

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

**BOARD POLICY, EVALUATION AND GOALS COMMITTEE MEETING
Monday, December 7, 2009
Immediately following Instruction Committee
Board Room
AGENDA**

I. Approval of Minutes **Dr. Dietra D. Millard**

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

- A. Policy 5116, Alternative Educational Programs (Revised)
- B. Policy 3800, Hazardous Materials (New)
- C. Policy 3810, Green Cleaning Policy (New)

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

- A. Policy 5136, Student Travel (Revision)
- B. Policy 102, Alternative Education (Revision)
- C. Policy 1100, Partnership with the Community (Revision)
- D. Policy 1105, Corporate Sponsorship (Revision)
- E. Policy 1110, Information to the Public (Revision)
- F. Policy 1125, School Auxiliary Organizations (Revision)
- G. Policy 1200, Board Meetings (Revision)
- H. Policy 1230, School Attendance on Days of Religious Observances (Revision)
- I. Policy 1325, Building Security (Revision)
- J. Policy 1330, Tobacco Prohibition (Revision)
- K. Policy 1400, Recognition Naming of District 200 Facilities or Events (Revision)
- L. Policy 1420, Citizens' Council (Revision)
- M. Policy 2120, Superintendent (Revision)
- N. Policy 3610, Automated External Defibrillator Use (Revision)
- O. Policy 3900, Freedom of Information Act (New)

IV. Additional Matters for PEG Committee Information/Deliberation

Additional Board of Education Meetings

Docket: Policy 3030, Athletics Field(s) and Stadium Lighting (New)

- C: Board Members, Dr. Dietra D. Millard, Chair; Dr. Ralph H. Lee and Terry Finnegan, Board of Education Members; Superintendent; District Leadership Team (DLT), and Building Leadership Team (BLT)

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

**POLICY, EVALUATION, AND GOALS (PEG) COMMITTEE MEETING
November 12, 2009**

A Policy Committee meeting was held on Thursday, November 12, 2009, in the Board Room of the Oak Park and River Forest High School. Chair Dr. Millard called the meeting to order at 9:07 a.m. Committee members present were John C. Allen, Terry Finnegan Dr. Ralph H. Lee, Dr. Dietra D. Millard, and Amy Leafe McCormack and Sharon Patchak-Layman. Also present were Dr. Attila J. Weninger, Superintendent; Jason Edgecombe, Assistant Superintendent for Human Resources; Nathaniel L. Rouse (departed at 9:37 a.m.); 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; and Terry Dean of the *Wednesday Journal* (arrived at 9:35 a.m.)

Acceptance of October Committee Minutes

It was the consensus of the PEG Committee members to accept the minutes of the October 2009 Committee meeting, as presented.

Consideration of the following Policies for Second Reading and Action

Policy 6130, Objections To Instructional Library Collection

It was the consensus of the PEG Committee members to recommend to the Board of Education that it amend Policy 6131, Objections to Instructional Materials, at its regular November Board of Education meeting, as presented.

Policy 6131, Objections To Materials In Library Collection

It was the consensus of the PEG Committee members to recommend to the Board of Education that it amend Policy 6131, Objections to Instructional Materials, at its regular November Board of Education meeting, as presented.

Mr. Allen asked if it were necessary to have these policies as he found them both intrusive. He was informed that The School Code of Illinois provides for an objection to dissection and whereby a student would not have to participate. Thus, these policies are the framework for that stipulation.

Policy 5119, Home-Schooled and Non-public School Students

It was the consensus of the PEG Committee members to recommend that the Board of Education amend Policy 5119, Home-Schooled and Non-public School Students, at its regular November Board of Education meeting, as presented.

Policy 5127, Alternative Credit

It was the consensus of the PEG Committee members to recommend that the Board of Education amend Policy 5127, Alternative Credit, at its regular November Board of Education meeting, as presented.

Discussion ensued about allowing a pass/fail grade for those students from District 90 and 97 receiving a grade of C or lower. Ms. Patchak-Layman suggested making all of the grades, be they an A or B or lower, a pass/fail grade, because this instruction is not provided at the junior highs. It was noted that colleges would look at a “P” grade as a negative grade. Ms. Patchak-Layman felt that colleges would also see that these students would have four years of no other pass/fail grades. The District’s position is that these classes are being taken at the prerogative of the family and the students. The policy reflects current practice. Perhaps parents and students may need counseling before making this choice.

Policy 6135, Bookstore

It was the consensus of the PEG Committee members to recommend that the Board of Education amend Policy 6135, Bookstore, at its regular November Board of Education meeting, as presented.

Policy 6150, Adjunct Programs

It was the consensus of the PEG Committee members to recommend that the Board of Education amend Policy 6150, Adjunct Programs, at its regular November Board of Education meeting, as presented.

Policy 6220, Tutoring and Therapy

It was the consensus of the PEG Committee members to recommend that the Board of Education amend Policy 6220, Tutoring and Therapy, at its regular November Board of Education meeting, as presented.

Policy 6400, Instructional and Recreational Materials

It was the consensus of the PEG Committee members to recommend that the Board of Education amend Policy 6400, Instructional and Recreational Materials, at its regular November Board of Education meeting, as presented.

Policy 6500, Education of Children with Disabilities

It was the consensus of the PEG Committee members to recommend that the Board of Education amend Policy 6500, Education of Children with Disabilities, at its regular November Board of Education meeting with the following amendments.

Page 1, Para 3, Line 7:	Add the letter “P” before the word “or”
Page 1, Para 5, Line 1:	Add the words “or non-special” after the word “special”
Page 1, Para 5, Line 2:	Add the words “as designated in their Individual Educational Plans (IEPs)” after the word “facilities”

Policy 10, Introduction

It was the consensus of the PEG Committee members to recommend that the Board of Education amend Policy 10, Introduction, at its regular November Board of Education meeting, as presented.

Policy 12, American Flag

It was the consensus of the PEG Committee members to recommend that the Board of Education amend Policy 12, American Flag, at its regular November Board of Education meeting, as presented.

Policy 30, Policy Changes

It was the consensus of the PEG Committee members to recommend that the Board of Education amend Policy 30, Policy Changes, at its regular November Board of Education meeting, as presented.

Policy 100, Statement of Philosophy

It was the consensus of the PEG Committee members to recommend that the Board of Education amend Policy 100, Statement of Philosophy, at its regular November Board of Education meeting with the following addition.

Page 2, line 2: After the word “economic,” add “sexual orientation”.

