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Community Relations

Public Relations

The Superintendent is the District's chief spokesperson and shall plan, implement, and evaluate a District public relations program which will:

- develop public understanding of school operation.
- gather public attitudes and desires for the District.
- secure adequate financial support for a sound educational program.
- help citizens feel a more direct responsibility for the quality of education provided by their schools.
- earn the public's good will, respect, and confidence.
- promote a genuine spirit of cooperation between the school and the community.
- keep the news media provided with accurate information.

The public relations program should include:

1. Regular news releases concerning District programs, policies, and activities which will be sent to the news media,
2. News conferences and interviews as requested or needed. Individuals shall not speak for the District without prior approval from the Building Principal with regard to a building issue or from the Superintendent with regard to the District,
3. Publications having a high quality of editorial content and effective format. All publications shall identify the District originating school, department, or classroom and shall include the name of the Superintendent, the Building Principal, and/or the author and the publication date, and
4. Other programs which highlight the District's programs and activities.

LEGAL REF.: 23 Ill. Admin. Code § 1.210.

Adopted: October 23, 1996

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Community Relations

Community Use of School Facilities

School facilities are available to community organizations during non-school hours when such use does not: (1) interfere with any school function or the safety of students or employees, or (2) affect the property or liability of the School District. The use of school facilities for school purposes has precedence over all other uses. Persons on school premises must abide by the District's conduct rules at all times.

Student groups and school-related organizations and local governments are granted the use of school facilities at no cost. Other organizations granted use of facilities shall pay fees and costs.

Applications must be submitted and approved by the Superintendent. Decisions will be made using information provided in the application as well as other criteria deemed important.

Building Use Policy Regulations

1. School affiliated organizations, school-sponsored programs, and other organizations whose primary purpose is to provide assistance to the School District and its students as well as service organizations are all considered, for the purpose of these procedures, to be school-related.
2. Private rental of facilities is available to School District residents. All rental fees and custodial fees are the responsibility of the renter.
3. Any use of the District facilities will require a key holding school official be present for the duration. School officials include: teachers, coaches (approved by administration), staff, or custodian. Board members may sign out a key and serve as the present school official and sponsor. Keys must be returned upon the completion of the facilities use.
4. It is the responsibility of the user to provide appropriate supervision and maintain a safe and controlled environment.
5. Organizations requesting private rental must supply proof of insurance verifying that the group maintains adequate insurance coverage against personal injury and/or property loss.
6. Your organization agrees to release the district of any liability and/or third party claims which may occur as a result of events that took place while using the district facilities and will indemnify and hold harmless the District and its agents and employees for and from any and all loss including attorneys' fees, damages, expense(s), and liability arising out of its use of school property.
7. Your organization will assume all liabilities for damages which may occur in, on, or about the facilities when damage to property or injury to persons results. Your organization will be responsible for paying all costs resulting from damages whether accidental or deliberate. Costs may include material and labor for repair or replacement as determined by the district. If necessary, legal fees may be included if your organizations fails to pay costs as determined by the district.
8. The District reserves the right to stop any activity and dismiss the group/individual if in the opinion of its representative, the group/individual is damaging the building or the conduct exhibited is not appropriate.
9. Appropriate clothing/and or shoes should be worn during the course of all activities. Non-scuffing tennis shoes must be worn when using the gym for activities.
10. Any unusual problems or incidents should be reported to school authorities as soon as possible.
11. Groups/individuals must restrict their activities to the areas designated on the approved application.
12. Use of alcohol, tobacco, smoking or any illegal drugs is strictly prohibited.
13. No firearms or weapons of any type will be permitted on the premises.

LEGAL REF.: 20 U.S.C. §7905.10 ILCS 5/19-2.2.105 ILCS 5/10-20.40, 5/10-22.10, and 5/29-3.5.
Good News Club v. Milford Central School, 121 S.Ct. 2093 (2001).
Lamb's Chapel v. Center Moriches Union Free School District, 113 S.Ct. 2141 (1993).
Rosenberger v. Rector and Visitors of Univ. of Va., 515 U.S. 819 (1995).

