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SECTION 8

SCHOOL-COMMUNITY RELATIONS

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SCHOOL-COMMUNITY RELATIONS

Goals

Since a school system draws its major strengths and weaknesses from the attitudes of those persons in the community it serves, the quality of a school program depends largely upon the public understanding of what schools are attempting to do. The kind of education which students within a community receive depends on three things:

1. the extent to which people are willing and able to pay for education;
2. the community's expectations for its schools;
3. effective utilization of available resources.

A full understanding of the school program and what it can and should do for students is important in developing a good school system. In order to achieve such understanding the District believes:

1. Educational communications should be many faceted and should include a variety of media to efficiently and effectively inform all citizens of the District.
2. Educational communications must be internal as well as external and stress the dissemination of factual, objective and realistic data about the District.
3. Educational communications must include a planned program with involvement and feedback to be effective.
4. Educational communications must be sensitive to change as determined by events and evaluation of the program.

SCHOOL-COMMUNITY RELATIONS

Priority Objectives

In accordance with its stated goals concerning school-community relations, the District's public relations objectives shall be:

1. to provide an information program to aid public understanding of the schools which shall include, but not be limited to, a monthly newsletter to parents, regular news releases and feature stories and various brochures describing District programs and policies;
2. to assess public opinion as a means to assist the School Board in policy determination and to assist the professional staff in the operation of the schools;
3. to recognize the right of the news media to inquire, research, and report to the public information about the District and its schools;
4. to seek ways to involve citizens in the work of the schools, to foster community understanding and a sharing of responsibility for the quality of education;
5. to provide in-service activities to assist all employees in the District in recognizing their roles as representatives of the District in the total school-community relations effort;
6. to conduct all of its business in an open meeting, except for those areas which of necessity should and by law may be considered in a closed meeting.

LEGAL REF.: Ill. Rev. Stat., Ch. 102, para. 41.

SCHOOL-COMMUNITY RELATIONS

News Releases

The Superintendent or his designee shall regularly provide information concerning District programs, policies and activities by way of news releases which shall be sent to news media within the District and selected media outside.

Individual staff members, departments and schools may provide information for news releases through the Superintendent whenever they have information which may be of interest to the District's community.

All publicity released by or on behalf of Community High School District 117, excepting accounts of student activities and columns written regularly by individuals, students, faculty or staff members for the school paper or local papers, shall be cleared through the Office of the Superintendent or his designee. This procedure shall be followed in order to avoid duplication of material, maintain accuracy of the material and to compile a file of releases and pictures as a protection to the school district.

SCHOOL-COMMUNITY RELATIONS

The Illinois Freedom of Information Act

All persons are entitled to request information regarding the official acts and policies of the Board. Accordingly, access to the District's public records shall be granted or denied in accordance with the Illinois Freedom of Information Act and the policies and administrative procedures adopted by the School Board.

LEGAL REF.: Ill. Rev. Stat., Ch. 116, para. 201 et. seq.

CROSS REF.: 266; 288; 347

SCHOOL-COMMUNITY RELATIONS

School Board Finance Elections

The School Board recognizes that its authority to raise property tax rates for school purposes above authorized levels is dependent upon the approval of voters. The Board further recognizes that the appropriate level of school district funding is a community decision.

When the Board ascertains that a tax rate increase or bond issue is in the best interests of the school district, the Board may, by formal action, place a proposition on the public ballot at a regularly scheduled election.

Following the School Board's adoption of a resolution to place a school finance measure on the ballot at an election, the Board will explain to voters the nature of the propositions, the school district's financial facts and other reasons giving rise to the Board's proposal. Individual members of the Board or District employees may be assigned to communicate this information to the community.

The Board will cooperate with all citizens to provide information concerning the proposition and shall encourage the formation of a citizens' committee. No school district funds may be given to a citizens' committee to promote approval or disapproval of the proposition.

LEGAL REF.: Ill. Rev. Stat., Ch. 46, para. 103.

SCHOOL-COMMUNITY RELATIONS

Use of Students in Public Information Programs

District students shall not be exploited in public information programs.

The use of students in public information programs shall always be evaluated in terms of the effect on the student.

SCHOOL-COMMUNITY RELATIONS

News Conferences and Interviews

News conferences shall be held as deemed appropriate by the School Board or the Superintendent.

Interviews with District employees may be a useful tool to provide the news media with information regarding District programs and policies. Individuals shall not speak for the District in such interviews without prior approval from the Superintendent or his designee with regard to the District. Individuals shall also avoid answering questions or making statements beyond the scope of their knowledge and responsibility.

