

**CARTERVILLE CUSD #5
BOARD OF EDUCATION POLICY MANUAL
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Community Relations

Public Relations

In order to develop positive Board, school, and community relations, the Superintendent and President of the Board of Education will formalize a public relations plan for the District which will include an annual "State of the District Address" and may also include the following:

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.

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

ADOPTED: June 21, 2001

Community Relations

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 may be granted the use of school facilities at no cost. Other organizations granted use of facilities may be required to pay fees and costs. In addition, a certificate of liability insurance for not less than \$1 million is required. At the discretion of the Superintendent additional insurance may be required.

The Superintendent shall develop procedures to manage community use of school facilities which shall be reviewed and approved by the Board. Use of school facilities requires the Superintendent's approval and is subject to the procedures.

LEGAL REF.: Lamb's Chapel v. Center Moriches Union Free School District, 113 S.Ct. 2141 (1993).
105 ILCS 5/10-22.10, and 5/29-3.5.

CROSS REF.: 8:25, 8:30

ADOPTED: June 21, 2001

Community Relations

Distribution and Display of Community Flyers and Posters

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

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

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

LEGAL REF.: Lamb's Chapel v. Center Moriches Union Free School Dist., 113 S.Ct. 2141 (1993).
 Berger v. Rensselaer Central School Corp., 982 F.2d 1160 (7th Cir. 1993), *cert. denied*, 113 S.Ct. 2344 (1993).
 Hedges v. Wauconda Community Unit School Dist., No. 18, 9 F.3d 5 (7th Cir. 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

ADOPTED: June 21, 2001

Community Relations

Conduct On School Property

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

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 Board of Education 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 Board of Education;
9. Operate a motor vehicle in a risky manner or 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.

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 Board of Education. 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. § 6081.
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: June 21, 2001

Community Relations

Spectator Conduct and Sportsmanship For Athletic and Extracurricular Events

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

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

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

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

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

CROSS REF.: 8:30

ADOPTED: June 21, 2001

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 Board of Education policy 8:30, Conduct on School Property.

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

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

ADOPTED: June 21, 2001

Community Relations

Exclusive Bargaining Representative Agent

Please refer to the following agreements:

“Collective Bargaining Agreement - Carterville Education Association IEA/NEA-Community Unit School District #5 Board of Education”.

“Agreement Between the Board of Education of Carterville Community Unit School District No. 5 and the American Federation of State, County and Municipal Employees, Council 31, AFL-CIO, Local No. 1273”.

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

ADOPTED: June 21, 2001

Community Relations

Accommodating Individuals With Disabilities

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

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

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

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	_____	_____
Address	_____	_____
Telephone No.	_____	_____

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

ADOPTED: June 21, 2001

Community Relations

Gifts to the District

The Board of Education 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: June 21, 2001

Community Relations

Parent Organizations

The Board of Education recognizes that parent or volunteer 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: June 21, 2001

Community Relations

Parental Involvement

In order to assure collaborative relationships between students' families and the Board of Education 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 Board of Education 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, 8:90

ADOPTED: June 21, 2001

Community Relations

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 (*includes* notification of child sex offenders); 5:90 (Abused and Neglected Child Reporting); 7:150 (Agency and Police Interviews)

ADOPTED: June 21, 2001

Community Relations

Public Complaints

Please refer to the “Collective Bargaining Agreement - Carterville Education Association IEA/NEA-Community Unit School District #5 Board of Education”.

Public complaints not involving teachers will be addressed via the Uniform Grievance Procedure, Policy 2:260, or Policy 6:260 if concerning curriculum, instructional materials or programs.

CROSS REF.: 2:140, 2:260, 3:30, 6:260

ADOPTED: June 21, 2001