

**Oak Park and River Forest High School
201 N. Scoville
Oak Park, Illinois 60302**

**BOARD POLICY, EVALUATION AND GOALS COMMITTEE MEETING
Tuesday, March 17, 2009
Immediately following Finance Committee
Board Room
AGENDA**

I. Approval of Minutes

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

- A. Policy 20, Board of Education (Revisions)
- B. Policy 3363, Student Activity Accounts and Administrative Procedures (New)
- C. Policy 3550, Reimbursement of Board of Education Member Expenses (New)
- D. Policy 3551, District Property (New)
- E. Policy 3555, Attendance at Conferences and Workshops (Revisions)

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

- A. Policy 6130, Objections To Instructional Materials (Revision)
- B. Policy 6131, Objections To Materials In Library Collection (Revision)
- C. Policy 6132, Instructional Equivalence (Revision)
- D. Policy 6133, Consultation With Parents and Teachers (Revision)

IV. Additional Policy Matters for Committee Information/Deliberation

- A. Co-Curricular Conduct (attachments)

VII. 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
- 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, EVALUATION, AND GOALS (PEG) COMMITTEE MEETING

January 13, 2009

A Policy Committee meeting was held on Tuesday, January 13, 2009, in the Board Room of the Oak Park and River Forest High School. Dr. Lee called the meeting to order at 9 a.m. Committee members present were John C. Allen, Jacques A. Conway, Dr. Ralph H. Lee, Valerie J. Fisher, Sharon Patchak-Layman, and John P. Rigas. Also, present were Dr. Attila J. Weninger, Superintendent; Jason Edgecombe, Assistant Superintendent for Human Resources; Philip M. Prale, Assistant Superintendent for Curriculum and Instruction; Nathaniel R. Rouse, Principal; and Cheryl L. Witham, Chief Financial Officer; and Gail Kalmerton, Executive Assistant/Clerk of the Board.

Visitors included Kay Foran, Community Relations and Communications Coordinator; James Paul Hunter, Faculty Senate Executive Committee Chair; Mr. and Mrs. Bakkers and Amy McCormack, parents.

Reordering of Agenda

Dr. Lee reordered the agenda as follows:

1. Public Comments
2. Consideration of Policy 3361
3. Superintendent Evaluation Instrument
4. Consideration of Policies 20 and 2120

Public Comments

Mr. and Mrs. Baker addressed the PEG Committee about the usefulness of in-school suspension as a disciplinary consequence for an infraction that occurs outside of the classroom. They felt it sent the message to students that if they “messed up” outside of school; the consequence was that their education would be taken away. That is not the mission of the school. It also causes teachers to provide appropriate and timely work in order for the students to be on track with the rest of the class. They felt a more meaningful consequence would be for the students to give up Saturdays or to assign them community service. The Bakkers concurred that students who make mistakes must be consequence, but they strongly disagreed with the in-school suspension system and did not understand its rationale. They also understood the problems associated with the assigning of outside community service and the supervision of that activity.

Mr. Conway disagreed that the ISS sent the wrong message, as his son learned not to jeopardize his education in this manner. His son learned that lesson at school and at home. Mr. Conway agreed that the consequences were inappropriate as it cost his son a letter grade, but he did learn a lesson. Students involved in extracurricular activities should be denied only those activities.

Dr. Weninger reported that he had directed Janel Bishop, Assistant Principal for Student Health and Safety, to develop an alternative to the ISS Program for certain infractions, e.g., allowing students to mitigate the consequence by serving community service, attending counseling sessions, etc. While this will take considerable coordination and liability issues will have to be resolved, etc., he hoped a program could be available in the 2009-10 school year.

Mr. Rigas noted that it was hard to disagree with the Bakkers' statement, but he stated that discipline at this school is on a pendulum continuum. He graduated in the 1970's when discipline was much stricter. Up until a few years ago, the community had a philosophical belief that discipline was meted out unfairly, as it was dependent on the counselor. As a result, the inequities were removed and it became more of a penal system for which some students do learn. He called for a review of the system. Because of the administration's hard work, the expulsion record now is very different. While the school is a battleship that moves slowly, he hoped that the District would consider the Bakkers' comments.

Dr. Lee asked what the Bakkers were requesting that would have an immediate impact on their son's situation. Mrs. Bakker reported that their son had served the suspension, which had been appealed and denied. In their situation, there was confusion about notifying the parents before the suspension had started. They felt the process should have worked better about informing the parents as to what will happen. The other two aspects of the punishment were the counseling and withholding of activities; counseling was needed, but he has lost all extracurricular activities for one semester, which seemed harsh. Mr. Rouse clarified that the student was on campus when the infraction occurred and, thus, under the jurisdiction of the policies of the school. The student could have received a 10-day out-of-school suspension as well as the additional outside counseling. However, it was decided to bring him back to school as opposed to assigning a lengthy consequence. He will speak to Ms. Bishop relative to the due process part, including calling the parents and informing them of the details.

Dr. Lee thanked the parents for bringing this forward and reminded the Board of Education that it has much to think about in this regard.

Ms. Patchak-Layman stated that if the goal is to have students in school and moving forward with education, opportunities in ISS program should be available to further educate and provide additional assistance to insure students are able to receive comparable opportunities in the class. It is a punishment to students not to be in class with their friends, but in terms of what happens after school and making them a part of the whole school community, then the school should be finding places along the continuum to be involved. Are there opportunities for students to check in with a counselor, etc., to give an all clear?

Minutes of December 9, 2008 Policy, Evaluation and Goals Committee Meeting

The minutes of the December 9, 2008 Policy, Evaluation, and Goals Committee Meeting were accepted as presented by the Committee members.

Consideration of Policy for Second Reading and Action **Policy 3361, Petty Cash (Revisions)**

It was the consensus of the PEG Committee members to recommend to the Board of Education that it amend Policy 3361, Petty Cash, at its regular January Board of Education meeting, as presented.

Superintendent, Evaluation and Goals and Instrument

Dr. Weninger presented the PEG Committee members with a memorandum explaining that he had incorporated the changes the Committee members had suggested at the November 12 meeting and made additional edits to the Superintendent Evaluation Instrument (attached to and made a part of the minutes of this meeting). He stressed the importance of completing this document as soon as possible in order that it is used in the March-April timeframe for the 2008-2009 contract year evaluation. Discussion ensued. Mr. Conway stated that the evaluation of the superintendent should be done by the sitting Board of Education versus the new Board of Education. Ms. Patchak-Layman disagreed asking what indicators would be used to evaluate something in April with a due date of June. She did suggest that the superintendent could provide portfolios to the Board of Education in order to know what percentage of the goal had been completed. Dr. Weninger pointed out that these goals were not mathematical and to place a percentage on them would be difficult. In some instances, it would take until July 1 to complete some of the goals. The alternative would be to say as much as possible would be completed by April, which could cause rushing or not giving enough attention to the goal. A status report could be given and the Board of Education could make a determination as to what degree the items had been completed, given a set of circumstances.

Mr. Rigas felt the evaluation piece was more subjective and it would probably not change much in June. The Board of Education could complete this in April and talk about it. If there were other items that were more objective, then it would not matter who was sitting at that point. The Board of Education would need to continue to look at this in June because 90 percent could not be completed and evaluated in April.

