

WHITESIDE SCHOOL DISTRICT 115

POLICY REFERENCE MANUAL

TABLE OF CONTENTS

SECTION 8

COMMUNITY RELATIONS

8:010	Public Relations
8:020	Community Use of School Facilities
8:025	Advertising and Distributing Materials in Schools Provided by Non-School Related Entities
8:030	Conduct on School Property
8:040	Spectator Conduct and Sportsmanship for Athletic and Extracurricular Events
8:050	Visitors to the Schools
8:060	Exclusive Bargaining Representative Agent
8:070	Accommodating Individuals with Disabilities
8:080	Gifts to the District
8:090	Parent Organizations
8:095	Parental Involvement
8:100	Relations with Other Organizations and Agencies
8:110	Public Complaints
8:115	Community Service

Community Relations

8:010 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.
- Provide accurate information to the news media.

The public relations program should include information which highlights the District's programs and activities.

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

ADOPTED: September 18, 2003

Community Relations

8:020 Community Use of School Facilities

School facilities are available to the community for education, civic, cultural, and other non-commercial uses consistent with the public interest when such use does not interfere with the school program or school-sponsored activities. 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 and school-related organizations and municipalities shall be granted the use of school facilities at no cost. Other organizations granted use of facilities shall pay fees and costs.

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.

105 ILCS 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 (Distribution and Display of Community Flyers and Posters), 8:30 (Conduct on School Property)

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

ADOPTED: September 19, 2002

Community Relations

8:025 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 (copies to be provided by sponsoring organization), 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, theater, or music programs, (2) scoreboards, or (3) 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: September 18, 2003

Community Relations

8:030 Conduct on School Property

The School District expects mutual respect, civility, and orderly conduct among all individuals on school property or at a school event. No person on school property or at a school event shall:

1. Injure, threaten, harass, or intimidate a staff member, a School Board member, or any other person;
2. Damage or threaten to damage another's property;
3. Damage or deface School District property;
4. Violate any Illinois law, or town or county ordinance;
5. Smoke or otherwise use tobacco products;
6. Consume, possess, distribute, or be under the influence of alcoholic beverages or illegal drugs, or possess dangerous devices or weapons;
7. Impede, delay, or otherwise interfere with the orderly conduct of the District's educational program or any other activity occurring on school property;
8. Enter upon any portion of school premises at any time for purposes other than those which are lawful and authorized by the School Board;
9. 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;
10. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding; or
11. Violate other District policies or regulations, or an authorized District employee's directive.

"School property" means school buildings, vehicles used for school purposes, and school grounds.

State law prohibits a child sex offender from:

- Being present in any school building, on school grounds, in any school vehicle, or at school related activity, or
- Loitering on a public way within 500 feet of school property, when persons under the age of 18 are present, unless the offender is a parent/guardian of a student present in the building, on the grounds, or in the vehicle, or unless the offender has permission to be present from the Superintendent or the School Board. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal. The Superintendent, or designee who is a certified employee, shall supervise a sex offender whenever the offender is in a child's vicinity.

As circumstances warrant, the District's administrators shall take appropriate action in enforcement of this policy. Violations will be handled as follows:

- Anyone observing a student violating this policy shall notify the Building Principal where the student is enrolled and the Principal shall take whatever action is appropriate under the student conduct code.
- The supervisor of any employee violating this policy shall take whatever action is appropriate according to personnel rules and bargaining agreements, if any.
- Anyone observing a parent/guardian or other person violating this policy shall immediately notify the Building Principal or designee. The Principal or designee will request that the person act civilly or otherwise refrain from the prohibited conduct. If the person persists with uncivil or prohibited behavior, the principal shall request that the person immediately leave school property and may contact law enforcement, if appropriate.

LEGAL REF.: Pro-Children Act of 1994, 20 U.S.C. §7181 et seq.
105 ILCS 5/10-20.5b and 5/24-24.
720 ILCS 5/11-9.3.

CROSS REF.: 6:250 (Community Resource Persons and Volunteers), 7:190 (Student Discipline),
8:20 (Community Use of School Facilities), 8:40 (Spectator Conduct and
Sportsmanship for Athletic and Extracurricular Events), 8:50 (Visitors to the Schools)

ADOPTED: September 18, 2003

Community Relations

8:040 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 one calendar year after a School Board 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 School Board 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; and
4. Instructions on how to waive a hearing.

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

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

ADOPTED: September 18, 2003

Community Relations

8:050 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. For both classroom visits and conferences, the School District requires twenty-four hours notice. 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 Board policy 8:30, *Conduct on School Property*.

