

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

**BOARD POLICY, EVALUATION AND GOALS COMMITTEE MEETING
Thursday, March 18, 2010
Immediately Following Instruction Committee Meeting
Board Room
AGENDA**

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

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

- A. Policy 1200, Board Meetings (Revision)
- B. Policy 1420, Citizens' Council (Revision)
- C. Policy 4370, Mandatory Reporting Responsibilities (Revision)
- D. Policy 5117, Residency and Tuition (Revision)

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

- A. Policy 1105, Corporate Sponsorship (Revision)
- B. Policy 1125, School Auxiliary Organizations (Revision)
- C. Policy 1330, Tobacco Prohibition (Revision)
- D. Policy 1410, Rental of Facilities (Revision)
- E. Policy 2120, Superintendent (Revision)

IV. Additional Matters for PEG Committee Information/Deliberation

- A. Baldrige Assessment Process Update

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, DLT & BLT

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

**POLICY, EVALUATION, AND GOALS (PEG) COMMITTEE MEETING
February 16, 2010**

A Policy Committee meeting was held on Tuesday, February 16, 2010, in the Board Room of the Oak Park and River Forest High School. Chair Dr. Millard called the meeting to order at 10:28 a.m. Committee members present were Terry Finnegan, Jacques A. Conway, Dr. Ralph H. Lee, Dr. Dietra D. Millard, Amy Leafe McCormack, and Sharon Patchak-Layman. Also present were Dr. Attila J. Weninger, Superintendent; Nathaniel L. Rouse, Principal, Cheryl 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, and Todd Bloom of Blueprint Educational Services.

Acceptance of January Committee Minutes

It was the consensus of the PEG Committee members to accept the minutes of the January 2010 Committee meeting, as presented.

Consideration of the following Policies for Second Reading and Action

Policy 1200, Board Meetings

It was the consensus of the PEG Committee members to postpone the consideration of Policy 1200, Board Meetings, until the March PEG Meeting.

Policy 1420, Citizens' Council

It was the consensus of the PEG Committee members to postpone the consideration of Policy 1420, Citizens' Council, until its March PEG meeting.

Policy 4119, Nepotism

It was the consensus of the PEG Committee members to recommend that the Board of Education amend Policy 4119, Nepotism, at its regular February Board of Education meeting, as presented.

Ms. Patchak-Layman reiterated her concern that the policy was inadequate and Dr. Millard, while uncomfortable with the title, could offer no alternative.

Policy 5136, Student Travel

It was the consensus of the Finance Committee members to recommend that the Board of Education amend Policy 5136, Student Travel, at its regular February Board of Education meeting, as presented.

Consideration of the following Policies for First Reading and Action

Policy 1105, Corporate Sponsorship

It was the consensus of the PEG Committee members to postpone the discussion of Policy 1105, Corporate Sponsorship, until its March PEG Meeting.

Policy 1125, School Auxiliary Organizations

It was the consensus of the PEG Committee members to postpone the discussion of Policy 1125, School Auxiliary Organizations, until its March PEG Meeting.

Policy 1330, Tobacco Prohibition

It was the consensus of the PEG Committee members to postpone the discussion of Policy 1330, Tobacco Prohibition, until its March PEG Meeting.

Policy 1410, Rental of Facilities

It was the consensus of the PEG Committee members to postpone the discussion of Policy 1410, Rental of Facilities, until its March PEG Meeting.

Policy 2120, Superintendent

It was the consensus of the PEG Committee members to postpone the discussion of Policy 2120, Superintendent, until its March PEG Meeting.

Policy 4370, Mandated Reporters

It was the consensus of the PEG Committee members to recommend that the Board of Education approve Policy 4370, Mandated Reporters, for First Reading, at its regular February Board of Education meeting.

This policy now reflects the requirement by the Regional Office of Education to specifically state in the District's policy that Board of Education members are mandated reporters.

Policy 5117, Residency and Tuition

It was the consensus of the PEG Committee members to recommend that the Board of Education approve Policy 5117, Residency and Tuition, for First Reading, at its regular February Board of Education meeting.