Dr. Lee felt the Board of Education members could use their own judgment in evaluating where things would be by the end of June. The Board of Education has to exercise judgment, but he believed it could be completed in April. Mr. Edgecombe stated that making judgments is ongoing. Dr. Lee stated that the Board of Education has an obligation to tell the superintendent where the Board of Education stood with respect to his/her employment in the District. A part of this is ongoing but another part that operates in quantum leaps. Because of this evaluation, this Board of Education has to take one of a limited number of options with respect to the employment of the superintendent. Some parts are ongoing and others have finality. Ms. Patchak-Layman asked if it were possible to get a portfolio to go along with performance goals/activities in order to know what happened with that particular indicator at the time as evidence. Portfolios are used with students to show that they have met their goals and matched the goal set. She asked if works-in-progress would be part of the activities listed as plans, activities, procedures, etc. Dr. Lee assumed it would be everything given to the Board of Education up to that point and the Board of Education would have to exercise its judgment based on that information.

Dr. Weninger clarified for Dr. Lee that the Board of Education and the superintendent would be completing the evaluation at the same time and the president would collate and distributed to the Board of Education at one time. Ms. Patchak-Layman wanted to have evidence as she filled out

her form. Dr. Weninger indicated he too would like the Board of Education's evaluations in order to fill out his form. Dr. Lee felt this document put a great deal of faith in the judgment in each of the eight people. Ms. Patchak-Layman stated that this was a performance-based contract and the Board of Education needs to be able to share with the community the contract, the goals, and the evidence as to when the goals had been met. Because this is the final evaluation in a year's cycle, something concrete should be in hand. She suggested doing quarterly evaluations. No further comments were made on this issue.

It was agreed to list the six fall initiatives in this document. In response to the question of whether a Board of Education self-evaluation would be scheduled by April, Dr. Weninger replied that he was presenting the Board of Education with the draft using both standards by IASB in a similar format to this as a way of having the Board of Education do a self-evaluation and then the Board of Education may decide how and when it wants to use it.

Ms. Patchak-Layman asked if the Board of Education would do performance goals for the following year by the end of April. Dr. Weninger clarified that it was his intention not to make the Board of Education's self-evaluation a part of this evaluation but only to reference it in the cover memo that it should be done.

Ms. Patchak-Layman asked whether the Board of Education members elected in April would have an opportunity to be involved with the superintendent's evaluation and goal setting for the next year. Dr. Weninger responded that there is the potential to have four new board members in the April election. The intent was for the current Board of Education to evaluate the superintendent on the past nine months and not to deny the new board an opportunity to develop goals for the next year. Dr. Weninger will provide a draft Board of Education self-evaluation instrument in February and the Board of Education to can decide when to hold that meeting. Ms. Patchak-Layman felt the performance evaluation could be done easily. The performance goals should be self-evident as to whether the measures of success have been completed. Any Board of Education member should be able to say something was done, etc. The contract contains items that are relative to performance goals for the following year. Dr. Lee reiterated that the Committee was only dealing with the superintendent evaluation, the document, and the process for the Board of Education to use, recognizing that this was not the process for the goals. Ms. Patchak-Layman objected to the timing of this and not splitting the two activities. The performance goals should be separated from the performance evaluation. The April date could work with the performance evaluation but not for the performance goals. Dr. Lee asked if there were any support for Ms. Patchak-Layman's request. There was none.

It was the consensus of the majority of Committee members to utilize this document in the evaluation of the superintendent. Dr. Weninger appreciated the work Dr. Lee did on this document, as it was collegial and collaborative and Dr. Weninger appreciated the Board of Education's willingness to deal with the process. He looked forward to getting the information back so that continuous improvement may continue.

Consideration of Policies for First Reading and Action

Policy 20, Board of Education

Dr. Lee explained that the reason for bringing this to the Policy Committee meeting was the issue of current Board of Education members' ability to read closed session minutes for which they were not a part and/or to listen to closed session tapes for which they were not a part. He continued that the Board of Education would be asked to approve the destruction of closed session tapes older than 18 months. The law calls for closed session tapes to be kept for a minimum of 18 months. The last tapes that were destroyed had been prior to March 2006. When those tapes were brought to the Board of Education for destruction, Ms. Patchak-Layman had asked to review those tapes and the minutes to see if the minutes reflected the discussion in the tapes. She felt that if the Board of Education was being asked to destroy the tapes, they should be reviewed.

Mr. Rigas reiterated that when this discussion first occurred, the attorneys noted that the tapes belonged only to the Board of Education members, and the decision was for only the Board of Education members to have access to the meetings minutes or tapes in which they were involved. He also did not believe that the destruction of tapes put a duty on any Board of Education member to determine the validity of minutes. The minutes were accepted by the Board of Education sitting in place at that time as a record of what occurred at that meeting. For one to do a review and disagree that the minutes did not reflect the tapes, one would be saying that the minutes accepted by the Board of Education sitting at that time should be revised. He reiterated that he did not believe there was any duty or responsibility to review the tapes prior to destruction; the only reason to hold the tapes would be that there is a lawsuit. He also has reviewed the minutes of many public entities in these communities and none were as detailed as the minutes of this Board of Education. There is no requirement to review them in order to destroy the tapes.

It was affirmed to Ms. Fisher that the Board of Education reviews the closed session minutes for the past six months twice per year and makes a declaration that the closed session minutes should be kept closed beginning from when the law so stated. Previously, the Board of Education decreed that the closed session tapes older than 18 months be destroyed. More recently, it had authorized the destruction on a monthly basis.

The present policy does not have any limitation as to which Board of Education members may review the minutes or tapes. However, previously the policy was more restrictive, similar to the language being proposed.

Ms. Fisher noted that the administration should continue to place destruction of tapes on the Board of Education agenda for a vote and Board of Education members can vote as they choose.

Mr. Rigas noted that the minutes are voted in paper format by a Board of Education sitting at the time. Ms. Patchak-Layman's opinion, which is not law, is that she has to vote on something. There is nothing that says she has to listen to the tapes before they are destroyed. Because she would be saying that the minutes were written and reflected in error and that she did not trust the then sitting Board of Education. If she were uncomfortable approving the minutes, Mr. Rigas suggested that she abstain from the vote. He did not believe that Board of Education members should be listening to tapes from meetings at which they did not attend. Ms. Fisher concurred and noted that for two years

Ms. Patchak-Layman had approved the closed session minutes without making any changes. If she felt something was wrong with the minutes, she should have said something at the time and have not approved them.

Mr. Allen was against the proposed change as he felt every Board of Education should be have the ability to review the tapes whether they were a member of the Board of Education at the time or not.. The minutes by their vary nature represents a summary of what happened and he would be against changing the policy.

Dr. Lee felt the fundamental issue was whether once one was elected to the Board of Education if member should have access to anything and everything relative to the history of the school district. When Mr. Rigas retires, will he have access to the minutes? Mr. Rigas was worried about how future Board of Education members might use the minutes. While Mr. Allen understood, he wanted the option of being able to review tapes of past conversations.

This conversation will be tabled until the February PEG Committee meeting. With the consensus of the Committee members, Dr. Weninger noted that the administration would put on the January Board of Education agenda the destruction of tapes older than 19 months. Discussion ensued as to whether Ms. Patchak-Layman had the right to the listen to the tapes prior to the vote the following week, per her statement to do so. As the policy is presently written, she would have that right.

