

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

**BOARD POLICY, EVALUATION AND GOALS COMMITTEE MEETING  
Thursday, April 22, 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 1105, Corporate Sponsorship (Revision)
- B. Policy 1200, Board Meetings (Revision)
- C. Policy 1330, Tobacco Prohibition (Revision)
- D. Policy 1410, Rental of Facilities (Revision)
- E. Policy 1420, Citizens' Council (Revision)
- F. Policy 2120, Superintendent (Revision)

**III. Consideration of the following Policies for First 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)

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

- A. Seating at the Board of Education Meetings

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

- C: Board Members, Dr. Dietra D. Millard, Chair, Dr. Ralph H. Lee and Terry Finnegan, DLT & BLT

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

**POLICY, EVALUATION, AND GOALS (PEG) COMMITTEE MEETING  
March 18, 2010**

A Policy Committee meeting was held on Thursday, March 18, 2010, in the Board Room of the Oak Park and River Forest High School. Chair Dr. Millard called the meeting to order at 10:28 a.m. Committee members present were Terry Finnegan, Dr. Ralph H. Lee, Dr. Dietra D. Millard, Amy Leafe McCormack, and Sharon Patchak-Layman. Also present were Nathaniel L. Rouse; CW, CFO; 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 February Committee Minutes**

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

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

Policy 1200, Board Meetings

It was the consensus of the PEG Committee members to recommend that the Board of Education approve Policy 1200, Board Meetings, for First Reading again, at its regular March Board of Education meeting with the following enhancement.

Procedures, Page 1, Item 3: Add the following sentence at the end of this section: "If a response is indicated or requested, any Board of Education member may give a response." This will allow any Board of Education members to address whatever concerns have been brought up at the table.

Policy 1420, Citizens' Council

It was the consensus of the PEG Committee members to recommend that the Board of Education approve Policy 1420, Citizens' Council, for First Reading, at its regular March Board of Education meeting.

Dr. Millard clarified that the fact that the Board of Education approves the membership of Citizens' Council as opposed to having an open membership to the school/community at large, separates it from other school auxiliary organizations. Its bylaws offer this group an opportunity to set agendas and offer viewpoints. The reason for changing the policy is to be in compliance with its bylaws.

Discussion ensued about the wording which states that Citizens' Council must support high school's policies and general direction. Ms. Patchak-Layman disagreed with the language and while Ms. McCormack did not like the term "support," she felt it was a matter of semantics and could offer no

alternative. When asked if the Board of Education would hypothetically disband Citizens' Council if it were to take an opposing opinion from the Board of Education, e.g., opposing a referendum, etc., some members responded affirmatively. Ms. Patchak-Layman suggested that Citizens' Council's purpose is to hear conversations, both pro and con, before a policy is approved or amended. She interpreted Citizens' Council's opposition to a policy as a way of encouraging the Board of Education. Ms. McCormack suggested changing the name to "School Council." Mr. Finnegan reiterated that the members of Citizens' Council are appointed by the Board of Education and its bylaws do not say the Board of Education has to accept its suggestions. If a problem arises, the Board of Education has the ability to remove members and/or disband the organization. No further changes were supported.

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

#### **Policy 1105, Corporate Sponsorship**

It was the consensus of the PEG Committee members to recommend that the Board of Education approve Policy 1105, Corporate Sponsorship, for First Reading, at its regular March Board of Education meeting.

Ms. Patchak-Layman questioned whether the policy would address having banners on the sides of the football fields, as No. 3 indicates they should be commercial free. Ms. Foran responded that as long as the school is not directly advertising to students, it is not an issue. It is an opportunity to 1) provide additional revenue to the District, which the Board of Education supported, particularly for cocurricular programs, and 2) an opportunity for businesses to show their support of the school. Ms. Patchak-Layman felt this was complicated by the Wellness Policy, e.g., advertising by soft drink vendors, etc. She felt it was a broader question because it supported the educational mission of the District.

#### **Policy 1125, School Auxiliary Organizations**

It was the consensus of the PEG Committee members to discuss Policy 1125, School Auxiliary Organizations, at its April PEG Committee meeting.

Ms. Patchak-Layman did not believe that a school auxiliary organization had to have bylaws or a constitution, but could simply have a philosophy of purpose or a guiding sense of principles, such as the SEA group has. Mr. Rouse stated that any high school group should be composed of parents of the high school and have an organizational structure. SEA's present membership is mostly feeder school parents and he did not know if it represented all schools.