SCHOOL-COMMUNITY RELATIONS**News Media Services at Board Meetings**

One of the primary responsibilities of the School Board is to keep the public informed of its deliberations, policies and actions. Therefore, press representatives are encouraged to attend all meetings except closed meetings.

A copy of the meeting agenda will be sent in advance to members of the working press who request it. Additionally, all reports approved by the Board shall be considered matters of official record and shall also be made available to the press upon request.

CROSS REF.: 288

SCHOOL-COMMUNITY RELATIONS

Broadcasting and Taping of Board Meetings

Any person may tape or film an open meeting of the School Board providing that the recording does not interfere with the overall decorum of the meeting. The School Board shall establish reasonable rules to govern such recording.

When a witness refuses to testify while being taped or filmed, the School Board shall prohibit such recording during the testimony of the witness.

LEGAL REF.: Ill. Rev. Stat., Ch. 102, para. 42.05.

SCHOOL-COMMUNITY RELATIONS

Correspondence

When the School Board President, School Board Secretary, or Superintendent receives a written correspondence from a resident within the District requesting the consideration of a matter before the Board, the person shall receive a written reply from an appointed official or designee of the Board. The reply from the District shall be given to the person no later than sixty (60) days following receipt of the request.

The School Board's written response shall establish a time, date and place for the person to appear before the Board or a list of reasons for denying the request.

LEGAL REF.: Ill. Rev. Stat., Ch. 122, para. 10-6.

CROSS REF.: 270.14

SCHOOL-COMMUNITY RELATIONS

Distribution of Literature or Promotional Material to Students by Non-Students

School facilities are to be used to accomplish the educational mission of the Board of Education and, thus, are not public forums for unlimited use by either students or non-students. Accordingly, in light of the special characteristics of the school environment, the maturity level of the students, and the requirement that students attend school, the schools are intended to be closed to the distribution of written material to students by non-students except as follows:

1. School sponsored or related organizations may distribute written material directly related to their activities.
2. State and federal agencies and units of local governments may distribute written material whenever the administration determines that such distribution will promote the health, safety and welfare of students or is directly related to the school district's curriculum or school activities.

Nothing herein shall prevent teachers and administrators from utilizing outside materials or speakers when they have determined that such materials or speakers will further the educational program of the students under their charge or to promote their health, safety and welfare.

The solicitation of funds or the sale of goods or services in the schools is prohibited except by school sponsored or school related organizations as part of a bona fide fund raising activity for the organization when expressly approved by the Superintendent or designee.

Distributions under this Policy shall be at reasonable times and locations, and shall be made in a reasonable manner as determined by the administration at each school.

The Superintendent is authorized to promulgate rules and regulations to implement this Policy.

LEGAL REF.: Constitution of the United States, First Amendment
Hedges v. Wauconda Community Unit School District No. 118, 9 F 3d 1295
(7th Cir. 1993).

CROSS REF.: 270.14

Adopted 10/15/96

SCHOOL-COMMUNITY RELATIONS**Community Involvement in Decision-Making**

The public has vast resources of training and experience useful to schools. The School Board may call upon persons both as individuals and as groups to act as advisors and resource people as appropriate.

The advice of the public will be given careful consideration. In the evaluation of such contributions, the first concern will be for the educational program as it affects the students. The final decision may depart from this advice when in the judgement of the staff and/or the School Board such advice is not in the best interests of the school system.

CROSS REF.: 105

SCHOOL-COMMUNITY RELATIONS

Staff Participation in Community Activities

Members of the professional staff are encouraged to take an active part in the various community activities.

The Superintendent especially is encouraged to be involved in community activities.

The Principal, as the leader of his school, is encouraged to be an active and leading member of the local community.

SCHOOL-COMMUNITY RELATIONS

Accommodating Individuals with Disabilities

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored functions, programs and meetings on an equal basis to those without disabilities. Where, however, the provision of substantially equal accessibility or participation is not readily achievable or would result in an undue burden, the District will attempt to provide alternative methods for participation or accessibility.

The District will provide auxiliary aids and services where needed unless taking such steps would fundamentally alter the function, program or meeting or would result in an undue burden.

New construction and alterations to existing facilities will be accessible. The District will remove architectural barriers and structural communication barriers in existing facilities where such removal is readily achievable. The District will provide alternative methods for participation or accessibility where it is not readily achievable to remove architectural barriers or structural communication barriers.