Policy 2120, Superintendent/Principal (Revisions)

It was the consensus of the PEG Committee members to recommend to the Board of Education that it approve Policy 2120, Superintendent/Principal, for first reading at its regular January Board of Education meeting, with the following amendment:

Page 4, Para 2, Line 3: Replace “April” with “June” This date was suggested, noting that the evaluation could be completed earlier.

Ms. Patchak-Layman was informed that No. 6 on Page 2 was amended to reflect current practice.

Adjournment

At 10:45 a.m., on Tuesday, January 13, 2009, the Policy, Evaluation, and Goals Committee adjourned.

SECOND 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.

An individual Board member may listen to verbatim recordings or review closed session minutes if germane to the Board member's responsibilities. An individual Board member shall only have access to verbatim recordings or closed session minutes that were created when the individual Board member was a member of the Board. An individual Board member, however, may make a request of the Board for, and the Board by majority vote may grant, access to a particular verbatim recording or closed session minutes created when the requesting Board member was not a member of the Board.

~~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.; 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.; 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.:	

POLICY 3363, STUDENT ACTIVITY ACCOUNTS

The Superintendent (or his/her designee) shall be responsible for managing student activity accounts in accordance with State law and shall be responsible for complying with the rules adopted by the Illinois State Board of Education for the maintenance of student activity accounts. Annually, the Board of Education shall designate the Chief Financial Officer to serve as the Treasurer for student activity accounts. The Chief Financial Officer shall be bonded in accordance with *The School Code of Illinois*.

Student Activity Accounts shall be audited at the close of each fiscal year. The audit shall be performed by an independent certified public accountant designated by the Board of Education and be conducted in conformance with prescribed standards and legal accounting requirements.

For the purpose of safeguarding student funds, the Superintendent (or his/her designee) shall develop procedures governing conditions under which school classes, clubs, teams or any student groups may collect or acquire funds in the name of the High School.

Amended Date(s):

Adopted Date:

Review Date:

Law Reference: 105 ILCS 5/8-2 and 5/10-20.19.; 23 Ill. Admin. Code § 125.10.

Related Policies:

Related Instructions

And Guidelines:

Cross Ref.:

ADMINISTRATIVE PROCEDURES - POLICY 3363 STUDENT ACTIVITY ACCOUNTS

The following procedures apply to administrators, faculty, support staff and any other employee who are supervising administrators, sponsors, or have involvement with student activity accounts.

- 1. All administrators, faculty members, support staff personnel, and other employees must act prudently in the administration, handling and disbursement of monies or goods collected or received on behalf of any student group or organization.**
- 2. Administrators, faculty members, support staff personnel, and other employees are fully responsible for all monies and goods collected or received on behalf of any student group or organization until such time as those monies and goods have been properly received in the Business Office.**
- 3. Money is defined as, but not limited to coins, currency, checks, drafts, money orders, and travelers' checks.**
- 4. All monies should be turned into the Fiscal Clerk or designee of the Business Office on a daily basis utilizing tamper-resistant plastic bags or lock bags. Students who retain possession of a product and money throughout a fundraising event (e.g., candy sales) need only turn in collected funds upon completion of the fundraising event.**
- 5. All monies collected must be deposited fully in the Business Office. Individuals, companies, or organizations must not be paid from any collected funds before they have been properly deposited into the designated student activity account. Student activity accounts must be an accurate reflection of revenue and expenditures.**
- 6. Individuals, companies, or organizations can only be paid for services via District check written from the appropriate student activity account.**
- 7. Under no circumstances shall student activity account funds be commingled with personal funds. Nor shall administrators, faculty members, support staff or other employees write personal checks against cash collected on behalf of a student activity account.**
- 8. Under no circumstances shall monies leave District premises or remain in the possession of an administrator, faculty member, support staff personnel or other employees after such individuals have departed for the day. Nor should monies designated for student activity accounts be left in desk drawers, cabinets, offices or automobiles at the close of any business day.**

9. Student activity accounts funds can only be used for the purposes for which the funds were collected and are for the benefit of students only.
10. District purchasing procedures apply in the disbursement of all student activity account funds; including the proper use of purchase orders and the use of vendors who are on the District's list of approved vendors.

POLICY 3550, REIMBURSEMENT OF BOARD OF EDUCATION MEMBER EXPENSES

The Board ~~shall~~may upon request and approval, reimburse its members for the necessary and actual expenses incurred by Board members attending the following meetings:

1. ~~M~~meetings sponsored by the State Board of Education or by the Regional Superintendent of Schools;
2. ~~L~~ocal, county or regional meetings and the annual meeting sponsored by any school board association complying with the provisions of Article 23 of the Illinois School Code; and
3. ~~a~~Approved meetings sponsored by a national organization state or local organization in the field of public school education.

The Board ~~shall~~may upon request and approval, also reimburse Board members making authorized official business trips on behalf of the District for any costs for which the Board member is reimbursable under Illinois State law. Board members seeking reimbursement for authorized travel shall submit an itemized expense voucher with receipts showing the amount of actual expenses.

At the Board's option, funds may be advanced to Board members for anticipated actual and necessary expenses estimated in attending authorized business trips or meetings. After such business trips or meetings, Board members receiving advances must account for used funds through the submission of an itemized expense voucher with receipts reflecting the amount of actual expenses and return funds for which there is no accounting.

~~Automobile mileage expenses will be reimbursed in accordance with Internal Revenue procedures.~~

Amended Date(s):

Adopted Date:

Review Date:

Law Reference: **Reference:** 105 ILCS 5/10 - 22.32

Related Policies:

Related Instructions

And Guidelines:

Cross Ref.:

POLICY 3551, DISTRICT PROPERTY

District property includes items with a useful life greater than one year such as furniture, equipment, land, buildings and permanent fixtures, technology, and vehicles.

District and school property will not be available for disposal, removal, loan, or hire without specific approval of the Superintendent (or his/her designee).

I. Removal - Loan of Property

In general, property is not to be removed from the school without the written approval of the Superintendent (or his/her designee). The Superintendent (or his/her designee) may make exceptions for general categories of equipment for use by staff during the summer, winter, and spring breaks, or on an after school basis.

Property may be loaned to Oak Park or River Forest taxing bodies or community non-profit organizations at the discretion of the Principal. Property may also be loaned as part of a Board of Education approved inter-governmental agreement.

II. Disposal of Public Property

The Superintendent (or his/her designee) shall notify the Board as necessary, of any District owned property no longer needed for school purposes, and school sites, buildings, or other real estate that is unnecessary, unsuitable, or inconvenient. The notification shall include recommendations for disposal of the property or equipment to obtain the best possible return to the District.

The Superintendent (or his/her designee) will establish procedures for disposal, removal or loan of surplus assets which will be in the best interest of the District.

Amended Date(s):

Adopted Date:

Review Date:

Law Reference: ILCS 5/10-22.8

Related Policies:

Related Instructions

And Guidelines:

Cross Ref:

OAK PARK AND RIVER FOREST HIGH SCHOOL

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

Disposal of Surplus Assets

PROCEDURES

- A. DLT, BLT, IC and department heads are authorized to request approval to dispose of surplus assets. Each request must be in writing using the District's Request for Approval to Dispose of Surplus Assets form. Requests are made to the supervisor and then to the Chief Financial Officer who is responsible, along with the Purchasing Coordinator, for assuring compliance with the District's policy and procedures.