Ms. Patchak-Layman's reasoning for including other organizations is the Board of Education's goal is to have a smooth transition between feeder schools and the high school. To her, an the high school that embodies that is not a negative to organization, because all of those students do come to the high school. Mr. Rouse noted that the high school greatly supports its students. He suggested he and the new special education director meet with members of SEA about its purpose relative to high school students.

There was consensus that the time between this meeting and the next PEG Committee would allow SEA or another organization to draft bylaws and/or have constitutional practices and to

present them for consideration as an auxiliary group at the next PEG Committee. If not, then the policy will go forward for First Reading, as presented.

#### Policy 1330, Tobacco Prohibition

It was the consensus of the PEG Committee members to recommend that the Board of Education approve Policy 1330, Tobacco Prohibition, for First Reading, at its regular March Board of Education meeting with the following change.

Page 1, 2<sup>nd</sup> para., line 4: Remove the words “or school participation” after the word “students.”

Boosters have been advised of the change in this policy. If students of Jazz Band, etc., are invited to participate in an event where alcohol is served, then alcohol may not be served while the students are present. A question arose as to whether the school should include notices of events where alcohol is involved in its own mailings, post on the website, and make public notifications.

#### Policy 1410, Rental of Facilities

It was the consensus of the PEG Committee members to recommend that the Board of Education approve Policy 1410, Rental of Facilities, for First Reading, at its regular March Board of Education meeting.

Ms. Witham will create new classes of renters, e.g., For Profit Organizations that help students such as Excel Edge and For Profit Organizations that want to rent the building for their own benefit, etc.

#### Policy 2120, Superintendent

It was the consensus of the PEG Committee members to recommend that the Board of Education approve Policy 2120, Superintendent, for First Reading, at its regular March Board of Education meeting.

Ms. Patchak-Layman preferred delaying the reading of this for a couple of months, but if it were brought to the table she would bring her suggestions for change to the regular March Board of Education meeting.

#### Policy 5117, Residency & Tuition

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

Discussion had previously occurred about *The School Code of Illinois* requiring school districts to use the word “duty” versus “power” with regard to charging tuition. It was found that *The School Code of Illinois* does, in fact, require school districts to charge for tuition of out-of-District students and that the use of the word “duty” is appropriate. In fact, schools are allowed to charge an extra ten percent to out-of-district students.

With regard to the appeals process, Ms. Patchak-Layman felt that the time to appeal the residency charge should start when notifications are received rather than when something is hand delivered to the mailbox, as it may reduce the amount of time in the appeals process for the family.

A question was raised about the fact that non District employees were being used to do residency checks and being given confidential information.

#### **Discussion Baldrige**

Discussion ensued about going forward with the Baldrige Assessment Process at this time, the additional costs of having an "orientation session," doing a baseline survey, and engaging those administrators retiring at the end of the year. The change would be an additional cost of \$5,000. A concern was the amount of time this process would take given the other items on the District's slate this semester and the fact that this process would become a hybrid of the real process.

Dr. Millard will inform Mr. Bloom that it was the consensus of the majority of the PEG Committee members to postpone this process until the fall of 2010. It was suggested that those retiring at the end year, be surveyed before they leave, however.

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

Dr. Lee asked the Board of Education to decide whether the use of personal electronic devices by Board of Education members should be curtailed during its meetings. Some of the Board of Education members vowed not to use computers or telephones during the regular monthly meetings, but could not commit to that during committee meetings.

Ms. Patchak-Layman distributed material about the Pacific Education Group and reported that the company had agreed to do a webinar with Glen Singleton to talk about the bigger picture of the Courageous Conversations About Race so that the Board of Education had more information. She wanted to have this presentation at a Finance Committee meeting, as it would be part of the budget discussion for next year. It was the consensus of the PEG Committee for Ms. McCormack and Ms. Patchak-Layman to meet with both Mr. Rouse and Mr. Alexander about this. Mr. Rouse stated that he would make a report at the April Instruction Committee Meeting.

#### **Adjournment**

At 11:30 a.m., on Thursday, March 18, 2010, the Policy, Evaluation, and Goals Committee adjourned.

**SECOND**

**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 eonsistentin 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 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: Policy 20

Related Instructions

And Guidelines:

Cross Ref.:

## PROCEDURES FOR ADDRESSING THE BOARD

1. Employees, students, and members of the public wishing to address the Board may be placed on the agenda of any regular meeting or any special meeting which is open to the public by filing a written request with the Clerk of the Board Superintendent/Principal at least ten (10) days before the scheduled meeting unless the Board of Education President Superintendent/Principal otherwise permits. Unless the Board decides otherwise, presentations on any given topic may not exceed fifteen (15) minutes.
2. At each regular meeting and at each special meeting open to the public, time will be set aside for comments and questions from employees, students, and members of the public. The Board may also allow comments from employees, students, and members of the public during the discussion of any item on the agenda. The Board reserves the right to limit the time for individual comments.
3. During the Comments from Visitors section of the Board meeting, comments on non-agenda items concerning matters within the jurisdiction of the Board of Education are invited. Comments or questions relating to other governmental bodies or to other employees should be directed to them.

