of a white dress, etc., is ingrained in a student. On principle, this should not be a decision for the students, but for the Board of Education, because it relates to District policy and rationale. Graduation is not for students; it is for the students, parents and the community. Mr. Rigas concurred that it was the Board of Education's decision to make based on information from the students. The Board of Education received her input and asked if there should not be a broader-based group of people interested in changing the dress. Ms. Bloch stated that the Board of Education was provided with a petition with over 200 signatures on it. The students who are not apathetic agree with her point of view. Students are not opposed to a change. If the Board of Education uses the conventional method of gathering student input, apathy will reign. If the Board of Education wants a dialogue with students that reflect the whole student body, it will not occur because they do not care enough to come to the table.

Ms. Patchak-Layman noted that she has heard comments from parents in support of caps and gowns. In order to make it more distinguished, she suggested that students could help design stoles that would bridge the individuality of the students and the tradition. Even though there have been articles in *Wednesday Journal* and the *Oak Leaves*, the public has yet to respond negatively to this suggestion.

Dr. Weninger asked why the proposal suggested monochromic gowns instead of having one color for boys and one for girls. Ms. Bloch responded that it was a problem for students who do not feel comfortable identifying with one gender. She suggested having both orange and blue,

but not differentiating between boys and girls. The Board of Education should do this to make all students feel comfortable, even those who feel they are the fringe.

Ms. Patchak-Layman suggested that the timing might be difficult as there may not be enough time for the seniors to adjust. She asked Ms. Bloch what timeline would be appropriate. Ms. Bloch had hoped that the switch to caps and gowns would occur this coming year.

Dr. Lee asked Terry Dean if the *Wednesday Journal* ever did opinion polls. Mr. Dean responded that they have been done on the website, but not in the newspaper for at least three years. He did not believe the *Journal* would be opposed to the idea, but it has not been pursued. He will post the question to the editor.

Mr. Rigas reiterated his thoughts that graduation was for the students; it is a milestone for them. This is their first major accomplishment. Ms. Bloch felt the emphasis should be on academic achievement. Mr. Rigas did not believe the parents and the community should outvote the students. In addition, while Ms. Bloch agreed, she stated there was an inconsistency in the goals of the Board of Education, the school, and this policy, i.e., differentiating based on gender. The Board of Education should look at this as a principled issue and not an issue of procedure.

Mr. Rouse reported that he had been advised to have conversations with students about commencement as a whole. He welcomed that opportunity and he agreed to report to the Board of Education. Ms. Patchak-Layman stated that it was about the involvement of how one dresses that day. It is not just a black and white activity; there were shades of grey.

Dr. Lee stated that this discussion is to determine whether the Board of Education should deal with this issue as a formal policy. If these students had not brought the question forward, the Board of Education would not be discussing it. Dr. Lee asked where the Board of Education should be in terms of dress code and involvement.

While Ms. Fisher agreed about gathering input and that many students had presented input, she did not agree with the idea that apathy is defined by students who support the traditional way. She wanted to see meetings with various cross sections of students attending, and a student-wide vote at some point. Anyone who would participate would be equally meaningful. Graduation is for the students. Dr. Lee concurred; he was concerned about the message it conveyed to the student body that it had no valid opinion.

Mr. Rigas recommended that Mr. Rouse work with a cross section of student groups on the subject of commencement. Mr. Rigas said that apathy is the person who does not vote. Ms. Bloch explained her use of the word apathy. To her, when a student says he/she does not feel like discussing this subject, it is apathy. Ms. Fisher observed that they might just not want to have a conversation about the subject; it does not mean they do not care about it; they may just support the traditional dress.

The Policy Committee directed the administration to put together the mechanisms for input from the various sources and to come back with a proposal in November.

Ms. Patchak-Layman stated that what has been presented – is the inconsistencies of the school and the values that the community has. That is the question the students need to discuss. Will there be consistency? Will the school be held accountable with its actions? This is an example of what needs to be addressed. Ms. Bloch stated that it was feasible but it was difficult because students did not want to talk about the issue. Ms. Patchak-Layman suggested using it as a colloquium, bringing it before - English and/or history classes.

The Committee appreciated the students' interest in this.

Approval of the Policy Committee Minutes for June and July

It was the consensus of the Policy Committee members to accept the Policy Committee minutes of June and July 2008.

Agenda Modifications

Policy 3610 is Policy 3610 is up for first reading, not second. Policy 1150 is up for second reading not first.

Consideration of Policy 5132, Activity Programs

Mr. Edgecombe read the comments from parents and community members about Policy 5132, Activity Programs.

Donna Weigel had only one question, where does the boys' hockey team fall in with this policy? I understand they are a club sport but I believe they need to follow the same policy that the other athletes and co-curricular kids are entitled to. What are the ideas of the school and the school board?