1. Used for Parts

If there is no in-District need/interest in using the asset and an equivalent asset is in use in the District, a determination should be made as to whether it is "in the best interest of the District" to use the asset for parts to repair a similar District asset.

2. Sealed Bid Sale

- a. If the asset is not needed within the District, a sealed bid sale will be conducted by the Purchasing Coordinator.
- b. Requester should submit a Request for Approval to Dispose of Surplus Assets form to his/her supervisor and then to the Chief Financial Officer for approval.
- c. Upon approval, the Purchasing Coordinator will contact the requester to
 1. set the date, time and place of bid opening;
 2. determine lowest acceptable bid (usually this is a dealer trade-in price);
 3. identify location and time for prospective bidders to view the asset; and
 4. obtain a description of the item.
- d. The Purchasing Coordinator will post a notice of a sealed bid sale in all normal posting locations in the District and will advertise the sale in the school staff announcements, local newspaper, and IASBO used goods listings.
- e. All bids must be submitted on the District's Bid Form (attached) in a sealed envelope, stating items being bid, by the date and time stated in the bid notice.
- f. Acceptable payment method is cash, check, or credit card.

OAK PARK AND RIVER FOREST HIGH SCHOOL

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

- g. The item must be paid for and removed by successful bidder within seven days of bid opening.
 - h. Successful bidder must sign the Statement of Understanding on the Bid Form.
 - i. The Chief Financial Officer, Purchasing Coordinator, their secretaries, and any staff member involved in determining lowest acceptable bid are not eligible to submit bids on surplus assets.
 - j. If a large quantity of surplus items are available at one time, a public sale or auction will be considered.
 - k. Tie bids will be determined by a coin flip or by drawing straws, as appropriate.
4. Trade-in or sale to dealer
- a. If no one bids for an item in the sealed bid sale, the item will be traded-in or sold to a dealer.
 - b. Whenever possible, a trade-in price will be requested in a Request for Proposals for the replacement asset, if any. Otherwise, three price quotations will be solicited from dealers whenever possible.
5. Donation
- a. If the asset is not sold or traded-in, it will be offered as a donation to a not-for-profit organization approved by the Chief Financial Officer.
 - b. Other sources for donation will be considered depending on the type and value of the asset.
6. Junk
- a. If all other methods of disposal are unsuccessful, the surplus asset may be disposed of in the dumpster.
 - b. If Chief Financial Officer and Purchasing Coordinator deem that the fair market value of the product is not significant enough to warrant sale, the asset may be disposed of in the dumpster.

Loan of District Property

PROCEDURES

- A. At the discretion of the Principal, District property may be loaned to Oak Park or River Forest taxing bodies or non-profit organizations when it does not interfere with the operations or curriculum of the District in the community.
 1. A Request for Approval to Loan District Asset form must be completed and submitted to the Principal for approval.
 - a. Upon approval, the Purchasing Coordinator will contact party that wishes to loan property to arrange for transport of property (cost, if any, to be paid by borrowing party).
 - b. The Purchasing Coordinator will submit District Asset Loan Agreement form to borrowing party so that the "check out" portion may be completed.

RETURN OF PROPERTY

1. The Purchasing Coordinator will be contacted by the borrowing party or original District loan requestor that property is to be returned to District and arrange for transport back to District (cost, if any, to be paid by borrowing party).
 - a. Once the Purchasing Coordinator verifies that property has been returned to District in a condition comparable to that of when it was loaned from the District, District Asset Loan Agreement form "check in" portion will be completed.
2. Any loss or damage to property will be remunerated to District by borrowing party per the District Asset Loan Agreement.

DISTRICT ASSET LOAN AGREEMENT

I _____ representing _____ understand that property loaned from
(Full Name) (Name of Firm)

Oak Park-River Forest District 200 shall be maintained properly for the duration of agreed loan period.
Any and all loss or damages to loaned property will be at my own expense. District 200 is not liable for
any injuries or damage incurred during the loan period.

Signed,

Name: _____

Firm Name: _____

Address: _____

Phone: _____

Property Released from District on this Date: _____

Released to: _____ Signature: _____

Purchasing Coordinator Signature: _____ Date: _____

Property Returned to District on this Date: _____

Returned by: _____ Signature: _____

Purchasing Coordinator Signature: _____ Date: _____

White: Remains with Purchasing Coordinator
Pink: Given to loaning party at time of check out
White: Given to loaning party at time of return

REQUEST FOR APPROVAL
TO
DISPOSE OF SURPLUS ASSETS

Disposal of surplus assets must be approved by the Chief Financial Officer. Please complete this form in its entirety, acquire supervisor's approval/signature, and forward to the Business Office. Do not dispose of the equipment until the request is approved and the white copy is returned.

A. Description of Assets

Description of Assets	
Estimated Current Value	
Method of Establishing Value	
Reason for Disposal	

B. Proposed Method of Disposal

☐ Sell or Trade-In	
☐ Use for parts described as	
☐ Donate to	
☐ Junk	

C. Approval

As requested by

(Print or Type Name)

Requestor's Signature

Date _____

Supervisor's Approval

Date _____

CFO Approval

Date _____

Purchasing Department Only

Trade-In or Sale Information	
If sold, amount and account no.	\$ _____ Account No. _____
Purchasing Department Authorization	Asset Sale Unsuccessful ☐

White & Yellow: Submit to Chief Financial Officer
Pink: Requester Retain
White: To be returned to Requester after approval

**REQUEST FOR APPROVAL
TO
LOAN DISTRICT ASSET**

Loan of surplus assets must be approved by the Principal. Please complete this form in its entirety and forward to the Business Office. Do not loan equipment until the request is approved and the white copy is returned.

A. Description of Asset

Description of Asset:	
Estimated Current Value:	
Method of Establishing Value:	
Reason for Loan:	
Loan Dates:	Beginning Ending

B. Person/Entity Receiving Loaned Asset

Name of Organization: _____

Contact Name: _____

Contact Address: _____

Contact Phone: _____

C. Approval

As requested by: _____
(Print or Type Names)

Requestor's Signature: _____ Date: _____

Approved by: _____ Date: _____
(Principal)

White & Yellow: Submit to Principal
Pink: To be returned to Purchasing Coordinator after approval
White: To be returned to Originator after approve

POLICY 4150, STAFF ATTENDANCE AT CONFERENCES AND WORKSHOPS 3555

The Superintendent (or his/her designee) will consider for approval requests of certified and non-certified staff members for to be absence-absent from work for attendance at conferences, workshops or any other meeting related to District or High School business and subsequent requests for reimbursement for estimated-actual expenses related to the approved absence. Such requests must be approved prior to attending a conference, workshop or any other meeting pertaining-related to District or High School high school business. The Board of Education will consider for approval the travel requests and reimbursement of members of the Board of Education and the Superintendent/Principal. The Superintendent/Principal or designee will consider for approval the travel requests of district certified and non-certified staff members.

Travel reimbursement will be based upon criteria found in "Travel and Conference Expense Reimbursement Regulations." The District shall reimburse staff members engaged in approved travel on behalf of the District for any costs which are reimbursable under Illinois State law. Staff members seeking reimbursement for approved travel shall submit an itemized expense voucher with receipts showing the amount of actual expenses.

