

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

**BOARD POLICY, EVALUATION AND GOALS COMMITTEE MEETING
Monday, May 17, 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 1125, School Auxiliary Organizations (Revision)
- B. Policy 5112, Waiver of School Fees and Charges (Revision)
- C. Policy 5114, Student Discipline (Revision)
- D. Policy 5117, Residency and Tuition (Revision)
- E. Policy 5143, Administering Medications (Revision)

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

- A. Policy 2121, Building Administrative Team (BAT)

IV. Additional Matters for PEG Committee Information/Deliberation

Policy 2125, Vacations

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
April 22, 2010**

A Policy Committee meeting was held on Thursday, April 22, 2010, in the Board Room of the Oak Park and River Forest High School. Chair Dr. Millard called the meeting to order at 9:05 a.m. Committee members present were Terry Finnegan, 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 L. Witham, Chief Financial Officer; and Gail Kalmerton, Executive Assistant/Clerk of the Board.

Visitors included Kay Foran, Community Relations and Communications Coordinator; James Paul Hunter, Faculty Senate Executive Committee Chair, and Terry Dean of the *Wednesday Journal*.

Acceptance of March Committee Minutes

It was the consensus of the PEG Committee members to accept the minutes of the March 18, 2010 Committee meeting, as presented.

Consideration of the following Policies for First Reading and Action

Policy 1125, School Auxiliary Organizations

It was the consensus of the PEG Committee members to recommend that the Board of Education approve Policy 1125, School Auxiliary Organizations, for First Reading, at its regular April Board of Education meeting with the following enhancements:

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|-------------------------|---|
| Page 1, Para 2, Line 4: | Add "and/or guidelines (to the extent that any or all exist for an auxiliary organization)" before the word "supports" and add "do not violate" after the word "supports" |
| Page 1, Para 2, Line 5: | delete the word "supports" |
| Page 1, Para 2, Line 8: | Line: Add "Such reviews will be completed in every odd Fiscal Year (FY), and such review will reaffirm the organization's status as a school auxiliary organization." after the word "basis." |
| Page 1, Page 5, Line 3: | Add the word "compliance" after the words "limited to" |
| Page 1, Page 5, Line 3: | Add the word "insuring" after the words "policies and" |
| Page 1, Para 5, Line 5: | Add the word "students" after "District 200." |

Policy 5112, Waiver of School Fees and Charges

It was the consensus of the Committee members to recommend that the Board of Education approve Policy 5112, Waiver of School Fees and Charges, for First Reading, at its regular April Board of Education meeting.

This policy was presented for first reading because of changes to state laws regarding confidentiality requirements. It is now simpler for families and staff when requesting help for books to go through one application process and when requesting help for food services to go through another application process. Families who do not qualify for free and reduced lunch will have the same options to pay their fees as before, make deferred payments, paying with credit cards, etc. Ms. Witham cautioned about changing the wording as there were certain things the District cannot do regarding 1) confidentiality and 2) when records are requested. The fees were not changed. The summary in No. 1 and 2 of the revision covers all instances. She continued that participation fees for sports, and cocurricular activities were not automatically waived and students had to make a request. Pay to Play fees are waived. Ms. Patchak-Layman suggested allowing students to carry an identification card that would automatically indicated that they were able to have the fees waived. While this will be moved for first reading, more discussion will occur on the eligibility criteria for District fee waivers.

Policy 5114, Student Discipline

It was the consensus of the Policy Committee members to recommend to the Board of Education that it approve Policy 5114, Student Discipline, for First Reading, at its regular April Board of Education meeting.

Dr. Weninger explained that the change had been made in "G" of the procedures, relative to an appeal of suspension. *The School Code of Illinois* does not require a appeal of a suspension.

Policy 5117, Residency & Tuition

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

Ms. Patchak-Layman asked for further clarification as to what would happen with students who were in special education and their parents were deployed by the military.

Policy 5143, Administering of Medications

It was the Consensus of the Policy Committee meembers to recommend that the Board of Education approve Policy 5143, Administering of Medications, for First Reading, at its regular April Board of Education meeting. The changes proposed reflected current practice.

Consideration of the following Policies for Second Reading and Action

Policy 1105, Corporate Sponsorship

It was the consensus of the PEG Committee members to recommend that the Board of Education amend Policy 1105, Corporate Sponsorship, at its regular April Board of Education meeting.

Dr. Weninger stated that while local businesses may be allowed to put their signs up in the Stadium, there is no intention to sell the OPRFHS name or to do heavy advertising.

Policy 1200, Board Meetings

It was the consensus of the PEG Committee members to recommend that the Board of Education amend Policy 1200, Board Meetings, as presented, at its regular April Board of Education meeting.

It was also the consensus of the Committee members to choose option 1 for Item 3 of the Procedures:

“If a response is indicated or requested, any Board of Education member may give a response. The President of the Board of Education has the responsibility to chair the meeting, maintain decorum, and ensure that a balance is maintained between Board-public engagement and appropriate length of a meeting. Thus, the Board President may establish reasonable time limitations for public comment, and for Board member responses to public comments on non-agenda items.”

Policy 1330, Tobacco Prohibition

It was the consensus of the PEG Committee members to recommend that the Board of Education amend Policy 1330, Tobacco Prohibition, at its regular April Board of Education meeting.

Dr. Weninger reported that discussion was continuing with the Boosters about alcohol sales, etc., at its auction. Ms. Patchak-Layman asked if Boosters would now curtail or not serve alcohol at its event. Dr. Weninger reported that music students would perform between 6:00 and 6:30 p.m. before the distribution of any alcohol. Ms. Patchak-Layman's two concerns were: 1) Boosters has mailing privileges at the school and alcohol is part of this activity; and 2) relative to the discussion about substance use and abuse, it is difficult to suggest that students not use alcohol, when the District allows it with the adult population in relation to the school. While Ms. Patchak-Layman felt that the words “school participation” should be reinstated to be more specific, there was no support for it. Dr. Millard understood Ms. Patchak-Layman's concern. Ms. Patchak-Layman stated that fundraising had occurred with other organizations that did not include alcohol.

Policy 1410, Rental of Facilities

It was the consensus of the PEG Committee members to recommend that the Board of Education amend Policy 1410, Rental of Facilities, as presented, at its regular April Board of Education meeting.

Ms. Patchak-Layman referenced an email from Hepzibah requesting reduced rates for the auditorium and the cafeteria where they hold their talent shows. Discussion ensued about the bigger issues surrounding this. Should the Board of Education give the same consideration to all non-profit organizations using the District's facilities and to those who give opportunities to the students to work. Dr. Weninger suggested bringing the names of the non-profit organizations to the Board of Education, presently only two organizations are grandfathered. Dr. Millard noted that when time and services are donated, there are union consequences. Mr. Finnegan suggested that using student volunteers would them an opportunity to grow in a different area.