It was explained that ice hockey is not a school sport. It is not recognized by the IHSA as a competitive club; thus, the sanctions that apply to IHSA clubs and activities do not apply to the clubs. Basically, it is the community members who volunteer to participate in them. Ms. Patchak-Layman noted that people draw different conclusions because a club such as Ice Hockey is highlighted in the yearbook. Ms. Fisher agreed that it was a complicated situation. Dr. Weninger stated that most high schools now accommodate certain non-school sanctioned clubs and activities by listing them in their yearbooks, their newspapers, etc. However, the athletes would not receive a varsity jacket and they would not be recognized by the athletic department.

Pam Mizen said, "Great idea! All OPRFHS students should act in a responsible manner, *especially* when representing our community. I believe the entire music department should be included, not just the jazz, strings, or marching band. Orchestra, Wind Ensemble, Choir, and other music disciplines travel abroad every year. Their behavior should not be exempt from these rules."

Katherine Metz said, "I'm an OPRF parent & have read proposed changes - here are my questions:

"Why is Ice Hockey not listed? Ping Pong club? Rowing/Crew? Perhaps other club athletics I am not aware of?

"There are more than just 2 Jazz groups, are there not?

"Does "Musical Theatre" include all Drama groups? What about Stage Crew?

"Shouldn't Wrestling be listed under Girls also? (Or specify that it is open to boys and girls in your communications)

"Thank you!"

Dr. Weninger responded to a question about whether bands were listed, they were all listed.

Ms. Patchak-Layman asked if parents were notified if a violation were to occur. Page 6 and 9 indicates that parents are notified "upon the offense." Dr. Weninger suggested making that clearer in the policy, however.

Discussion ensued regarding medical histories. Sponsors will have any necessary information and the students list the medications on their emergency forms. Ms. Patchak-Layman continued that some medications that students take might have no impact. Some parents were concerned about mental illness and not wanting that information known. Dr. Lee stated that the fact that a student might be considered to be in violation of the *Code of Conduct* as a result of not wanting to list those types of medications was a discussion about the *Code of Conduct* and not for the Policy Committee. Dr. Weninger referred to the wording of "should" in the policy.

It was the consensus of the Policy Committee members to recommend to the Board of Education that it amend Policy 5132, Activity Programs, at its regular August Board of Education meeting.

Policy 1150, Student Publicity and Media Relations

It was the consensus of the Policy Committee members to recommend that the Board of Education approve Policy 1150, Student Publicity and Media Relations, at its regular August Board of Education meeting, for first reading

Ms. Patchak-Layman noted that the medical emergency forms this year had a box added to it so that parents could opt out their children from any publicity events. She was concerned that this would make it difficult when having for example, the robotics fair where the press is invited. The fair is press friendly and the reporters should be able to speak with students, as this is a positive profile of the school. It would be cumbersome to have to go back and review all of the publicity forms. Ms. Foran stated that was why the form was changed. The District is trying to honor the Board of Education's concern and the families' desires to ensure that they have the ultimate say so on publicity, especially on the website. There had been many incidents where

parents are reluctant to have their children's names or images in a public setting. We have a responsibility to honor the desires of families and students in terms of publicizing the children. Balancing the respect of family wishes with daily public relations opportunities was the reason it was incorporated as part of the emergency form. Teachers can look on Skyward to see if their students are cleared for publicity. If a student does not have that option and it would be a great asset to having him/her speak to the reporter, Ms. Foran makes an appeal directly to the parent. The District has reached a balance on protecting families' privacy, media rights, and community interest. Ms. Foran stated that approximately 100 families opted out last year. Ms. Patchak-Layman reiterated her concern that it delayed opportunities for positive information to get to the press. Ms. Foran assured her that the old system was far more cumbersome.

Legal Counsel advises that if there is no response from the parent, the response is no. Since the procedures have changed, it does not seem to be an issue any more.

Ms. Foran stated that some families are adamant about their sons' or daughters' names or pictures not being shown. In such cases, the classroom or other venue will be arranged differently and the photographers/reporters are asked not to take pictures or speak to these students. Mr. Rigas asked how this was handled with the *Trapeze*, the school's internal newspaper. The response was basically, they have free reign. *Trapeze* has a unique role, is a part of the curriculum, and is not operating with the same ground rules. She has had conversations with the sponsor about this, however.

Policy 3610, Automated External Defibrillators

It was the consensus of the Policy Committee to recommend that the Board of Education approve Policy 3610, Automated External Defibrillators, for first reading at its regular August Board of Education meeting.

The changes to this policy reflect the new locations of the AED's.

1140, Gifts to the District

While discussion began regarding Policy 1140, Gifts to the District, it was the consensus of the Committee to bring this forward at the next meeting.