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.

LEGAL REF.: Americans With Disabilities Act Of 1990, 42 U.S.C. 12182.

Adopted 11/19/92

SCHOOL-COMMUNITY RELATIONS

Community Use of School Facilities

School facilities are available to 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 and school related organizations and local governments shall be granted the use of school facilities, upon approval, at no cost.

Other organizations granted the use of facilities shall pay fees and costs, when appropriate, as approved by the School Board.

Use of school facilities will require approval of the Superintendent or his designee and will be subject to rules and regulations developed by the Superintendent and approved by the School Board.

LEGAL REF.:

Good News Club v. Milford Central School, Sup. Ct., 6-11-01.
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).
105 ILCS 5/10-22.10, and 5/29-3.5

CROSS REF.: 410.08; 450.03

Revised 9/20/01
Revised 1/24/08

SCHOOL-COMMUNITY RELATIONS

Visitors to and Conduct on School Property

For purposes of this policy, “school property” means school buildings, District buildings not being used as a school, vehicles used for school purposes, any location during a school athletic and other school-sponsored event, and school grounds.

Visitors are welcome on school property, provided their presence will not be disruptive. All visitors must initially report to the Building Principal’s office and present current identification (Drivers License, Passport or State ID). Any person wishing to confer with a staff member must 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.

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, sports official or coach, 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, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner);
8. Enter upon any portion of school premises at any time for purposes other than those that 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.

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

SCHOOL-COMMUNITY RELATIONS

Visitors to and Conduct on School Property

For purposes of this policy, “school property” means school buildings, District buildings not being used as a school, vehicles used for school purposes, any location during a school athletic and other school-sponsored event, and school grounds.

Visitors are welcome on school property, provided their presence will not be disruptive. All visitors must initially report to the Building Principal’s office. Any person wishing to confer with a staff member must 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.

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:

12. Injure, threaten, harass, or intimidate a staff member, a School Board member, sports official or coach, or any other person;
13. Damage or threaten to damage another’s property;
14. Damage or deface School District property;
15. Violate any Illinois law, or town or county ordinance;
16. Smoke or otherwise use tobacco products;
17. Consume, possess, distribute, or be under the influence of alcoholic beverages or illegal drugs, or possess dangerous devices or weapons;
18. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner);
19. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the School Board;
20. 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;
21. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding; or
22. Violate other District policies or regulations, or an authorized District employee’s directive.

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

SCHOOL-COMMUNITY RELATIONS

Visitors to and Conduct on School Property

2. Has permission to be present from the School 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.

Enforcement

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 refuses to provide requested identification.

As circumstances warrant, the District's administrators shall take appropriate action to enforce 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.
- If a child sex offender violates this policy, school officials shall immediately contact law enforcement.

LEGAL REF.: 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.: 645.10; 645.11; 830.01

Revised 08/04/05
Revised 11/15/05
Revised 12/20/07

SCHOOL-COMMUNITY RELATIONS

Administrative Procedure – Definition of Child Sex Offender

Child Sex Offender 720 ILCS 5/11-9.3(c)

- (1) “Child sex offender” means any person who:
- (i) Has been charged under Illinois law, or any substantially similar federal law or law of another state, with a sex offense set forth in paragraph (2) of this subsection (c) or the attempt to commit an included sex offense, and
 - (A) Is convicted of such offense or an attempt to commit such offense; or
 - (B) Is found not guilty by reason of insanity of such offense or an attempt to commit such offense; or
 - (C) Is found not guilty by reason of insanity pursuant to subsection (c) of Section 104-25 of the Code of Criminal Procedure of 1963 of such offense or an attempt to commit such offense; or
 - (D) Is the subject of a finding not resulting in an acquittal at a hearing conducted pursuant to subsection (a) of Section 104-25 of the Code of Criminal Procedure of 1963 for the alleged commission or attempted commission of such offense; or
 - (E) Is found not guilty by reason of insanity following a hearing conducted pursuant to a federal law or the law of another state substantially similar to subsection (c) of Section 104-25 of the Code of Criminal Procedure of 1963 of such offense or of the attempted commission of such offense; or
 - (F) Is the subject of a finding not resulting in an acquittal at a hearing conducted pursuant to a federal law or the law of another state substantially similar to subsection (a) of Section 104-25 of the Code of Criminal Procedure of 1963 for the alleged violation or attempted commission of such offense; or
 - (ii) Is certified as a sexually dangerous person pursuant to the Illinois Sexually Dangerous Persons Act, or any substantially similar federal law or the law of another state, when any conduct giving rise to such certification is committed or attempted against a person less than 18 years of age; or
 - (iii) Is subject to the provisions of Section 2 of the Interstate Agreements on Sexually Dangerous Persons Act.