Dr. Weninger was asked to explore the possibility of compiling a list of the profit and non-profit organizations that use the building and the amount of revenue that is generated. Ms. Patchak-

Layman asked if the policy allowed for negotiations on the cost of using the facility and, if so, suggested including this in the Policy. Nonprofit organizations make their decisions on whether to use this building based on the rental fees. She suggested that there might be organizations that the District would like for them to use the building. This will be considered with the other information.

Policy 1420, Citizens' Council

It was the consensus of the PEG Committee members to recommend that the Board of Education amend Policy 1420, Citizens' Council, at its regular April Board of Education meeting, with Option 1: "The Board of Education may revoke its status should Citizens' Council fail to meet the criteria specified in this Policy."

Dr. Weninger noted that the attorney's advice to the Board of Education was to not limit its rights: the Board of Education granted this organization and it should be able to revoke it. Without that, Citizens' Council could be considered a quasi board of education, in an extreme case.

Policy 2120, Superintendent

It was the consensus of the PEG Committee members to recommend that the Board of Education amend Policy 2120, Superintendent, at its regular April Board of Education meeting. This policy will be reviewed after the installation of the new Superintendent.

Relative to "Item Q: develops, recommends for approval, and executes a long-range, comprehensive educational plan that positively impacts all students," Ms. Patchak-Layman felt it was the responsibility of the Board of Education to develop any long term plans, not the Superintendent. Dr. Lee concurred. Mr. Finnegan disagreed as he felt to do so would be overstepping the Board of Education's role. Ms. McCormack concurred with Mr. Finnegan as she interpreted this to mean that the Superintendent would develop the long term plans in coordination with the Board of Education's goals, strategies, etc. Dr. Millard accepted the policy as written, noting that this would be discussed with the new Superintendent.

Additional Items for Discussion

Seating at Board of Education Table

School Exec Connect noted that it was highly unusual to have the entire administrative team, a member of the student body, and a Faculty Senate representative at the Board of Education's table. Generally, it is the Superintendent, the Clerk of the Board, and the Board of Education members, with the Superintendent asking other administrators to be present at the meeting but not sit at the table.

From a preliminary discussion with new the superintendent, he is used to having just the Board of Education and the Superintendent at the table. It was proposed that the Board of Education consider having just the Superintendent, the Clerk of the Board, and Board of Education at the table with invitations to other administrators to attend the meeting.

The Board of Education members responded to this suggestion. Ms. McCormack asked if administrators found their participation to be a burden, acknowledging that it can be confusing to

the public as to who the Board of Education members are. However, she did want everyone to have a voice if they wanted. Dr. Millard felt the change would be appropriate for the monthly business meeting. Mr. Finnegan invited the administrators to voice their opinion as to the level of burden it puts on them. He did want student and faculty representation at the table, however.

Mr. Hunter stated that the reason for having everyone at the table was symbolic. It used to be that members of administration were unavailable and Board of Education members could not get their questions answered. The student was added to help provide a student voice and it eventually became an elected position within Student Council. Faculty representation was added to show a partnership with the Board of Education. The number of people at the table had nothing to do with efficiency. He felt the Board of Education would be sending these people away simply because it did not want their input.

Dr. Millard wanted to start the conversation and felt that it could bring the public closer to the Board of Education, physically. The regular Board of Education meetings are to confirm the things that occur in committee meetings.

As the Principal, Mr. Rouse wished to continue being part of the Thursday business meetings, because it was important for him to assist the Board of Education in providing answers to any questions that arise. While he would like not to be at the day meetings because of his day schedule, he appreciated the opportunity to be a resource at the regular meetings. Dr. Millard reminded him that the administrators sitting in the audience can be periodically called upon by the superintendent to sit at the table and make a presentation.

Ms. Patchak-Layman noted that people's expectation is that the Board of Education members at the table, as well as the Superintendent and the Clerk of the Board because of the functions and responsibilities they have. A mixed message about who makes the decisions is conveyed when the administrators are at the table. Her experience is with only the Board of Education members sitting at the table; the administrators form a support group for the Board of Education to call upon for further information.

It was the consensus of the Committee members to table any decision at this point and to bring this back to the August PEG Committee for discussion with the new superintendent.

Adjournment

At 9:59 a.m., on Thursday, April 22, 2010, the Policy, Evaluation, and Goals Committee adjourned.

SECOND

READING

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 school 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, and/or guidelines (to the extent that any or all exist for an auxiliary organization) supports do not violate the policies of Oak Park and River Forest High Schoolthe District. The Board of Education will review the bylaws, or constitution, and/or guidelines (to the extent that any or all exist for an auxiliary organization) and organizational practices of each school auxiliary organization on a semi-annual basis. Such reviews will be completed in every odd Fiscal Year (FY), and such review will reaffirm the organization's status as a school auxiliary organization. A member of the Board of Education and District ~~a~~Administration 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 Superintendent shall develop a process for the application, consideration, and approval/disapproval of school auxiliary organizations by the Board of Education, which shall include but not be limited to compliance with Board policies and insuring a focus on and support of District 200 students.

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

Alumni Association

African American Parents for Purposeful Leadership in Education (A.P.P.L.E.)

Booster Club

~~Citizens' Council~~

Concert Tour Association (CTA)

Parent Teacher Organization (PTO)

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 5112, ~~WAIVER OF SCHOOL FEES AND CHARGES~~ — District Fee and Book Waiver Policy

The District shall loan textbooks and shall waive all or some fees assessed by the District for students who meet the eligibility criteria for District fee waivers contained in this policy.

The following fees may be waived for students who meet the eligibility criteria for fee waivers contained in this policy:

- ~~1. All~~ charges for required textbooks and instructional materials listed on booklist; and/or
- ~~1.~~
- ~~2. c~~Charges for field trips made during school hours, or made after school hours if the field trip is a required or customary part of a class; and/or
- ~~2,3.~~ fees included within the school registration fee list.

The Superintendent (or his/her designee) shall employ an application and verification process for determining eligibility for District fees and book waivers that is separate from the free and reduce meals application process.

I. Eligibility Criteria

A student shall be eligible for a District fee and book waiver when

1. the student currently lives in a household that meets the federal income guidelines established under the National School Lunch Act, 42 W.S.D. § 1758; 7 C.F.R. Part 245;
2. the student or student's family is currently receiving aid under the Supplemental Nutrition Assistance Program (SNAP) or Temporary Assistance for Needy Families (TANF) services;
3. the student or student's family is homeless;
4. the student is migrant or runaway; and/or
5. the student is placed by the Department of Children and Family Services (DCSF) with a foster parent or placed in another type of child care facility.

II. Notification

The Superintendent (or his/her designee) shall provide written notification to parents/guardians of those students enrolling in the District for the first time and the District's school fee waiver application, in accordance with *The School Code of Illinois* and Illinois State Board of Education regulations.

