

Community Relations

Connection with the Community

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

1. Develop community understanding of school operation.
2. Gather community attitudes and desires for the District.
3. Secure adequate financial support for a sound educational program.
4. Help the community feel a more direct responsibility for the quality of education provided by their schools.
5. Earn the community's good will, respect, and confidence.
6. Promote a genuine spirit of cooperation between the school and the community.
7. Keep the news media provided with accurate information.

The public relations program should include:

1. Regular news releases concerning District programs, policies, and activities, that will be sent to the news media.
2. News conferences and interviews, as requested or needed. Individuals may speak for the District only with prior approval from the Superintendent.
3. Publications having a high quality of editorial content and effective format. All publications shall identify the District, school, department, or classroom and shall include the name of the Superintendent, the Building Principal, and/or the author and the publication date.
4. Other efforts that highlight the District's programs and activities.

CROSS REF.: 2:110 (Qualifications, Term, and Duties of Board Officers)

Adopted: April 3, 1995

Approved: May 21, 2007

COMMUNITY RELATIONSCommunity 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, school-related organizations, and local governments are granted the use of school facilities at no cost. Nonprofit eligible organizations {501(c)(3), 501(c)(4), 501(c)(6), 501(c)(7), 501(c)(10), 501(c)(19), 501(d)} who are residents in the Indian Creek CUSD are granted the use of school facilities and shall pay a refundable deposit of \$50. For profit organizations may be granted use of facilities and they shall pay a deposit of \$100, as well as a rental fee of \$100 and custodial fees that are beyond normal operating expenses. The deposit fee from any group shall be refunded provided that no further damage or costs are incurred as a result of the use of that facility.

Before building use is granted, all for profit and all nonprofit eligible groups shall complete a building use request application (8:20E), and each group shall supply proof of insurance, naming Indian Creek CUSD #425 as an additional insured, before approval is given. Keys may only be checked out the day before an event and must be returned by the day after the event.

The Superintendent shall develop procedures to manage community use of school facilities. Use of school facilities requires the Superintendent's approval and is subject to the procedures.

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)

ADMIN. PROC.: 8:20-AP (Community Use of School Facilities)

Adopted: April 3, 1995

Revised: October 22, 2001; October 7, 2002; April 21, 2008; August 16, 2010; November 15, 2010

Community Relations

Administrative Procedure – Community Use of School Facilities

1. School-affiliated organizations, school-sponsored programs, and organizations whose primary purpose is to provide financial assistance to the school are all considered, for the purpose of these Procedures, to be school-related.
2. All non-school related groups must complete an application, stating fully:
 - a. The applicant's name, address, and cell and regular telephone numbers;
 - b. Their status as a nonprofit eligible organization or a for profit organization
 - c. The specific facility requested and the purpose for which it will be used;
 - d. The type of program or activity;
 - e. The materials to be brought into or near the building;
 - f. The room arrangement, including decorations;
 - g. Needed food and drink service; and
 - h. Needed equipment.
3. All non-school related groups (including those eligible to be nonprofit organizations) must:
 - a. Indemnify and hold harmless the District and its agents and employees for and from any and all loss including attorneys' fees, damages, expense, and liability arising out of its use of school property.
 - b. Pay any damages to school facilities, furniture, or equipment arising out of its use of school property whether such damage was accidental or deliberate. The cost of damages will be based on the repair or replacement cost, the choice of which is at the Board's discretion.
 - c. Supply proof of insurance, naming Indian Creek CUSD #425 as an additional insured, verifying that the group maintains adequate insurance coverage against personal injury and/or property loss, as well as any applicable deposit fee.
4. All groups must supply adequate supervision to ensure proper care and use of school facilities, and all persons on school premises must abide by the District's conduct rules at all times.
5. All groups may check out a key the day before an event and must return the key the day after an event.
6. Only the cafeteria, auditorium, gymnasium, classrooms, and athletic field, along with needed hallways and parking areas, are available for community use.
7. No furniture or equipment may be moved without prior approval from the Building Principal.
8. Signs, displays, or materials may not be attached, nailed, or otherwise affixed to school facilities.
9. The following fees apply:

Meals and beverage service

Per person menu cost as determined by
cafeteria supervisor

Refundable deposit charge to non-profit eligible organizations	\$50
Refundable deposit charge (for profit organizations)	\$100
Rental charge (for profit organizations)	\$100
Custodial fees beyond normal operating costs (for profit organizations)	\$30 per hour
Cost of any damages (for non profit eligible organizations and for profit organizations)	Actual costs

Adopted: November 17, 1997

Approved: May 21, 2007

Adopted: August 16, 2010

Revised: November 15, 2010

Exhibit – Application and Procedures for Use of School Facilities

To be submitted to the building principal with deposit fee and a copy of insurance.

This application must be approved before a non-school related group is allowed to use school facilities. School organizations, school-sponsored programs, and organizations whose primary purpose is to provide financial assistance to the school are all considered, for the purpose of this application, to be school-related. Use of school facilities for school purposes has precedence over all other uses.

