

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

**BOARD POLICY, EVALUATION AND GOALS COMMITTEE MEETING  
Tuesday, February 16, 2010  
Immediately following Special Board Meeting  
Board Room  
REVISED 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 4119, Nepotism (New)
- D. Policy 5136, Student Travel (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)
- F. Policy 4370, Mandated Reporters (Revision)
- G. Policy 5117, Residency and Tuition (Revision)

**IV. Additional Matters for PEG Committee Information/Deliberation**

- A. Baldrige Process

**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  
January 21, 2010**

A Policy Committee meeting was held on Thursday, January 21, 2010, in the Board Room of the Oak Park and River Forest High School. Acting Chair Dr. Lee called the meeting to order at 9:21 a.m. Committee members present were Terry Finnegan, Jacques A. Conway, Dr. Ralph H. Lee, Dr. Dietra D. Millard (arrived at 9:29 a.m.), Amy Leafe McCormack, and Sharon Patchak-Layman. Also present were Dr. Attila J. Weninger, Superintendent; Nathaniel L. Rouse; 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.

**Acceptance of December Committee Minutes**

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

**Consideration of the following Policies for Second Reading and Action**

Policy 102, Alternative Education

It was the consensus of the PEG Committee members to recommend that the Board of Education amend Policy 102, Alternative Education, at its regular January Board of Education meeting, as presented.

Ms. Patchak-Layman had wanted to rename the policy "Differentiated Education" and replace the term "alternative education programs" with "differentiated learning programs." It was explained that differentiated learning programs were different from alternative education programs which means different from the regular education program. The term alternative education programs also does not preclude the use of differentiated programs, however.

Policy 1100, Partnership with the Community

It was the consensus of the PEG Committee members to recommend that the Board of Education amend Policy 1100, Partnership with the Community, at its regular January Board of Education meeting, as presented.

Policy 1110, Information to the Public

It was the consensus of the PEG Committee members to recommend that the Board of Education amend Policy 1110, Information to the Public, at its regular January Board of Education meeting, as presented.

#### Policy 1200, Board Meetings

It was the consensus of the PEG Committee members to table this Policy 1200, Board Meetings, until more information was gathered regarding the recording of meetings. State law gives the Board of Education the opportunity and right to set up protocols for the recording of the meetings. Live streaming would be very expensive and however it is recorded, the meeting should be seen in its entirety so that nothing is taken out of context. It was also the consensus of the Board of Education to make the following modification:

Page 1, Para 1, 3<sup>rd</sup> line, add “and time” after the word “location.”

#### Policy 1230, School Attendance on Days of Religious Observances

It was the consensus of the PEG Committee members to recommend that the Board of Education amend Policy 1230, School Attendance on Days of Religious Observances, at its regular January Board of Education meeting, as presented.

#### Policy 1325, Building Security

It was the consensus of the PEG Committee members to recommend that the Board of Education amend Policy 1325, Building Security, at its regular January Board of Education meeting, with the following modification:

Replace “Building Security” with “Campus Security”

Discussion also ensued about putting up a special sign when classes are in session to remind the public not to use the South Field track at that time.

#### Policy 1400, Recognition Naming of District 200 Facilities or Events

It was the consensus of the PEG Committee members to recommend that the Board of Education amend Policy 1400, Recognition Naming of District 200 Facilities or Events, at its regular January Board of Education meeting.

#### Policy 1420, Citizens’ Council

Legal counsel, when reviewing the Board of Education’s school auxiliary groups policy and the Citizens’ Council policy, suggested a more clear separation between the policies because the purposes the school auxiliary groups and Citizens’ Council were different. Dr. Weninger stated that because the Board of Education approves the membership of Citizens’ Council, the bylaws state that it is an arm of the Board of Education, and its purpose is different, Policy 1125 was stricken from related policies.

Significant discussion arose regarding the purpose of Citizens’ Council and whether the word “support,” in terms of Citizens’ Council’s role, was meant to convey advice after gathering information and to make suggestions to the Board of Education or if it was meant only to support the policies of the Board of Education. As requested, Dr. Weninger will ask the attorney for different language because the word “support” could be ambiguous to some readers. Dr. Weninger will also ask Citizens’ Council to review this policy.