The first bill or notice of each school year sent to parents/guardians who owe fees shall state that the District waives fees for persons unable to afford them in accordance with this

policy, and the procedure for applying for a fee waiver, or the name, address and telephone number of the person to contact for information concerning a fee waiver.

III. Verification

The Superintendent (or his/her designee) may require verification of a student's eligibility for a District fee waiver no more often than every 60 calendar days. The Superintendent (or his/her designee) shall not use any information obtained from its independent verification process to determine or verify eligibility for any federally funded, school-based child nutrition program.

IV. Determination and Appeal

The Superintendent (or his/her designee) shall promptly notify the parent(s)/guardian(s) requesting a fee waiver as to whether the fee waiver request has been granted or denied. If the District denies the request, the Superintendent (or his/her designee) shall mail a copy of its decision to the parents/guardians within 30 calendar days after the receipt of the request. The decision shall state the reason for the denial and shall inform the parents/guardians of their right to appeal, including the process and timelines for that action, and a statement informing the parents that they may reapply for a waiver any time during the school year, if circumstances change.

The denial of a fee waiver request may be appealed by submitting the appeal in writing to the Chief Financial Officer within 14 days of the denial. An appeal shall be decided within 30 calendar days after the receipt of the request for an appeal. The parents/guardians shall have the right to meet with the Chief Financial Officer. If the appeal is denied, the District shall mail a copy of its decision to the parents/guardians, and shall state the reasons for the denial.

~~The District shall loan textbooks and shall waive all or some fees assessed by the District for students whose parent(s) or guardian(s) qualify under Federal guidelines and the School Code of Illinois.~~

~~Schools fees that may be waived include but are not limited to the following:~~

- ~~1. All charges for required textbooks and instructional materials;~~
 - ~~2. All charges and deposits collected by a school for use of school property (e.g., locks, towels, laboratory equipment);~~
 - ~~3. School-wide Technology Fee;~~
 - ~~4. Charges for field trips made during school hours, or made after school hours if the field trip is a required or customary part of a class or extracurricular activity;~~
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- ~~5. Charges or deposits for uniforms or equipment related to IHSA intramural sports, or to fine arts programs;~~
- ~~6. Charges to participate in extracurricular activities;~~
- ~~7. Charges for supplies required for a particular class;~~
- ~~8. Graduation fees;~~
- ~~9. School records fees;~~
- ~~10. School health services fees; and~~
- ~~11. Driver's education fee assessed pursuant to 105 ILCS 5/27-23.~~

Amended Dates:	March 22, 2007, May 22, 1997
Adopted Date:	January 22, 1976
Review Date:	
Law Reference:	Ill. Rev. Stat. c. 122, pars. 10-20.13 and 28-19.2(a), 23 Ill. Admin
Code §1.245.	
Related Policies:	
Related Instructions	
And Guidelines:	
Cross Ref.	

Policy 5114, Student discipline

The Board of Education delegates authority to the Superintendent, the Principal, Assistant Principal for Student Health and Safety, Deans, and other administrators to provide appropriate interventions when needed and to take disciplinary action against any student guilty of disobedience or misconduct in accordance with Board Policy 103, Philosophy of Discipline. Such disciplinary action may include suspension for up to ten (10) days and recommendations to the Board of Education for expulsion as permitted under the The School Code of Illinois. In determining whether a student will be suspended or recommended for expulsion, the Board's authorized school personnel will take into consideration the context, the student's intent, attitude, degree of involvement, and the harm done. Suspension and expulsion recommendations are expected to be consistent with the current District's Code of Conduct. Suspension and expulsion of Special Education students shall be in accordance with Article X 10.01,1, J of "The Rules and Regulations to Govern the Administration and Operation of Special Education," Board Policy 5114-1, and applicable State and federal law.

Misconduct, which may lead to disciplinary action pursuant to the provisions of Section 10.22.6 of *The School Code of Illinois* shall include, but is not limited to, the types of activities or behaviors provided below and those listed in the District's *Code of Conduct*.

- A. Insubordination to any school personnel disobeying directives from staff members and/or rules and regulations governing student conduct};
- B. Unexcused absenteeism, truancy, tardiness, or class cutting after warnings. State law and Board policy on truancy control will be used with chronic and habitual truants (Section 105 ILCS 5/26-13 of *The School Code of Illinois*);
- C. Using, possessing, distributing, transferring or selling tobacco materials;
- D. Using, possessing, distributing, transferring, purchasing, or selling alcoholic beverages. Students who are under the influence are not permitted to attend school or school functions;
- E. Using, possessing, distributing, transferring, purchasing or selling legal over-the-counter or prescription drugs, controlled substances, "look-alike" drugs, or drug paraphernalia. A "look-alike" drug is defined as a substance not containing an illegal drug or controlled substance, but one that a student believes, or represents, to be an illegal drug or controlled substance. Students who are under the influence of any prohibited substance or drug or in possession of any drug paraphernalia are not permitted to attend school or school functions;

- | F. ~~E~~ngaging in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented a substance to be an illegal drug or controlled substance;
- | G. ~~U~~sing, possessing, distributing, transferring, purchasing or selling any legal substance that is intended for unlawful purposes;
- | H. ~~U~~sing, possessing, distributing, transferring, purchasing, selling, controlling, or transferring explosives, firearms, knives or any other object that can reasonably be considered a weapon, as further defined within the Definitions section below;
- | I. ~~U~~sing electronic signaling or receiving devices in a manner that is inconsistent with Board Policy 5152, Cellular Telephones and Electronic Paging devices, or the District's Code of eConduct. Electronic signaling devices include Personal Digital Assistants, graphing calculators, pocket—and all similar—electronic paging devices;
- | J. ~~U~~sing or possessing a laser pointer unless under a staff member's supervision and in the context of instruction;
- | K. ~~F~~ighting or assaulting any person;
- L. Serious verbal abuse, threats, profanity or obscenity to any person;
- | M. ~~U~~sing any form or type of aggressive behavior that does physical or psychological harm to someone else and/or urging other students to engage in such conduct. Prohibited aggressive behavior includes, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, hazing, bullying, or other comparable conduct;
- | N. ~~C~~causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property;
- | O. ~~K~~knowingly permitting the entry of any unauthorized persons into the school;
- | P. ~~M~~embership in, or involvement with, a fraternity, sorority or secret society. Involvement may include the promise to join, the participation in pledging or other activities, or the solicitation of any other person to join the fraternity, sorority, or secret society;
- | Q. ~~A~~cademic dishonesty;
- | R. ~~I~~nvolvement in gangs or gang-related activity, including the display of gang symbols or paraphernalia;
- | S. ~~S~~exual ~~H~~harassment (as defined by Policy 5310, Sexual Harassment of Students);

- | T. ~~U~~unauthorized use of a computer or computer software, including the use of the District's computers to use, copy or distribute non-school software. This also includes any violation of Board Policy 5160, Acceptable Use of Technology—Students;
- | U. ~~G~~ambling or participation in games of chance or skill for money or other profit;
- | V. ~~I~~ntentionally setting or attempting to set fires on school property, or bringing materials onto school property that are designed to be ignited or are capable of being used for ignition;
- | W. ~~P~~pulling the fire alarm when the student knows that no fire exists, unauthorized use of a fire extinguisher, or creating an emergency situation by making a false report of any kind;
- | X. ~~W~~wearing clothing which presents a health or safety hazard, or which materially and substantially disrupts the educational process.
- | Y. ~~E~~ngaging in any other activity that constitutes interference with school purposes or an educational function or any disruptive activity;
- | Z. ~~E~~ngaging in any activity that violates *The School Code of Illinois*; and/or
- | AA. ~~V~~iolation of any other school policy or rule.

