

Section VIII - Community Relations

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COMMUNITY RELATIONS

008.10 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 may 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, 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.

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 affect 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. The District reserves the right to cancel previously scheduled use of facilities by community organizations and other groups. The use of school facilities requires the prior approval of the Superintendent or designee and is subject to applicable procedures.

Persons on school premises must abide by the District's conduct rules at all times.

Student groups, school-related organizations, and government agencies are granted the use of school facilities at no costs during regularly staffed hours. Fees and costs shall apply to other organizations granted use of facilities at any time. All non-school sponsored groups, before using the facilities during non-regularly staffed hours, must provide a certificate of insurance naming the District as an *additional insured* or otherwise show proof of insurance. A fee schedule and other terms of use shall be prepared by the Superintendent and be subject to annual approval by the School Board.

- 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)

COMMUNITY RELATIONS

08.25 Distribution of Non-School Materials and Inclusion in Announcements

Generally Prohibited: In an effort to maintain appropriate student discipline and proper school order and decorum, and to better ensure the school's educational mission, the distribution or posting of non-school sponsored publications, handbills, and other materials (collectively "materials"), and the general announcement of non-school activities is prohibited. This specifically includes, but is not limited to, distribution of materials, or announcement made during the regular school day or at school-related activities in school buildings or on school grounds. Students violating this policy are subject to discipline.

Exceptions:

- A. Open House: A school may hold an annual open house. Non-school materials may be distributed at and during the open house. Distribution of materials is subject to rules generally established for the open house.
- B. Announcements: Students may request that non-school events and activities of interest to and age-appropriate for students be included in the regular oral announcements made at attendance centers. The principal may limit or schedule inclusion of announcements based on time available for announcements, where such requests are repetitive, or for other appropriate reasons. Information will generally be included in announcements only where the event is within ten (10) school days of the date of the announcement and only be announced once. The opportunity to include information in announcements is intended to apply to special events and activities and not regular, routine or ongoing activities. Inclusion of announcements is subject to rules generally established for announcements.
- C. Distribution of Display of Community Flyers and Posters: Non-school related organization may ask the Building Principal for permissions: (1) to display posters in the area reserved for community posters, or (2) to have flyers distributed to students at areas designated for distribution. The posters and/or flyers subject to a request must be student-oriented and have the sponsoring organization's name prominently displayed. The principal may require that the posters and/or flyers include a disclaimer of sponsorship or support of the school. 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; or otherwise be inappropriate consistent with school or community standards.

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.

- D. Approval Process: Students seeking to distribute non-school-sponsored materials at the open house or include information in announcements shall submit a copy of the material of substance of the announcement to the principal or administrator in charge if the principal is unavailable for review. The principal or administrator in charge will approve the distribution as expeditiously as practical but not later than noon on the next school day after the materials have been presented for review unless the material: (i) is libelous, invades the privacy of others, is pervasively indecent and vulgar, will cause a material and substantial disruption of the proper and orderly operation of the school or school activities, or advertises a product or services not lawfully permitted for use by minors; or (ii) materials that other students could reasonably believe are school sponsored, sanctioned or endorsed.
- E. Same Terms: It is intended that the restrictions on the distribution of materials and announcements applies in the same manner to all materials or announcements. It is expressly intended that students will have the right to distribute religious materials at open houses or included announcements of religious events or activities to other students on the same terms as they are permitted to distribute or announce other materials or events.

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 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 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. Distribute, consume, use, possess, or be under the influence of an alcoholic beverage or illegal drug; be present when the person's alcohol or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
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 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 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 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 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 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., 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 Behavior), 8:20 (Community Use of School Facilities)

008.35 Tobacco Prohibition on School Grounds

The School Board prohibits the use of tobacco in any form in school buildings or on school grounds by all people at all times. The total prohibition of tobacco use is in effect at all school approved activities, as well as, all non-school activities held on school property by organizations renting or using the school facilities and grounds.