Policy 101, Human Dignity and Diversity

It was the consensus of the PEG Committee members to recommend that the Board of Education amend Policy 101, Human Dignity and Diversity, at its regular November Board of Education meeting with the following enhancements:

Page 1, Para 3, line 4: Remove the words “to the process”

Page 1, Para 5, line 2: Add the words “or gender expression” after the word “bisexuality”

The above enhancement was made to show the strengthen of the District’s commitment “to providing an inclusive education for all students...” Dr. Weninger had noted that legal counsel had advised the District to add the wording “to the process” originally.

Policy 101-A, Gender Equity

It was the consensus of the PEG Committee members to recommend that the Board of Education amend Policy 101-A, Gender Equity, at its regular November Board of Education meeting.

Consideration of the following Policies for First Reading and Action

Policy 5116, Alternative Educational Programs

It was the consensus of the PEG Committee members to recommend that the Board of Education approve Policy 5116, Alternative Educational Programs, for First Reading, at its regular November Board of Education meeting with amendments.

Ms. Patchak-Layman was concerned about listing the “first time” in this policy that it suggested that it would not happen should a student come back, do well and then have another situation.

Ms. Patchak-Layman also felt that Item E of the Addendum should be eliminated because people cannot sign away their ability to question what they have done or have additional services. Dr. Weninger noted that he would ask the attorney to review that language.

Addendum:

Page 1, Item B.4, Line 2: After the word "School" add the words "(OPRFHS) related"

Page 1, Item B.4, Line 2: After the word "co-curricular" add "(activity or athletic)"

Page 1, Item B.4, Line 3: After the word "event" add "whether on school grounds, in school facilities, or at any off-campus event in which OPRFHS is a participant."

The above changes will give further clarity to this policy.

Policy 5136, Student Travel

Changes are continuing and will be brought forward again in December.

Policy 3800, Hazardous Materials

It was the consensus of the PEG Committee members to recommend that the Board of Education approve Policy 3800, Hazardous Materials, for First Reading, at its regular November Board of Education meeting. This policy was drafted by the attorney.

Discussion ensued about how to best ensure that pesticides and other hazardous materials are not used on the grasses, e.g., weed killer, etc., and it was suggested that Board of Education approval be obtained, putting on annual schedule, etc. No decision was made on this suggestion.

Policy 3810, Green Cleaning Policy

It was the consensus of the PEG Committee members to recommend that the Board of Education approve Policy 3810, Green Cleaning Policy, for First Reading, at its regular November Board of Education meeting. This policy was drafted by the attorney.

Additional Matters for Discussion

Courageous Conversations About Race (Board Goal 1. Racial Equity)

Discussion ensued about how the Board of Education wanted to proceed with its own Courageous Conversations about Race and whether these conversations would occur in open or closed session and who would facilitate that conversation.

Dr. Millard and Mr. Rouse will continue this discussion. Ms. McCormack asked for different rates charged by facilitators, including that of Dr. Glen Singleton, and options. Mr. Rouse noted that he and Mr. Alexander were prepared to facilitate this conversation. Mr. Nate suggested going to Evanston Township High School to see the presentation that Dr. Singleton will make to the entire faculty. Ms. Patchak-Layman suggested Board of Education members could combine with groups in the building having this conversation.

Several members and Mr. Hunter were cautionary about holding such a conversation in open session; it would an exploration of one's own nature with a journalist in the room.

Adjournment

At 10:14 a.m., on Thursday, November 12, 2009, the Policy, Evaluation, and Goals Committee adjourned.

SECOND

READING

Policy 5116, ALTERNATIVE EDUCATIONAL PROGRAMS

The Board of Education of District 200 may, at its discretion, offer to hold in abeyance the ~~first~~ ~~time~~ expulsion of a student who enrolls in and regularly attends an alternative educational program during the period of time specified for the expulsion.

Designated alternative educational programs must be accredited by the Illinois State Board of Education. Tuition costs for alternative educational programs will be covered by the District ~~200 Board of Education~~. Credits earned in an alternative educational program will be transferred to Oak Park and River Forest High School upon successful completion of the student's placement and semester(s).

A student who accepts the Board's offer to hold an expulsion in abeyance must accomplish the following during the term of the expulsion:

- A. The student and parent shall sign a written agreement with the ~~School~~ District to abide by the conditions specified in this policy. (See Attachment A)
- B. The student shall enroll in the alternative educational program within ten days following the meeting at which the Board of Education took its action to expel held in abeyance.
- C. The student shall maintain an attendance rate of at least ~~eighty-five~~ eighty-five percent in the alternative educational program (or as stipulated by the Board of Education).
- D. The student shall comply with all requirements of the alternative educational program and with the District's *Code of Conduct* in order to remain in good standing.
- E. The student shall forego participation in or attendance at any Oak Park and River Forest High School (OPRFHS) related ~~-co-curricular activity or athletic~~ (activity or athletic) event, whether on school grounds, in school facilities, or at any off-campus event in which OPRFHS is a participant.
- F. The student shall remain off school premises throughout the duration of the expulsion held in abeyance period, except that the student may be on school premises to keep an appointment scheduled with school officials.
- G. Abide by any other conditions as stipulated by the Board of Education.

The Board of Education reserves the discretion to offer to hold an expulsion in abeyance depending on the severity of the offense; the student's disciplinary record; the danger the student represents to other students, faculty, or staff at the high school; the likelihood the student will profit from attendance at an alternative educational program; and/or any other factors that may be relevant.

An alternative educational program is an option for ~~first-time~~ expulsion of students with disabilities where the behavior leading to the expulsion is determined to be unrelated to the student's disability. ~~Also,~~ An alternative educational program may be provided at District expense and at the Board's discretion to any student who would not otherwise be expelled but who might benefit from the alternative approach to education provided by an alternative educational program. The student and the student's parents/guardians would have to agree to a voluntary change in school placement.

Expulsions, which are held in abeyance, will not be entered into the permanent records of students who comply with all the terms and conditions of this policy. An expulsion, which is held in abeyance, will be activated if a student violates any of the conditions specified above. Before the expulsion is activated, the student and his/her parent(s) will be notified of the reason for the activation and afforded an opportunity to respond. The basis for the original decision to expel will not be reviewed at that time.