Disciplinary action may be taken whenever the student's misconduct is reasonably related to school or school sponsored events or activities, including without limitation misconduct that occurs (1) on or within sight of school property, before, during or after school hours, or at any other time when school is being used by a school group; (2) off school grounds at a school sponsored event or activity, or any event or activity which bears a reasonable relationship to the school; (3) traveling to or from school or –a school activity or function; (4) anywhere, if the conduct may reasonably be considered to threaten, intimidate, assault, and/or physically attack a staff member or Board member or interferes with school purposes and/educational functions.

| In accordance with Section 10.22.6 (a) of *The School Code of Illinois*, the Board of Education reserves the right to expel students guilty of gross disobedience or misconduct for any length of time up to two calendar years. In the case of any student who is determined to have brought a weapon or look-alike weapon to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to the school, the expulsion shall be for not less than one calendar year, except as modified on a case-by-case basis. The Board will only act to expel a student after the student and parent(s) or guardian(s) of record have been requested to appear at a Hearing with the Board or with an appointed Hearing Officer. The process for such Hearings is enumerated in this policy's accompanying procedures. In determining whether a student will be expelled, the Board will take into consideration the context, the student's intent, attitude, degree of involvement, the harm done, and the student's behavioral history.

I. Expulsion Expungement

The Board of Education reserves the right to expunge expulsion documentation from the records of any student expelled by the Board of Education of Oak Park and River Forest High School District 200, except where the Board is required by law to maintain such records. Any expelled student who returns to Oak Park and River Forest High School and establishes himself or herself as a good citizen, and satisfies graduation requirements for Oak Park and River Forest High School, is eligible for such consideration.

II. Transfer Students

Students seeking to transfer into Oak Park and River Forest High School District 200 who are under a current suspension or expulsion sanction from another school must comply with the requirements of Board Policy 5117A, Student Transfers from Non-District Schools, prior to admission.

III. Definitions

For the purpose of this policy, the following terms shall be defined as set forth below:

- A. Bullying – ~~B~~Bullying includes, but is not limited to, any aggressive or negative gesture or written, verbal, or physical act that places another student in reasonable fear of harm to his or her person or property, or that has the effect of insulting or demeaning any student in such a way as to disrupt or interfere with the school's educational mission or the education of any student. (See *The School Code of Illinois*.)
- B. Hazing – hazing is defined as students, acting alone or in concert with others to:
 - 1. ~~P~~perform an intentional *or* reckless act directed against a student that endangers the mental or physical health or the safety of a student; and/or
 - 2. ~~C~~coercing, compelling, or instructing a student to perform any act that endangers his or her mental or physical health or safety; for the purpose of or as a condition of being initiated into, holding office in or maintaining membership in any formal or informal student organization or group or in any fraternity, sorority, gang, or other prohibited secret society as defined in ~~#~~The School Code of Illinois.
- C. Sexual Harassment - Sexual harassment is generally defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication when the purpose or effect of the conduct or communication is to unreasonably interfere with the student's education or to create an intimidating, hostile or offensive education environment.
- D. Possession – ~~p~~Possession means having: any knowledge of, and any control over an item. Control includes, but is not limited to, having access to an item in a school locker, personal effects, a vehicle, or other place where the item is located. It is not necessary

that a student intends to control the item. A student may acquire knowledge of an item visually, by being told about the item, or through other sensory perception. A student's knowledge will be determined based on the surrounding circumstances, not just the student's statements. For example, "forgetting" that an item is in one's locker, personal effect, or vehicle does not constitute lack of knowledge. Also for example, coming onto school grounds or to a school-sponsored event in a vehicle which the student knows contains an item constitutes possession of that item, even if the vehicle or the item does not belong to the student. Possession also means custody or care, currently or in the past, of an object or substance regardless of whether or not the item is (a) on the student's person, or (b) contained in another item belonging to, or under the control of the student, such as in the student's clothing, backpack, vehicle, or (c) in a student's locker, desk, or other school property, or (d) any other location on school property or at a school sponsored activity or event.

E. Gang – ~~a~~A gang means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts or acts in violation of school rules, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in, or have engaged in, a pattern of criminal gang activity or activity relating to the violation of school rules. Gang activity includes, but is not limited to, any act in furtherance of the gang and possession or use of gang symbols, such as drawings, hand signs and attire.

F. Weapons – ~~w~~Weapons include, but are not limited to: (1) guns, knives, explosive devices, any other item which is typically used to cause bodily harm and any other item defined by law to be a weapon; (2) items such as baseball bats, pipes, bottles, locks, sticks, compasses, pencils and pens if used, or attempted to be used, to cause bodily harm; and pr (3) look-alike weapons.

Amended Date(s):	September 27, 2007; August 28, 2003; April 25, 2002; January 24, 2002; December 21, 2000; November 19, 1992; November 20, 1990; October 17, 1985; January 19, 1982; and January 22, 1976
Adopted Date:	October 17, 1968
Review Date:	
Law Reference:	ILSC 5/24-24
Related Policies/ Documents	Policy 103, Philosophy of Discipline Procedures for Policy 5114 Policy 5117A, Student Transfers from Non-District Schools Policy 5143, Administration of Medications Policy 5114A, Hazing O.P.R.F.H.S. Student <i>Code of Conduct</i>
Related Instructions And Guidelines:	
Cross Ref:	

PROCEDURES FOR STUDENT DISCIPLINE FOR POLICY 5114

I. General Guidelines

The Superintendent, ~~Principal, Assistant Superintendent for Pupil Support~~ Principal for Student Health and Safety Services, and Deans of Discipline, and other designated administrators may impose disciplinary sanctions as appropriate to the infraction and as outlined in this Policy and the District's Code of Conduct. Classroom teachers, when students are under their charge, are authorized to impose any appropriate disciplinary sanctions, as outlined in this Policy and the District's Code of Conduct, other than suspension, expulsion, or in-school suspension.

