



*...the educational prism through which students realize meaning and purpose in their lives...*

**TO: Members, Board of Education  
Dr. Constance Collins, Superintendent**

**FROM: Chris Jasculca**

**RE: Adoption of Policies**

**DATE: March 9, 2010**

During the meeting on February 23, 2010, the District 97 Board of Education conducted a first reading of the following policies:

- Policy 5601 – Serious Misconduct
- Policy 8310 – Public Records

These policies were vetted by the policy committee (Rance Clouser, Jim Gates and Chris Jasculca) and revised using information provided by Neola and members of the Administrative Leadership team to ensure they are legally compliant and in alignment with the district's role and responsibilities to deliver a high-quality education to the children of Oak Park.

In response to the questions and comments raised by the Board members at the meeting on February 23, additional revisions were made to the following policies:

- In the current iteration of policy 5601 that is posted on the district's Web site, the following sentences in the first paragraph are bolded: Whenever such misbehavior occurs the teacher will notify the principal. The student's parent or guardian will also be notified. In addition, the word not in the final sentence is bolded. The bolding was removed from these items to ensure that the presentation of this policy is consistent with the others that appear online.
- In the proposed revised version of policy 8310, the final two sentences of the second paragraph were changed from:

The District shall respond to such requests and copies made within **five (5) working days** after receipt unless otherwise agreed to in accordance with the Freedom of Information Act **and except for records to be used for a commercial purpose. Such records shall be provided within twenty-one (21) working days.**

to:

The District shall respond to such requests within **five (5) working days** after receipt unless otherwise agreed to in accordance with the Freedom of Information Act. **Records to be used for a commercial purpose shall be provided within twenty-one (21) working days.**



In addition, the second sentence of the third paragraph was changed from:

No public record may be removed from the office in which it is maintained except by a Board ~~officer-member~~ or employee in the course of the performance of his/her duties.

to:

No **original version of a** public record may be removed from the office in which it is maintained except by a Board ~~officer-member~~ or employee in the course of the performance of his/her duties.

Attached are the policies that feature recommended changes from the committee. Revisions to these policies, which are printed in a standard District 97 format, are in bold text. The policies were made available for review by the general public via the Policies/Publications page (<http://www.op97.k12.il.us/boe/policies.html>) on the district's Web site.

The policies are being presented to the Board tonight for adoption.

Attachments:

- Policy 5601 – Serious Misconduct
- Policy 8310 – Public Records