Amended Dates:	March 22, 2007
Adopted Date:	June 27, 1996
Review Date:	
Law Reference:	
Related Policies:	
Related Instructions	
And Guidelines:	
Cross Ref.:	

AGREEMENT TO ATTEND AN ALTERNATIVE EDUCATIONAL PROGRAM AS A
CONDITION OF HOLDING EXPULSION IN ABEYANCE

ATTACHMENT A

- A. On _____, the Board of Education of Oak Park and River Forest High School District 200 voted to expel _____ but to hold the expulsion in abeyance if the student attends an educational program and abides by the following conditions:
- B. As a condition of holding the expulsion in abeyance, the student and his custodial (s) agree to the following:
1. The student shall enroll in the alternative educational program no later than _____.
 2. The student shall maintain an attendance rate of at least 85 percent in the alternative educational program (or as stipulated by the Board of Education).
 3. The student shall comply with all requirements of the alternative educational program and with the District's *Code of Conduct* in order to remain in good standing.
 4. The student shall forego participation in or attendance at any Oak Park and River Forest High School (OPRFHS)-related activity, ~~activity or co-curricular (activity or athletic) event. -event, including any athletic or extra-curricular activity or event whether on school grounds in school facilities, or at any off-campus event in which OPRFHS is a participant.~~
 5. The student shall remain off school premises throughout the duration of the expulsion period, except that the student may be on school premises to keep an appointment scheduled with school officials.
 6. The student shall abide by any other condition as stipulated by the Board of Education and as attached.
- C. The student and his/her parent(s) agree that failure to abide by these conditions will result in the ~~School-District~~ activating the expulsion. Prior to any activation of the expulsion, the student and his/her parent(s) will be notified in writing of the reason for the activation and provided with an opportunity to respond. The basis for the original decision to expel will not be reviewed at that time.
- D. If the student abides by these conditions for the duration of the designated expulsion period, no expulsion will be shown on his/her school record, and any credits earned in an alternative educational program will be transferred to Oak Park and River Forest High School at the successful completion of the student's placement and semester(s).
- E. The student and his/her parent(s) waive any claim that they are entitled to receive educational services other than those provided in the alternative educational placement or as otherwise agreed upon during the expulsion period.

Student

Parent

Date

FIRST

READING

POLICY 5136, STUDENT TRAVEL

The Board of Education grants the Superintendent (or his/her designee) authority to approve student travel that fully provides for the safety and welfare of students; that have appropriate and substantial educational value; and for which written parental/guardian permission has been obtained. Student travel is not limited to the regular school hours, but can be engaged in outside of regular school hours and on days other than regular school days.

The Board of Education recognizes four types of student travel: Field Trips, Co-curricular Activity Trips (Athletic or Activity), Exchanges, and Excursions. Field Trips are defined as travel directly related to educational programs of the high school intended to extend educational experiences in relation to specific classroom objectives that are consistent with the general goals of the curriculum of a specific course. Activity-Co-curricular Trips are defined as student travel sponsored by ~~an~~ athletic or a co-curricular activity (athletic or activity) of the school. Exchanges are defined as student travel to another school, usually in another country, in which students usually live with a host family and spend time attending classes in the host school. Exchanges generally result in a reciprocal trip to Oak Park and River Forest High School by students and staff from the host school. Excursions are defined as student travel, usually international, that provide unique curricular and/or cultural opportunities for Oak Park and River Forest High School students. Excursions may only be approved if the educational benefits to participating students can be substantiated.

Transportation costs related to student field and co-curricular activity-travel will generally be funded by the District for trips to destinations within 150 miles of Oak Park and River Forest High School. With the exception of IHSA-sponsored competitions and/or other activities approved by the Superintendent (~~and/or~~ his/her designee), for student travel of greater distances, the cost of transportation may be borne by the participants. For all types of student travel, the District will not typically cover costs related to tickets, admission fees, lodging, and food.

Costs related to student travel should not be a barrier for any student eligible to participate in the trip. Sponsors of student travel must obtain administrative approval prior to committing to any trip or travel plans. Sponsors of student travel are expected to comply with appropriate levels of student/adult supervision ratios as established by the Superintendent (or his/her designee). The Superintendent (or his/her designee) shall develop procedures for application and approval of student travel trips, as well as procedures for the approval of District employee and volunteer drivers. Such procedures may vary depending on the type of student travel being planned.

No employee or approved volunteer shall transport students alone in their personal vehicles. If approval is given to an employee or approved volunteer to transport students in his/her personal vehicle, his/her insurance coverage will be primary and the District's insurance coverage will be secondary.

Amended Date(s):	June 25, 2009; December 18, 2003; April 8, 2003; December 19, 1984; December 14, 1982; and January 22, 1976
Adopted Date:	July 17, 1969
Review Date:	
Law Reference:	105 ILCS 5/10-22.29b, 105 ILCS 5/29-3.1, and 105 ILCS 5/29-3.4
Related Policies:	
Related Policies:	
Related Instructions And Guidelines:	Procedures for Policy 5136 And Guidelines
Cross Ref.:	

Procedures for Policy 5136, Student Travel

A. A. Approval

Sponsors of student travel must obtain administrative approval prior to committing to any trips or travel.

B. B. Supervision

Oak Park and River Forest High School requires an appropriate level of adult supervision for all student travel. Adult supervisors are required to travel with the students as members of the same group. The number of ~~d~~District employees required as adult supervisors will vary depending upon the conditions of the trip. Parents and interested adults may volunteer to serve as additional supervisors for student travel.

For all student travel that include an overnight stay of one or more nights, supervisors must contact the designated ~~d~~District administrative liaison at regularly established times. In the case of any difficulty or divergence from the submitted itinerary, supervisors are to notify the designated administrative liaison immediately as to the nature of the difficulty or the divergence. In such situations students should never be left without adult supervision. Should a student, for whatever reason, become separated from the group, a supervisor should remain with that student while the remaining members of the group complete their travel with another supervisor(s). At no time should a student or a group of students be left unsupervised on a trip.

In the case of changing travel arrangements, supervisors must notify the designated administrative liaison of all circumstances and changes. Parents and guardians of all trip participants must in turn be notified of any and all changes in travel plans and/or arrangements.

C. ___ Costs

The ~~sponsoring~~ teacher/coach/sponsor should determine necessary costs and submit those costs in writing to the appropriate administrative personnel at the time of application for administrative approval of the travel. Once approved, students are to be notified of the expenses of the trip to them at the time of registration.

Transportation costs will generally be funded by the ~~d~~District for student travel to destinations within 150 miles of the high school. For travel of greater distances, the cost of transportation ~~will~~may be borne by the participants. For all trips, the ~~d~~District will not typically cover costs related to tickets, admission fees, lodging, and food. The sponsoring teacher is to assess each participating student for these expenses. Arrangements for securing the funds collected should be made with the Business Office.

D. ___ Insurance

All students, employees, approved volunteer drivers, and parent or guardian supervisors must be covered by accident and health insurance coverage, protecting them from financial loss due to bodily injury, disability, or death while participating in school sponsored travel. This

insurance is provided through the District. Additional costs to trip participants may be incurred for appropriate insurance coverage. The trip sponsor is required to check with the Business Office to determine if additional insurance costs must be obtained. This coverage (if not provided by the dDistrict), including the name and address of the insurance company and the policy number, must be indicated in writing and placed on file in the Business Office in advance of any travel.