Adjournment

At 10:42 a.m., the Policy Committee adjourned.

Second Reading

GIFTS TO THE DISTRICT 1140

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

Recognition

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

Acceptance

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

Anonymous Gifts

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

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

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

POLICY 101 CULTURAL DIVERSITY and HUMAN DIGNITY

Policy 1150, STUDENTS, PUBLICITY AND MEDIA RELATIONS

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

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

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

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

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

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

Policy 1150, STUDENTS, PUBLICITY AND MEDIA RELATIONS – PROCEDURES

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

A. Information provided to media representatives should be given in a timely manner; be consistent with the District's mission and objectives; must not violate the confidentiality of students or their families or District staff; or be disruptive to the educational environment. Publicity must not be for commercial purposes or gain.

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

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

D. Staff members choosing to respond to media inquiries should make it clear to what extent they are authorized to speak on behalf of the District and to what extent they are expressing personal opinions.

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

F. Except in circumstances exempted below in I., students age 17 and under, or age 18 or older with an appointed guardian, must have the written consent of the student's parent, appointed guardian or guardian of record prior to any interview, photograph, or publicity session with members of the media that includes identifiable student information. Parents, appointed guardians or guardians of record will annually be asked to provide such consent. Completion of the District's Publicity Consent Form will be considered an obligation of the registration process. Students who are age 18 or older, without an appointed guardian, may provide their own consent; ~~H~~however, a designated school representative must be present.

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

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

I. If publicity is related to participation in or attendance at public events such as athletic or performing arts events, student awards or honors ceremonies, or Board of Education meetings, parent or guardian of record permission will not be required.

Accepted December 22, 2005

POLICY 1230, SCHOOL ATTENDANCE ON DAYS OF RELIGIOUS OBSERVANCES

I. Generally

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

II. Parental Notice

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

III. Guidelines

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

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

Cross Ref.:

POLICY 1250, INTERNET SAFETY POLICY

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

I. Use of Technology Protection Measures

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

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

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

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

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

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

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

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

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

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

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

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

V. Unauthorized Disclosure, Use and Dissemination of Personal Information

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

VI. Definitions

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

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

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

POLICY 3610, AUTOMATED EXTERNAL DEFIBRILLATOR USE

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

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

PROCEDURES FOR PUBLIC ACCESS DEFIBRILLATION PROGRAM, POLICY 3610

I. Background

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

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

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

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

II. Use, Number and Location of AEDs

AEDs may be used in medical emergencies by trained responders (as defined in Section III) and shall be used in accordance with the guidelines taught to trained responders during their training. Use of an AED should coincide with a request for an ambulance via the 911 system. Any person, whether a District trained responder or not, who uses a District AED shall report the incident to the School Nurse, ~~or designee~~(or his/her designee), as soon as practicable after the use and shall assist the School Nurse in complying with the reporting requirements contained in Section V.

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

Outside: Stadium – East Entrance

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

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

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

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

The Superintendent~~/Principal~~, ~~or designee~~(or his/her designee), in consultation with the manufacturers of the AEDs and the Committee, shall determine the placement of the AEDs, so as to maximize availability to all areas of a building and to minimize defibrillation response time. The initial five (5) AEDs shall be installed at the locations set forth in Exhibit A. As new AEDs are acquired and

installed or existing AEDs relocated, Exhibit A shall be timely amended to reflect the new AED locations. Failure to so amend Exhibit A shall not in anyway invalidate or limit these procedures. —AEDs shall be stored as to be highly visible and otherwise compliant with the manufacturer's guideline and relevant law. Each AED shall be stored in a wall cabinet with an alarm system sufficient to indicate device removal, and each cabinet shall be stocked with the customary supplies necessary (i) to assist a trained responder in placement for maximum contact and (ii) to provide universal precaution for the trained responder.

III. Trained Responders

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

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

IV. Maintenance of AEDs

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

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

V. Reporting of Use

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

A. Date and time of the incident;
B. Name of the person who determined a patient's unresponsiveness;
C. Time that 911 was called;
D. Initial heart rhythm;
E. Number of times a patient was defibrillated;
F. Name of the person who was defibrillated the patient;
G. Final rhythm at the time or arrival of the first response vehicle:

    1. Breathing, Yes or No.
    2. Pulse, Yes or No.

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

VI. Committee

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

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

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

Classified Personnel Association. The School Nurse will serve as the chair of the Committee.