CROSS REF.: 7:330 (Student Use of Building - Equal Access), 8:25 (Advertising and Distributing
Materials in Schools Provided by Non-School Related Entities), 8:30 (Visitors to and
Conduct on School Property)

Revised: February 19, 2008

Building/Facilities Use Request Form

Organization _____ Sponsor/Responsible Individual _____

_____ List all individuals participating (Attach if necessary) _____

Address _____ City _____

Phone Number(s) _____ / _____

Program/Activity _____

Equipment needed _____

Materials to be brought into the facility _____

Date(s) Requested (Attach a copy of the schedule if necessary) _____

Start Time _____ End Time _____

Fee Structure

School Affiliated Organizations/Activities

Rental _____ → No Charge

Supervisory/Custodial _____ → No Charge

Community Groups (Those residing in the district)

Rental _____ → No Charge

Supervisory/Custodial _____ → \$30.00/Hour

****If a school district employee or board member is sponsoring the function and takes responsibility for unlocking, locking, cleaning and will be present for the duration of the activity, the supervisory/custodial fee will be waived.***

Private Rentals (At District Discretion)

Rental/Supervisory/ Custodial _____ → \$50.00/Hour

***NOTE: SCHOOL ACTIVITIES TAKE PRECEDENT OVER RENTAL REQUESTS.**

Completed by office staff

_____ Fees paid (Due at the time request is submitted. Money will be refunded if the event is cancelled).

_____ Proof of insurance has been submitted

_____ Approved _____ Denied

I have read the Community Use of School Facilities Policy 8:20 attached to this request form and agree to abide by all district/policy requirements

Applicant Signature

Date

Superintendent Signature

Date

Community Relations

Distribution and Display of Community Flyers and Posters

Non-school related organizations may ask the Building Principal for permission: (1) to display posters in the area reserved for community posters, or (2) to have flyers distributed to students. The posters and/or flyers subject to a request must be student-oriented and have the sponsoring organization's name prominently displayed. Permission will be denied to post or distribute any material that would: disrupt the educational process; violate the rights of others, including material that is defamatory; invade the privacy of others; infringe on a copyright; or be obscene, vulgar, or indecent.

No commercial publications shall be posted or distributed unless their purpose is to further a school activity, such as graduation, class pictures, or class rings. No information from candidates for non-students' elective office shall be posted in the school, except on election day, or distributed to students.

Once permission is granted, the organization must arrange to have copies delivered to the school. Distribution of material under this policy will be done by the classroom teacher without discussion.

LEGAL REF.: Lamb's Chapel v. Center Moriches Union Free School District, 113 S.Ct. 2141 (1993).

Berger v. Rensselaer Central School Corp., 982 F.2d 1160 (7th Cir. 1993).

Hedges v. Wauconda Community Unit School District No. 18, 9 F.3d 1295 (7th Cir. 1993).

Sherman v. Community Consolidated School District 21 of Wheeling Township, 8 F.3d 1160 (7th Cir. 1993).

CROSS REF.: 7.325

Adopted: October 23, 1996

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Community Relations

Visitors to and Conduct on School Property

The following definitions apply to this policy:

School property - District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a School Board meeting, school athletic event, or other school-sponsored or school-sanctioned events or activities.

Visitor - Any person other than an enrolled student or District employee.

All visitors to school property are required to report to the District Office and receive permission to remain on school property. All visitors must sign a visitors' log. On those occasions when large groups of parents/guardians, friends, and/or community members are invited onto school property or when community members are attending Board meetings, visitors are not required to sign in but must follow school officials' instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

Except as provided in the next paragraph, any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

Requests to access a school building, facility, and/or educational program, or to interview personnel or a student for purposes of assessing the student's special education needs, should be made at the appropriate building. Access shall be facilitated according to guidelines from the Superintendent or designee.

The School District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event. No person on school property or at a school event (including visitors, students, and employees) shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, Board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law, or town or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with policy 7:270, *Administering Medicines to Students*, implementing *Ashley's Law*.

11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other District policies or regulations, or a directive from an authorized security officer or District employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

Convicted Child Sex Offender

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender is:

1. A parent/guardian of a student attending the school and has notified the Building Principal of his or her presence at the school for the purpose of: (i) attending a conference at the school with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or
2. Has permission to be present from the Board, Superintendent, or Superintendent's designee. If permission is granted, the Superintendent provide the details of the offender's upcoming visit to the Principal.

In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

Exclusive Bargaining Representative Agent

Authorized agents of an exclusive bargaining representative, upon notifying the Building Principal's office, may meet with a school employee (or group of employees) in the school building during duty-free times of such employees.

Enforcement

Any staff member may request identification from any person on school property; refusal to provide such information is a criminal act. The Superintendent, Principal or designee shall seek the immediate removal of any person who refuses to provide requested identification.

Any person who engages in conduct prohibited by this policy may be ejected from school property. The person is also subject to being denied admission to school events or meetings for up to one calendar year.

Procedures to Deny Future Admission to School Events or Meetings

Before any person may be denied admission to school events or meetings as provided in this policy, the person has a right to a hearing before the Board. The Superintendent may refuse the person admission pending such hearing. The Superintendent or designee must provide the person with a

hearing notice, delivered or sent by certified mail with return receipt requested, at least ten days before the Board hearing date. The hearing notice must contain:

1. The date, time, and place of the Board hearing;
2. A description of the prohibited conduct;
3. The proposed time period that admission to school events will be denied; and
4. Instructions on how to waive a hearing.