This policy now reflects the adjustments wanted by the Regional Office of Education and the military service obligation was added under Letter H. Ms. Patchak-Layman will suggest a language change at the regular February Board of Education meeting.

Additional Items for Discussion

Baldrige Assessment Process

Mr. Bloom, independent consultant with Blueprint Education Group, reviewed the schools with which he has worked and how he has interacted with them.

He presented a PowerPoint presentation very similar to the one he had presented earlier in the year which included information as to why a school district would choose the Baldrige Assessment Process, the results that could be expected, the foundation of the Baldrige

Assessment Process, the criteria focus, the workforce focus, and specific examples of what some schools have accomplished with its implementation.

The Baldrige National Quality Program is a program of the National Institute of Standards and Technology. The Illinois state-based quality award is the Lincoln Award.

The Baldrige Assessment Process is used because customers (students), competitors, or budget are driving a need for change, or the environment is changing, or an organization is among the best, and its staff want to make sure it stays that way, or the organization wants to develop a structure with which to share and implement best practices.

The results from the Baldrige Assessment Process include: 1) Identification and prioritization of organizational needs; 2) organization-wide focus – efficiency of resource allocation, 3) professional development for participants, 4) common language for continuous improvement, and/or 5) tough issues identified, discussed, and addressed (progress).

The foundation of the Baldrige Education Performance Excellence is built on interrelated core values and concepts with a central focus on students as the “customer.” It includes visionary leadership, learning-centered education, organizational and personal learning, valuing faculty, staff, and partners, agility, managing for innovation, management by fact, social responsibility, results and value creation, systems perspective, and focusing on the future.

The criteria focus will include 1) leadership and how leaders lead and what is the governance and social responsibility; 2) how is strategic planning developed and deployed; 3) how can student, stakeholder and market focus data be obtained and used and how are stakeholder relationships built and grown; 5) how does one measure, analyze and improve organizational performance; and 6) how does one manage information, IT, and organizational knowledge?

The Workforce focus will include how to engage the workforce for personal and organizational performance and build a supportive work environment as well as how to design work systems to manage and improve key work.

Iredell-Statesville Schools, which won the 2008 Baldrige Award, moved from the lower quartile to the top 10 quartile. While there has not been consistent scientific-based research, there has been quasi-experimental research, case studies and anecdotes.

The top performing school districts using Baldrige are:

Montgomery County Maryland
Jenks Public Schools, Oklahoma

Long Beach, California
Deer Valley, Arizona

Mr. Bloom acknowledged Dr. Weninger's asking him to make a recommendation about going forward with this assessment at a time when there was not much enthusiasm from the faculty and Dr. Weninger would not be superintendent after July 1. Since that discussion, Mr. Bloom had met with other superintendents who had used this process and, using this same scenario, asked for their opinions. They all admitted that Baldrige was tough to do and there should be enthusiasm for it. The last thing people would want to do is spend money and people's time

and efforts and not yield benefits. Thus, he feels that the process should be delayed until there is alignment with the new superintendent, faculty, the Board of Education, and DLT.

Noting that the Board of Education greatly supports using the Baldrige Assessment Process at OPRFHS, Mr. Finnegan asked if there were value in doing a portion of it before July 1 in order to include some of the people who will be retiring in June. Mr. Bloom suggested that an orientation session of perhaps twenty (20) people could delve into the organization profile advocated by Baldrige which would include putting together a profile that would capture the knowledge base of those who will be retiring and determining what types of data are used to identify the levels of student performance. Mr. Bloom's concern was for those who wanted to participate and were not involved in the orientation session. Would they not feel a part of the work being conducted? Ms. Patchak-Layman added that many of the questions are in the formulation and it would be to the District's advantage for more people to have input.

When asked about faculty participation, Mr. Hunter had informed Mr. Allen on January 21 that the faculty would participate in the fall. Mr. Rouse reiterated his concern about the time of the administrative staff as they will be working on class size and sectioning. He suggested considering this for April or May.