Policy 3610, Automated External Defibrillator

It was the consensus of the PEG Committee members to recommend that the Board of Education amend Policy 3610, Automated External Defibrillator, at its regular January Board of Education meeting, as presented.

Policy 3900, Freedom of Information Act

It was the consensus of the PEG Committee members to recommend that the Board of Education amend Policy 3900, Freedom of Information Act, at its regular January Board of Education meeting with the following amendment.

Page 7: line 3: Replace “District” with “public body”

While there was discussion about replacing the word “superintendent” in the same line with the term “Board of Education,” it was explained that the law describes the head of the public body as being the appointed executive director, superintendent, etc.; it is not the president of the board of education.

Ms. Patchak-Layman asked at what point does information become available to the public. It was explained that if the head of the District (the Superintendent) refers to preliminary drafts, notes, memorandums, policies, actions, etc., publically, those items become FOIA’ble and that is the executive responsibility and authority of the superintendent.

Because SB 315 will alter what is and is not FOIA’ble, Dr. Weninger was asked to talk with legal counsel about adding a general catchall that will capture future changes in the law regarding exemptions so that the policy does not need to be amended every time there is a change in the law.

Policy 5116, Alternative Educational Programs

It was the consensus of the PEG Committee members to recommend that the Board of Education amend Policy 5116, Alternative Educational Programs, at its regular January Board of Education meeting.

It was noted that students attending an alternative school are still held to the District’s Code of Conduct and may not be prohibited from competitive sports while attending an alternative school.

The following will be added to Attachment B as item E:

“The student and his/her parent(s)/guardian(s) agree that the placement will enable the student to appropriately progress in the general curriculum and appropriately advance toward achieving the goals set out in his/her IEP.”

**Consideration of the following Policies for First Reading and Action**

Policy 1105, Corporate Sponsorship

It was the consensus of the PEG Committee members to table Policy 1105, Corporate Sponsorship, until the February Policy Committee meeting.

Policy 1125, School Auxiliary Organizations

It was the consensus of the PEG Committee members to table Policy 1125, School Auxiliary Organizations, until the February PEG Committee meeting.

Policy 1330, Tobacco Prohibition

It was the consensus of the PEG Committee members to table Policy 1330, Tobacco Prohibition, until the February PEG Committee meeting.

Dr. Weninger was asked to clarify to Boosters that no alcohol can be served at its Dinner/Auction until all student volunteers leave. Ms. Patchak-Layman was also concerned about sending out notices in school mailings for events that included a cash bar. Mr. Conway stated that the Board of Education's policies are for the students and Boosters should not include our students in its events.

Policy 4119, Nepotism

Dr. Weninger noted that the changes suggested at the HR Committee meeting were made and advice was sought from the attorney regarding the removal of Paragraph 3 in Policy 4119, Nepotism.

Significant discussion occurred about removing Paragraph #3. Mr. Finnegan did not want to lose good applicants and did not want to discourage someone from applying even when applying for a position in the same department as relative, even in the area of Division Head hires. Ms. Patchak-Layman stated that it made more sense if a person was familiar with school was being considered for a position, it might be give them extra points that one of their family members worked at the District.

Mr. Hunter understood why the Board of Education might adopt a policy that would prohibit supervisors from evaluating their spouses, but he did not understand why paragraph 5 would be considered. Dr. Weninger responded that he had not given specific directions to the attorney about what should or should not be included in the policy.

Mr. Finnegan noted that the spouse of a Fine and Applied Arts Division Head member had inquired about applying for the opening for the Fine & Applied Division Head position. That person was told that the Board of Education was considering a nepotism policy and to not apply. Mr. Finnegan suggested that if the school wants as many qualified candidates as possible to apply, it should have procedures in place to have someone else evaluate the spouse. It was pointed out that a complicated contractual issue would be who would have the time and the qualifications to do the evaluation for the spouse.