LEGAL REF.: Nuding v. Cerro Gordo Community Unit School Dist., 313 Ill. App.3d 344 (4th Dist. 2000).

20 U.S.C. §7181 et seq., Pro-Children Act of 1994.

105 ILCS 5/10-20.5b, 5/22-33, 5/24-24, 5/24-25, and 5/27-23.7(a).

410 ILCS 130/, Compassionate Use of Medical Cannabis Program Act.

430 ILCS 66/, Firearm Concealed Carry Act.

410 ILCS 705/, Cannabis Tax and Regulation Act.

720 ILCS 5/11-9.3.

CROSS REF.: 4:170 (Safety), 5:50 (Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition), 6:120 (Education of Children with Disabilities), 6:250 (Community Resource Persons and Volunteers), 7:190 (Student Behavior), 7:270 (Administering Medicines to Students), 8:20 (Community Use of School Facilities)

ADOPTED: March 16, 2020

Community Relations

Spectator Conduct and Sportsmanship For Athletic and Extracurricular Events

Any person, including adults, who behaves in an unsportsmanlike manner during an athletic or extracurricular event may be ejected from the event the person is attending and/or denied admission to school events for up to a year after a Board of Education hearing. Examples of unsportsmanlike conduct include:

- using vulgar or obscene language;
- possessing or being under the influence of any alcoholic beverage or illegal substance;
- possessing a weapon;
- fighting or otherwise striking or threatening another person;
- failing to obey the instructions of a security officer or school district employee; and
- engaging in any activity which is illegal or disruptive.

The Superintendent may seek to deny future admission to any person by delivering or mailing a notice, sent by certified mail with return receipt requested, at least 10 days before the Board of Education hearing date, containing:

1. The date, time, and place of a Board hearing;
2. A description of the unsportsmanlike conduct;
3. The proposed time period that admission to school events will be denied;
4. Instructions on how to waive a hearing.

LEGAL REF.: 105 ILCS 5/24-24.

CROSS REF.: 8.30

Adopted: October 23, 1996

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Community Relations

Visitors to and Conduct on School Property

The following definitions apply to this policy:

School property - District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a School Board meeting, school athletic event, or other school-sponsored event.

Visitor - Any person other than an enrolled student or District employee.

All visitors to school property are required to report to the Building Administration office and receive permission to remain on school property. All visitors must sign a visitors' log, show identification if requested, and wear a visitor's badge. When leaving the school, visitors must return their badge. On those occasions when large groups of parents and friends are invited onto school property, visitors are not required to sign in but must follow school officials' instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

Except as provided in the next paragraph, any person wishing to confer with a staff member should contact that staff member by telephone or email to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

Requests to access a school building, facility, and/or educational program, or to interview personnel or a student for purposes of assessing the student's special education needs, should be arranged through the office. Access shall be facilitated according to guidelines from the Superintendent or designee.

The School District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event. No person on school property or at a school event (including visitors, students, and employees) shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, a Board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law, or town or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Consume, possess, distribute, or be under the influence of an alcoholic beverage or illegal drug.
9. Use or possess medical cannabis.
10. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
11. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board.
12. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive.
13. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
14. Violate other District policies or regulations, or a directive from an authorized security officer or District employee.
15. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

Convicted Child Sex Offender

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender is:

1. A parent/guardian of a student attending the school and has notified the Superintendent of his or her presence at the school for the purpose of: (i) attending a conference at the school with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or
2. Has permission to be present from the Board, Superintendent, or Superintendent's designee..

In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

Exclusive Bargaining Representative Agent

Authorized agents of an exclusive bargaining representative, upon notifying the Building Principal's office, may meet with a school employee (or group of employees) in the school building during free-times of such employees.

Enforcement

Any staff member may request identification from any person on school property; refusal to provide such information is a criminal act. The Superintendent or designee shall seek the immediate removal of any person who refuses to provide requested identification.

Any person who engages in conduct prohibited by this policy may be ejected from school property. The person is also subject to being denied admission to school events or meetings for up to one calendar year.

Procedures to Deny Future Admission to School Events or Meetings

Before any person may be denied admission to school events or meetings as provided in this policy, the person has a right to a hearing before the Board. The Superintendent may refuse the person admission pending such hearing. The Superintendent or designee must provide the person with a hearing notice, delivered or sent by certified mail with return receipt requested, at least 10 days before the Board hearing date. The hearing notice must contain: **The date, time, and place of the Board hearing; A description of the prohibited conduct; The proposed time period that admission to school events will be denied; and Instructions on how to waive a hearing.**

LEGAL REF.: Nuding v. Cerro Gordo Community Unit School Dist., 730 N.E.2d 96 (Ill.App.4, 2000).
Pro-Children Act of 1994, 20 U.S.C. §7181 et seq. 105 ILCS 5/10-20.5b, 5/24-24, and 5/24
25. 410 ILCS 130/, Compassionate Use of Medical Cannabis Pilot Program. 430 ILCS 66/,
Firearm Concealed Carry Act. 720 ILCS 5/11-9.3.