E. Transportation

As a general rule, transportation for school-sponsored travel will be provided by means of commercial vehicles. All buses or rental vehicles are to be ordered through the Business Office. If more than ~~47 students~~44 passengers are participating in the trip, a second bus must be used. The cost of such rental vehicles will be covered by the dDistrict's transportation fund if the travel destination is within 150 miles of the high school. Otherwise, the trip's participants ~~must~~may be required to cover such rental costs.

Employees or approved volunteers who possesses a valid Illinois (or other state's) driver's license, valid proof of insurance, and who isare at least 21 years of age or older, who have a completed and returned criminal background check, and who have a completed and returned driver license violation check with no moving violations within the previous 6 months may transport students on school-sponsored travel in a schoolDistrict-owned, rented, or leased vehicles. Such persons are covered by the dDistrict's insurance up to limits of the dDistrict'such coverage. An employee or approved volunteer who transports students on a school-sponsored trip in a non-school vehicle is covered up to the limits of the dDistrict's insurance coverage after the employee's/volunteer's own insurance has been exposed up to the limits of its coverage. Any approved non-employee volunteer who transports students on a school-sponsored trip in a non-school vehicle is not covered by the dDistrict's insurance. Non-employees must not transport students.

Volunteers who receive approval through the District approval process, may transport students on school-sponsored travel in District-owned, rented, or leased vehicles. Such persons are covered by the District's insurance up to limits of such coverage. Volunteers receive approval through the appropriate administrator and only after completing the necessary requirements for approval.

The Superintendent (or his/her designee) is responsible for developing an approval process for both employees and volunteers who seek approval. This approval will include but not be limited to the following: minimum 21 years of age; valid and current IL (or other state's) driver's license; completed and returned criminal background check; completed and returned driver license violation check with no moving violations within the immediate previous 6 months; and required self-reporting to the District for any moving violations. The Superintendent (or his/her designee) shall develop a form for said application process, including but not limited to an annual verification of items noted above for current employees and approved volunteers..

Keys must be returned at conclusion of vehicle usage. The driver is responsible for ensuring that the vehicle is returned in proper working order, and is free of garbage or other debris. In the event of damage or an accident, the driver must report the incident as soon as practical to the Business Office.

A completed Vehicle Request Form with proper administrator approval is required for vehicle usage by employees or approved volunteers. Keys will only be issued to employees and approved volunteers who meet the above criteria. The privilege of driving a District vehicle may be suspended or revoked if the employee or approved volunteer is found to be in violation of any portion of this procedure.

F. General Field Trip Procedures

Field Trips are arranged and approved through the Office of the Director of InstructionPrincipal and approved by that office. Field trip requests should be submitted by the third week of the semester. A calendar of approved field trips will be distributed to the faculty by the end of the fourth week of each semester. Additional field trips can be approved beyond the third week of the semester if planning for the trip could not have occurred during the first three weeks of the semester.

Parental permission must be secured for any field trip which takes students off school property and/or which extends beyond normal school hours. Permission slips bearing the signature of the parent/guardian will be collected by the sponsoring teacher and must be filed with the appropriate division secretary, who in turn, must file the permission slips with the attendance office at least five days prior to the occurrence of the trip. Students who fail to submit a parent/guardian permission slip by the established deadline will not be allowed to participate in the field trip. The sponsoring teacher must distribute a list of the students participating in the field trip to faculty at least two days before the trip, either via e-mail or the faculty bulletin.

All approved field trips must have an evaluation component. Each student participating in the trip must complete the Field Trip Evaluation form. Student responses are to be tabulated by the sponsoring teacher who will prepare a Field Trip Evaluation Summary, which must include a reflection statement, completed by the classroom teacher or trip sponsor. This summary must be submitted to the ~~Director of InstructionPrincipal~~ and the appropriate Division Head. A failure to submit this summary may result in the denial of future requests for field trips in subsequent semesters.

No class may have more than one field trip per grading period except those classes that have a field or performance component or as jointly determined by the Division Head and the ~~Director of InstructionPrincipal~~. "Black out dates," i.e., dates on which field trips may not be scheduled, are set by the Principal and notification of same is made to the administration, Division Heads, and faculty.

Costs related to a field trip should not be a barrier for any eligible students to participate.

G. General Co-curricular (Athletic and Activity) Trip Procedures

Co-curricular Activity trips related to Athletics are approved and arranged for by the Athletic Director. Co-curricular Activity trips related to extracurricular Activities are arranged through the Assistant Principal for Student Activities Director and are approved by the Assistant Superintendent for Pupil Support Services. ExtraCo-curricular activities trips must may not take students from school during regular school hours unless approved by the Athletic Director or Assistant Principal for Student Activities in advance. Coaches and sponsors should check with the appropriate administrator regarding additional specific rules and guidelines.

The Superintendent (or his/her designee) shall develop procedures which permit students to travel home from a specified event with their parent(s) provided prior approval has been granted by the appropriate and immediate coach/sponsor of the student and the event. additional specific rules and guidelines.

Costs related to ~~athletic or extracurricular~~ Co-curricular trips should not be a barrier for eligible students to participate.

H. General Exchange/Excursion Trip Procedures

Applications for Exchanges/ Excursions are available through the Office of the ~~Director of Instruction~~ Assistant Principal for Student Activities. Incomplete applications will not be considered for approval.

Students may not miss more than five (5) days of school as a result of participating in a an school-initiated Exchange or Excursion.

Prior to approval being granted for any trip, sponsors will complete a detailed ~~questionnaire application~~ that is presented for approval to the Assistant Principal for Student Activities and then to the District Leadership Team (DLT) ~~to be kept on file in the Office of the Director of Instruction. The questionnaire will include information relevant to the students' and supervisor's participation in the trip.~~

All Exchanges/Excursions that involve male and female students must have at least two sponsors, one male and one female. At least one of the sponsors must have previous Exchange/Excursion experience and one must have more than three consecutive semesters of employment in the District.

Permission forms and student informationslips bearing information bearing the signature of the parent/guardian must be obtained for every student participating in an Exchange/Excursion. These permission slips must be returned to and will be kept on file in the Office of the Director of InstructionAssistant Principal for Student Activities.

Sponsors of Exchanges/Excursions must hold at least two informational sessions with parents/guardians participating in the Exchange/Excursion before students depart on the trip.