_____	_____
Organization name	Requested school facility

Are you eligible to be a 501(c)(3), 501(c)(4), 501(c)(6), 501(c)(7), 501(c)(10), 501(c)(19) or 501(d) organization? (SEE LAST PAGE FOR GUIDELINES.)

Yes _____ (\$50 Refundable deposit + cost of any damages)

No _____ (\$100 refundable deposit + \$100 rental fee + \$30 per hour custodial fee if custodian is needed after normal working hours + cost of any damages)

_____	_____
Adult Supervisor from Organization (must be 21 years of age or older)	Cell or home phone/email address

_____	_____
Program/Activity	Date(s) and start/end time(s)

Equipment needed: _____

Materials to be brought into facility: _____

Room arrangement, including decorations: _____

Food service required: _____

Key check out date (day before event): _____

Key return date (day after event): _____

The use of school facilities for school purposes has precedence over all other uses.

_____ *Initial here if this is agreeable*

1. All non-school related groups must supply adequate supervision to ensure proper care and use of school facilities.

- The non-school related group is responsible to the Board for the use and care of the school facility. All adult supervisors must have cell phones with them at all times.
- Sufficient, competent adult supervision must be provided and the adult supervisor must ensure that no minor is left alone after the activity. Persons on school premises must abide by the District's conduct rules at all times.
- Only the cafeteria, auditorium, classrooms, gymnasium, and athletic field, along with needed hallways and parking areas, are available for community use. Entering any room or area not in use by the group is prohibited. The adult supervisor will vacate the facility at the scheduled end time. Use of the school facility is not permitted past the agreed end time.
- No furniture or equipment may be moved without prior approval from the Building Principal.
- Signs, displays, or materials may not be attached, nailed, or otherwise affixed to walls.

_____ *Initial here if this is agreeable.*

2. Before a building use application may be signed by school officials, all non-school related groups (both nonprofit eligible and for profit) must agree to:

- Indemnify and hold harmless the District and its agents and employees for and from any and all loss including attorneys' fees, damages, expense, and liability arising out of its use of school property.
- Pay any damages to school facilities, furniture, or equipment arising out of its use of school property whether such damage was accidental or deliberate and shall be deducted from the refundable deposit.
- Supply proof of insurance, naming Indian Creek CUSD #425 as an additional insured, verifying that the group maintains adequate insurance coverage against personal injury and/or property loss, as well as any applicable deposit fee.

3. All non-school related groups must pay the following fees:

Refundable deposit charge--non-profit eligible organizations: \$50

Refundable deposit charge--for profit organizations: \$100

Rental charge--for profit organizations: \$100

Custodial fees beyond normal operating costs--for profit organizations: \$30 per hour

4. Payment Method: _____ Check _____ Money Order

If payment is by check, please make check payable to: Indian Creek C.U.S.D. #425.

5. All non-school related groups must agree to use appropriate emergency procedures including calling 9-1-1 for medical emergencies and whenever an AED is used.

_____ *Initial here if this is agreeable.*

6 . All non-school related groups must agree to follow the District's *Plan for Responding to a Medical Emergency at a Physical Fitness Facility*, 4:170-AP6.

Important: The District will not supervise the activity nor will it supply trained AED users to act as emergency responders at any time, including during staffed business hours.

_____ Activity being proposed is not in a physical fitness facility.

_____ *Initial here if this is agreeable.*

_____ Note: Copy of the District's *Plan for Responding to a Medical Emergency at a Physical Fitness Facility* may be reviewed in online Board Policy 4:170-AP6 (77 Ill. Admin. Code 527.800 (c)).

7. If the request involves a physical fitness facility, the non-school related group must:

- Designate at least one adult supervisor who agrees to be an emergency responder. All emergency responders are encouraged to be trained in CPR and trained AED users.
- Give a copy of the District's plan for responding to medical emergencies to each designated emergency responder.
- Require that 9-1-1 be called for medical emergencies and whenever an AED is used.
- Ensure that each designated emergency responder knows the location of first aid equipment and any AED.
- Ensure that only trained AED users operate an AED, unless the circumstances do not allow time for a trained AED user to arrive.
- Arrange for at least one emergency responder to have a tour of the facility before the activity.
- Ensure that if an AED is used, the Superintendent is informed and all appropriate forms are completed (4:170-E6, *Automated External Defibrillator Incident Report*).

_____ *Initial here if this is agreeable.*

I certify that I am authorized to act for the above-named organization. I understand that: (1) the granting of this request may not constitute recognition of my organization as a school-related group or activity, and (2) my organization may not represent itself or any of its activities as school-related.

I agree to: (1) abide by the conditions stated in this application, and (2) adhere to all Board policies and administrative procedures applicable to this use of the school's facility.