Thus, Mr. Bloom will consider the timing this semester as well as conducting a pre-survey assessment and who would participate. He will inform the Board of Education of his decision by the March PEG Committee meeting. Ms. Patchak-Layman suggested giving an update at the regular Board of Education meeting as well.

Mr. Bloom thanked the Board of Education for allowing him to make the suggestions.

Board of Education Member Participation at Conference

Mr. Conway informed the Committee members of his interest in representing the District at the Coalition of Schools Educating Boys of Color Conference (COSEBOC) April 22-24 in at Howard University in Washington, D.C. It was the consensus of the Policy Committee members to recommend that the Board of Education approve this request at its regular February Board of Education meeting.

Adjournment

At 11:43 a.m., on Tuesday, February 16, 2010, the Policy, Evaluation, and Goals Committee adjourned.

SECOND

READING

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 and time 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:	<u>Policy 20</u>
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. Prior to coming before the Board of Education, ~~A~~ a member of the public having a specific complaint concerning a ~~d~~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~~ Assistant 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 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. Such authorization may be granted provided the primary purpose of the Citizens' Council, as specified in its by-laws or constitution, supports the policies and general direction of Oak Park and River Forest High School; provided that the Citizens' Council is encouraged to engage in the free exchange of constructive ideas and dialogue and share such ideas with the Board of Education related to school policies and programs. The Board of Education may revoke its status should Citizens' Council fail to meet the criteria specified in this Policy.

~~Upon recommendation by the Superintendent, Council members are 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 follow the by-laws of the Citizens' Council as attached to this policy. 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 administration and faculty will attend the meetings via designated representatives.~~

Citizens' Council 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.

Amended Date(s):	January 23, 1975
Adopted Date:	April 10, 1968
Review Date:	
Law Reference:	
Related Policies:	<u>Policy 1125, School Auxiliary Organizations</u>
Related Instructions	
And Guidelines:	

Cross Ref.:

Policy 4370, MANDATORY REPORTING RESPONSIBILITIES

Any school official, including Board of Education members, or employee having reasonable cause to believe a child known to them in their professional or official capacity may be an abused or neglected child shall confidentially report or cause a confidential report to immediately be made to the Department of Children and Family Services by phone [1-800-25-ABUSE] or in person.

State law defines abused and neglected children as follows:

An abused child is one whose parent or immediate family member, or any person responsible for the child's welfare, or any individual residing in the same home as the child, or a paramour of the child's parent:

1. Inflicts, causes to be inflicted or allows to be inflicted, physical injury by other than accidental means, which causes death, disfigurement, impairment of physical or emotional health, or loss or impairment of any bodily function;
2. Creates a substantial risk of physical injury to the child by other than accidental means, which would be likely to cause death, disfigurement, impairment of physical or emotional health, or loss or impairment of any bodily function;
3. Commits or allows to be committed any sexual offense against such child;
4. Commits or allows to be committed an act or acts of torture upon such child;
5. Inflicts excessive corporal punishment.

A neglected child is any child who is not receiving the proper or necessary nourishment or medically indicated treatment including food or care, or otherwise is not receiving the necessary support or medical or other remedial care necessary for his well being, including adequate food, clothing, and shelter; or who is abandoned by his or her parents or other person responsible for his welfare.

The responsibility for reporting child abuse or neglect rests with the individual identifying the suspected abuse or neglect. The individual making the report shall also notify the building principal or other appropriate administrator that such a report is being made. State law provides that any person who, in good faith, participates in making such reports or in any judicial proceeding resulting from such report will be immune from civil or criminal liability.

Each new employee, prior to the commencement of his or her employment with the District, shall be required to sign a statement on a form prescribed by the Department of Children and Family Services and provided by the District stating that he or she has knowledge and understanding of these reporting requirements. The signed statement will be retained in the employee's personnel file.

Procedures For Mandatory Reporting Responsibilities Policy 4370

Employees who have reasonable cause to suspect that a student may be abused or neglected shall report or cause a report to be made to the child abuse hotline number (1-800-25A-BUSE; 1-800-252-2873).