Students who violate the rules and regulations of the District's Code of Conduct will be subject to a range of disciplinary sanctions. The grounds for disciplinary action apply whenever the student's misconduct is reasonably related to school or school sponsored events or activities, including, but not limited to: (ia) on, or within sight of, school grounds before, during, or after school hours or at any other time when the school is being used by a school group; (ib) off school grounds at a school sponsored event or activity, or any event or activity which bears a reasonable relationship to the school; (ic) traveling to or from school or a school-sponsored event or activity; or (id) anywhere, if the conduct may reasonably be considered to be a threat or an attempted threat or intimidation of a staff member, Board member or student, an interference with school purposes and/or an educational function or any conduct that may reasonably carry over into the school setting.

Disciplinary measures may include, but are not limited to: a disciplinary conference; the withholding of privileges; seizure of contraband; suspension from school for up to ten (10) days, provided appropriate procedures are followed; expulsion from school and all school sponsored activities and events for a period of up to two calendar years, provided appropriate procedures are followed; notification of law enforcement authorities whenever the misconduct involves illegal drugs, controlled substances, look-alikes, alcohol, weapons, or violations of local, state or federal law; notification of parents or guardians of record with the District; removal from the classroom environment; in-school suspension for a period not to exceed 5 school days; and/or before or after school detention, provided the student's parent or guardian of record with the District has been informed.

Students serving out of school suspensions or expulsions are prohibited from being on school grounds or in attendance at school sponsored activities or events. School officials shall properly supervise students serving in-school suspensions, as well as before and after school detentions. Corporal punishment shall not be used. Teachers, other certified ~~educational~~ District employees, and other persons providing a related service for or with respect to a student, may use reasonable force, as needed to maintain the safety of the student, other students, school personnel or other persons, or for the purpose of self-defense or defense of property.

A student who is subject to suspension or expulsion may be eligible for a transfer to an alternative educational setting.

Students shall be afforded due process as required by law prior to the imposition of disciplinary sanctions.

II. Parent-Teacher Advisory Committee (Known as the O.P.R.F.H.S. Joint Committee on Student Behavior and Discipline)

In compliance with *The School Code of Illinois*, the District shall establish a Parent-Teacher Advisory Committee for the purpose of reviewing the District's student discipline policies and procedures. The Advisory Committee shall make recommendations to the District regarding aggressive behavior on the part of students, including bullying, recommend procedures for notifying parents, as well as recommendations regarding early intervention procedures based on available community and district resources. The Advisory Committee shall annually review the District's Code of Conduct.

III. Code of Conduct

The Assistant Superintendent for Pupil Support Services Principal for Student, Health, and Safety, with input from the Parent-Teacher Advisory Committee, shall develop a *Code of Conduct* that fully outlines the District's behavioral expectations of students. The *Code of Conduct* shall be presented annually to the Board of Education for its review and approval.

The *Code of Conduct* shall be distributed annually to students and their parents or guardians of record with the District within fifteen (15) days of the beginning of the school year or a student's enrollment.

IV. Legal Authority to Expel or Suspend

A. Section 10-22.6(a) of ~~#~~*The Illinois School Code of Illinois* grants a Board of Education the authority to expel a student guilty of gross disobedience or misconduct. Expulsion may be for any length of time from 11 days to two calendar years. Only the Board of Education may expel a student, and this may occur only after the student and parents or guardians of record with the District have been requested to appear at a Hearing before a Hearing Officer appointed by the Board of Education.

B. Pursuant to Section 10-22.6(b) of *The School Code of Illinois*, the Board of Education has conferred upon the Superintendent, ~~Principal~~, the Assistant Principal for Student Health and Safety Superintendent for Pupil Support Services, ~~and the Deans of Discipline~~, and other designated administrators the authority to suspend pupils guilty of gross disobedience or misconduct for a period not to exceed 10 consecutive school days. The District's Code of Conduct lists some of the specific types of misbehaviors that constitute gross disobedience or misconduct.

V. Suspension Procedures

A student may be suspended from school for up to ten (10) school days at a time for gross disobedience or misconduct. Disciplinary action based on conduct which occurs at the end of the

school year may be extended into the following school year. The following procedures shall generally apply to students recommended for expulsion.

- A. Authorized school personnel will confer with any student who is under consideration for suspension prior to taking such disciplinary action, unless the student is unavailable.
- B. Prior to any suspension, authorized school personnel will ascertain whether the student is a ~~s~~special ~~e~~Education student or may be eligible for ~~s~~Special ~~e~~Education services. If so, authorized school personnel must also follow the District's ~~s~~Special ~~e~~Education procedures.
- C. The student will be advised of the reason(s) for the proposed suspension and the evidence in support of the reason(s). The student will be given an opportunity to respond to the allegations.
- D. Authorized school personnel may then determine whether to suspend the student.
- E. When the student poses an immediate and continuing danger to persons or property, the student may be summarily removed from school without holding a suspension conference as set forth above. In such event, written notice, sent by certified mail or hand delivered by the Superintendent/~~Principal~~ (or his/her designee) will be given to the student and his/her parent(s) or guardian(s). The notice will request the student to attend a post-suspension conference as soon as possible after the notice is received. Failure to attend the scheduled conference will constitute a waiver of such conference. Regardless of the student's attendance at the post-suspension conference, the parent(s) or guardian(s) will be advised by written notice of any subsequent disciplinary decision.
- F. Parents or guardians of record shall receive written notice of the student's suspension via certified return receipt mail. The notice shall include: (a) a statement of the reason(s) for the suspension, including any school rule which has been violated; (b) the dates and duration of the suspension; and (c) a statement of the parent(s)' or guardian(s) of record's right to appeal the decision.
- G. To appeal a suspension, a student and/or parent or guardian must make a written request per the District's Decision and Appeal Process to the Assistant Superintendent for Pupil Support Services/Principal for Student Health and Safety. The appeal must be postmarked within three (3) calendar days after receiving written notice of the suspension. ~~Student Discipline Hearings will be conducted by a Hearing Officer designated by the Board of Education and will follow the same hearing procedures outlined below for expulsions. Per~~ The School Code of Illinois, a meeting shall be held to review such an appeal with the Assistant Principal for Student Health and Safety and the student and/or parent/guardian. Per the District's Decision and Appeals Process, the next and final appeal must be made to the Principal. This final appeal must be made through a written request to the Principal and postmarked within three (3) calendar days after receiving written notice of the denial of the first appeal. Per The School Code of Illinois, the Board of Education will review any appeal made to the Principal regarding a suspension.

VI. Expulsion Procedures

Prior to any recommendation for expulsion, authorized school personnel will ascertain whether the student is a ~~s~~Special ~~e~~Education student or may be eligible for ~~s~~Special ~~e~~Education services. If so, authorized school personnel must also follow all ~~s~~Special ~~e~~Education procedures. The following procedures shall generally apply to students recommended for expulsion.