Applicant name (*please print*)

Telephone number

Address

Email address

Applicant signature

Date

The Superintendent and building principal will base his or her decision on the information being provided in this application as well as other criteria deemed important. (*Note to Superintendent or designee: After approving or denying this application, return a copy of it to the person making the request, keep the original in the central office, and send a copy to the appropriate Building Principal.*)

_____ Approved _____ Denied

Building Principal

Date

_____ Approved _____ Denied

Superintendent

Date

GUIDELINES FOR IRS NON-PROFIT ELIGIBLE ORGANIZATIONS--

Section of the 1986 Code	Description of organization	General nature of activities
501(c)(3)	Religious, educational, charitable, scientific, literary, testing for public safety, to foster national or international amateur sports competition, or prevention of cruelty to children or animals organizations	Activities of nature implied by description of class of organization
501(c)(4)	Civic leagues, social welfare organizations, and local associations of employees	Promotion of community welfare; charitable, educational, or recreational
501(c)(6)	Business leagues, chambers of commerce, real estate boards, etc.	Improvement of business conditions of one or more lines of business
501(c)(7)	Social and recreational clubs	Pleasure, recreation, social activities
501(c)(10)	Domestic fraternal societies and associations	Lodge devoting its net earnings to charitable, fraternal, and other specified purposes. No life, sickness, or accident benefits to

		members.
501(c)(19)	Post or organization of past or present members of the armed forces	Activities implied by the nature of organization
501(d)	Religious and apostolic associations	Regular business activities; Communal religious community

Adopted: November 17, 1997

Revised: October 17, 2005; August 16, 2010; November 15, 2010

Approved: May 21, 2007

Community Relations

Advertising and Distributing Materials in Schools Provided by Non-School Related Entities

No 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.

Community, Educational, Charitable, or Recreational Organizations

Community, educational, charitable, recreational, or similar groups may, under procedures established by the Superintendent, advertise events pertinent to students' interests or involvement. This may include displaying posters in areas reserved for community posters, having flyers distributed to students, or being included in the school's or District's website where appropriate. All material and literature must be student-oriented and have the sponsoring organization's name prominently displayed.

Commercial Companies and Political Candidates or Parties

Commercial companies may purchase space for their advertisements in or on: (1) athletic field fences, (2) athletic, theater, or music programs, (3) scoreboards, or (4) other appropriate location, provided the advertisements are consistent with administrative procedures and approved by the School Board. No Board approval is needed for commercial material related to graduation, class pictures, or class rings.

No part of the School District, including facilities, the name, the staff, and the students, shall be used for advertising or promoting the interests of any commercial company except as authorized by and consistent with administrative procedures and approved by the Board.

Material from candidates and political parties will not be accepted for posting or distribution, except when used as part of the curriculum.

LEGAL REF.: Berger v. Rensselaer Central School Corp., 982 F.2d 1160 (7th Cir. 1993), *cert. denied*, 113 S.Ct. 2344 (1993).
 DiLoreto v. Downey Unified School Dist., 196 F.3d 958 (9th Cir. 1999).
 Hedges v. Wauconda Community Unit School Dist., No. 18, 9 F.3d 5 (7th Cir. 1993).
 Lamb's Chapel v. Center Moriches Union Free School Dist., 113 S.Ct. 2141 (1993).
 Sherman v. Community Consolidated School Dist. 21, 8 F.3d 1160 (7th Cir. 1993), *cert. denied*, 114 S.Ct. 2109 (1994).

CROSS REF.: 7:325 (Student Fund-Raising Activities), 7:330 (Student Use of Buildings - Equal Access)

Adopted and approved: May 21, 2007

Community Relations

Administrative Procedure - Advertising and Distributing Materials in Schools Provided by Non-School Related Entities

Requests from Community, Educational, Charitable, Recreational Organizations, or Other Similar Civic Groups

Actor	Action
Community, Educational, Charitable, Recreational Organizations, or Other Similar Civic Groups	<p>Direct to the Building Principal all requests to advertise events pertinent to students’ interests or involvement.</p> <p>Specifically describe the material or literature proposed to be displayed, distributed, or included in the school’s website.</p> <p>Request specific dates for the material to be posted or distributed.</p>
Building Principal	<ol style="list-style-type: none"> 1. Screens all material before distributing or posting it to ensure compliance with the District’s policy and procedures. 2. Rejects all requests to post or distribute material or literature that would: (a) disrupt the educational process, (b) violate the rights or invade the privacy of others, (c) infringe on a trademark or copyright, or (d) be defamatory, obscene, vulgar, or indecent. 3. Requires that all material and literature be student-oriented and have the sponsoring organization’s name prominently displayed. 4. Determines the appropriate location for posting the material and/or distributing it, provided that any distribution by staff is done without discussion. 5. Informs the organization whether its request is accepted or rejected. 6. Removes all materials from the building and/or website that is out-of-date.
Community, Educational, Charitable, Recreational Organizations, or Other Similar Civic Groups	<p>Have the material or posters delivered to the school (the school will not make copies).</p> <p>Provide in electronic format any information that the Building Principal agreed to publish on the school’s website.</p>

Community Relations

Visitors to and Conduct on School Property

The following definitions apply to this policy:

School property - School buildings and grounds, all District buildings and grounds, 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 Principal's office and receive permission to remain on school property. All visitors must sign a visitors' log, show identification, 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 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:

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. 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 alcoholic beverages or illegal drugs;
9. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner);
10. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board;

11. 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;
12. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding;
13. Violate other District policies or regulations, or a directive from an authorized security officer or District employee; or
14. 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 the parent/guardian is: (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 and notifies the Building Principal of his or her presence at the school; or
2. Has permission to be present from the Board, Superintendent, or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building 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 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 Building 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 10 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., 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.
720 ILCS 5/11-9.3.