Dr. Lee supported the policy because a group who makes a decision on the employment of an individual is under special pressure to favor relatives of employees because it is aware that when one of its relatives is considered it will be the culture to the school to give him/her preference.

Dr. Weninger was asked to do the following:

- Speak with legal counsel about whether the policy was too specific, adding something about inlaws and removing paragraph 3.
- Survey other school to see if they have nepotism policies.

Discussion will continue at the adjourned PEG Committee meeting on Thursday, January 28, 2010 at 6:00 p.m.

#### Policy 5136, Student Travel

The procedures for Policy 5136, Student Travel, will be discussed further at the reconvened PEG Committee on Thursday, January 28, 2010 at 6:00 p.m. and continue to be recommended to the Board of Education for approval of First Reading at the regular January Board of Education meeting.

#### **Additional Items for Discussion**

#### Additional Board of Education Meetings

It was the consensus of the committee members that the Board of Education structure of committee meetings and Board of Education meetings would remain status quo.

#### Board of Education Goals

This agenda item too will be discussed at the reconvened Thursday, January 28, 2010, PEG Committee meeting.

#### **Adjournment**

At 11:50 a.m., on Thursday, January 21, 2010, the Policy, Evaluation, and Goals Committee adjourned to a reconvened session on Thursday, January 28, 2010 at 6:00 p.m.

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

**ADJOURNED POLICY, EVALUATION, AND GOALS (PEG) COMMITTEE MEETING  
January 28, 2010**

An Adjourned Policy, Evaluation and Goals Committee meeting was held on Thursday, January 28, 2010, in the Board Room of the Oak Park and River Forest High School. Chair Dr. Millard called the meeting to order at 6:07 p.m. Committee members present were John C. Allen, IV, 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; Philip M. Prale, Assistant Superintendent for Human Resources; Nathaniel L. Rouse Principal; 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 Devon Alexander, faculty member.

**Consideration of the following Policies for Second Reading and Action**

**Policy 4119, Nepotism**

It was the consensus of the PEG Committee members to recommend to the Board of Education that it approve Policy 4119, Nepotism, for first reading at its regular January Board of Education meeting, as modified.

Dr. Weninger reported that he received the information requested at the January 21 PEG Committee meeting regarding this policy, i.e., a number of nepotism policies from other districts and had discussions with some Board of Education members about how far the policy should go. If the Board of Education wants only supervisory relationships reflected in the policy and the District does not have favoritism in its recruitment and hiring policies would suffice.

The Committee members reviewed the nepotism policies from schools and received counsel from the administration, and decided on the following:

Page 1, Para 3:	Delete
Page 1, Para 4, line 4:	Add "or the Board of Education of Education" after the word "District,"
Page 1, Para 5:	Delete
Page 1, Para 6:	Delete all but the first two sentences
Page 1, Para 7:	Delete

Mr. Allen was concerned about the hiring process. He did not want to prevent qualified people from applying and he did not want to hire people who were not as qualified as others. Dr. Millard suggested including something regarding favoritism or conflicts of interest. Dr. Weninger asked whether future administrators and/or boards of education would know what that meant or how to interpret it. Recently, two relatives of individuals were employed on a temporary basis without a search being conducted. Mr. Rouse felt less was more, other than

addressing the supervisory relationship. It would be a direct conflict to have family members evaluating other family members. He thanked the Board of Education for pushing this in the right direction.

Ms. Patchak-Layman wanted clear procedures for hiring. Family of candidates should be not included in any part of the hiring process. There is often a crossover into those categories where it appears that someone knew how to get the job without seeing an announcement for the position. If the District is following the procedures that all positions should be posted so that everyone has an opportunity to apply for it, then the process is clear. Dr. Millard suggested looking at that separately from the nepotism policy.

#### Policy 5136, Student Travel

It was the consensus of the PEG Committee members to recommend to the Board of Education that it approve this policy for first reading at its regular January Board of Education meeting, as presented.