Exchanges/Excursions are subject to the approval of the Assistant Principal for Student Activities and then the District Leadership Team (DLT) Building Administrative Team (BAT) and, upon the recommendation of ~~BAT~~, the DLT, may require approval by the Board of Education. Even after approval has been granted, the DLT ~~BAT~~ or the Board of Education may withdraw the approval should national or worldwide conditions suggest that student safety on the trip could be compromised.

POLICY 102, ALTERNATIVE EDUCATION

In recognition of the variety of effective teaching/-learning methods and the wide divergence of interests, skills, and personalities that existing among the teachers and students ~~of this school~~, the Board of Education endorses and encourages the provision of alternative education programs. The Superintendent (or his/her designee) is charged to develop ~~Procedures are to be established which~~ that will stimulate the formation of such programs and enable them to be ~~developed and~~ implemented in response to the expressed interests and needs of students and teachers. Alternatives are to exist within the confines of District financial resources and graduation requirements.

Amended Date(s):

Adopted Date: February 19, 1976

Review Date:

Law Reference:

Related Policies:

Related Instructions

And Guidelines:

Cross Ref.:

POLICY 1100, PARTNERSHIP WITH THE COMMUNITY

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

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

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

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

POLICY 1105, CORPORATE SPONSORSHIP

The Board of Education recognizes there can be mutual benefit to establishing relationships with corporate or business entities that support the educational mission of the District. All corporate relationships must be approved by the Board of Education. In working with a District corporate or business entity, the Superintendent/~~Principal~~(or his/her designee) is responsible for ensuring that such relationships are positive in nature and do not, in the process, distort the District's educational values. Positive corporate or business relationships must be ethical and structured in accordance with the following principles:

1. Corporate or business relationships must support the goals and objectives of the District and be structured to meet an identified educational need.
2. Corporate or business relationships must be age appropriate and in the best interest of students.
3. Corporate or business relationships should be substantially free of commercial advertising with no direct effort to induce students or District employees to buy products or enlist services associated with the corporate or business entity.
4. Corporate or business logos should be for identification purposes rather than for commercial, marketing, and/or advertising purposes.
5. Corporate or business relationships should not limit the discretion of the District to use donated materials, goods or services.
6. Corporate or business relationships should be subject to public disclosure and provide District parent/alumni groups, employee groups, and student organizations the opportunity to comment upon any such relationships.
7. Corporate or business relationships must comply with all federal, state, local, and District laws, rules, and regulations. In addition, such relationships must be consistent in compliance with the District's negotiated ~~labor~~-collective bargaining agreements.
8. Corporate or business relationships must not provide direct financial benefit to District employees, students, parents, or Board of Education members.
9. Corporate or business relationship agreements must be set forth in writing.

10. Corporate or business relationships must be subject to periodic review as set forth in the procedures to this policy.

11. The Superintendent (or his/her designee) ~~/Principal or designee~~ shall establish procedures governing all corporate or business relationships.

Amended Date(s):

Adopted Date: April 8, 2003

Review Date:

Law Reference:

Related Policies:

Related Instructions

And Guidelines:

POLICY 1110, INFORMATION TO THE PUBLIC

The Board of Education recognizes its responsibility to the public to provide information concerning its actions, policies, and details of its educational and business operations.

Clear and concise information about the ~~school~~ District and school shall be provided on a continuous basis through appropriate media and school-sponsored publications. This information shall serve to increase the public's knowledge and understanding and to cultivate a partnership between the home/community and District/school. Newsletters, web based notifications, and other informational pieces shall be published regularly and periodically by the District to supply information about policies, long and short-range goals and objectives, planning and management, and educational programs and activities.

The administration, ~~F~~faculty, and staff members shall be encouraged to use their formal and informal contacts with parents and other community residents to enhance the public's understanding of District and school policies, programs, and procedures.

Amended Date(s):

Adopted Date: July 26, 1979

Review Date:

Law Reference:

Related Policies:

Related Instructions

And Guidelines:

Cross Ref.:

POLICY 1125, SCHOOL AUXILIARY ORGANIZATIONS

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

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

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

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

Alumni Association
African American Parents for Purposeful Leadership in Education (A.P.P.L.E.)
Booster Club
Citizens' Council
Concert Tour Association
Parent Teacher Organization

Amended Date(s):	April 24, 2008
Adopted Date:	January 24, 2002
Review Date:	
Law Reference:	
Related Policies:	POLICY 1130, Use of Mailboxes and Mailing Privileges
Related Instructions	
And Guidelines:	
Cross Ref.:	

POLICY 1200, BOARD MEETINGS

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

Visitors to Board meetings shall be provided appropriate reports and materials related to the agenda items. Such materials shall be available to local media in advance of each meetings.

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

Amended Date(s): June 28, 1984

Adopted Date: July 26, 1979

Review Date:

Law Reference:

Related Policies: Policy 20

Related Instructions

And Guidelines:

Cross Ref.:

PROCEDURES FOR ADDRESSING THE BOARD

1. Employees, students, and members of the public wishing to address the Board may be placed on the agenda of any regular ~~meeting~~ or any special meeting which is open to the public by filing a written request with the Clerk of the Board Superintendent/Principal at least ten (10) days before the scheduled meeting unless the Board of Education President Superintendent/Principal otherwise permits. Unless the Board decides otherwise, presentations on any given topic may not exceed fifteen (15) minutes.
2. At each regular ~~meeting~~ and at each special meeting open to the public, time will be set aside for comments and questions from employees, students, and members of the public. The Board may also allow comments from employees, students, and members of the public during the discussion of any item on the agenda. The Board reserves the right to limit the time for individual comments.
3. During the Comments from Visitors section of the Board meeting, comments on non-agenda items concerning matters within the jurisdiction of the Board of Education are invited. Comments or questions relating to other governmental bodies or to other employees should be directed to them.
4. A member of the public having a specific complaint concerning a ~~district~~ District employee should first address that complaint to the employee's supervisor or to the Director of Human Resources Superintendent/Principal. If the interested party believes that he/she has not received a satisfactory administrative response, then the interested party may submit the complaint in writing to the Superintendent.

A member of the public having a complaint concerning the disciplining of a particular student should first address that complaint to the Assistant ~~Superintendent for Pupil Support Services~~ Principal for Student, Health, and Safety. If the interested party believes that he/she has not received a satisfactory administrative response, then the interested party may submit the complaint in writing to the ~~President of the Board of Education~~ Principal.

Amended Date(s):	April 24, 1997, April 23, 1992
Adopted Date:	June 28, 1984
Review Date:	
Law Reference:	
Related Policies:	
Related Instructions	
And Guidelines:	
Cross Ref.:	Policy 1200

POLICY 1230, SCHOOL ATTENDANCE ON DAYS OF RELIGIOUS OBSERVANCES

I. ~~Generally~~

Students whose religious practices 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 practices dictates that they be absent from school to observe a religious day should notify the school prior to the absence. Such notice should be given directly to the Attendance Office.