CROSS REF.: 4:170 (Safety), 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: March 25, 1996

Revised: August 21, 2000; April 21, 2003; May 19, 2008; June 21, 2010

Community Relations

Exhibit - Letter to Parent Regarding Visits to School by Child Sex Offenders

Date

Dear Parent/Guardian:

Student's Name <i>(Please print)</i>	School
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The purpose of this letter is to help the school and District comply with the State law placing restrictions on child sex offenders' access to school property (720 ILCS 5/11-9.3). 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: (1) is a parent/guardian of a student and the parent/guardian is: (a) attending a conference at the school with school personnel to discuss the progress of his or her child academically or socially, (b) 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 (c) attending conferences to discuss other student issues concerning his or her child such as retention and promotion and notifies the Building Principal of his or her presence at the school; or (2) has permission to be present from the Superintendent or the School Board. A child sex offender present on school property must remain under the direct supervision of a school official. A child sex offender who violates these provisions of the law is guilty of a Class 4 felony.

Instructions for Child Sex Offenders

To lawfully visit school property, a child sex offender must complete 8:30-E2, *Child Sex Offender's Request for Permission to Visit School Property*. This form must be completed for each visit to school property.

Sincerely,

School Administrator

Adopted and approved: May 21, 2007

Revised: November 15, 2010

Community Relations

Exhibit - Child Sex Offender’s Request for Permission to Visit School Property

If you are child sex offender, you must complete this form in order to lawfully visit school property whenever students are present. After a decision is made whether to grant or deny permission to visit, a copy will be returned to you. This information will be kept in the Administration offices as well as in the Building Principal’s office where you are seeking permission to visit.

_____	_____
Name <i>(Please print)</i>	Address
_____	_____
Signature	Today’s Date
_____	_____
School (Visit Location)	Date of Visit

Complete the following if you are a parent/guardian of a student attending this school.

I request permission to visit the school for the following reason(s):

- To attend a conference with school personnel to discuss the academic or social progress of my child.
- To participate in my child’s review conference in which evaluation and placement decisions may be made with respect to my child regarding special education services.
- To attend a conference to discuss other student issues concerning my child such as retention and promotion.
- Other *(Please be specific)*: _____

Complete the following if you are **not** a parent/guardian of a student who attends the school you are requesting to visit.

- I request permission to visit the school for the following reason(s) *(Please be specific)*: _____

The following is to be completed by District personnel only:

Permission Granted **Permission Denied**

_____	_____
Date	Signature <i>(Superintendent, Designee, or Board President)</i>

Visit Supervision *(To be completed by the person supervising the child sex offender)*

Supervisor’s Name *(Please print)* _____

Visitor’s Time In _____ Visitor’s Time Out _____

_____	_____
Date	Supervisor’s Signature

Adopted and approved: May 21, 2007

Revised: November 15, 2010

Community Relations

Spectator Conduct at School Events

Any individual, including an adult, who behaves in an unsportsmanlike or disruptive manner during any school event or meeting, including Board meetings, may be ejected from the event or meeting. The individual is also subject to being denied admission to school events or meetings for up to one calendar year, provided the procedures contained in this policy are followed. Examples of unsportsmanlike or disruptive conduct includes, but are not limited to:

- Using vulgar or obscene language
- Possessing or being under the influence of any alcoholic beverage or illegal substance
- Possessing a weapon, or any object that can reasonably be considered, or looks like, a weapon
- Fighting or otherwise striking or threatening another person
- Failing to obey the instructions of a security officer or School District employee
- Engaging in any activity that is illegal or disruptive

Procedures to Deny Future Admission to School Events or Meetings

Before any individual may be denied admission to school events or meetings as provided in this policy, the individual has a right to a hearing before the Board. The Superintendent or designee must provide the individual with a hearing notice, delivered or sent by certified mail with return receipt requested, at least 10 days before the School Board hearing date. The hearing notice must contain:

1. The date, time, and place of the Board hearing,
2. A description of the unsportsmanlike or disruptive 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.: 105 ILCS 5/24-24.
Nuding v. Cerro Gordo Community Unit School Dist., 730 N.E.2d 96 (Ill.App. 4, 2000).

CROSS REF.: 8:30 (Visitors to and Conduct on School Property)

Adopted: April 3, 1995

Approved: May 21, 2007

Community Relations

Visitors To The Schools

Visitors are welcome at any School District building, provided their presence will not be disruptive. All visitors shall initially report to the Building Principal's office. Any person wishing to confer with a staff member shall contact that staff member by telephone to make an appointment. Conferences with teachers are held outside school hours or during the teacher's conference/preparation period.