CROSS REF.: 4:170 (Safety), 5:50 (Drug- and Alcohol-Free Workplace; Tobacco Prohibition), 6:120
(Education of Children with Disabilities), 6:250 (Community Resource Persons and
Volunteers), 7:190 (Student Discipline), 8:20 (Community Use of School Facilities)

ADOPTED: December 16, 2013

Community Relations

Visitors To The Schools

The District encourages visits by Board of Education members, parent(s)/guardian(s), citizens, and taxpayers to all School District buildings. All visitors shall report to the Superintendent's office. If a parent wishes to confer with a teacher, an appointment must be made. Conferences will be held outside school hours or during the teacher's conference/preparation period.

High school age students and ex-students shall not enter the school during or after school unless the Superintendent has granted previous permission.

Adopted: October 23, 1996

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Community Relations

Exclusive Bargaining Representative Agent

Authorized agents of an exclusive bargaining representative, upon notifying the Building Principal's office, may meet with a school employee (or group of employees) in the school building before and after the employee's work day and during the employee's duty-free lunch period.

LEGAL REF.: 105 ILCS 5/24-25.

Adopted: October 23, 1996

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Community Relations

Accommodating Individuals With Disabilities

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities on an equal basis to those without disabilities and will not be subject to illegal discrimination. Where necessary, the District may provide to persons with disabilities separate or different aids, benefits, or services from, but as effective as, those provided to others.

The District will provide auxiliary aids and services where necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity.

Each service, program, or activity operated in existing facilities shall be readily accessible to, and useable by, individuals with disabilities. New construction and alterations to facilities existing before January 26, 1992, will be accessible when viewed in their entirety.

LEGAL REF.: Americans with Disabilities Act, 42 U.S.C. §§ 12111 et seq. and 12131 et seq.
28 C.F.R. Part 35.

CROSS REF.: 2.260 (uniform grievance procedure)

Adopted: October 23, 1996

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Community Relations

Public Gifts to the District

The Superintendent shall recommend acceptance of appropriate gift(s) that individuals or organizations may wish to contribute to the District.

All gifts received become the School District's property.

LEGAL REF.: 105 ILCS 5/16-1.

Adopted: October 23, 1996

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Community Relations

Parent Organizations

The Board of Education supports the formation and vitality of parent organizations recognizing that they are an invaluable resource to the District's schools. While parent organizations shall have no administrative authority and cannot determine District policy, their suggestions and assistance are always welcome. Membership will be open and unrestricted.

The Building Principal or a designee will serve as the adviser to parent organizations in his or her school and will serve as a resource person and provide information about school programs, resources, policies, problems, concerns, and emerging issues. Building staff will be encouraged to participate in the organizations.

Adopted: October 23, 1996

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Community Relations

Parental Involvement

In order to assure collaborative relationships between students' families and the District, and to enable parents/guardians to become active partners in their children's education, the Superintendent shall:

1. Keep parents/guardians thoroughly informed about their child's school and education.
2. Encourage parents/guardians to be involved in their child's school and education.
3. Establish effective two-way communication between parents/guardians and the District.
4. Seek input from parents/guardians on significant school-related issues.
5. Inform parents/guardians on how they can assist their children's learning.

The Superintendent shall periodically report to the School Board on the implementation of this policy.

CROSS REF.: 6:170 (Title I Programs), 6:250 (Community Resource Persons and Volunteers), 8:10 (Connection with the Community), 8:90 (Parent Organizations and Booster Clubs)

ADMIN. PROC.: 6:170-E1 (District Level Parental Involvement Compact in Title I Programs), 6:170-E2 (School Level Parental Involvement Compact in Title I Programs)

ADOPTED: AUGUST 15, 2011

Community Relations

Relations With Other Organizations and Agencies

The District shall cooperate with other organizations and agencies, including but not limited to the:

- County Health Department;
- law enforcement agencies;
- fire authorities;
- planning authorities;
- zoning authorities; and
- other School Districts.

Adopted: October 23, 1996

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Community Relations

Public Complaints

The Board of Education is interested in receiving valid complaints and suggestions. Public complaints or suggestions shall be referred to the appropriate level staff member or District administrator. Each complaint or suggestion shall be considered on its merits.

An individual not satisfied after using the chain of command procedure may file a grievance under the Uniform Grievance Procedure. This policy shall not be construed to create an independent right to a hearing before the Board.

CROSS REF.: 2.140, 2.260 (uniform grievance procedure), 6.260

Adopted: October 23, 1996

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