Definitions:

"Abused child": a minor under age 18 who is being harmed by any person responsible for a child's welfare, including the following: a parent, family member, any person who resides in the home, a boyfriend or girlfriend of the parent, a babysitter or day care provider. Harm to the child may be physical or emotional injury (or serious risk of injury), excessive punishment, sexual offenses, or child torture.

"Neglected child": any child whose parent or person responsible for the child's welfare does not provide necessary support, as required by law, medical or other care for the well-being of the child, or such necessities as adequate clothing, food, and shelter. A child who has been left with a relative as their plan of care, is not considered neglected.

To make an oral report:

Call the child abuse hotline number and include the following information in the report:

1. Name, address, and home telephone number of the student
2. Name, address, home and work telephone numbers of the parent(s)/guardian(s)
3. Age of the student
4. Names and ages of siblings living in the student's home
5. Details of the suspected abuse, including the student's present condition
6. Previous reports from District personnel made to DCFS about suspected abuse
7. Other information to help establish suspected cause of abuse
8. Notification of parent(s)/guardian(s) and District personnel should occur as soon as practicable unless it is deemed inappropriate.

Within 48 hours of the oral report, the employee shall complete the required DCFS form (Written Confirmation of Suspected Child Abuse/Neglect Report: Mandated Reporters), available on the DCFS web site at www.state.il.us/dcfs/index.shtml. The employee shall retain the original of this confidential report and send a copy to the Assistant Superintendent for Pupil Support Services, the Assistant Superintendent for Human Resources, the School Nurse, and DCFS.

Emergency Situations

If an abused or neglected student has a life-threatening condition, the employee shall notify the local law enforcement agency as well as DCFS. The employee shall request that DCFS or the local law enforcement agency take temporary protective custody of the child without the consent of the parent(s)/guardian(s).

Amended Date(s): December 21, 2006

Accepted Date: June 20, 2005

Review Date:

Law Reference:

Related Policies:

Related Instructions

And Guidelines:

Cross Ref.:

Policy 5117, Residency and Tuition

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

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

The Board of Education recognizes the importance of and the responsibility of conducting the residency verification process as expeditiously as possible in order to eliminate or reduce the loss of instructional time for students. Therefore, the Superintendent will establish rules and procedures intended to enroll students as expeditiously as possible and in a manner that respects the dignity of each individual. As used in this policy, the term "Superintendent" includes the designee of the Superintendent.

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

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

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

in the Advisory List of International Travel and Exchange Programs. Immigrants are not considered to be exchange students and are subject to the ordinary rules of residency.

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

Amended:	February 28, 2008; December 22, 2005; August 28, 2003; February 22, 2001; May 22, 1997; July 8, 1993; November 8, 1989; November 20, 1986; October 17, 1985; December 19, 1984; November 15, 1983; November 18, 1982; July 26, 1979; June 8, 1978; October 20, 1977; January 22, 1976; October 17, 1974; December 17, 1970; October 17, 1968; and December 20, 1967
Adopted Date:	February 25, 1965
Review Date:	September 2005
Law Reference:	105 ILCS 5/10-20.12a & b; 105 ILCS 5/10-22.5; 105 ILCS 5/14-1 et.seq.; 105 ILCS 45/1-1 et.seq.,
Related Policies:	
Related Instructions	
And Guidelines:	
Cross Ref:	

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

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

IV. Non-Residents

- A. The Superintendent is authorized to permit admission of a non-resident student, if the Superintendent determines in his/her discretion that the student is about to become a resident of the District, or to permit continued enrollment beyond the end of the current school term should a student become a non-resident while enrolled, if in each case the Superintendent determines in his/her discretion that the benefits of such enrollment to the student and the school substantially outweigh the burdens such enrollment imposes. Transportation of nonresident students is the responsibility of the student's parent(s) or guardian of record.
- B. The Superintendent may investigate and determine the residency of any student before or after enrollment in accordance with the applicable provisions of Illinois law and may require the involved persons to provide additional information to be considered by the District in determining residency. Such information may include, but is not limited to, real estate contracts, leases, financial documents, voter registration, tax documents, bills, and vehicle registrations and licenses. The investigation may include, but not be limited to interviews, completion of questionnaires, observations, and home visits. Whenever the Superintendent receives information believed to be reliable questioning the residency of the student, the Superintendent shall conduct an investigation to determine whether the student is a resident of the District.