Any staff member may request identification from any person on school grounds or in any school building; refusal to provide such information is a criminal act. The Building Principal or designee shall seek the immediate removal of any person who: (1) refuses to provide requested identification, (2) interferes with, disrupts, or threatens to disrupt any school activity or the learning environment, (3) or engages in an activity in violation of School Board policy 8.30, Conduct on School Property.

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

CROSS REF.: 8.30 (Conduct on School Property)

Adopted: April 3, 1995

Revised: August 21, 2000

Approved: May 21, 2007

Community Relations

Accommodating Individuals with Disabilities

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities and will not be subject to illegal discrimination. When appropriate, the District may provide to persons with disabilities aids, benefits, or services that are separate or different from, but as effective as, those provided to others.

The District will provide auxiliary aids and services when 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.

The Superintendent or designee is designated the Title II Coordinator and shall:

1. Oversee the District's compliance efforts, recommend necessary modifications to the School Board, and maintain the District's final Title II self-evaluation document and keep it available for public inspection for at least 3 years after its completion date.
2. Institute plans to make information regarding Title II's protection available to any interested party.

Individuals with disabilities should notify the Superintendent or Building Principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Individuals with disabilities may allege a violation of this policy or federal law by reporting it to the Superintendent or designated Title II Coordinator, or by filing a grievance under the Uniform Grievance Procedure.

LEGAL REF.: Americans with Disabilities Act, 42 U.S.C. §§12101 et seq. and 12131 et seq.; 28 C.F.R. Part 35.
Rehabilitation Act of 1973 §104, 29 U.S.C. §794 (2006).
105 ILCS 5/10-20.46.
410 ILCS 25/, Environmental Barriers Act.
71 Ill.Admin.Code Part 400, Illinois Accessibility Code.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 4:150 (Facility Management and Expansion Programs)

Adopted: April 3, 1995

Approved: May 21, 2007

Revised: February 15, 2010

Community Relations

Gifts to the District

The School Board accepts gifts from any education foundation or other entity or individual, provided the gift can be used in a manner compatible with the Board's educational objectives and policies. While the Board encourages unrestricted gifts, donations to fund specific projects are acceptable if the project is approved by the Board. All gifts received become the School District's property.

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

Adopted: April 3, 1995

Revised: April 20, 1998

Approved: May 21, 2007

Community Relations

Parent Organizations and Booster Clubs

Parent organizations and booster clubs are invaluable resources to the District's schools. While parent organizations and booster clubs have no administrative authority and cannot determine District policy, the School Board welcomes their suggestions and assistance.

Parent organizations and booster clubs are recognized by the School Board and permitted to use the District's name, a District school's name, or a District school's team name, or any logo attributable to the District provided they first receive the Superintendent or designee's express written consent. Consent to use one of the above-mentioned names or logos will generally be granted if the organization or club has by-laws containing the following:

1. The organization's or club's name and purpose, such as, to enhance students' educational experiences, to help meet educational needs of students, to provide extra athletic benefits to students, to assist specific sports teams or academic clubs through financial support, or to enrich extracurricular activities.
2. The rules and procedures under which it operates.
3. An agreement to adhere to all Board policies and administrative procedures.
4. A statement that membership is open and unrestricted, meaning that membership is open to parents/guardians of students enrolled in the school, District staff, and community members.
5. A statement that the District is not, and will not be, responsible for the organization's or club's business or the conduct of its members.
6. An agreement to maintain and protect its own finances.
7. A recognition that money given to a school cannot be earmarked for any particular expense. Booster clubs may make recommendations, but cash or other valuable consideration must be given to the District to use at its discretion. The School Board's legal obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supersede an organization or club's recommendation.

Permission to use one of the above-mentioned names or logos may be rescinded at any time and does not constitute permission to act as the District's representative. At no time does the District accept responsibility for the actions of any parent organization or booster club regardless of whether it was recognized and/or permitted to use any of the above-mentioned names or logos. The Superintendent shall designate an administrative staff member to serve as the liaison to parent organizations or booster clubs. The liaison 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.

CROSS REF.: 8:80 (Gifts to the District)

Adopted: April 3, 1995

Revised: May 15, 2006

8:90

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Community Relations

Administrative Procedures

Removal of Trophies/Disposition of Athletic Wear

All regional plaques, sectional trophies, and other important trophies and plaques having historical significance will be on loan to the historical museums for preservation but remain the property of the school district.

Free standing trophies from Waterman and Shabbona High Schools shall be given to the Alumni Associations for disposal.

Any uniforms from the previous two schools will be offered to the Alumni Associations first, and then given to the CCC for auction.

Approved: March 15, 1999

Revised: February 21, 2000

Approved: May 21, 2007

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 develop administrative procedures to:

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 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)

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: April 3, 1995

Approved: May 21, 2007

Community Relations

Administrative Procedure - Parental Involvement

Building Principals shall advocate effective, comprehensive family involvement in education that will promote parents/guardians becoming active partners in education. Principals shall, at least once every semester, provide a written report to the Superintendent on parental involvement programs and efforts in their buildings.

The following are examples of parental involvement programs for Principals to consider. New ideas for involving parents/guardians should be continuously investigated and incorporated.