Exhibit A

AEDs shall be placed at the following locations:

Outside:	Stadium – East Entrance
1st Floor:	Corridor Outside of East Pool
	West Pool Area
	Trainer's Office in Field House
	Field House Corridor North Wall
	Adjacent to Ticket Booth in Student Center
2nd Flo	Adaptive Gym Corridor

Outside of Health Services Office – Room 234

3rd Floor 3 East Dance Studio Area

Outside of 3rd floor Library Entrance

~~Outside Room 234 Nurse's Office~~

~~Field House Corridor~~

~~Hallway outside Girls' Pool~~

~~Student Center~~

~~Athletic Trainer's Officer~~

First Reading

POLICY 5130, INTERSCHOLASTIC ATHLETICS PROGRAM

The Board of Education supports interscholastic athletic competition with due regard for the health and safety of participants as part of its mission to help all students "...achieve their full human potential."

In addition to the development of physical fitness, strength, and agility, interscholastic athletic competition teaches the value of working together in teams, the value in establishing and striving to reach goals, and the value in the physical and mental discipline fundamental to the focus required for success in athletic competition.

The Athletic Director, in consultation with the ~~Assistant Superintendent for Pupil Support Services~~Principal, shall promulgate rules governing athletic practices and participation consistent with Illinois High School Athletic Association (IHSA) and West Suburban Conference guidelines and standards. Coaches are responsible for compliance with these rules.

To be eligible to represent Oak Park and River Forest high School in athletic contests, student athletes must meet the academic standards specified in Board Policy #5132 and the eligibility standards of the IHSA and the West Suburban Conference.

Amended Date(s):	
Adopted Date:	April 23, 1998
Review Date:	
Law Reference:	
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref.:	

POLICY 5131, INTRAMURAL ATHLETICS PROGRAM

The Board of Education supports intramural athletic competition with due regard for the health and safety of the participants as part of its mission to help all students "...achieve their full human potential."

In addition to the development of physical fitness, strength, and agility, intramural athletic competition teaches the value of working together in teams, the value in establishing and striving to reach goals, and the value in the physical and mental discipline fundamental to the focus required for success in athletic competition.

The Director of Intramurals, in consultation with the Assistant Principal ~~Director of~~for Student Activities and the ~~Assistant Superintendent for Pupil Support Services~~Principal, shall promulgate rules governing practices and contests consistent with the established procedures for use of facilities and the rules for ~~access to school property as detailed in the *General Catalog* the rules for~~ behavior detailed in the *Code of Conduct*, and the rules governing fair play and safety of the involved sport.

Amended Dates:	
Adopted Date:	May 28, 1998
Review Date:	
Law Reference:	
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref.:	

POLICY 5133, STUDENT SMOKING AND TOBACCO USE

Students are prohibited from possessing, transferring, smoking or using tobacco in any form in school buildings, on school property, during school hours or at school-sponsored activities, ~~at any time.~~ Violation of this policy shall be considered ~~gross~~ disobedience ~~and~~ or misconduct under Policy No. 5114.

Amended Dates:	April 23, 1992; October 27, 1971; October 15, 1970
Adopted Date:	October 17, 1968
Review Date:	
Law Reference:	Ill. Rev. Stat. ch. 122, pat. 10-20.5b
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref.:	

POLICY 5134, STUDENT ATTIRE

Appropriate attire and grooming are critical to the maintenance of a safe and educationally conducive school atmosphere. Students dress must not be disruptive to the educational environment or compromise reasonable standards of health, safety, and decency. Students must wear adequately protective footwear. Individual attire and grooming are the responsibility of the student and the student's parent/guardian. Students are expected to maintain a neat and modest appearance during school and school-sponsored functions, including morps and formal dances.

To insure that the rights of all students are protected, the following will not be permitted:

1. modes of dress or appearance which are ~~clearly~~ viewed as disruptive and disturbing to the maintenance of a positive educational environment;

2. modes of dress which display gang symbols or drug paraphernalia; or other controlled substances; or

3. modes of dress which display obscenities, falsehoods, explicit references to alcohol, drugs, violence, racism or sexism, innuendoes, or other expressions either harmful to the normal development of younger and less mature students, or offensive to the reasonable sensibilities of students, faculty or other school personnel.

The ~~Superintendent/~~Principal or designee is the final arbiter in determining the appropriateness of a student's appearance. The ~~Superintendent/~~Principal or designee will develop procedures for the implementation of this policy.

Amended Date(s):	August 25, 2005; October 17, 1985
Adopted Date:	May 21, 1970
Review Date:	
Law Reference:	School Code of Illinois 105 ILCS 5/10-22.25b Chandler v. McMinnville School Dist., 978 F.2d 524 (9th Cir. 1992) Rarr v. Schmidt, 460 F.2d 609 (5th Cir. 1972) Oleson by Oleson v. Board of Education, 676 F. Supp. 8 (N.D. Ill. 1987)
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref.:	Policy 5114 Student Discipline

Policy 1150, STUDENTS, PUBLICITY AND MEDIA RELATIONS

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

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

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

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

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

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