VII. Notification

A. The District will notify the parent(s) or guardian(s) of record by certified letter of the proposed expulsion and the student's right to an expulsion hearing.

B. The expulsion notice will include:

1. a statement of the reason(s) for the proposed expulsion, including any District or school rule that has been violated;
2. the potential maximum duration of the expulsion;
3. the time and place of the expulsion hearing; and
4. a statement of the parent(s) or guardian(s) right to be present at the hearing and/or represented by an attorney or other representative.

VIII. Hearing

A. A Student Discipline Hearing shall be conducted by a Board appointed Hearing Officer; ~~H~~however, the Board of Education reserves the right to preside over expulsion hearings consistent with Section 10-22.6 of ~~t~~The Illinois School Code of Illinois.

B. The student may attend the Hearing along with his/her parent(s) or guardian(s) and may be represented by an attorney or other representative. If the administrator recommending the expulsion has proof of notice of the Hearing being sent and received, the Hearing may proceed regardless of whether the student and his parent(s) or guardian(s) of record choose to attend.

C. The Hearing will be conducted as follows:

1. -Authorized school personnel and the student, or his/her representative, may make short opening statements concerning both the charges of gross disobedience/misconduct and the appropriate discipline.
2. -Authorized school personnel will first present evidence. The student or representative may cross examine all witnesses in attendance at the Hearing, and review any written evidence presented by authorized school personnel.

3. The student or his/her representative may then present evidence to refute the charges. The District may cross examine all witnesses in attendance at the Hearing and review any written evidence presented by the student or representative.
4. The Hearing Officer or Board, at any time, may direct questions to the parties or their witnesses.
5. Student witnesses may be requested to testify at a Hearing. If a parent or student wishes to call a student witness to testify at a Hearing, it is their responsibility to arrange for the student witness to be in attendance. Authorized school personnel may provide a written summary in which the identity of a student witness is concealed if any imminent fear of reprisal exists.
6. Authorized school personnel and the student or his/her representative may make closing statements at the conclusion of the Hearing concerning both the issue of gross disobedience/misconduct and the issue of appropriate discipline.
7. The Hearing Officer shall prepare a written summary of the testimony and evidence received at the Hearing.

IX. Administrative Review Committee Action

The Hearing Officer's report shall be forwarded to the Administrative Review Committee, who will review the report to determine whether to recommend expulsion to the Board. The parent or guardian of record shall be notified of the Administrative Review Committee's determination. If the Administrative Review Committee decides to recommend expulsion, the Board of Education shall be provided a copy of the Hearing Officer's Report.

X. Board Action

- A. If the Administrative Review Committee decides to recommend expulsion to the Superintendent/~~Principal~~ and the Superintendent/~~Principal~~ agrees, the Superintendent/~~Principal~~ will forward an expulsion recommendation to the Board of Education. The Board of Education shall consider the Hearing Officer's written report in executive session.
- B. The Board will determine and make findings on the following two issues:
 1. the validity of the charges of gross disobedience or misconduct; and
 2. the appropriate disciplinary measure, if any, if the charges are upheld.

The parent or guardian of record shall be notified of the Board of Education's determination.

Accepted Date(s):	November 18, 2004; March 21, 2002;
Amended Date(s):	December 18, 1997; January 28, 1993; November 28, 1990; May 5, 1986;
Adopted Date:	April 22, 1982
Review Date:	
Law Reference:	
Related Policies:	
Related Instructions	
And Guidelines:	
Cross Ref.:	

Policy 5143, ADMINISTRATION OF MEDICATIONS

The Superintendent/Principal (or his/her designee) shall establish regulations for the administration of medications to students. The regulations shall be substantially based on the Recommended Guidelines for Medication Administration in the Schools published by the Illinois Department of Public Health and State Board of Education and shall provide for administration of medication to a student during school hours or during school activities only when necessary to maintain the student in school.

A copy of the regulations will be sent to parents or guardians of each student in the summer registration letter.

Amended Dates:	October 26, 2006
Adopted Date:	August 26, 1993
Review Date:	
Law Reference:	Ill. Rev. Stat. ch. 122, par. 10-20.14b.
Related Policies:	
Related Instructions	
And Guidelines:	
Cross Ref.:	

REGULATIONS GOVERNING ADMINISTRATION OF MEDICATIONS TO STUDENT
POLICY 5143

I. Authorization for Administration of Non-Asthma and Non-Epinephrine Auto-Injectors (Epi Pen) Medication to Students

A. Only those medications necessary to maintain a student in school and which must be given during school hours or school activities may be administered to a student. All medications given to students must be prescribed by a licensed prescriber on an individual basis as determined by the student's health status. Standing orders may not be used as a basis for administration of medication.

B. Approval for administration of medication must be obtained from the Health Services Office ~~school nurse~~ as follows:

1. A written order for prescription and non-prescription medications must be obtained from the Health Services Office ~~school nurse~~, completed and signed by the student's licensed prescriber, signed by a parent or guardian, and filed with the school nurse. The order must include the following:

- a. the student's name;
- b. licensed prescriber's name, signature, and date of signature;
- c. licensed prescriber's regular and emergency telephone
- d. numbers;
- ~~d-e.~~ name of medications
- ~~e-f.~~ dosage;
- ~~f-g.~~ route of administration;
- ~~g-h.~~ frequency and time of administration;
- ~~h-i.~~ date prescription was filled;
- ~~i-j.~~ date order by licensed prescriber;
- ~~j-k.~~ discontinuation date;
- ~~k-l.~~ diagnosis requiring medication;
- ~~l-m.~~ intended effect of medication;
- ~~m-n.~~ side effects from medication for which the student must be observed;
- ~~n-o.~~ whether the student may self-administer and, if so, instructions for self-administration;
- ~~o-p.~~ emergency conditions under which medication should be administered including directions for administration by a certified staff member if administration by the school nurse,

emergency medical personnel, or self-administration cannot reasonably be achieved;

~~P.g.~~ other medications the student is receiving;

~~q.r.~~ time interval for re-evaluation; and

~~r.s.~~ the parent's or guardian's name, signature, date of signature, and regular and emergency telephone numbers.

2. The school nurse shall review the written order, require any additional information from the parent or guardian or the student's licensed prescriber appropriate to complete the review, consult with the Superintendent/~~Principal~~ (or his/her designee) as appropriate and approve or deny the order depending on its completeness. An appeal of the denial of any order prescribing the administration of medication may be made by the parent or guardian to the ~~Superintendent-Principal~~ or (or his/her designee) of the school and then to the Superintendent/~~Principal~~ (or his/her designee).