Dr. Weninger pointed out the following:

- Travel expenses to the IHSA competitions, approved by the Superintendent, would be paid for by the District.
- When employees have the Superintendent's approval to transport students alone in their own vehicles, their individual insurance will be primary and the District's will be secondary.
- The District uses the same qualifiers as the State of Illinois does regarding driver's licenses of good standing.
- The Superintendent shall develop procedures which permit students to travel home from a specified event with their parent(s) provided prior approval has been granted by the appropriate and immediate coaches/sponsors of the students and the events
- If an employee is a parent, that employee would be considered a parent even when driving the friends of his/her son or daughter home.

Mr. Stelzer, Ms. Milojevic, Ms. Witham, and Mr. Keeley have all reviewed this policy.

#### **Additional Matters for Discussion**

##### Board of Education Goals

It was decided to continue this discussion at the regular Board of Education meeting scheduled directly after this meeting under non-agenda items.

#### **Adjournment**

At 7:00 p.m., on Thursday, January 21, 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, Aa member of the public having a specific complaint concerning a dDistrict 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 representataives.~~

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 4119, NEPOTISM**

The District's standards for employment decisions such as hiring, promoting, transferring, reappointing, evaluating, awarding salary, disciplining, and terminating employees are based on qualifications for the position, ability, and performance. The District strives to avoid favoritism, the appearance of favoritism, and potential conflicts of interest in employment decisions.

Accordingly, no person shall be employed, promoted, or transferred to a position in the District which would create a direct supervisor-subordinate relationship with a relative. Administrators, supervisors, and managers are expected to avoid hiring or transferring individuals to a position which would create a direct supervisor-subordinate relationship with a relative.

~~While the District may hire persons who are related to a current District employee, to avoid favoritism, the appearance of favoritism, and any potential conflicts of interest, the District shall only hire such "relative applicants" where there are no other applicants for the position sought by the relative applicant, or where the qualifications of the relative applicant are superior to those of other applicants.~~

Applicants for any position as a new hire, any position as a transfer, and/or promotion are required to notify in writing, ~~the Board of Education and the administration~~ the Superintendent (or his/her designee) of any relatives employed by the District, or the Board of Education, at the time of application.

~~Employees that become related to each other during the course of employment must notify, in writing, the Board of Education and the administration the Superintendent (or his/her designee) and his/her immediate supervisor within ten days of the commencement of the relationship. Failure to disclose relative status may be cause for disciplinary action up to and including termination.~~

Persons who are employees of the District on the date that this policy becomes effective shall not be discharged because of this policy. Nor shall they be denied reemployment in succeeding years because of this policy. ~~However, if any person who is a member of the immediate family of a Board of Education member or an Administrator, supervisor, or manager resigns or is not re-employed for other reasons (except reduction in force), this policy would apply for such period as the individual has such a family relationship under the "relative" definition herein.~~

~~In cases where a Board of Education member, Administrator, Supervisor, or Manager has a relative being considered for employment or a relative already employed by the District, the Board of Education member or Administrator, supervisor, or manager shall publicly and in writing to the Superintendent (or his/her designee) disclose the nature and extent of the relationship prior to any~~

~~deliberations regarding the relative. Such deliberations may include but not be limited to recommendations and/or voting on any matter related to the relative's hiring, promotion, reappointment, evaluation, transfer, discipline, termination, wages, benefits, hours, and terms or conditions of employment, including a collective bargaining agreement which applies to the relative.~~

An "Administrator," "Supervisor," or "Manager" directly or indirectly assigns, directs or oversees the work product, or recommends or has the authority to discipline, promote, assign salary, or review the performance of a "subordinate."

For the purpose of this policy, the definition of the term "relative" applies both to the applicant for employment in the District and, if legally married at the time of prospective employment, the spouse of such applicant. A "relative" includes the following individuals, and they include all step, foster, and/or in-law relationships:

- spouse (current or former);
- domestic partner (current or former);
- ~~mother; step or foster mother; mother-in-law;~~
- ~~father; step or foster father;; father-in-law;~~
- ~~sister; step or half-sister; sister-in-law;~~
- ~~brother; step or half-brother; brother-in-law;~~
- child; ~~step or foster child;~~
- guardian or ward;
- grandmother; ~~step or foster grandmother;~~
- ~~grandfather; step or foster grandfather;~~
- grandchild; ~~step or foster grandchild;~~
- aunt or uncle;
- niece or nephew; and/or
- member of the same household.