At the District's option, funds may be advanced to staff members for anticipated actual and necessary expenses necessary to engage in approved travel. After such travel has been completed, staff members receiving advances must account for used funds through the submission of an itemized expense voucher with receipts reflecting the amount of actual expenses and return funds for which there is no accounting.

Automobile mileage expenses will be reimbursed in accordance with Internal Revenue procedures.

Reference: 105 ILCS 5/10-22.32

<u>Amended Date(s):</u>	November 20, 2003
<u>Adopted Date:</u>	November 16, 1988
<u>Review Date:</u>	
<u>Law Reference:</u>	105 ILCS 5/10-22.32
<u>Related Policies:</u>	
<u>Related Instructions</u>	
<u>And Guidelines</u>	

FIRST READING

POLICY 6130, OBJECTIONS TO INSTRUCTIONAL MATERIALS

A. Generally

Any resident of the District may request reconsideration of instructional materials used in the school's educational program. Requests for reconsideration of instructional materials, including all print and non-print materials, shall be referred to the ~~Superintendent/Principal~~Principal or designee who will respond according to procedures approved by the Board of Education.

B. Exemption from Curriculum Content deemed to be Controversial by a Parent or Guardian

No student shall be required to take or participate in curriculum content reasonably deemed to be controversial by a parent or guardian if the student's parent or guardian submits a written statement of objection. Refusal to take or participate in such curriculum content shall not result in academic or disciplinary penalty.

If a teacher or a sponsor plans a discussion on a topic in which there can be a reasonable expectation of controversy, the teacher or sponsor must announce the topic of discussion in advance. In the case of a parent or guardian objection, the teacher must provide an alternative experience without academic penalty or personal embarrassment to the student who elects not to participate in the discussion or assignment.

Amended: November 16, 2006; December 18, 1997
Adopted: November 18, 1982
Review Date: Law Reference: Ill. Rev. Stat. Ch. 122 par. 27-9.1, 27-9.2, 27-11, and 863
Related Policies:
Related Instructions
And Guidelines:
Cross Ref.: Cross-reference: Policies on Cultural Diversity and Human Dignity, 100; Controversial Issues, 4112; Instructional Materials, 6134

POLICY 6131, OBJECTIONS TO MATERIALS IN LIBRARY COLLECTION

Materials housed in the Library, both print and non-print, are selected by the professional staff of the Library with the approval of the Director of Information Systems and Instructional Technology. Suggestions for materials to be purchased are sought from faculty, staff, and administrators and evaluation aids such as library journals, catalogs, and review digests are used.

Materials are housed for the following purposes:

- A. To provide educational support and enrichment for the curriculum while recognizing the interests, abilities, and maturity levels of the students served.
- B. To provide the kind of background information that will enable students to make reasoned judgments in everyday life.
- C. To help students increase their awareness of the society in which they live and their responsibilities to those who share that society.

If a parent or a student finds certain materials in the Library collection to be objectionable, that parent or student may request a form from a librarian for reporting the objection. Completing that form and submitting it to a librarian will automatically set in motion these procedures:

- A. A conference involving the Division Head of Information Services and Instructional Technology, the ~~Superintendent/Principal~~Principal or his/her designee, subject area librarian, and the person who reported the objection will be scheduled within ten days of submission. Information on the form will be the basis of the discussion at this conference.
- B. Within ten school days following the conference, the ~~Superintendent/Principal~~Principal or his/her designee, shall provide a written response to the person reporting the objection.
- C. If the person reporting the objection is not satisfied with the response, he/she may request that the ~~Superintendent/Principal~~ or his/her designee refer the request to the Board of Education for final disposition within thirty days.

Amended:	August 22, 2002
Adopted:	August 28, 1998
Review Date:	
Related Policies:	Cultural Diversity and Human Dignity, 101; Controversial Issues, 4112; Objections to Instructional Materials, 6130; Instructional Materials, 6134; and Instructional and Recreational Materials, 6400
Law Reference:	
Related Instructions	
And Guidelines:	
Cross Ref.:	

Oak Park and River Forest High School District 200

Citizen's Request For Reconsideration of Library Materials

Type of material or equipment (check one):

Book: _____ Audiovisual Material: _____ Other: _____
Description

Title: _____

Author: _____

Your Name: _____

(Street Address)

(City)

(State)

(Zip Code)

Daytime Phone: _____ Evening PHOne _____

You represent (check one):

Self _____ Organization _____
(Name of Organization)

1. To what in the material do you object? Please be specific. Cite pages if appropriate:

2. What value might there be in this material? _____

3. What do you feel might be the result of reading/viewing/listening/using the item? _____

4. For what age group would you recommend this material? _____

5. Did you read/view/listen to the entire material? Yes _____ No _____
What pages or sections did you read/view/listen to: _____

6. Are you aware of the judgment of this material by a critic recognized in the appropriate field? Yes _____ No _____ Comments: _____

7. Are you aware of the purpose for using this material? Yes _____ No _____
Comments: _____

8. What would you prefer the school do about this material?

- _____ Do not assign or recommend it to my child.
_____ Withdraw it from all students.
_____ Ask for reevaluation by the staff.

Signed: _____ Date: _____

Note: Please attach additional information as deemed necessary. Mail or deliver this completed form to: Division Head, Information Systems and Instructional Technology, 201 N. Scoville Avenue, Oak Park, IL 60302.

POLICY 6133, CONSULTATION WITH PARENTS AND TEACHERS REGARDING TITLE I PROGRAMS

The ~~Superintendent/Principal~~ Principal or designee shall pursue available Title I funding to supplement instructional services and activities in order to improve the educational opportunities of educationally or economically disadvantaged students. Supplemental instructional services and activities that use Title I funding shall include opportunities for involvement of parents/guardians of students receiving services, or enrolled in programs.

The ~~Superintendent/Principal~~ Principal or designee shall develop parent/guardian involvement guidelines according to Title I requirements. The guidelines shall contain: (1) a process for involving parents/guardians in program development and implementation, (2) a shared understanding of how parents/guardians, the entire school staff, and students share responsibility for improved student academic achievement, (3) the means by which the school and parents/guardians build and develop a partnership to help children achieve, and (4) other provisions as required by federal law. The ~~Superintendent/Principal~~ Principal or designee shall ensure that these guidelines are distributed to parents/guardians of students receiving services or enrolled in programs supported by Title I funding.

Amended:	November 16, 2006
Adopted:	April 27, 1988
Review Date:	
Law Reference:	LEGAL REF.: Title I of the Elementary and Secondary Schools Act, 20 U.S.C. §6301-6514.
Related Instructions	Related Policies:
And Guidelines:	
Cross Ref.:	

Oak Park and River Forest High School - District 200
201 North Scoville Avenue • Oak Park, IL 60302-2296

TO: Board of Education
FROM: Cindy Milojevic
DATE: March 11, 2009
RE: Co-curricular Code of Conduct Executive Summary

BACKGROUND

Prior to the 2008-09 school year, the Co-curricular Code of Conduct only applied to students involved in one of our twenty nine athletic teams or one of five IHSA competitive activities which are listed below:

- Speech Team
- Debate Team
- Math Team
- Scholastic Bowl Team
- Chess Team

Due to the request of concerned parents, sponsors, students and after looking at other West Suburban Conference school models, it was recommended that OPRF expand the Co-Curricular Code of Conduct to apply to all students that wear a uniform or represent OPRF publically with performances and/or competitions. After review and discussions with stake holders, it was recommended that performance groups should be subject to the same standards and guidelines as athletes.