1. Keep parents/guardians thoroughly informed about their child's school and education.
 - Develop and distribute a comprehensive student handbook
 - Distribute information to parents/guardians on their school visitation rights
 - Open houses
 - Parent/guardian-teacher conferences
 - Progress reporting and report cards
 - Newsletters
 - Financial Aids Night
2. Encourage involvement in their child's school and education.
 - Support and encourage parents/guardians volunteer opportunities
 - Work with the PTO to promote parents/guardians volunteer opportunities
 - Develop and use outreach programs to community groups and organizations
3. Establish effective two-way communication between all parents/guardians, and the School Board and District personnel.
 - Monthly Principal coffees
 - Work with PTO leadership to ensure parental input
 - Train personnel to collaborate with families of diverse backgrounds, including backgrounds that might impede parental participation (e.g., illiteracy or language difficulty)
4. Seek the advice of parents/guardians on school governance issues and methods to fulfill the District's educational mission.
 - Work with PTO leadership to ensure parental input
 - Establish a school-community advisory committee to identify, consider, and discuss educational problems and issues
 - Tell parents/guardians how they can assist their children's learning
 - Inform parents/guardians how they can help children learn, including activities that are related to classroom activities
 - Provide programs on how to establish a home environment that supports learning and appropriate behavior
 - Implement a homework-hotline

Although not exhaustive, the following identifies State legislation mandating parental involvement:

1. Students Records
 - Parent/guardian has right of access to child's records (105 ILCS 10/5).
 - Parent/guardian has the right to challenge the content of child's records (105 ILCS 10/7).
 - Non-custodial parent has right to receive copies of school correspondence and reports (105 ILCS 5/10-21.8).
2. Notices

- Schools must notify parents/guardians of their school visitation rights (820 ILCS 147/25).
 - District must notify parent/guardian of child's placement in limited English proficiency programs (105 ILCS 5/14C-4).
 - Non-custodial parent has right to receive notices of major school-sponsored events, including parent-teacher conferences (105 ILCS 5/10-21.8).
 - School must notify parents/guardians within two hours of child's absence from school (105 ILCS 5/26-3b).
 - District responsible for notifying parents/guardians of graduation requirements (23 Ill.Admin.Code §1.440i).
 - A student's suspension must be reported to the parents/guardians (105 ILCS 5/10-22.6).
 - A student's expulsion may occur only after the parents/guardians have been requested to appear at a meeting with the board or board's hearing officer (105 ILCS 5/10-22.6).
 - District must post school report card on its Internet Web site and, upon request, send it to the parent(s)/guardian(s). If the District does not maintain a web site, the report card shall be sent to parents/guardians without request. The District shall send a written notice home to parents/guardians stating: (1) that the report card is available on the web site, (2) the web site address, (3) that a printed copy will be sent upon request, and (4) the telephone number to call to request a printed copy (105 ILCS 5/10-17a, as amended by P.A.92-604).
3. Parent-Teacher Advisory Committees
- School board shall establish a parent-teacher advisory committee on student discipline (105 ILCS 5/10-20.14).
4. Curriculum Involvement
- State law requires parents/guardians be notified, consulted, and kept involved with the education and placement of a child with disabilities (105 ILCS 5/14-1 et seq.).
 - If parent/guardian objects, student is not required to take sex education classes or course (105 ILCS 5/27-9.1, 5/27-9.2, and 110/3).
 - Parent/guardian has right to examine instructional materials to be used in sex education class (105 ILCS 5/27-9.1, 5/27-9.2, and 110/3).
 - School board shall determine the instructional program with involvement of parents/guardians (23 Ill.Admin.Code §1.410).
 - District must consult with parent/guardian on an individual remediation plan for students demonstrating a proficiency level comparable to the average pupil performance one grade or more below current placement (105 ILCS 5/2-3.64(b)).
 - District must notify parents/guardians of graduation requirements (23 Ill.Admin.Code §1.440i).
 - School boards may use parent/guardian volunteers as: (1) assistants under the immediate supervision of a certificated teacher (105 ILCS 5/10-22.34); (2) supervisors, chaperones, or sponsors for non-academic activities (105 ILCS 5/10-22.34a); and (3) guest lecturers or resource persons under the immediate supervision of a certificated teacher (105 ILCS 5/10-22.34b).
 - Upon parent/guardian's request, student must be released for religious observance (105 ILCS 5/26-1(5)).
5. Conferences and Hearings
- State law requires parents/guardians be notified, consulted, and kept involved with the education and placement of a child with disabilities (105 ILCS 5/14-1 et seq.).
 - Parents/guardians have the right to an unpaid leave from work to attend educational or behavioral conferences (820 ILCS 147/1).
 - District may use 2 days for parent-teacher conferences or could add more days to the teacher work year subject to collective bargaining (105 ILCS 5/3-11).

- Non-custodial parent to receive notices of parent-teacher conferences (105 ILCS 5/10-21.8).
 - A hearing with the parents/guardians must precede a student's expulsion. (105 ILCS 5/10-22.6).
6. Report on Parental Involvement
 - Parental involvement shall be included in the school report card (105 ILCS 5/10-17a).
 7. Training
 - Parents as teachers program (105 ILCS 225/5).