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

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

ADOPTED: September 18, 2003

Community Relations

8:060 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: September 18, 2003

Community Relations

8:070 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.

The Superintendent is designated the Americans With Disabilities Act, Title II Coordinator and, in that capacity, is directed to:

1. Oversee the District's compliance efforts, recommend necessary modifications to the 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 which will require special assistance or services and, if so, what services are required. This notification should occur as far as possible before 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, as the Title II Coordinator, or by filing a grievance under the Uniform Grievance Procedure. The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Complaint Managers for the Uniform Grievance Procedure.

Complaint Managers:

Name	<u>Peggy K. Burke, Superintendent</u>	<u>Nathan Rakers, Elem. Principal</u>
Address	<u>111 Warrior Way</u>	<u>2028 Lebanon Avenue</u>
Telephone No.	<u>618 239-0000</u>	<u>618 239-0000</u>

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), 4:150 (Facility Management and Expansion Programs)

ADOPTED: September 18, 2003

Community Relations

8:080 Gifts to the District

The School Board appreciates gifts from any education foundation, other entities, or individuals. All gifts must adhere to each of the following:

1. Be accepted by the Board or, if less than \$500.00 in value, the Superintendent or designee. Individuals should obtain a pre-acceptance commitment before identifying the District, any school, or school program or activity as a beneficiary in any fundraising attempt, including without limitation, any Internet fundraising attempt.
2. Be given without a stated purpose or with a purpose deemed by the party with authority to accept the gift to be compatible with the Board's educational objectives and policies.
3. Be consistent with the District's mandate to provide equal educational and extracurricular opportunities to all students in the District as provided in Board policy 7:10, *Equal Educational Opportunities*. State and federal laws require the District to provide equal treatment for members of both sexes to educational programming, extracurricular activities, and athletics. This includes the distribution of athletic benefits and opportunities.
4. Permit the District to maintain resource equity among its learning centers. Be viewpoint neutral. The Superintendent or designee shall manage a process for the review and approval of donations involving the incorporation of messages into or placing messages upon school property. Comply with all laws applicable to the District including, without limitation, the Americans with Disabilities Act, the Prevailing Wage Act, the Health/Life Safety Code for Public Schools, and all applicable procurement and bidding requirements.

The District will provide equal treatment to all individuals and entities seeking to donate money or a gift. Upon acceptance, all gifts become the District's property. The acceptance of a gift is not an endorsement by the Board, District, or school of any product, service, activity, or program. The method of recognition is determined by the party accepting the gift.

LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Education Amendments implemented by 34 C.F.R. Part 106.

105 ILCS 5/16-1.

23 Ill.Admin.Code §200.40.

CROSS REF.: 4:60 (Purchases and Contracts), 4:150 (Facility Management and Building Programs), 6:10 (Educational Philosophy and Objectives), 6:210 (Instructional Materials), 7:10 (Equal Educational Opportunities)

ADOPTED: September 18, 2003

AMENDED: May 22, 2017

Community Relations

8:090 Parent Organizations

The School Board recognizes that parent organizations are an invaluable resource to the District schools and so supports their formation and vitality. 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 designee will serve as the advisor 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: September 18, 2003

Community Relations

8:095 Parental Involvement

In order to assure collaborative relationships between students' families and the School Board and District personnel, and to enable parent(s)/guardian(s) to become active partners in education, the Superintendent shall develop administrative procedures to:

1. Keep parent(s)/guardian(s) thoroughly informed about their child's school and education.
2. Encourage involvement in their child's school and education.
3. Establish effective two-way communication between all families and the School Board and District personnel.
4. Seek input from parent(s)/guardian(s) 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.: 6:250 (Community Resource Persons and Volunteers), 8:90 (Parent Organizations)

ADOPTED: September 18, 2003

Community Relations

8:100 Relations with Other Organizations and Agencies

The District shall cooperate with other organizations and agencies, including the:

- County Health Department;
- law enforcement agencies;
- fire authorities;
- planning authorities;
- zoning authorities; and
- other school districts.

CROSS REF.: 4:170 (Safety), 5:90 (Abused and Neglected Child Reporting), 7:150 (Agency and Police Interviews)

ADOPTED: September 18, 2003

Community Relations

8:110 Public Complaints

The School Board 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 following the channels of authority, 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 (Communications to and from the Board), 2:260 (Uniform Grievance Procedure), 3:30 (Line and Staff Relations), 6:260 (Complaints About Curriculum, Instructional Materials and Programs)

ADOPTED: September 18, 2003

Community Relations

8:115 Community Service

Due to concerns with supervision, Whiteside School District will not accept placements for court-ordered community service.

ADOPTED: November 19, 2003