II. Persons Authorized to Administer Medication

- A. The school nurse or any registered nurse approved by the ~~school-District~~ may administer medications under these guidelines.
- B. Any ~~faculty-certified staff~~ member or any health aide may supervise self-administration of medication by a student under these guidelines.
- C. Any ~~faculty-certified staff~~ member may, but is not required to, administer medications in emergency situations if, under the circumstances, the school nurse or emergency medical personnel cannot be available in sufficient time and the student cannot self-administer the medication. Under no circumstances are ~~faculty-certified staff~~ members or other school employees required to carry medications for students nor are they required to ensure that students carry such medications.
- D. Parents/guardians may administer medications in school with the approval of the school nurse or the Superintendent/~~Principal~~ (or his/her designee), ~~of the school.~~

III. Procedures for Administration of Medications

- A. The student shall report to the Health Services Nurse's Office or other designated area at the time the medication is to be administered.
- B. Each dose of medication shall be documented in the student's individual health record. Documentation shall include date, time, dosage, route, and the

signature of the person ~~administering the~~ administering the medication or supervising the student in self-administration.

C. Over-the-counter and prescription medication orders must be renewed annually. Changes in medication shall be through a revised order or other written authorization from the licensed prescriber as approved by the school nurse.

D. Medication must be brought to the school in the original package or an appropriately labeled container.

1. Prescription medications shall display the following:

- a. student's name;
- b. prescription number;
- c. medication name/dosage;
- d. administration route and/or other directions;
- e. date and refill;
- f. licensed prescriber's name;
- g. pharmacy name, address and phone number; and
- h. name or initials of pharmacist.

2. Over-the-counter medications (OTC) should display the following:

- a. OTC (non-prescription) medications shall be brought to school with the manufacturer's original label with the ingredients listed and the student's name affixed to the container.

E. Medications, and special items necessary to ~~administer medications~~ administer medications such as syringes and hypodermic needles, must be stored in a separate locked drawer or cabinet. Medications requiring refrigeration must be refrigerated in a secure area. Medications which must be available while a student is engaged in a school activity conducted away from the customary site of storage must be brought by the student to that site, unless there is prior agreement and approval of other arrangements.

F. The parent or guardian will be responsible at the end of the treatment regime for removing from the school any unused medication which was prescribed for the student. If the parent or guardian does not pick up the medication by the end of the school term, the ~~school nurse~~ Health Services Office will dispose of them.

G. Except in emergencies, the written order must be consulted before administration of medications.

H. A record of the administration must be made in accordance with Section A. above.

IV. Self-Administration of Asthma and Epinephrine Auto-Injectors (Epi Pen) Medication

Students shall be allowed to self-administer asthma medication or epinephrine auto-injectors (EpiPen injections) under the following conditions:

- A. The medication has been prescribed by a physician, a physician's assistant or advanced practice registered nurse possessing the proper authority to prescribe medication;
- B. The student's parents or guardians have provided the Health Services school nurse with written authorization for the self-administration of asthma medicine or epinephrine auto-injectors (EpiPen injections) and a written statement from the student's physician, physician assistant, or advanced practice nurse containing the following information to be kept on file in the Health Services Office nurse's office:
 - 1. the name and the purpose of the medication;
 - 2. the prescribed dosage; and
 - 3. the time or times at which or special circumstances under which the medication is to be administered; and
- C. The student's parents or guardians have signed the District's "Hold Harmless and Indemnity Agreement for the Self-administration of Asthma Medication or epinephrine auto-injectors (EpiPen injections)." This Agreement is available in the Nurse's—Health Services eOffice.

Parents/guardians have the primary responsibility for the administration of medication to their children. ~~Only those medications necessary to maintain a student in school and which must be given during the administration of medication to students during regular school hours or and during school related activities may be administered to a student. is discouraged unless necessary for the critical health and well-being of the student.~~ The administration of medication to students is subject to guidelines established by the Superintendent/Principal (or his/her designee), in keeping with state agency recommendation (e.g., Illinois Department of Professional Regulation, Illinois Department of Public Health, and Illinois Department of Public Health, and Illinois State Board of Education).

Procedures and Guidelines

- 1. Medication Authorization Form.** ~~No~~ No school personnel shall administer to any student, nor shall any student possess or consume any prescription or non-prescription medication except after filing complete Medication Authorization information. This authorization and any subsequent changes shall include the following:

- ~~P~~physician, dentist, or podiatrist's (licensed prescriber) written prescription with ~~Child's student's~~ name, medication name and dosage, date of order;
- ~~a~~Administration instructions (route, time or intervals, duration of prescription);
- ~~I~~ntended effects and possible side effects; and
- ~~P~~parent/guardian written permission, phone number, and email address in case of emergency.

The school nurse will review the written authorization and will consult with the parent/guardian, licensed prescriber, or pharmacist for additional information, as necessary.

- ~~2.~~ **2. Appropriate Containers.** Medication and refills are to be provided in containers which are:

- ~~P~~prescription-labeled by a pharmacy or licensed prescriber (to display Rx number, student name, medication, dosage, directions for administration, date and refill schedule, pharmacy label, and name/initials of pharmacist); or
- ~~M~~anufacturer-labeled for non-prescription over-the-counter medication.

- 3. Administration.** Medication will be administered by the ~~Registered Nurses, or school administrator~~ Health Services' nurse. Other ~~certified~~ ~~certified~~ school personnel may also volunteer to assist in medication administration, and they will receive instructions by the ~~school~~ Health Services' nurse. If no volunteer is available, the parents/guardian must arrange for administration. The ~~Health Services~~ school nurse or administration retains the discretion to deny requests for administration of medication. The parent or guardian may make an appeal of denial of any order prescribing the administration of the medication to the Superintendent/Principal (or his/her designee).

- ~~3.~~ **4. Self-Administration.** A student may self-medicate at school if so ordered by his or her physician; ~~H~~however, the medication must be stored in the Health Services Office and a completed Medication Authorization Form must be on file. Daily documentation will be provided as below (#75) for such ~~h~~Health Services ~~a~~Office supervised self-administration. For "as needed" medications such as those taken by students with Asthma, the physician may also order that the student carry the medication on his or her person; ~~H~~however, no daily documentation will be possible. Self-administration privileges may be withdrawn if the student exhibits behavior, which indicates lack of responsibility toward self or others in regards to his or her medication.

- ~~4.~~ **5. Food Allergies and Asthma.** A Medical Authorization Form must be filed in the Health Office if the student is carrying medication (e.g., Epipen, Inhaler). All faculty and staff receive training annually related to the use of an Epipen. A medical alert is sent to all teachers, coaches, and sponsors of students with medical conditions, as well as food allergies. School rules state that no food or drink is allowed in the classrooms unless required due to a student's medical condition. If a student needs a cafeteria table surface cleaned before use, the Counselor will make the initial contact to the cafeteria staff. OPRFHS District 200 is not responsible for the food that a student chooses to consume. Information related to the ingredients of food prepared and served in the cafeteria can be requested from the Director of Food Service.