Option 1 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.

### Option 2

If an immediate response is requested, the President of the Board of Education or the Superintendent may, on behalf of the Board or District respectively, provide a response.

4. Prior to coming before the Board of Education, A member of the public having a specific complaint concerning a District employee should first address that complaint to the employee's supervisor or to the Director of Human Resources, Superintendent/Principal. If the interested party believes that he/she has not received a satisfactory administrative response, then the interested party may submit the complaint in writing to the Superintendent.
5. 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 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 ~~P~~permitted ~~P~~purposes, 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 ~~P~~permitted ~~P~~purpose 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~~300,000/43,000,000; 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 R~~enters 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 Renters 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.

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

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

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

Class V All other organizations and/or individuals including for profit groups. Any organizations or persons located outside the District or who do not qualify for the first four classifications, i.e. filming. All rentals are subject to all provisions of this policy.

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.

Class VI For profit which directly impact the educational process at Oak Park & River Forest High School, i.e. ACT Testing.

~~District 200 employees will be charged Class II rates for personal/professional 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.

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.

Except for a grandfathered organizations (The Academy of Movement and Music; and Ignite Volleyball, formerly Nemesis), all renters must be registered, non-profit organizations.

~~8.~~ No outside rental shall be allowed to use the facilities if the building is designated officially closed. Exceptions may be made by the Superintendent.

9. At the discretion of the Director of Buildings and Grounds ~~head custodian~~, clean-up and set-up costs will be assessed as necessary.

~~10~~ 11. In cases of cancellation after an event has been scheduled, the renter will be required to pay for any expenses relating to the event incurred by the high school ~~District~~.

~~11~~ 12. Although every effort will be made to honor rental agreements, occasions may arise in which schedules change and the needs of the high school ~~District~~ conflict with the rental. In such cases, the high school ~~District~~ will cancel the rental without liability for any expenses incurred by the renter.

~~12~~ 13. Renters using the high school's ~~District's~~ facilities for the first time and all Class III renters must pay a deposit equal to the rental fee at least ten (10) days prior to their events.

~~13~~ 14. Class II renters conducting ~~a~~ fundraisers, and/or charging admission, must pay Class III rates, except those holding tax exempt status.

~~14.~~ 15. The Stadium and/or stadium f ~~field~~ 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~~one week 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:



Cross Ref.:

## Policy 1420, CITIZENS' COUNCIL

To encourage community and parent awareness of the school's programs, procedures, problems, and plans, and to seek suggestions from community representatives regarding proposed plans the Board of Education authorizes a Citizens' Council. Such authorization may be granted provided the primary purpose of the Citizens' Council, as specified in its by-laws, does not violate the 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. Option 1: The Board of Education may revoke its status should Citizens' Council fail to meet the criteria specified in this Policy. Option 2: 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.:	

# OAK PARK AND RIVER FOREST HIGH SCHOOL

## CITIZENS' COUNCIL BY-LAWS

### ARTICLE I

#### Name

The name of this organization shall be the Citizens' Council of Oak Park and River Forest High School.

### ARTICLE II

#### Purpose

The purpose of the Citizens' Council shall be:

1. To encourage community and parent awareness of the high school and understanding of school issues and needs.
2. To provide for an interchange of ideas among members of the Council and to provide a forum for discussing community concerns with the Oak Park and River Forest High School administration.
3. To be available to the Board of Education for the purpose of advice, discussion, and study.
4. To be available to the administration in regards to any issue which they might care to bring to the Council for consideration.

### ARTICLE III

#### Membership

1. The Citizens' Council shall consist of forty-five members.
2. Citizens' Council members shall be appointed by the Board of Education (upon recommendation by the superintendent). Nominations for membership shall be submitted by:
  - a. members of the Citizens' Council
  - b. members of the Board of Education
  - c. high school professional staff
  - d. eighth-grade principals and professional staff
  - e. other interested persons
3. Members shall be chosen for their genuine interest in the community and school affairs. The Citizens' Council membership shall be representative of all viewpoints of the High School District, including economic, geographic, racial, religious, and age groups.