For purposes of this policy, "tobacco" shall mean cigarette, cigar, or other smoking tobacco in any form. Smokeless tobacco in any loose, cut, shredded, grounds, powdered, compressed, or leaf tobacco intended to be placed in the mouth without being smoked shall be prohibited.

COMMUNITY RELATIONS

008.50 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. The Building Principal or designee may 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.

COMMUNITY RELATIONS

08.60 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.

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)

Community Relations

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 programing, extracurricular activities, and athletics. This includes the distribution of athletic benefits and opportunities.
4. Permit the District to maintain resource equity among it learning centers.
5. 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.
6. 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.

MEMORIALS

The Pikeland CUSD #10 Board of Education recognizes that the loss of a member of the school community is deeply felt and that on occasion family members may desire to remember a deceased student or staff member through a school district memorial. As public facilities designed primarily to support learning, school sites should not serve as the main location for memorializing students or staff. However, in respect for family members who request a memorial in a specific school facility or on school district grounds, guidelines have been established

All items received as memorials become property of Pikeland CUSD #10 and the district cannot guarantee that memorials that become damaged or worn will be replaced at district expense.

Approval of Memorials

All memorials must be approved by the board of education before being placed within a school building or on school grounds. To avoid unnecessary expense and possible disappointment, the

District recommends that the family refrain from purchasing any type of memorial until approved by the board.

The location of all memorials on school grounds or in school facilities will be determined by the board and administration. While requests of family members will be considered when possible, the board and administration must consider such issues as design parameters, whether the memorial blends with the school campus, ongoing/future maintenance, along with the effect a memorial may have on school students and staff.

Appropriate Memorials

1. *Plantings on school grounds (trees, shrubs, perennials, etc.) or ornamental stones.* The type and placement of the planting must be approved by the board and administration before being placed. Such plantings may be accompanied by a moveable flat ground marker no larger than 12 x 6 inches. The engraving on the marker must be limited to the student or staff member's name, dates of birth and death, and the words, "In Memory of." Memorial stones, bricks, or similar objects shall be placed in a location that is approved by the Board of Education.

2. *A memorial scholarship.* If desired, the Pikeland Foundation may be used as a resource to establish and administer the scholarship. Application and award guidelines should be finalized prior to the scholarship being announced. A typed copy of application and award guidelines along with the timeline for the scholarship implementation is to be kept on file at the office of the appropriate building principal.

3. *Purchase of library books, school supplies, facilities improvements, and equipment.* The district will maintain a "wish list" of these items from which a person establishing a memorial may choose. Books may include a bookplate, and equipment/supplies (*if applicable*) may include an engraved plate no larger than 2 x 6 inches. Wording on each plate must be limited to "Donated in Memory of" or "In Memory of," along with the student or staff member's legal name and dates of birth and death. The family making the memorial request will incur the cost of the engraved plate. Memorial money may be used for the improvement of school facilities and equipment that may benefit the students of Pikeland schools.

4. *Memorial plaque.* The following procedures shall be used in establishing and conducting memorials within the district:

- A memorial plaque and/or dedication plate may be placed in a particular room or area within a district school in an individual's honor under the following conditions:
 - (a) Memorials in recognition of a person's contribution to public education in the district may only be made after the death of the person who is being considered for recognition.
 - (b) Students who have died during their time of attendance at a district school may be recognized through a memorial or dedication.
 - (c) No district monies shall be expended for memorial plaques and/or dedication plates.
- The Superintendent shall be responsible for coordinating the placement of approved memorial plaques and/or dedication plates within district buildings.

- Memorial plaques or dedication plates placed in particular rooms or areas within a district school shall not be removed within 20 years of placement, except in the case of building demolition or decommission.

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)

COMMUNITY RELATIONS

08.90 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 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.

COMMUNITY RELATIONS

08.95 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 may 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 parent(s)/guardian(s) on how they can assist their children's learning.

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

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)

COMMUNITY RELATIONS

008:110 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.