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

FIRST READING

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.

~~10-11.~~ No commercial material or literature shall be posted or distributed that would 1) disrupt the educational process; 2) violate the rights or invade the privacy of others; 3) infringe on a trademark or copyright; or 4) be defamatory, obscene, vulgar, or indecent.

~~11-12.~~ 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 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 District, 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~~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~~the District may seek ~~school-auxiliary~~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~~the District. The Board of Education will review the bylaws or constitution and organizational practices of each school auxiliary organization on a semi-annual basis. A member of the Board of Education and District aAdministration shall be appointed as a liaison to alleach auxiliary organizations.

School auxiliary organizations are separate and distinct entities from the District and the Board of Education. The District and the Board of Education accept no responsibility for the actions of any school auxiliary organization. The District and the Board of Education are not, and will not be, responsible for a school auxiliary organization's business or the conduct of its members. Further, a school auxiliary organization shall maintain and protect its own finances.

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 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 and alcohol is prohibited at all times (i) on District grounds, facilities, buildings, vehicles (owned or leased by the District, or other property); (ii) at any on campus school-sponsored event; and (iii) at any off campus school-sponsored event that includes students or school participation. The use of illegal drugs or narcotics is prohibited at all times on any District grounds, facilities, buildings, vehicles (owned or leased by the District or other property) and at any on or off campus school-sponsored event). ~~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: 105 ILCS 5/10-20.5b; 410 ILCS 82/1 *et seq.*; 20 U.S.C. Sec. 6081; 235 ILCS 5/1-3.01 to 3.05; 235 ILCS 5/6-15

Related Policies:

Related Instructions

And Guidelines:

Cross Ref.:

Policy 1410, Rental of Facilities

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

I. Guidelines

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

B. ~~The Board of Education believes holds the conviction~~ that school facilities, grounds, and buildings should be made generally available for use by citizens/groups/organizations of the community for Ppermitted Ppurposes, as long as such use does not substantially disrupt or interfere with school activities. “Permitted Purposes” include educational, recreational, religious, social and civic activities, and exclude commercial or political fundraising activities. The Superintendent (or his/her designee) ~~Board~~ may at any time deny or refuse to grant any application or cancel, without liability, any rental whenever 1. the use in the reasonable judgment of the Board is not for a Ppermitted Ppurpose in the reasonable judgment of the Board of Education Superintendent; 2) presents or may present a clear and present danger to persons or property; or 3) may be in violation of or contrary to applicable federal, state, or local law or ordinance, or to Board of Education policies.

C. Prior to any approved rental of any District facility, The renter will provide property damage and bodily injury liability insurance, naming Oak Park and River Forest High School District 200 this high school as “additional insured,” with the following minimums:

- ~~B~~bodily injury liability \$100300,000/13,000,000; and
- ~~p~~roperty damage liability \$100300,000/500,000.

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

Class I Non-profit Rrenters representing taxing bodies within District 200 boundaries in the School District will be charged only for personnel expenditures incurred beyond the normal operation of the school.

Class II Non-profit Rrenters located within the boundaries of the ~~School~~ District 200 wishing to conduct activities that are intended to contribute

educationally, culturally, religiously, or socially to the community will be charged rates which approximate operating costs, as approved by the Board.

Class III ~~Non-profit~~ Renters located outside the boundaries of the ~~School District~~ District 200 wishing to conduct activities that are intended to contribute educationally, religiously, culturally, or socially to the community will be charged higher rates as approved by the Board.

Class IV ~~Not for~~ Non-profit organizations within the boundaries of District 200 providing services for middle school and high school students, ~~85%~~ 90% of who are residents within the ~~District~~ will be charged one half of the rate applicable for Class II rentals, with reoccurring rental contracts.