SUMMARY OF FINDINGS

In August 28, 2008, the Board of Education approved a Co-curricular Code of Conduct policy that applies to both Athletics and Performance Activity groups. The new additional groups are:

ACTSO
Class Officers
Gospel Choir
Jazz Band II
J. Kyle Braid
Little Theater Shows
Marching Band
Marching Band – Flags
Mock Trial
Model U.N.
M.S.A.N.

Musical Theater
Orchesis Shows
Pep Band
Snowball
Spoken Word
Stage Crew
Strings
Student Council
Studio 200 Shows
Synchronized Swimming
Vocal Ensembles

The Co-curricular Code of Conduct does not apply to those programs that are curricular in nature, i.e.: programs that are part of a class where grades are given. Those programs are; Tabula, Trapeze, Newscene, Orchestra, Band, Vocal Music Classes, and Jazz Ensemble. Students in those classes abide by the day-to-day school Code of Conduct.

RECOMMENDATION:

The following will be implemented to establish this new board directive:

- Timing: 2nd semester 2009
- Sponsor Communication:
 - Sponsor Orientation/Meeting with all involved sponsors
 - Obtain Club/Activity rosters from sponsors
 - Parents/students sign Co-curricular Code of Conduct
 - Input data into Skyward
 - Track and implement Discipline infractions
- Parent and Student/Communication:
 - Town Hall meeting – March 10

Co-Curricular Code of Conduct

Overview

➤ WHO DOES IT APPLY TO?

The Co-Curricular Code of Conduct applies to all athletic teams and all club/activity groups where students perform or represent the school in a public manner. We value our student commitments to their personal passions. We also value the role they play as an OPRF ambassador.

FROM THE CODE OF CONDUCT: "Participation in the Co-Curricular Program is considered an extension of, although separate from, the regular school day. Participation in the co-curricular program is considered a privilege and carries increased expectations on the part of the student participants. By electing to participate in the Co-Curricular Program, the student must fulfill the following rules and standards established by the Board of Education."

In addition to all the IHSA Athletic Teams (29 teams) and IHSA Academic Teams (5 teams), the following student groups are all considered OPRFHS representatives:

ACTSO	Mock Trial	Spoken Word
Class Officers	Model U.N.	Stage Crew
Gospel Choir	M.S.A.N.	Strings
Jazz Band II	Musical Theater	Student Council
J. Kyle Braid	Orchesis Shows	Studio 200 Shows
Little Theater Shows	Pep Band	Synchronized Swimming
Marching Band	Snowball	Vocal Ensembles
Marching Band – Flags		

➤ WHEN DOES THE CODE APPLY?

24 hours a day, 7 days a week, 365 days a year

➤ WHY ARE GROUPS LIKE NEWSCENE, TRAPEZE AND TABULA NOT INCLUDED?

These entities are all academic courses and take place during the school day. This policy is for co-curricular activities that occur outside the realm of the 8:00 – 3:00 school day.

➤ WHAT ARE THE CONSEQUENCES FOR CODE VIOLATIONS IN ATHLETICS?

- 1st offense: The student will be suspended from the team/activity for up to 25% of the competition dates.
- 2nd offense: If the student is in season, he/she may be dismissed from the team for the remainder of the season; additional consequences may include suspension from the Co-Curricular Program for up to one year.
- 3rd offense: If a student commits a third violation he/she will be suspended from participating in co-curricular activities for one year, and may be prohibited for the remainder of his/her high school career.

➤ WHAT ARE THE CONSEQUENCES FOR CODE VIOLATIONS IN ACTIVITIES?

- 1st offense: The advisor in conjunction with the Assistant Principal for Student Activities will make a determination on the appropriate consequences.
- 2nd offense: The student may be dismissed from the co-curricular activity for the remainder of the season; additional consequences may include suspension from the Co-Curricular Program for up to one year.
- 3rd offense: If a student commits a third violation he/she will be suspended from participating in co-curricular activities for one year, and may be prohibited for the remainder of his/her high school career.

➤ **HOW WILL WE KNOW WHICH STUDENTS ARE SUBJECT TO THE CO-CURRICULAR CODE?**

All Athletic/Activity groups will be asked to submit a roster each semester which will be entered into Skyward.

➤ **HOW WILL THIS NEW POLICY BE IMPLEMENTED?**

1. Will begin with Sponsor forums to gain Sponsor input
2. Will establish reporting forms and processes to implement the code

➤ **IN ADDITION, THE QUESTION IS FREQUENTLY ASKED...
WHO DOES C-PASS TO PLAY APPLY TO?**

Only applies to groups that compete within IHSA. Those groups are:

ACADEMIC TEAMS

Chess
Debate
Math
Speech
Scholastic Bowl

ATHLETIC TEAMS

Badminton
Baseball
Boys' Basketball
Girls' Basketball

Cheerleading
Boys' Cross Country
Girls' Cross Country
Drill Team
Field Hockey
Football
Boys' Golf
Girls' Golf
Gymnastics
Boys' Lacrosse
Girls' Lacrosse
Softball
Boys' Soccer

Girls' Soccer
Boys' Swimming
Girls' Swimming
Boys' Track/Field
Girls' Track/Field
Boys' Tennis
Girls' Tennis
Boys' Volleyball
Girls' Volleyball
Boys' Water Polo
Girls' Water Polo
Wrestling



OAK PARK AND RIVER FOREST H.S. CO-CURRICULAR CONDUCT AGREEMENT

NAME: _____ ID# _____
Please Print

Sport/Activity: _____ Year In School: Fr So Jr Sr

Participating in the Co-Curricular Program is considered an extension of, but separate from, the regular school program. While the regular curricular program is a right afforded to each student, participation in the Co-Curricular Program is a privilege and, as such, carries certain expectations beyond those found in the normal classroom situation. The student must agree to abide by the Co-Curricular Code of Conduct, as well as the OPRFHS Code of Conduct, while participating in the Co-Curricular Program at Oak Park and River Forest High School.

As a representative of Oak Park and River Forest H.S., I recognize that I have a responsibility to conduct myself in a manner that represents my school, my team/activity and my community with dignity and respect. I further understand that any actions I choose to commit which negatively impact my school, team/activity or community are grounds for consequences up to and including dismissal from the OPRFHS Co-Curricular Program.

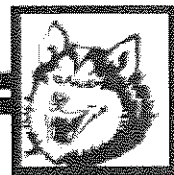
I attest that I have read the Co-Curricular Handbook, and I agree to adhere to all rules, regulations and policies established by Oak Park and River Forest High School District 200, the West Suburban Conference, and the Illinois High School Association. I further understand that the Co-Curricular Program Code of Conduct is in effect 24 hours a day, 7 days a week, 365 days a year.