III. ~~Guidelines~~

The Superintendent (or his/her designee), 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):	September 25, 2008; 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 1325, BUILDING SECURITY

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

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

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

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

Use of video recordings must be authorized by ~~District 200 personnel~~ the Superintendent (or his/her designee), except where they are formally subpoenaed by law enforcement agencies.

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

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

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

POLICY 1330, TOBACCO, -ALCOHOL, AND DRUG PROHIBITION

As required by Section 10-20.5b of **The School Code of Illinois**, "...the use of tobacco on school property is prohibited when such property is being used for any school purposes." The terms "tobacco" and "school purposes" are used in this policy as defined in Section 10-20.5b of The School Code of Illinois. Effective date: January 25, 1994.

The use of tobacco, alcohol, and drugs on school grounds, facilities, buildings, vehicles (owned or leased), and at any school-sponsored or participated event, on or off campus, are prohibited at all times. The Board has not designated any area within or outside the school buildings in which the use of tobacco is permitted when the school property is being used for school purposes. OPRFHS grounds, facilities, buildings, vehicles (owned or leased), and events (on or off campus) are tobacco free, alcohol free, and drug free zones at all times. When the school property is being used for non-school purposes, the contract for such use shall specify the restrictions regarding tobacco use.

Amended Date(s):

Adopted Date: October 28, 1993

Review Date:

Law Reference:

Related Policies:

Related Instructions

And Guidelines:

Cross Ref.:

POLICY 1400, RECOGNITION NAMING OF DISTRICT 200 FACILITIES OR EVENTS

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

Amended Date(s):

Adopted Date: May 23, 1996

Review Date:

Law Reference:

Related Policies:

Related Instructions

And Guidelines:

Cross Ref.:

POLICY 1420, CITIZENS' COUNCIL

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

Council members, appointed by the Board of Education, shall serve two-year terms with half the members appointed each year, and members shall be representative of the residents of the two villages, Oak Park and River Forest. The Council will elect a chairperson in May and adopt a meeting schedule for the following school year. The Superintendent is a standing member of the Council. Representatives from the Board of Education, ~~and a~~ Administration, and faculty will attend the meetings via designated representatives.

Amended Date(s):	January 23, 1975
Adopted Date:	April 10, 1968
Review Date:	
Law Reference:	
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 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):	September 25, 2008
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 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/her 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 Deck

Trainer's Office in Field House—2 units which are portable for use
by the trainers

Field House Corridor North Wall

Adjacent to Ticket Booth in Student Center

XP Entrance to the Building-Northwest Entrance #8

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

4th Floor: Adjacent to the Southeast Stairway-Stairway #5

~~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~~

The Superintendent, (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 any way 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, Safety and Support Team 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 an 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; and
- G. final rhythm at the time or arrival of the first response vehicle:
 - 1. breathing, Yes or No; and
 - 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/division 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; and
- D. prepare an annual report for the School Board on the PAD program.

The Committee shall consist of seven members appointed by the Superintendent, and shall include the School Nurse, the Athletic Director (or his/her designee), the Physical Education Division Head, and one member from Safety and Support Team, 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 Deck

Trainer's Office in Field House—2 units which are portable for use by the trainers

Field House Corridor North Wall

Adjacent to Ticket Booth in Student Center

XP Entrance to the Building-Northwest Entrance #8

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

4th Floor: Adjacent to the Southeast Stairway-Stairway #5

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~~

POLICY 3900, FREEDOM OF INFORMATION ACT

Access to the District's Public Records

The District's "public records" are those records and documents, regardless of physical or electronic form, pertaining to the transaction of public business and as further defined by law, including the Illinois Freedom of Information Act ("FOIA"), and the District's FOIA Administrative Procedures. The District shall maintain and make available for inspection a reasonably current list of the types and categories of records under its control, as well as those documents that are immediately available upon request.

The District shall respond to all written requests for public records as set forth in this Policy and the District's FOIA Administrative Procedures. The Superintendent shall designate one or more employees as the District's Freedom of Information Officer ("FOIA Officer") to receive FOIA requests, coordinate review of the relevant information, and respond on behalf of the District in a timely manner. Each FOIA Officer shall successfully complete the required training through the Public Access Counselor's office of the Attorney General on a timely basis.

Requests to inspect and/or copy the District's public records must be submitted in writing, and are expected to be directed to the District's FOIA Officer. Requests are expected to specify with reasonable particularity which public records are sought to avoid inefficient use of staff time in retrieving and preparing records for inspection. Repeated requests from the same person for the same records that are unchanged or identical to records previously provided or properly denied under FOIA are deemed unduly burdensome and may be denied. If a request is for a commercial purpose, as defined in FOIA and the District's FOIA Administrative Procedures, the requester is expected to disclose that in his or her initial written request. It is a violation of FOIA for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if requested to do so by the District.

The District shall approve the written FOIA request, unless (1) the requested document is not a "public record" as defined in FOIA and the District's FOIA Administrative Procedures; (2) the public record is exempt by law from inspection and copying; or (3) complying with the request would be unduly burdensome. If an otherwise non-exempt responsive record contains information that is exempt from disclosure, the District will redact the information that is exempt and make the remaining information available for inspection and copying.

The Board periodically shall set fees for reproducing public records in accordance with FOIA. Such fees shall be set forth in the FOIA Administrative Procedures.

In the event that a written request for access to District public records is denied, in whole or in part, the FOIA Officer shall provide the individual making the request with a written

statement of the reasons for the denial and notice of the right to appeal the decision to the Public Access Counselor's office of the Attorney General and the right to judicial review.

The School Board President, FOIA Officer, Superintendent or designee shall report to the Board of Education at each regular meeting any FOIA requests as well as the status of the response(s).

The Superintendent is authorized to develop Administrative Procedures to implement this Policy. The Superintendent and FOIA Officers shall implement this Policy in accordance with the District's FOIA Administrative Procedures and all applicable law.