District 200 employees will be charged Class II rates for personal use events, i.e. weddings, graduate classes, showcases, etc. In addition, all employee rentals are subject to all provisions of this Board Policy.

E. The following rules will apply to all rentals.

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

8. Except for a grandfathered organizations (The Academy of Movement and Music; and Ignite Volleyball, formerly Nemesis), all renters must be registered, non-profit organizations.
9. No outside rental shall be allowed to use the facilities if the building is designated officially closed. Exceptions may be made by the Superintendent.
10. At the discretion of the Director of Buildings and Grounds head custodian, clean-up and set-up costs will be assessed as necessary.
- ~~10~~11. In cases of cancellation after an event has been scheduled, the renter will be required to pay for any expenses relating to the event incurred by the high school District.
- ~~11~~12. Although every effort will be made to honor rental agreements, occasions may arise in which schedules change and the needs of the high school District conflict with the rental. In such cases, the high school District will cancel the rental without liability for any expenses incurred by the renter.
- ~~12~~13. Renters using the high school's District's facilities for the first time and all Class III renters must pay a deposit equal to the rental fee at least ten (10) days prior to their events.
- ~~13~~14. Class II renters conducting a fundraisers, and/or charging admission, must pay Class III rates, except those holding tax exempt status.
- ~~14~~ 15. The Stadium and/or stadium fField will be rented only by special action by the Board of Education. Prospective renters must obtain Board of Education approval no less than three (3) months prior to the events and must produce certificates of liability insurance with their applications.
- ~~16~~15. When conflicting facility requests are submitted, priority will be given to groups providing services to youth within the community.

Reoccurring rental contracts are defined as the following: daily (a minimum of 10-18 weeks); weekly (a minimum of 10-18 weeks); or monthly (a minimum of 9 months).

II. Procedures

Applications for the use of school facilities are to be directed to the Director of Buildings and Grounds ~~Assistant Superintendent for Operations~~ who is authorized to approve requests, which meet the policy guidelines, and who will prepare rental contracts.

Questionable requests will be referred to the Superintendent (or his/her designee)/Principal of the District. No Outside Rental requests will be considered if application is not received by the Director of Buildings and Grounds a minimum of 30

days prior to the event. All set-up requests need to be on original applications (electrical needs, tables, chairs, etc.). A rental fee or deposit is required at the time an application is submitted. The rental fee or deposit will be returned if a cancellation is made 72 hours prior to the scheduled event. Applications are to be kept on file for two years.

When approved by the Superintendent (or his/her designee)~~Assistant Superintendent for Operations~~, the applications will be submitted to the Director of Buildings and Grounds who will prepare the rental contracts.

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

Amended Date(s): April 27, 2006; January 25, 2001, November 15, 1983, July 26, 1979, November 21, 1974

Adopted Date: May 20, 1971

Review Date:

Law Reference:

Related Policies:

Related Instructions

And Guidelines:

Cross Reference:

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POLICY 2120, SUPERINTENDENT

The Superintendent is the chief administrative officer to the District, reports to the Board of Education, and is responsible for the total administration of the District. The Board of Education shall evaluate the Superintendent in the administration of Board of Education policies and stewardship of the assets of the District. The Board of Education charges the Superintendent to provide leadership, which maintains and forwards Oak Park and River Forest High School's commitment to excellence, as well as a vision for the future. The Superintendent regularly attends meetings of the Board of Education (except when the Superintendent's own employment is under consideration), as well as other meetings, internal and external to the District that are important to the advancement of the District's mission. The duties of the Superintendent are as follows:

- A. administers all policies adopted by the Board of Education. In the absence of an explicit policy of the Board of Education, the Superintendent is expected to use the best judgment in making a decision. If the Superintendent feels the situation is sufficiently serious, the Superintendent should communicate the problem as soon as practical to the President of the Board of Education, or in the absence of the President of the Board of Education, to the Vice President or another Board of Education member;
- B. mutually develops annual District goals and indicators of success with the Board of Education;
- C. provides information to the Board of Education regarding the total program of the school and makes recommendations for its consideration;
- D. attends meetings of all Board of Education committees;
- E. plans agendas in conjunction with the Board of Education President and prepares packet information for official meetings of the Board of Education;
- F. reviews legislative proposals and recommends appropriate action to the Board of Education;
- G. oversight and coordination of the responsibilities of the District Leadership Team (DLT) and the responsibilities of all administrative personnel. In particular, the Superintendent:
 - 1. works with the designated administrator(s) in all matters related to the welfare of students;
 - 2. works with the Chief Financial Officer to propose an annual budget, determines the need for fiscal resources, and initiates such recommendations as the Superintendent may deem necessary to assure adequate revenue;
 - 3. works with the ~~Assistant Superintendent for~~ Director of Human Resources to recommend action to the Board of Education on all personnel matters, including the recruitment, selection, employment, retention, and dismissal of all employees;

4. ~~works with the Assistant Superintendent for Human Resources to recommend new and revised policies for consideration by the Board of Education;~~
5. works with the Assistant Superintendent for Curriculum and Instruction and the Director of Assessment and Research on curriculum development, curriculum coordination and evaluation, the selection of textbooks, instructional materials, courses of study, collection and analysis of student data, and the implementation of all special curriculum projects;
5. works with the Chief Information Officer to develop and implement short and long range technology plans that support the student, personnel, finance, operational, and curricular/instructional programs of the District;
6. works with the Principal in developing and implementing a program for the safe, orderly, and effective daily operation of the school;
7. works with the Community Relations and Communications Coordinator to coordinate the District's public and community relations programs; and
8. ~~works with the Assistant Superintendent for Operations~~Chief Financial Officer, the Principal, and the Director of Buildings and Grounds on District building/facility and renovation projects, short and long range building/facility plans, and the location of sites;

H. approves, monitors, and completes professional growth plans for members of DLT;

I. evaluates members of DLT, except the Director of Assessment and Research;

J. prepares agendas for and conducts meetings of DLT ;

K. ensures the District's Collective Bargaining Agreements (CBAs) are implemented in a collaborative manner, and maintains an effective and collaborative relationship with the District's bargaining units and their representatives;

L. works with District 90 and District 97 superintendents to ensure smooth articulation and cooperates with other high school superintendents in the Des Plaines Valley Region;

M. works with the Principal and officials of the Villages of Oak Park and River Forest and officials of community organizations to develop programs and opportunities for the school community;

N. serves as administrative liaison to Citizens' Council, and one additional Parent/Alumni group, and the Illinois State Board of Education;

O. ~~works with the Principal~~members of the DLT and the Building Leadership Team (BLT) to represent the District at meetings of community agencies whose objectives coincide with those of the District, e.g., Park Districts, the Village of Oak Park, and the Village of River Forest, Police Departments, Fire Departments, Townships, Oak Park River Forest Community Foundation, River Forest Community Center, Early Childhood Collaboration, Libraries, etc.;

- P. serves on the Governing Board of the Minority Student Achievement Network (MSAN);
- Q. ~~D~~develops, recommends for approval, and executes a long-range, comprehensive educational plan that positively impacts all students; and
- R. works with the Chair of the Board Policy, Evaluation, and Goals Committee to systematically review all Board policies, as well as offer changes to policies as needed; and
- R. makes recommendations to the Board of Education pertaining to District business including matters related to items for which the Board of Education would seek educational/operational counsel.

The President of the Board of Education shall annually initiate the Superintendent's evaluation process no later than February 1, and he/she shall be responsible for guiding the evaluation process so that it is completed no later than April ~~June~~ 1.

Amended Date(s):	February 26, 2009; October 26, 2006; October 24, 2002; June 24, 1993; January 23, 1975
Adopted Date:	July 18, 1974
Review Date:	
Law Reference:	
Related Policies:	
Related Instructions	
And Guidelines:	
Cross Ref.	

DISCUSSION ITEMS