Student Name _____ Signature _____

Parent/Guardian Name _____ Signature _____

Parent/Guardian Home Phone # _____
Mom Dad

Parent/Guardian Cell Phone # _____
Mom Dad



OAK PARK and RIVER FOREST H.S. CO-CURRICULAR ATHLETIC CONDUCT AGREEMENT

NAME: _____
Please Print

Sport/Activity: _____ Year In School: Fr So Jr Sr

Participating in the Co-Curricular Program is considered an extension of, but separate from, the regular school program. While the regular curricular program is a right afforded to each student, participation in the Co-Curricular Program is a privilege and, as such, carries certain expectations beyond those found in the normal classroom situation. The student must agree to abide by the Co-Curricular Code of Conduct, as well as the OPRFHS Code of Conduct, while participating in the Co-Curricular Program at Oak Park and River Forest High School.

As a representative of Oak Park and River Forest H.S., I recognize that I have a responsibility to conduct myself in a manner that represents my school, my team/activity and my community with dignity and respect. I further understand that any actions I choose to commit which negatively impact my school, team/activity or community are grounds for consequences up to and including dismissal from the OPRFHS Athletic and/or Co-Curricular Program.

I attest that I have read the Student-Athlete Handbook, and I agree to adhere to all rules, regulations and policies established by Oak Park and River Forest High School District 200, the West Suburban Conference, and the Illinois High School Association, including consenting to random steroid testing in accordance with the IHSA's steroid testing policy. I further understand that the Co-Curricular Program Code of Conduct is in effect 24 hours a day, 7 days a week, 365 days a year.

Student Name _____ Signature _____

Parent/Guardian Name _____ Signature _____



OAK PARK AND RIVER FOREST H.S. CO-CURRICULAR ACTIVITY CONDUCT AGREEMENT

NAME: _____ ID# _____
Please Print

Sport/Activity: _____ Year In School: Fr So Jr Sr

Participating in the Co-Curricular Program is considered an extension of, but separate from, the regular school program. While the regular curricular program is a right afforded to each student, participation in the Co-Curricular Program is a privilege and, as such, carries certain expectations beyond those found in the normal classroom situation. The student must agree to abide by the Co-Curricular Code of Conduct, as well as the OPRFHS Code of Conduct, while participating in the Co-Curricular Program at Oak Park and River Forest High School.

As a representative of Oak Park and River Forest H.S., I recognize that I have a responsibility to conduct myself in a manner that represents my school, my team/activity and my community with dignity and respect. I further understand that any actions I choose to commit which negatively impact my school, team/activity or community are grounds for consequences up to and including dismissal from the OPRFHS Co-Curricular Program.

I attest that I have read the Co-Curricular Handbook, and I agree to adhere to all rules, regulations and policies established by Oak Park and River Forest High School District 200, the West Suburban Conference, and the Illinois High School Association. I further understand that the Co-Curricular Program Code of Conduct is in effect 24 hours a day, 7 days a week, 365 days a year.

Student Name _____ Signature _____

Parent/Guardian Name _____ Signature _____

Parent/Guardian Home Phone # _____
Mom Dad

Parent/Guardian Cell Phone # _____
Mom Dad

POLICY 5132, CO-CURRICULAR PROGRAMS

District 200 considers a comprehensive Co-Curricular Program to be an essential part of the overall educational experience for our students. The Co-Curricular Program is provided to enhance the high school experience for our students and to provide opportunities to develop healthy habits, good citizenship, leadership, teamwork, self-discipline, responsibility and respect for rules.

The Principal oversees the Co-Curricular Program. The Athletic Director supervises all aspects of the inter-scholastic athletic program. The Assistant Principal for Student Activities supervises all clubs and activities. Each athletic team, club, or activity must have a coach or sponsor who is recommended for appointment by the Athletic Director or the Assistant Principal for Student Activities, in conjunction with the Principal. A student represents OPRFHS when the team or activity is sponsored as part of the high school's Co-Curricular Program. OPRFHS is a member of the Illinois High School Association (IHSA) and the West Suburban Conference (W.S.C.). When representing the high school in inter-scholastic events, the student must conform to the rules of the IHSA, the W.S.C., as well as the rules and standards established by the high school.

Participation in the Co-Curricular Program is considered an extension of, although separate from, the regular school day. Participation in the co-curricular program is considered a privilege and carries increased expectations on the part of student participants. By electing to participate in the Co-Curricular Program, the student must fulfill the following rules and standards established by the Board of Education.

The rules and standards established for IHSA sanctioned Athletics and Activity Programs are described in Section 1 of the Administrative Procedures. The Administrative Procedures outline the expectations and consequences for inappropriate behavior for IHSA sanctioned co-curricular activities. Any student representing OPRFHS in these activities will be required annually, to sign an agreement to adhere to the Co-Curricular Program Code of Conduct.

The Board of Education has also established standards for academic eligibility for IHSA sanctioned co-curricular activities. These standards are commonly referred to as "*C*" *Pass-to-Play*. Any student participating in IHSA-sanctioned co-curricular activities will be required to adhere to the "*C*" *Pass-to-Play* standards, as well as the IHSA academic eligibility standards. IHSA and OPRFHS academic eligibility participation standards are described in Section 1 of the Administrative Procedures.

The rules and standards established for OPRFHS sponsored Co-Curricular Performance and Representative Programs are described in Section 2 of the Administrative Procedures. The Administrative Procedures outline expectations and consequences for inappropriate behavior for a specified list of OPRFHS sponsored co-curricular activities. Any student representing OPRFHS in these activities will be required annually, to sign an agreement to adhere to the Code of Conduct.

Amended Date(s):	August 28, 2008; June 27, 1996; June 29, 1988; January 22, 1976
Adopted Date:	December 17, 1947
Review Date:	
Law Reference:	
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref.:	

Administrative Procedures for Policy 5132

Section 1. IHSA Activities and Athletics OPRFHS Athletic Program

IHSA Athletics (29)

Boys (13)

Baseball
Basketball
Cross Country
Football
Golf
Lacrosse
Soccer
Swimming
Tennis
Track
Volleyball
Water Polo
Wrestling

Girls (16)

Badminton
Basketball
Cheer
Cross Country
Drill Team
Field Hockey
Golf
Gymnastics
Lacrosse
Soccer
Softball
Swimming
Tennis
Track
Volleyball
Water Polo

IHSA Activities (5)

Chess Team
Debate Team
Math Team
Scholastic Bowl
Speech Team

Participating in the co-curricular program is a privilege. Oak Park and River Forest High School administrators, coaches, and sponsors believe students who are involved in co-curricular activities should conduct themselves as responsible representatives of their school and community. Students who represent their school are expected to maintain high standards of conduct 24 hours a day, 7 days a week, for the entire calendar year. Parents and high school staff members all share the responsibility for helping students adhere to these standards. Participants in the Co-Curricular Program have a responsibility to adhere to the policies established by Oak Park and River Forest High School District 200, the West Suburban Conference, and the Illinois High School Association. All violations will become a part of the students' discipline record.

A student found in violation of the Co-Curricular Code of Conduct may receive consequences up to and including dismissal from the activity. Such violations include, but are not limited to the following:

- use or possession of alcohol, tobacco products and/or controlled/illegal substances,
- being present at a party or activity where illegal drugs or alcohol are available,
- violations of academic integrity and ethics
- violations of the OPRFHS Code of Conduct (*Level II, III or IV Infractions*); examples include, but are not limited to; gang activity, fighting, vandalism, theft, harassment, bullying and/or hazing;
- any criminal offense or conduct or activity which is detrimental to OPRFHS or the Co-Curricular Program; and/or
- Parent(s)/Guardian(s) will be notified by phone and letter of a student's violation of the Co-curricular Code of Conduct.