Opportunities For Involvement As Provided In Board Policies

Although not exhaustive, the following identifies Board policies providing opportunities for parental involvement:

Section 2 - School Board

- 2:150 Committees
- 2:260 Uniform Grievance Procedure

Section 4 - Operational Services

- 4:10 Fiscal and Business Management
- 4:110 Transportation
- 4:130 Free and Reduced-Price Food Services
- 4:140 Waiver of Student Fees
- 4:160 Hazardous and Infectious Materials
- 4:170 Safety

Section 5 - Personnel

- 5:230 Maintaining Student Discipline

Section 6 - Instruction

- 6:60 Curriculum Content
- 6:120 Education of Children with Disabilities
- 6:140 Education of Homeless Children
- 6:150 Home and Hospital Instruction
- 6:180 Extended Instructional Programs
- 6:190 Extracurricular and Co-Curricular Activities
- 6:235 Access to Electronic Networks
- 6:270 Guidance and Counseling Program
- 6:280 Grading and Promotion
- 6:300 Graduation Requirements
- 6:310 Credit for Alternative Courses and Programs, and Course Substitutions
- 6:340 Student Testing and Assessment Program

Section 7 - Students

- 7:15 Student and Family Privacy Rights
- 7:20 Harassment of Students Prohibited
- 7:30 Student Assignment
- 7:40 Nonpublic School Students, Including Parochial and Home-Schooled Student
- 7:50 School Admissions and Student Transfers to and from Non-District Schools
- 7:60 Resident Students
- 7:70 Attendance and Truancy
- 7:80 Release Time for Religious Instruction/Observance
- 7:90 Release During School Hours
- 7:100 Health Examinations, Immunizations, and Exclusion of Students
- 7:150 Agency and Police Interviews

7:165	School Uniforms
7:170	Vandalism
7:190	Student Discipline
7:200	Suspension Procedures
7:210	Expulsion Procedures
7:230	Misconduct by Students with Disabilities
7:240	Conduct Code for Participants in Extracurricular Activities
7:250	Student Welfare Services
7:260	Exemption from Physical Activity
7:270	Administering Medicines to Students
7:275	Orders to Forego Life-Sustaining Treatment
7:280	Communicable and Chronic Infectious Disease
7:290	Adolescent Suicide Awareness and Prevention Programs
7:300	Extracurricular Athletics
7:340	Student Records
Section 8 - Community Relations	
8:30	Conduct on School Property
8:95	Parental Involvement

Adopted: October 20, 1997

Approved: May 21, 2007

Community Relations

Exhibit - Letter Notifying Parents/Guardians of School Visitation Rights

On District letterhead

Date

Dear Parents/Guardians:

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work to attend necessary educational or behavioral conferences at their child’s school. Please review the following copy of this Act to determine if you are entitled to a school visitation leave.

Sincerely,

Superintendent

SCHOOL VISITATION RIGHTS ACT

820 ILCS 147

147/1. Short title

This Act may be cited as the School Visitation Rights Act.

147/5. Policy

The General Assembly of the State of Illinois finds that the basis of a strong economy is an educational system reliant upon parental involvement. The intent of this Act is to permit employed parents and guardians who are unable to meet with educators because of a work conflict the right to an allotment of time during the school year to attend necessary educational or behavioral conferences at the school their children attend.

147/10. Definitions

As used in this Act:

(a) “Employee” means a person who performs services for hire for an employer for:

- (1) at least 6 consecutive months immediately preceding a request for leave under this Act; and
- (2) an average number of hours per week equal to at least one-half the full-time equivalent position in the employer’s job classification, as defined by the employer’s personnel policies or practices or in accordance with a collective bargaining agreement, during those 6 months.

“Employee” includes all individuals meeting the above criteria but does not include an independent contractor.

(b) “Employer” means any of the following: a State agency, officer, or department, a unit of local government, a school district, an individual, a corporation, a partnership, an association, or a nonprofit organization.

- (c) "Child" means a biological, adopted or foster child, a stepchild or a legal ward of an employee and who is enrolled in a primary or secondary public or private school in this State or a state which shares a common boundary with Illinois.
- (d) "School" means any public or private primary or secondary school or educational facility located in this State or a state which shares a common boundary with Illinois.
- (e) "School administrator" means the principal or similar administrator who is responsible for the operations of the school.

147/15. School conference and activity leave

- (a) An employer must grant an employee leave of up to a total of 8 hours during any school year, and no more than 4 hours of which may be taken on any given day, to attend school conferences or classroom activities related to the employee's child if the conference or classroom activities cannot be scheduled during non-work hours; however, no leave may be taken by an employee of an employer that is subject to this Act unless the employee has exhausted all accrued vacation leave, personal leave, compensatory leave and any other leave that may be granted to the employee except sick leave and disability leave. Before arranging attendance at the conference or activity, the employee shall provide the employer with a written request for leave at least 7 days in advance of the time the employee is required to utilize the visitation right. In emergency situations, no more than 24 hours notice shall be required. The employee must consult with the employer to schedule the leave so as not to disrupt unduly the operations of the employer.
- (b) Nothing in this Act requires that the leave be paid.
- (c) For regularly scheduled, non-emergency visitations, schools shall make time available for visitation during regular school hours and evening hours.