Amended Date(s):

Adopted Date:

Review Date:

Law Reference: 775 ILCS 5/1-102, 5/1-103

*Boaden v. Dept. of Law Enforcement*, 171 Ill. 2d 230, 664

N.E.2d

61 (Ill. 1996)

*Hollister v. North*, 50 Ill. App. 3d 56, 365 N.E.2d 258 (4th Dist. 1977).

Related Policies:

Related Instructions

And Guidelines:

Cross Ref.:

## **POLICY 1125, SCHOOL AUXILIARY ORGANIZATIONS**

Recognizing that community support is fundamentally related to the success of the educational programs at ~~Oak Park and River Forest High School~~the 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 ~~all~~each 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 5136, STUDENT TRAVEL

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

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

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

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

No employee or approved volunteer shall transport an individual student or students alone in his/her personal vehicle unless approved by the Superintendent (or his/her designee). If approval is given to an employee or approved volunteer to transport a student or students in his/her personal vehicle, his/her insurance coverage will be primary and the District's insurance coverage will be secondary.

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

## Procedures for Policy 5136, Student Travel

### A. ~~A.~~ Approval

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

### B. ~~B.~~ Supervision

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

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

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

### C. ~~C.~~ Costs

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

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

### D. ~~D.~~ Insurance

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

insurance is provided through the District. Additional costs to trip participants may be incurred for appropriate insurance coverage. The trip sponsor is required to check with the Business Office to determine if additional insurance costs must be obtained.

E. Transportation

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

Employees or approved volunteers or approved volunteers who possesses a valid and properly classified drivers' licenses issued by the Secretary of State or valid licenses issued in the employees' home states; Illinois (or other state's) driver's license, valid proof of insurance, and who isare at least 21 years of age or older; who have completed and returned criminal background checks; who possess valid drivers' licenses that have not been revoked, suspended, canceled, or disqualified for 3 years immediately prior to seeking approval from the District; who have not been convicted of 2 or more serious traffic offenses, as defined by Section 1035.10, within one year prior to the date of application, that may endanger the life and safety of any of the drivers' passengers within the duration of the permit periods; and who have not been convicted, within 3 years prior to the date of application, of reckless driving, driving under the influence of alcohol and/or other drugs, or reckless homicide resulting from the operation of a motor vehicle, and who have a completed and returned driver license violation check with no moving violations within the previous 6 months may transport students foren school-sponsored travel in a schoolDistrict-owned, rented, or leased vehicles. Such persons are covered by the dDistrict's insurance up to limits of the dDistrict'such coverage. An employee or approved volunteer who transports students on a school-sponsored trip in a non-school vehicle is covered up to the limits of the dDistrict's insurance coverage after the employee's/volunteer's own insurance has been exposed up to the limits of its coverage. Any approved non-employee volunteer who transports students on a school-sponsored trip in a non-school vehicle is not covered by the dDistrict's insurance. Non-employees must not transport students.

Volunteers receive approval through the Superintendent (or his/her designee) and only after completing the necessary requirements for approval.

The Superintendent (or his/her designee) is responsible for developing an approval process and appropriate forms for both employees and volunteers who seek approval, including but not limited to an annual verification of items noted above for current employees and approved volunteers.

For summer camps which require student travel to events, parents/guardians will be required to sign waivers in order to permit their students to be transported by other parents/guardians and to indemnify the District.

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

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

#### F. General Field Trip Procedures

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

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

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

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

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

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

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

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

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

H. General Exchange/Excursion Trip Procedures

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

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

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

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

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

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

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



# **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 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~~odily injury liability ~~\$100~~300,000/13,000,000; and
- ~~p~~roperty damage liability ~~\$100~~300,000/500,000.

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 R~~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% of who are residents within the dDistrict 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 sSchool Resource eOfficers 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 ~~S~~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:





[illegible]

## 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.	

## 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.

The Superintendent/Principal may prepare and implement guidelines necessary to accomplish the intent of this policy and comply with the relevant law.