If a student is in violation of a criminal offense or gross misconduct, the Athletic Director and/or Assistant Principal for Student Activities may, at his/her discretion, dismiss the student from the team/activity for the remainder of the season. A student who is suspended for an alcohol, drug or tobacco violation will be required to meet with the OPRFHS Substance Abuse Counselor. Students taking prescription drugs should have a Medical Authorization on file in the Health Center

First Offense The student will be suspended from the team/activity for up to 25% of the competition dates. The student will be allowed to practice and participate in all other team activities, except competition, during the suspension. If the violation occurs out of season or during the summer, the suspension will apply to the student's next season of competition. If the suspension is not completed during the season, it will be continued to the student's next season. If the student should decide to take part in another sport, the suspension will be served during that time. The student would need to remain a member of the team for the entire season in order to satisfy the stipulations of the suspension.

Second Offense

If the student is in season, he/she may be dismissed from the team for the remainder of the season, additional consequences may include suspension from the Co-Curricular Program for up to one year. The Athletic Director and Assistant Principal for Student Activities will make the final decision on the suspension.

Third Offense

If a student commits a third violation he/she will be suspended from participating in co-curricular activities for one year, and may be prohibited for the remainder of his/her high school career. The Athletic Director and Assistant Principal for Student Activities will make the final decision on the suspension.

IHSA and OPRFHS Academic Eligibility Participation Standards

Illinois High School Association Policies

IHSA Policy 3.21 Students shall be doing passing work in at least four (4) classes of high school work per week. If a student is not passing four (4) classes in any given week, he/she will be ineligible for competition the following week.

IHSA Policy 3.22 Students shall, unless they are entering high school for the first time, have credit on the high school records for passing twenty credit hours (4 classes) of high school work the previous semester. Such work shall have been completed in the semester for which credit is granted or in a recognized summer school program, which has been approved by the Board of Education and for which graduation credit is received. If a student is not passing twenty credit hours (4 classes) at the end of a semester, he/she will be ineligible the following semester.

IHSA Policy 3.23 Passing work shall be defined as, work of such a grade that if on any given date a student would transfer to another school, assigned grades for that course would immediately be certified on a student's transcript to the school which a student transfer.

Oak Park and River Forest High School "C" Pass-to-Play Standards

The OPRFHS "C" Pass-to-Play Standards requires students to maintain a minimum GPA of 2.0 and not receive an "F" grade in any class in order to participate in IHSA athletic and activity programs. The method of monitoring student grades are described below.

Weekly Grade Check Student grades are reported every Wednesday and distributed to students by Thursday or Friday of each week. If a student-athlete has a "D" or "F" on a weekly grade check, he/she will be placed on the Weekly Academic Support Program (study table) and be required to complete 150 minutes of academic assistance the following week. If the student fails to complete the required hours, he/she will be ineligible for competition the following week.

"Academic Alert" – Nine (9) Week Grade Check If a student-athlete falls below a 2.0 GPA or has an "F" at the end of a nine-week grading period, that student is placed on "Academic Alert" and will be required to attend the nine-week Academic Support Program (study table), which consists of three (3) 50 minute Academic Assistance Sessions per week or 150 minutes of teacher assistance. If the student fails to complete the required hours, he/she will be ineligible for competition the following week.

Athletic Ineligibility/Appeals Process Students who have less than a 2.0 GPA or an "F" grade for two (2) consecutive nine-week grading periods will not be allowed to participate in OPRFHS Co-Curriculars. Students are notified in writing of their ineligibility and they may appeal this decision. The Appeals Process begins with the student submitting, in writing, the reasons that may have contributed to the level of achievement attained. The appeals committee meets with the student and renders a decision on whether to reinstate his/her eligibility. The committee consists of the Principal, Athletic Director, or Assistant Principal for Student Activities and the student's Counselor.

Section 2. OPRFHS Performance and Representative Activities (23)

ACTSO	M.S.A.N.
Class Officers	Musical Theatre
Gospel Choir	Orchesis Shows
Jazz Ensemble	Pep Band
Jazz II	Snow Ball
J. Kyle Braid	Spoken Word
Little Theatre Shows	Stage Crew
Marching Band	Strings
Marching Band- Flags	Student Council
Mock Trial	Studio 200 Shows
Model U.N.	Synchronized Swimming
	Vocal Ensembles

Participating in the Co-Curricular Program is a privilege. Oak Park and River Forest High School administrators, coaches, and sponsors believe students who are involved in co-curricular activities should conduct themselves as responsible representatives of their school and community. Students who represent their school are expected to maintain high standards of conduct 24 hours a day, 7 days a week, for the entire calendar year. Parents and high school staff members all share the responsibility for helping students adhere to these standards. Participants in the co-curricular program have a responsibility to adhere to the policies established by Oak Park and River Forest High School District 200, the West Suburban Conference and the Illinois High School Association. All violations will become a part of the students' discipline record.

A student found in violation of the Co-Curricular Code of Conduct may receive consequences up to and including dismissal from the activity. Such violations include, but are not limited to the following:

- use or possession of alcohol or controlled/illegal substances;
- being present at a party or activity where illegal drugs or alcohol are available;
- violations of academic integrity and ethics;
- violations of the OPRFHS Code of Conduct (*Level II, III or IV Infractions*); examples include, but are not limited to; gang activity, fighting, vandalism, theft, harassment, bullying and/or hazing;
- any criminal offense or conduct or activity which is detrimental to OPRFHS or the Co-Curricular Program; and/or
- Parent(s)/Guardian(s) will be notified by phone and letter of a student's violation of the Co-curricular Code of Conduct.

If a student is in violation of a criminal offense or gross misconduct the Assistant Principal for Student Activities may, at his/her discretion, dismiss the student from the team/activity immediately. A student who is suspended for an alcohol or drug violation will be required to meet with the OPRFHS Substance Abuse Counselor. Students taking prescription drugs should have a Medical Authorization on file in the Health Center.

First Offense

The activity advisor in conjunction with the Assistant Principal for Student Activities will make a determination on the appropriate consequences.

Second Offense

The student may be dismissed from the co-curricular activity for the remainder of the season; additional consequences may include suspension from the Co-Curricular Program for up to one year. The Assistant Principal for Student Activities, the Athletic Director and Activity Advisor will make the final decision on any suspension and additional consequences.

Third Offense

If a student commits a third violation he/she will be suspended from participating in co-curricular activities for one year, and may be prohibited for the remainder of his/her high school career. The Assistant Principal for Student Activities and the Athletic Director will make the final decision on the suspension.

Section 3. Appeals Procedures for Violations of IHSA Co-Curricular Athletic and Activity Programs and OPRFHS Performance and Representative Activities

The student or parent has the right to appeal any co-curricular consequence. This would be an opportunity to present extenuating circumstances that he/she believes could affect the consequences that have been administered.

The Appeals Procedure is as follows.

- 1) The parent/guardian must appeal in writing within three (3) days of receipt of the written decision. This appeal should be directed to the Principal.
- 2) The Principal, parent/guardian, and student will meet. The Principal, in consultation with the Athletic Director and/or Assistant Principal for Student Activities, will make the final decision on any appeal. If a decision is appealed, every effort will be made to hear the appeal in a timely manner; however, the student may not participate in competitions for the duration of the appeal.