Convictions that result from or are connected with the same act, or result from offenses committed at the same time, shall be counted for the purpose of this Section as one conviction. Any conviction set aside pursuant to law is not a conviction for purposes of this Section.

- (2) Except as otherwise provided in paragraph (2.5), “sex offense” means:

SCHOOL-COMMUNITY RELATIONS

Administrative Procedure – Definition of Child Sex Offender

- (i) A violation of any of the following Sections of the Criminal Code of 1961: 10-7 (aiding and abetting child abduction under Section 10-5(b)(10), 10-5(b)(10) (child luring), 11-6 (indecent solicitation of a child), 11-6.5 (indecent solicitation of an adult), 11-9 (public indecency when committed in a school, on the real property comprising a school, or on a conveyance, owned, leased, or contracted by a school to transport students to or from school or a school related activity), 11-9.1 (sexual exploitation of a child), 11-15.1 (soliciting for a juvenile prostitute), 11-17.1 (keeping a place of juvenile prostitution), 11-18.1 (patronizing a juvenile prostitute), 11-19.1 (juvenile pimping), 11-19.2 (exploitation of a child), 11-20.1 (child pornography), 11-21 (harmful material), 12-14.1 (predatory criminal sexual assault of a child), 12-33 (ritualized abuse of a child), 11-20 (obscenity) (when that offense was committed in any school, on real property comprising any school, in any conveyance owned, leased, or contracted by a school to transport students to or from school or a school related activity). An attempt to commit any of these offenses.
 - (ii) A violation of any of the following sections of the Criminal Code of 1961, when the victim is a person under 18 years of age: 12-13 (criminal sexual assault), 12-14 (aggravated criminal sexual assault), 12-15 (criminal sexual abuse), 12-16 (aggravated criminal sexual abuse). An attempt to commit any of these offenses.
 - (iii) A violation of any of the following Sections of the Criminal Code of 1961, when the victim is a person under 18 years of age and the defendant is not a parent of the victim:
 - 10-1 (kidnapping),
 - 10-2 (aggravated kidnapping),
 - 10-3 (unlawful restraint),
 - 10-3.1 (aggravated unlawful restraint).An attempt to commit any of these offenses.
 - (iv) A violation of any former law of this State substantially equivalent to any offense listed in clause (2)(i) of subsection (c) of this Section.
- (2.5) For the purposes of subsection (b-5) only, a sex offense means:
- (i) A violation of any of the following Sections of the Criminal Code of 1961:
 - 10-5(b)(10) (child luring),
 - 10-7 (aiding and abetting child abduction under Section 10-5(b)(10)),
 - 11-6 (indecent solicitation of a child),
 - 11-6.5 (indecent solicitation of an adult),
 - 11-15.1 (soliciting for a juvenile prostitute),
 - 11-17.1 (keeping a place of juvenile prostitution),
 - 11-18.1 (patronizing a juvenile prostitute),
 - 11-19.1 (juvenile pimping),
 - 11-19.2 (exploitation of a child),
 - 11-20.1 (child pornography),
 - 12-14.1 (predatory criminal sexual assault of a child), or
 - 12-33 (ritualized abuse of a child).An attempt to commit any of these offenses.

SCHOOL-COMMUNITY RELATIONS

Administrative Procedure – Definition of Child Sex Offender

- (ii) A violation of any of the following Sections of the Criminal Code of 1961, when the victim is a person under 18 years of age: 12-13 (criminal sexual assault), 12-14 (aggravated criminal sexual assault), 12-16 (aggravated criminal sexual abuse), and subsection (a) of Section 12-15 (criminal sexual abuse). An attempt to commit any of these offenses.
 - (iii) A violation of any of the following Sections of the Criminal Code of 1961, when the victim is a person under 18 years of age and the defendant is not a parent of the victim:
A violation of any of the following Sections of the Criminal Code of 1961, when the victim is a person under 18 years of age and the defendant is not a parent of the victim:
10-1 (kidnapping),
10-2 (aggravated kidnapping),
10-3 (unlawful restraint),
10-3.1 (aggravated unlawful restraint).
An attempt to commit any of these offenses.
 - (iv) A violation of any former law of this State substantially equivalent to any offense listed in this paragraph (2.5) of this subsection.
- (3) A conviction for an offense of federal law or the law of another state that is substantially equivalent to any offense listed in paragraph (2) of subsection (c) of this Section shall constitute a conviction for the purpose of this Article. A finding or adjudication as a sexually dangerous person under any federal law or law of another state that is substantially equivalent to the Sexually Dangerous Persons Act shall constitute an adjudication for the purposes of this Section.