Each individual School Board member must, if an allegation is raised to the member during an open or closed Board of Education meeting that a student is an abused child as defined in the Act, director or cause the Board of Education to direct the Superintendent/Principal or other equivalent school administrator to comply with the requirements of the Act concerning the reporting of child abuse.

Amended Date(s):	December 21, 2006
Adopted Date:	September 23, 2004
Review Date:	
Law Reference:	325 ILCS <u>5/9</u> , 105 ILCS 5/10-22.6b
Related Policies:	
Related Instructions	
And Guidelines:	
Cross Ref:	

## 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 sit at [www.state.il.us/dcfs/index.shtml](http://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).



## Confidentiality

All reports concerning cases of suspected child abuse or neglect must be held in the strictest confidence. No such report shall be included in the child's student record, nor may any employee or agent of the District disclose any information concerning reports of suspected child abuse or neglect to any person other than an authorized representative of the District, the Illinois Department of Children and Family Services, or the local law enforcement agency.

## Immunity from Liability

Any person participating in good faith in the making of a report or in the investigation of such a report shall have immunity from any civil, criminal, or other liability that might result by reason of such reporting. For the purpose of any proceedings, civil or criminal, the good faith of any persons required to report cases of suspected child abuse or neglect shall be presumed (325 ILCS 5/9, 105 ILCS 5/10-22.6b).

## Sanctions

Any certified employee or non-certified employee who willfully fails to report an incidence of suspected child abuse or neglect as required by the Abused and Neglected Child Reporting Act may be subject to sanctions under State of Illinois and School Code of Illinois regulations.

## Notification to Parent(s)/Guardian(s)

School officials in keeping with "in loco parentis" responsibilities may interview students as part of an investigation without first notifying parents. Parents will be notified as soon as it is practical when interviews occur under such circumstances, unless it is deemed inappropriate. However, should representatives of law enforcement agencies or DCFS request to interview a student regarding an allegation of abuse, good faith efforts will be made to notify parents/guardians prior to the interview taking place. In the absence of parent contact, school officials will make the determination about the appropriateness of the request. Granted interviews with non-school officials will occur during the school day and/or on school premises and in the presence of a school official. If parent/guardian notification is delayed/withheld, the specific reasons for doing so shall be indicated on the DCFS form (Written Confirmation of Suspected Child Abuse/Neglect Report: Mandated Reporters).

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:

- A. In all cases in which Special Education services and facilities are provided pursuant to Article 14 of **The School Code of Illinois**, residency shall be determined in accordance with Sections 14-1.1a and 14-1.11 of **The School Code of Illinois**.
- B. The student has been placed with a foster parent or child care facility by the Department of Children and Family Services outside this District, but DCFS has determined it to be in the best interest of the student to maintain attendance in ~~the~~ District. In this instance, the responsibility for provision of transportation will rest with DCFS.
- C. The student is at least 18 years old and has established his/her primary residency in the District and intends to remain in the District indefinitely or for a substantial period of time.
- D. The student is under 18 years old, but has been emancipated by court order or marriage and has established his/her primary residence in the District and intends to remain in the District indefinitely or for a substantial period of time.
- E. District 200 shall abide by the Education for Homeless Children Act as defined by **The School Code of Illinois**, 105 ILCS 45/1-1 to 105 ILCS 45/1-45. A homeless student is one who: (1) lacks a fixed, regular and adequate nighttime place of abode; or (2) has a primary nighttime place of abode as defined in the procedures for this policy.
- F. Non-resident students whose parents demonstrate sufficient intent to establish residency within 60 calendar days from the student's<sup>2</sup> first days of attendance shall be permitted to attend subject to the procedures for this policy.
- G. A regular education student who is a resident and who becomes a non-resident during a school term may complete that term without payment of tuition. However, a special education student may be subject to dis-enrollment upon becoming a non-resident in accordance with ~~the~~ **The School Code of Illinois**.
- H. Any student who is a resident during a school term and becomes a non-resident due to the military service obligation of his/her custodial parent may maintain his/her residency status as determined prior to the military obligation. This request must be made in writing by the parent with legal custody of the student.
- II. A student whose parents are citizens and residents of a foreign country and who is living with a family resident in this District may, with the approval of the Superintendent, attend the school as an exchange student subject to the procedures for this policy. The maximum number of exchange students meeting these criteria who will be accepted in the District in a given school term will be six subject to the provisions of the exchange programs included