- 6. School Activities.** A Medical Authorization Form must be filed in the Health Services Office and medication is to be stored in the Health Services Office. Under no circumstances are faculty members or other school employees required to carry medications for students nor are they required to ensure that students carry such medications. Medications which must be available while a student is engaged in a school activity conducted during non-school hours and/or conducted away from the customary site of storage will be distributed to the student at the end of the day (3:00 – 3:15 p.m.) from the Health Services Office and must be brought by the student to that site, unless there is prior agreement and approval of other arrangements. Any faculty member or any health aide may supervise self-administration of medication by a student under these guidelines. Self-administration under these circumstances will not be documented.

- 7. Storage and Record Keeping.** Medication will be stored in a locked cabinet. Those requiring refrigeration will be in a secure area. Each dose will be recorded in the student's individual health record. The parent may be notified if indicated. To assist in the safe monitoring of side effects and/or intended effects of the treatment with medication, faculty and staff may be informed regarding the medication plan. ~~Medications, which must be available while a student is engaged in a school activity conducted away from the customary site of storage, must be brought by the student to that site, unless there is prior agreement and approval of other arrangements.~~

- 8. Documentation, Changes, Renewals, and Other Responsibilities.** ~~T~~To facilitate needed documentation, physician orders, any changes in the orders, and parent permissions may be faxed to 708-434-3912. It is the parent/guardian responsibility to assure that all physician orders and permissions are brought to school and refills provided when needed and to inform the ~~Health Services Offices'~~ school nurse of

any significant changes in the student's health. Medication remaining at the end of the school year must be taken home or will be discarded. Over-the-counter and prescription medication orders must be renewed yearly.

Oak Park and River Forest high School

MEDICATION AUTHORIZATION

Health Services Fax: _____ 708-434-3912

Student Name: _____ Date of Birth: _____ & ID # _____

- Regulation Highlights (See reverse side for more details and information.)
- Medical form is required for all OTC and Rx medicine.
- Physician must fill in form for all OTC and prescription medicine.
- All medicine must be provided in a pharmacy or brand labeled bottle with student name, dose, and time.
- Unused medication must be picked up; any left at the end of the year will be discarded.

Physician's Order

(All medications need a Physician's Order. See Regulations Governing the Administration of Medications on Reverse Side.)

Student's Name _____ Date of Birth _____

Medication _____ Dosage _____

Time to be given/Instructions _____ Route _____ Starting Date _____

Ending Date _____ Time Interval for Re-evaluation _____

Diagnosis/Reason for medication _____

Procedure if dosage is missed _____

Possible side effects _____

Other Medications student is receiving _____

ASTHMA OR ALLERGY MEDICATION ONLY—e.g., Inhaler, EpiPen

1. Student may carry medication on his/her person _____ Yes _____ No
2. Student may self-administer medication _____ Yes _____ No

(It is recommended that "backup" medication be stored in health services as well.)

Directions for self-administration _____

Physician's Name (Print) _____ Address or Office Stamp _____

Physician's Signature _____

Date _____ Regular Phone _____ Emergency Phone _____

Over-the-counter medication must be in the manufacturer's labeled container.

Prescription medication MUST be in containers labeled by a physician or pharmacist. (See #2 on reverse)

Parental Authorization

I authorize Oak Park and River Forest High School District 200 OPRFHS employees to administer/supervise the medication described above to my child in accordance with the School District's Regulations Governing the Administration of Medications in the School (on reverse side of this form.) I agree to indemnify and hold harmless OPRFHS, its Board of Education and the Board's members, officers, employees, and volunteers from any claim, liability, loss or expense, including reasonable attorneys' fees, suffered by any of the foregoing indemnities and arising out of a claim related directly or indirectly to my son/daughter's self-administration of the above referenced medication of and brought by me, any other parent or guardian of my student or another student, or by or on behalf of my student or another student. We understand that the OPRFHS and the foregoing individuals are to incur no liability as a result of any injury arising from the self-administration of medication, provided, however, this indemnity and hold harmless commitment does not apply to the willful and wanton conduct of the foregoing indemnities.

Signature(s)

Student's Name _____ Date _____

Parent/Legal Guardian

Signature _____

Emergency Phones

number _____ of

Mother/Guardian _____ Father/Guardian _____

For Office Use Only

Signature of School Nurse _____

Date _____

Email _____ Address _____ of

Mother/Guardian _____ Father/Guardian _____

Approved by School Nurse to begin administration on

Signature of School Nurse _____ Date of

Signature _____

Physician's orders and parental authorization must be renewed YEARLY for all prescription or over-the-counter medications. (Form may be copied as needed.)

FIRST READING

Policy 2121, Building Administrative District Leadership Team (B.A.T.)(DLT) and Building Leadership Team (BLT)

The members of the ~~Building Administrative~~ The District Leadership Team (B.A.T.DLT) will be comprised of the Superintendent, Assistant Superintendent for Curriculum and Instruction, the Assistant Superintendent for Director of Human Resources, the Assistant Superintendent for Pupil Support Services, the Chief Financial Officer, the Director of Instruction Assessment and Research, Principal, Chief Information Officer, and the Director of Operations Communications and Community Relations Coordinator.

The Superintendent/~~Principal~~ will designate a member of ~~B.A.T.~~ the DLT to assume the Superintendent/~~Principal's~~ responsibilities in the Superintendent's/~~Principal's~~ absence. General responsibilities are assigned by the Superintendent/~~Principal~~.

The Building Leadership Team (BLT) is comprised of the Principal, Assistant Principal for Student Activities, Assistant Principal for Student Health and Safety, Assistant Principal for Student Services, and Athletic Director. The Principal will designate a member of the BLT to assume the Principal's responsibilities in the Principal's absence. General responsibilities are assigned by the Principal.

Position descriptions are reviewed and evaluations are conducted annually by the Superintendent/~~Principal~~ and are on file in the Superintendent/~~Principal's~~ Human Resources eOffice.

Amended:	October 24, 2002; June 24, 1993; March 15, 1979
Adopted:	July 18, 1974
Review Date:	
Law Reference:	
Related Policies:	
Related Instructions	
And Guidelines:	
Cross Ref.:	

Discussion Items

POLICY 2125, VACATIONS

Administrative staff members on fiscal twelve-month contracts will be granted one week of the winter break and four additional weeks of vacation to be taken at the convenience of the school and with the approval of the Superintendent/Principal.

Unused vacation time cannot be accumulated. Vacation time must be taken prior to November 1 of the next fiscal year.

Amended:	October 24, 2002; March 15, 1979
Adopted:	September 23, 1968
Review Date:	
Law Reference:	
Related Policies:	
Related Instructions And Guidelines:	
Cross Ref.:	