INSTRUCTION**Exhibit – Letter to Parent Regarding Visits to School by Child Sex Offenders**_____
Student's Name (*please print*)_____
School

Dear Parents/Guardians:

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 on a public way 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 present on school property, 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.

The following applies to a **parent/guardian who is a child sex offender**:

If you are a child sex offender, you need to immediately return this letter with the blanks completed, to the Building Principal's office where your child is enrolled. The District will crosscheck responses with the list received from law enforcement identifying child sex offenders living within this jurisdiction.

When you visit your child at school or a school event that you have not already described on the form below, you must inform the Principal's secretary that you need to make an entry on your record of school visits. This record will be kept on file in the Building Principal's office where your child is enrolled.

The following must be completed by a child sex offender who is a parent or guardian of a student enrolled in the school:

Name of Parent/guardian (*please print*)_____
Date_____
Signature_____
Date

- You do not need advance permission for you to visit school property.
- You must provide the information requested below for the times you anticipate visiting the school, such as, after school to pick-up your child, during specific sporting events, and during parent-teacher conferences.
- For all other visits, you must go to the Principal's office and provide the information on your record of visits.
- You must remain under the direct supervision of the assigned school official.

Record of Visits

Date	Location and Purpose	Supervisor	In	Out

The following applies **if you know someone who is a child sex offender** who would like to visit school property:

If you know a child sex offender who is not a parent/guardian of a student enrolled in the school, but who would like to visit school property, please refer them to the Superintendent's office to request permission. A child sex offender who is not a parent/guardian of a student enrolled in the school must complete a form in order to be granted permission to visit school property. This form must be completed for each visit to school property.

If permission is granted, the Superintendent or designee shall provide the details of the offender's upcoming visit to the Building Principal. The Superintendent, or designee who is a certified employee, will supervise the offender whenever the offender is in a student's vicinity.

INSTRUCTION**Exhibit – Child Sex Offender’s Request for Permission to Visit School Property**

A child sex offender who is not a parent/guardian of a student enrolled in the District must complete this form in order to seek permission to 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. Please be specific.

 Name (*please print*)

 Address

 Signature

 Date
Visit Request

Date and Time	Location and Purpose

The following is to be completed by District personnel only:

Permission Granted **Permission Denied**

 Date

 Signature (*Superintendent, Designee, or Board President*)

Visit Supervision Time In

 Time Out

 Date

 Signature of Supervisor (*Building Principal or other certified employee*)

SCHOOL-COMMUNITY RELATIONS

Use of Tobacco on School Property

To ensure the health and safety of students, employees and visitors to the School District, and pursuant to state and federal law, the use of tobacco by students, teachers, educational support personnel, administrators, Board members, and visitors to the District is hereby prohibited on School District property. For purposes of this policy, “tobacco” means:

- a. cigarettes;
- b. cigars;
- c. pipes;
- d. smoking tobacco in any other form, including smokeless or “chewing” tobacco.

This prohibition against tobacco pertains to the high school and other building facilities, as well as school grounds and other real estate owned, leased, or contracted for by the School District.

SCHOOL-COMMUNITY RELATIONS

Visitors to the School

The District encourages visits by the parents/guardians, citizens and taxpayers. Parents of students attending the schools have special rights and responsibilities, in addition to those of taxpayers generally, to keep themselves informed as to the day-to-day operation of the schools. In receiving visitors, District personnel shall be cognizant of student welfare and safety and continuity of the educational program. All visitors are expected to report to the Principal's office.

The Principal shall be responsible for ensuring that parents of students are not only aware of this policy, but that they are cordially invited to visit our schools and to thereby develop a spirit of mutual cooperation, which will ensure the benefit of the student involved. District communication to homes, as well as the use of parent organizations and other school meetings, to promote this policy is encouraged.

SCHOOL-COMMUNITY RELATIONS

Exclusive Bargaining Representative Agent

Authorized agents of an exclusive bargaining representative, upon notifying the 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 times.

LEGAL REF.: Ill. Rev. Stat., Ch. 122, para. 24-25.