147/20. Compensation

An employee who utilizes or seeks to utilize the rights afforded by this Act may choose the opportunity to make up the time so taken as guaranteed by this Act on a different day or shift as directed by the employer. An employee who exercises his rights under this Act shall not be required to make up the time taken, but if such employee does not make up the time taken, such employee shall not be compensated for the time taken. An employee who does make up the time taken shall be paid at the same rate as paid for normal working time. Employers shall make a good faith effort to permit an employee to make up the time taken for the purposes of this Act. If no reasonable opportunity exists for the employee to make up the time taken, the employee shall not be paid for the time. A reasonable opportunity to make up the time taken does not include the scheduling of make-up time in a manner that would require the payment of wages on an overtime basis. Notwithstanding any other provision of this Section, if unpaid leave under this Act conflicts with the unreduced compensation requirement for exempt employees under the federal Fair Labor Standards Act, an employer may require an employee to make up the leave hours within the same pay period.

147/25. Notification

The State Superintendent of Education shall notify each public and private primary and secondary school of this Act. Each public and private school shall notify parents or guardians of the school's students of their school visitation rights. The Department of Labor shall notify employers of this Act.

147/30. Verification

Upon completion of school visitation rights by a parent or guardian, the school administrator shall provide the parent or guardian documentation of the school visitation. The parent or guardian shall submit such verification to the employer. The State Superintendent and the Director of the Department of Labor shall suggest a standard form of documentation of school visitation to schools

for use as required by this Section. The standard form of documentation shall include, but not be limited to, the exact time and date the visitation occurred and ended. Failure of a parent or guardian to submit the verification statement from the school to his or her employer within 2 working days of the school visitation subjects the employee to the standard disciplinary procedures imposed by the employer for unexcused absences from work.

147/35. Employee rights

No employee shall lose any employee benefits, except as provided for in Section 20 of this Act, for exercising his or her rights under this Act. Nothing in this Act shall be construed to affect an employer's obligation to comply with any collective bargaining agreement or employee benefit plan. Nothing in this Act shall prevent an employer from providing school visitation rights in excess of the requirements of this Act. The rights afforded by this Act shall not be diminished by any collective bargaining act or by any employee benefit plan.

147/40. Applicability

This Act applies solely to public and private employers that employ at least 50 or more individuals in Illinois, and to their employees.

147/45. Violation

Any employer who violates this Act is guilty of a petty offense and may be fined not more than \$100 for each offense.

147/49. Limits on leave

No employer that is subject to this Act is required to grant school visitation leave to an employee if granting the leave would result in more than 5% of the employer's work force or 5% of an employer's work force shift taking school conference or activity leave at the same time.

Adopted: February 21, 2000

Approved: May 21, 2007

Community Relations

Exhibit - Verification of School Visitation

To be completed by the parent/guardian and signed by the Building Principal. Please print.

This document serves to verify that the named parent/guardian attended a school conference or classroom activity for his or her child held on the date and time indicated below.

Student

Conference or classroom activity

Parent/Guardian name

Date/time of conference/classroom activity

Parent/Guardian signature

Building Principal signature

Date

Adopted: February 21, 2000

Approved: May 21, 2007

Community Relations

Relations with Other Organizations and Agencies

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

- County Health Department
- Law enforcement agencies
- Fire authorities
- Planning authorities
- Zoning authorities
- Illinois Emergency Management Agency (IEMA), local organizations for civil defense, and other appropriate disaster relief organizations concerned with civil defense
- Other school districts

CROSS REF.: 1:20 (District Organization, Operations, and Cooperative Agreements), 4:170 (Safety), 5:90 (Abused and Neglected Child Reporting), 7:150 (Agency and Police Interviews)

Adopted: April 3, 1995

Approved: May 21, 2007

Revised: February 15, 2010

Community Relations

Public Suggestions and Concerns

The School Board is interested in receiving suggestions and concerns from members of the community. Any individual may make a suggestion or express a concern at any District or School office. All suggestions and/or concerns will be referred to the appropriate level staff member or District administrator who is most able to respond in a timely manner. Each concern or suggestion shall be considered on its merit.

An individual who is not satisfied after following the channels of authority, may file a grievance under the Board policy 2:260, *Uniform Grievance Procedure*. Neither this policy nor the *Uniform Grievance Procedure* creates an independent right to a hearing before the Board.

CROSS REF.: 2:140 (Communications To and From the Board), 2:230 (Public Participation at School Board Meetings and Petitions to the Board), 2:260 (Uniform Grievance Procedure), 3:30 (Chain of Command), 6:260 (Complaints About Curriculum, Instructional Materials and Programs), 8:10 (Connection with the Community)

Adopted: April 3, 1995

Approved: May 21, 2007

Revised: November 21, 2011