Amended Date(s):

Adopted Date:

Review Date:

Law Reference:

Related Policies:

Related Instructions

And Guidelines:

Cross Ref.:

PROCEDURES FOR POLICY 3900, FREEDOM OF INFORMATION ACT

Public Access to District Records

The following procedures shall be applied when individuals seek access to public records under the Illinois Freedom of Information Act ("FOIA") and District Policy 3900:

1. **Definition of Public Records.** "Public records" which may be available pursuant to District Policy and these Procedures means all records, reports, forms, writings, letters, memoranda, books, papers, maps, photographs, microfilms, cards, tapes, recordings, electronic data processing records, electronic communications, recorded information and all other documentary materials pertaining to the transaction of public business, regardless of physical form or characteristics, having been prepared by or for, or having been or being used by, received by, in the possession of, or under the control of the District, or as otherwise defined by applicable law.
2. **FOIA Requests to be in Writing.** Requests to inspect and/or copy District public records must be submitted in writing, and are expected to be directed to the District's Freedom of Information Officer(s) ("FOIA Officer"). Requests are expected to specify with reasonable particularity which public records are sought to avoid inefficient use of staff time in retrieving and preparing records for inspection. Repeated requests from the same person for the same records that are unchanged or identical to records previously provided or properly denied under FOIA are deemed unduly burdensome and may be denied. If a request is for a commercial purpose, as defined in FOIA and Section 4.B. below, the requester is expected to disclose that in his or her initial written request. It is a violation of FOIA for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if requested to do so by the District.
3. **FOIA Officer(s).**
 - A. **Designation of FOIA Officer(s).** The Superintendent shall designate one or more employees to serve as the District's FOIA Officer(s). If more than one, the Superintendent shall designate a Chief FOIA Officer and one or more Deputy FOIA Officers.
 - B. **Training of FOIA Officer(s).** Every FOIA Officer, including any deputies, must complete an electronic training curriculum developed by the Public Access Counselor's office of the Attorney General by July 1, 2010. After July 1, 2010, whenever a new FOIA officer is designated, that person must complete the electronic training curriculum within 30 days after assuming the position. After the initial training, all FOIA Officers must complete an annual training program by the Public Access Counselor.

must complete an annual training program by the Public Access Counselor.

C. **FOIA Officer Duties.** Upon receiving a request for a public record, the FOIA Officer shall:

- Note the date the public body receives the written request.
- Compute the day on which the period for response will expire (see Section 4 below) and make a notation of that date on the written request.
- Maintain an electronic or paper copy of each written request, including all documents submitted with the request until the request has been complied with or denied.
- Coordinate examination of responsive documents, notices to and follow-up with the Public Access Counselor, as necessary.
- Prepare and issue responses to requests on behalf of the District.
- Create a file for the retention of the original request, a copy of the response, a record of written communications with the requester, and a copy of other communications.
- Place and maintain a copy of all notices of denial in a single central office file that is open to the public and indexed according to the type of exemption asserted, and, to the extent feasible, according to the types of records requested.

4. **Response to FOIA Request.**

- A. **Non-Commercial Purposes.** The FOIA Officer shall respond to requests for non-commercial purposes within five business days after the District's receipt of the written request, unless the time period for response is extended in accordance with the requirements of FOIA and Section 5 below.
- B. **Commercial Purposes.** The FOIA Officer shall respond to written requests for commercial purposes within 21 business days after receipt. The response shall (i) provide an estimate of the time required by the District to provide the records requested and an estimate of the fees to be charged, which the District may require the person to pay in full before copying the requested documents; (ii) deny the request if an exemption applies; (iii) notify the requester that the request is unduly burdensome and extend an opportunity to the requester to attempt to reduce the request to manageable proportions; or (iv) provide the records requested. Unless the records are exempt from disclosure, the FOIA Officer shall comply with the request within a reasonable period, considering the size and complexity of the request, and giving priority to records requested for non-commercial purposes. "Commercial purpose" means the use of any part of a public record, or information derived from public records, in any form

for sale, resale, or solicitation or advertisement for sale or services. For purposes of this definition, requests made by news media and non-profit, scientific, or academic organizations shall not be considered to be made for a "commercial purposes" when the principal purpose of the request is (i) to access and disseminate information concerning news and current or passing events, (ii) for articles of opinion or features of interest to the public, or (iii) for the purpose of academic, scientific, or public research for education.

C. **Format of Responsive Documents.** The FOIA Officer shall provide the record in the format requested by the requester, if feasible. The FOIA Officer may direct the requester to the District's website for access to responsive documents, unless the requester specifically requests another format of the responsive documents.

5. **Extensions.** If an extension of time is required, the FOIA Officer shall provide written notice to the requester of the date by which the records shall be available and the reason for the extension. Such extension notice shall be provided within five business days after the District's receipt of the original request to inspect and/or copy public records. Extensions for non-commercial requests shall be no more than an additional five business days after the original response is due, or such longer time as agreed to in writing with the requester. Extensions are warranted if one of the following applies or if otherwise authorized by FOIA or Illinois law:

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

6. **Inspection of Public Records.** Inspection of District public records not exempted from disclosure under FOIA shall be permitted during regular business hours at the District's office.
7. **Copy Charges and Waivers/Reductions.**
 - A. **Fee Schedule.** The Board of Education shall adopt a standard scale of fees, in accordance with FOIA and other laws. The current Fee Schedule is attached to these Administrative Procedures.
 - B. **Waivers/Reductions.** Public records may be furnished without charge or at a reduced charge if the individual requesting the public records states specifically the purpose for the request and the reasons that a waiver or reduction of the fee is in the public interest. Waiver or reduction of the fee may be determined to be in the public interest if the principal purpose of the request is to access and disseminate information regarding the health, safety, and welfare or the legal rights of the general public and is not for the principal purpose of personal or commercial benefit. In determining the amount of waiver or reduction, the District may take into consideration the amount of materials requested and the cost of copying them.
8. **Denials.** A request may be denied when the material requested is (i) not a "public record" of the District, as defined by law; (ii) is exempt from disclosure under FOIA or any other State or federal law; or (iii) complying with the request would be unduly burdensome.
 - A. **Unduly Burdensome Requests.** Requests calling for all records falling within a category shall be complied with unless compliance with the request would be unduly burdensome for the District and there is no way to narrow the request and the burden on the District outweighs the public interest in the information. Before invoking this exemption, the FOIA Officer shall extend to the requester an opportunity to confer in an attempt to reduce the request to manageable proportions. However, repeated requests from the same person for the same records that are unchanged or identical to records previously provided or properly denied under FOIA are deemed unduly burdensome under FOIA and may be denied.
 - B. **Denials based on (1) the "personal information" exemption, or (2) the "preliminary drafts" exemption.** In the event the FOIA Officer intends to deny a request for public records, in whole or in part, based on FOIA's exemptions for personal information (FOIA Section 7(1)(c)) or preliminary drafts (FOIA Section 7(1)(f)), the FOIA Officer shall, within the required time frame for a response set forth in Sections 4 and 5 above, notify the requester and the Public Access Counselor's office of the Illinois Attorney General of the FOIA Officer's intent to deny the request for one of these exemptions before issuing an official denial. The notice

to both the requester and the Public Access Counselor shall include (i) a copy of the request; (ii) the District's proposed response; and (iii) a detailed summary of the public body's basis for asserting the exemption.