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:	

## Administrative Procedures for Policy 5117, Residency and Tuition

### I. Homeless Students

A primary nighttime place of abode for a homeless student is defined as one that is:

- A. a supervised publicly or privately operated shelter designated to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing);
- B. an institution that provides a temporary residence for individuals intended to be institutionalized; or
- C. a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.

A parent or guardian of a homeless student may enroll that student in either the "school of origin" or in the school for the attendance area in which the student actually lives. "School of origin" is the school that the student attended when permanently housed or the school in which the student was last enrolled.

### II. Tuition

- A. The school auditor provides, as part of the annual audit, information necessary for the Board of Education to charge each non-resident pupil tuition equal to the per capita cost of maintaining the high school for the preceding school term. Tuition is payable by cashier's or certified check prior to the beginning of each semester. Tuition shall be prorated when non-resident attendance is for less than a complete semester.
- B. Parents/guardians may make the payment of tuition in advance by cashier's or certified check for the number of school days within the 60-calendar day period. Demonstration of sufficient intent must be by a real estate purchase contract or a closing statement or a lease, showing entitlement to possession within the 60-day period. Within the 60-day period, residency must be demonstrated subject to verification by District personnel using District enrollment with residency forms. If residency is not established within the 60-day period, the student shall be disenrolled effective at the end of the 60-day period or as soon thereafter as reasonably possible, subject to the payment of tuition for any additional days of attendance beyond the 60 days. If residency is established within the 60-day period, the tuition for this period will be refunded.

### 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.

If the Superintendent determines that a student already enrolled is not a resident of the School District, notice of the decision, the amount of tuition owed, and an opportunity for a hearing shall be given in accordance with the procedures specified in **The School Code of Illinois**. The student shall be disenrolled and tuition charged for the period of non-residency, if non-residency is found by the Superintendent, subject to appeal to, and/or affirmation by, the Board of Education; however, pending any appeal to, and/or affirmation by the Board of Education or the Superintendent's determination of non-residency, a student enrolled and attending school in the District may continue to attend school. The person responsible for the student, or the student if 18 years or older, is responsible for tuition pending an appeal if non-residency is found by the Board of Education, as well as tuition for the balance of the period of non-residency.

If the Superintendent determines that the student is not a resident, the notice (1) shall be given to the person who enrolled the student; (2) shall state the amount of tuition due and, if applicable, the intent to dis-enroll the student; and (3) shall be given by certified mail, return receipt requested. No student shall be disenrolled until at least 10 days after receipt of the tuition notice or, if a hearing is requested under Section X and it is requested that the student remains in school pending the hearing, until the conclusion of the hearing process.

V. Review of adverse residency decisions shall be subject to the following rules.

- A. The ~~person-parent~~ who enrolled the student may request a review hearing within 10 days of receipt of the Superintendent's notice of decision. If a hearing is requested, the Board of Education, or the Superintendent, shall notify the requestor within 10 days, by certified mail, of the time and place of the hearing. The hearing shall be held not less than 10 and not more than 20 days after the date of the notice of the hearing.
- B. The Board of Education may hold the hearing itself or designate a hearing officer to do so. The requestor may also be represented by the representative of its choice, and has the burden of providing evidence of the student's residency.
- C. If a hearing officer conducted the hearing, the hearing officer shall send his/her findings to the Board of Education and the person who enrolled the student within five (5) days after the close of the hearing. The person who enrolled the student may file written objections to the Superintendent within five (5) days after receiving the findings. Within 15 days of the hearing, the Board of Education shall make a final determination as to the student's residency and send its decision to the person who enrolled the student.