4. Council members serve two-year terms and, with the approval of the nominating committee, may serve a second consecutive two-year term.
5. There shall be no membership fee.
6. Vacancies shall be filled by the Board of Education (see item 2 above) upon notification of a vacancy from the Chairpersons. They shall nominate one person to fill each vacancy so occurring.
7. Ex-officio members shall be the Superintendent and members of the professional staff designated by the Superintendent.

## ARTICLE IV

### Officers

The Citizens' Council shall be directed by two Co-chairpersons.

1. The chairperson serving his or her second year in such position shall preside over meetings of the Citizens' Council.
2. One chairperson shall be elected for a term of two years at each annual meeting.
3. A Secretary shall be elected for a term of one year at each annual meeting.
4. The Co-chairperson elected shall have at least two years of membership eligibility remaining at the beginning of his or her term. The Secretary shall have at least one year of membership eligibility remaining at the beginning of his or her term.
5. The term of all officers shall commence immediately after the annual meeting at which they are elected.
6. The Co-chairpersons shall be ex-officio members of all committees except the Nominating Committee.

## ARTICLE V

### Committees

1. The Co-chairpersons may appoint, with the Council's approval, any special or study committee as they deem necessary.
2. The Co-chairpersons shall jointly select members to serve on the respective committees. They will appoint a Nominating Committee by the November meeting.
3. The number of members to serve on a committee shall be determined by the officers.
4. The Nominating Committee shall consist of a chair and four other members. The Nominating Committee shall present its slate of officers at the February meeting. The slate shall be mailed with the notice of the March meeting.
5. All the committees shall report to the Citizens' Council. The Council's written recommendations and suggestions shall be reported to the Superintendent and a copy sent to the President of the Board of Education. All publicity released by the Citizens' Council shall be released through the same procedures as other school publicity.

## **ARTICLE VI**

### **Meetings**

1. Meetings of the Citizens' Council shall be held the second Thursday of each month from September through May except December.
2. The April meeting shall be established as the annual meeting.
3. Special meetings may be called by the Co-chairpersons of the Council, Superintendent, or President of the Board of Education.
4. One-third of the membership shall constitute a quorum for a meeting.
5. A majority vote of those present shall be necessary to act upon a motion.

## **ARTICLE VII**

### **Parliamentary Authority**

The rules contained in the latest edition of Robert's Rules of Order Revised shall govern the Council in all cases to which they are applicable, and in which they are not inconsistent with the By-laws of the organization.

## **ARTICLE VIII**

### **Recommendations for Amendments to By-laws**

Recommendations to amend the By-laws may be adopted at any meeting of the Council by a two-thirds vote of those present, provided that the amendment shall have been submitted in writing to the members not less than thirty days before the meeting, and that notice of the proposed amendment shall be included in the notice of the meeting. These recommendations shall be presented to the Board of Education at its next meeting.

Adopted September, 1974  
Amended December 14, 1888  
Amended March 13, 1996  
Amended September 18, 2003

## 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.	



**FIRST**

**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, 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 Administration 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 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 explicit support of the District and Board policies and a focus on and support of District 200.

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. ~~A~~all charges for required textbooks and instructional materials listed on booklist; and/or
2. ~~c~~eCharges 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.

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;~~
-

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~~arassment (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~~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 – aA 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 – wWeapons 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 ~~sspecial e~~Education student or may be eligible for ~~sSpecial e~~Education services. If so, authorized school personnel must also follow the District's ~~sSpecial 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 ServicesPrincipal 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 ~~e~~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~~ 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 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 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.

J. Under Sections 20.12a and 10-22.5 of 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 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.

## 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;
- e. name of medications
- f. dosage;
- g. route of administration;
- h. frequency and time of administration;
- i. date prescription was filled;
- j. date order by licensed prescriber;
- k. discontinuation date;
- l. diagnosis requiring medication;
- m. intended effect of medication;
- n. side effects from medication for which the student must be observed;
- o. whether the student may self-administer and, if so, instructions for self-administration;
- 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-Q.~~ other medications the student is receiving;

~~Q-T.~~ 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.

## Regulations, Procedures and Guidelines Governing the Administration of Medications in the School for Policy 5143

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~~ 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~~arent/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. **Appropriate Containers**—Medication and refills are to be provided in containers which are:

- ~~P~~rescription-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).

- 3.2. **Self-Administration**—A student may self-medicate at school if so ordered by his or her physician; ~~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 (#7~~5~~) for such ~~Health Services~~ Health Services ~~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; ~~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.

- 4.3. **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.

- 6.5. **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.

- 7.6. **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.~~

- 8.7. **Documentation, Changes, Renewals, and Other Responsibilities**—~~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 \_\_\_\_\_

\_\_\_\_\_ of  
number \_\_\_\_\_

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.)