In such event, the time for the FOIA Officer's official response shall be tolled until the FOIA Officer receives notice that the Public Access Counselor has concluded its inquiry into the intended denial. If the Public Access Counselor concurs with the FOIA Officer's determination that the public record is exempt from disclosure, the FOIA Officer shall prepare a denial in accordance with Section 8.C below and deliver the denial to the requester. If the Public Access Counselor disagrees, the FOIA Officer should follow the directives of the Public Access Counselor. If the District disagrees with the conclusions or directives of the Public Access Counselor, the District may consider filing a lawsuit and should consult with the District's attorney, as may be appropriate.

- C. **Contents of Denial.** In the event the FOIA Officer denies a request for access to public records, in whole or in part, for any reason, the FOIA Officer shall provide the requester with a written statement of the reasons for the denial, including a detailed factual basis for the application of any exemption claimed, citation to supporting legal authority, which may include citation to the exemption claimed, and the names and titles or positions of each person responsible for the denial. The notice of denial shall inform the requester of the right to review by the Public Access Counselor's office of the Illinois Attorney General and provide the address and phone number for the Public Access Counselor. The notice of denial shall also inform the requester of his or her right to judicial review in accordance with Section 11 of FOIA.

9. **Exemptions.** Records exempt from disclosure include, but are not limited to:

- Private information, unless disclosure is required by another provision of FOIA, a State or federal law, or court order. Private information is defined as unique identifiers, including a person's social security number, driver's license number, employee identification number, biometric identifiers, personal financial information, passwords or other access codes, medical records, home or personal telephone numbers, personal email addresses, home address, and personal license plates (except as otherwise provided by law or when compiled without the possibility of attributing such information to any person).
- Personal information, the disclosure of which would constitute a clearly unwarranted invasion of personal privacy. An unwarranted invasion of personal privacy is defined as the disclosure of information that is highly personal or objectionable to a reasonable person and in which the person's

right to privacy outweighs any legitimate public interest in obtaining the information.

- Preliminary drafts, notes, recommendations, memoranda, and other records in which opinions are expressed, or policies or actions are formulated, except that a specific record or relevant portion of a record shall not be exempt when the record is publicly cited and identified by the head of the District (e.g., the Superintendent).
- Test questions, scoring keys and other examination data used to administer examinations.
- Information concerning a school's adjudication of student disciplinary cases, but only to the extent that disclosure would unavoidably reveal the identity of the student.
- Records relating to the District's adjudication of employee grievances or disciplinary cases, but not including the final outcome of cases in which discipline is imposed.
- Communications between the District and its attorney that would not be subject to discovery in litigation.
- Proposals and bids for any contract, grant, or agreement, until a final selection is made.
- Closed meeting minutes not yet available to the public under the Illinois Open Meetings Act.
- Collective bargaining documents or information, except for any final contracts or agreements.
- Information regarding real estate transactions until a sale is final.

When a request is made to inspect or copy a public record that contains information that is exempt from disclosure, but also contains information that is not exempt from disclosure, the District must make the non-exempt information available for inspection and copying. However, the FOIA Officer may redact the exempt information from the document before making it available.

10. **FOIA Information.** The District shall prominently display at each of its administrative offices and on its website the following information:

- A brief description of the District;
- A brief description of the methods whereby the public may request information and public records;

- A directory designating the District's FOIA Officer(s);
- The address where requests for public records should be directed; and
- Any fees allowable under FOIA.

The District shall also make the above information available for inspection and copying, and shall send such information through the mail if requested.

11. **Categories of Public Records.** As required by Section 5 of FOIA (5 ILCS 140/5), the FOIA Officer will maintain and make available for inspection and copying a reasonably current list of all types or categories of documents under its control. This list is attached to these Administrative Procedures.
12. **Immediately Available Documents.** As required by Section 3.5(a) of FOIA (5 ILCS 140/3.5(a)), the FOIA Officer will develop a list of documents or categories of records that the District will immediately disclose upon request. This list is attached to these Administrative Procedures.

[TEMPLATE. While FOIA requires the two types of lists set forth below, the specific examples below are not mandatory or comprehensive. The FOIA Officer should tailor these lists to his or her District.]

Categories of the District's Public Records

As required by 5 ILCS 140/5

The following list identifies the types of public records maintained and available for public inspection:

- Administrative materials and procedural rules;
- Final opinions and determinations, except for those adjudicating student disciplinary cases where the disclosure would unavoidably reveal the identity of the student, or those adjudicating employee grievances or disciplinary cases;
- Final outcomes of employee grievances or disciplinary cases in which discipline is imposed;
- Board of Education policies and final documents explaining or interpreting such policies;
- Final reports and studies prepared by or for the District;
- Information concerning expenditure of public funds, unless otherwise exempt from disclosure under FOIA;
- Names, salaries, titles, and dates of employment for all District employees and officers;
- Minutes of Board of Education meetings open to the public;
- Information concerning grants or contracts made by the District, unless otherwise exempt from disclosure under FOIA;
- All other information required by law to be made available for public inspection and copying.

**List of Documents or Categories of Records that the District Shall
Immediately Disclose Upon Request**

As required by 5 ILCS 140/3.5(a)

- Board of Education policies
- Minutes of Board of Education meetings open to the public;
- *[Identify any other types of information routinely made available on the District's website]*

FEE SCHEDULE FOR FOIA REQUESTS

Unless a fee is otherwise fixed by another statute, or unless the District grants a request for a fee waiver/reduction in the public interest, as defined in FOIA, the charges associated with copies in response to FOIA requests shall be as set forth below:

- No fees shall be charged for the first 50 pages of black and white, letter or legal sized copies requested.
- Thereafter, a fee of \$0.15 per page will be charged for each additional black and white, letter or legal sized copy.
- For all other copies, including color copies, the District shall charge no more than the actual cost for reproducing the records.

Color Copies \$ _____

[Identify other non-standard copies and charges]

- The District may charge the requester for the actual cost of purchasing a recording medium, whether disc, diskette, tape, or other medium.
- The cost for certifying a public record shall be \$1.

Public records may be furnished without charge or at a reduced charge if the individual requesting the public records states specifically the purpose for the request and the reasons that a waiver or reduction of the fee is in the public interest. Waiver or reduction of the fee may be determined to be in the public interest if the principal purpose of the request is to access and disseminate information regarding the health, safety, and welfare or the legal rights of the general public and is not for the principal purpose of personal or commercial benefit. In determining the amount of waiver or reduction, the District may take into consideration the amount of materials requested and the cost of copying them.