SCHOOL-COMMUNITY RELATIONS

Public Gifts to the Schools

The Superintendent shall notify the School Board of appropriate gift(s) that individuals or organizations contribute to the District. Guidelines shall be determined by the School Board regarding the acceptability of public gifts to the District.

All gifts received become the property of the School District.

LEGAL REF.: Ill. Rev. Stat., Ch. 122, para. 16-1.

CROSS REF.: 410.07

SCHOOL-COMMUNITY RELATIONS

Public Complaints

Constructive criticism of the schools is welcomed by the District.

The Superintendent shall be responsible for establishing procedures for responding promptly to questions and complaints. The procedures shall include, but not be limited to:

1. The identification of resource personnel on whom citizens can call for the prompt answering of questions and the resolution of problems.
2. A clear procedure for the formal resolution of problems when informal methods are not productive.
3. Appropriate levels of appeal to ensure that all persons receive a full and fair hearing in the resolution of problems.

CROSS REF.: 500.19; 645.03; 645.11; 805.07

SCHOOL-COMMUNITY RELATIONS

Public Complaints about Personnel

Although no one shall be denied the right to present a complaint about school personnel to the School Board, resolution of such complaints will first be referred to the District administration for study and solution.

The District places trust in its employees and desires to support employees' actions in such a manner that employees are freed from unnecessary, spiteful or unjustified criticism or complaints. If feasible, the complainant shall be encouraged to first bring a complaint to the individual concerned. If the problem cannot be resolved with the individual concerned, it should be brought to the attention of the immediate supervisor or administrator. The individual employee involved shall be given every opportunity for explanation, comment, and presentation of the facts as he sees them.

If the issue is not resolved by involvement of the immediate supervisor, the complainant can refer the issue to the Superintendent for his review and decision.

If the above steps do not resolve the concern of the complainant, he may request a closed meeting of the School Board for the purpose of review of the Superintendent's decision. Generally, all parties involved, including the District's administration, shall be asked to attend such a meeting for purpose of presenting additional facts, making further explanations and clarifying the issues.

CROSS REF.: 500.19

SCHOOL-COMMUNITY RELATIONS

Relations with Community Organizations

The School District has the primary responsibility for the formal education of the students of the District. However, the School Board recognizes that many governmental agencies and community organizations, while not primarily concerned with education, play a definite role in education.

Therefore, the School Board shall establish positive working relationships with public and private organizations which contribute to the education process and to the general welfare of all persons of the community.

The Superintendent shall serve as liaison between the District and community organizations and report to the School Board all communications, contacts and activities between the District and an organization.

SCHOOL-COMMUNITY RELATIONS

Parent Organizations

Creation of parent organizations is an appropriate means of achieving effective and maximum feasible involvement of parents/guardians of students in the affairs of the District.

All staff members are urged to work closely and in harmony with such organizations in pursuit of the following goals:

1. To involve parents and school personnel in a cooperative and sustained system of activities which will increase the educational opportunities of the children both in school and at home.
2. To improve school-home relationships by enabling parents and school personnel to:
 - a. define their relationship to each other;
 - b. define their roles as they pertain to the children served by the schools;
 - c. identify family needs and resources, including those of the community, as well as school needs and resources.
3. To provide teachers and administrators with opinions and viewpoints that will lead to a better analysis of the needs of students and more relevant program planning.
4. To sustain parental interest and to develop the skills needed by school personnel to function effectively in a working relationship with parents and other community members.

SCHOOL-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 supercede 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.

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.

Revised 9/20/90
Revised 8/15/02
Revised 8/04/05

SCHOOL-COMMUNITY RELATIONS

Relations with Local Governmental Authorities

The District will maintain open lines of communication and cooperation with local governmental authorities whenever it is in the interests of the youth and citizens of the community.

The District is a state entity and therefore not subject to local governmental control.

SCHOOL-COMMUNITY RELATIONS

Health Authorities

The District shall cooperate with the County Health Department and welcome the inspection services provided by the Health Officer and suggestions regarding sanitation in the kitchens and lunchrooms, in the lavatories and other parts of the school buildings.

SCHOOL-COMMUNITY RELATIONS

Police Authorities

Cooperation with law enforcement agencies is essential for the protection of students and of school property.

The administration shall work closely with local police departments and with the Lake County Sheriff's Department in preventing and investigating cases of vandalism and/or breaking into school buildings. The cooperation of these authorities also is vital in the safety and protection of students as they travel to and from school.

It is the policy of the schools to cooperate with law enforcement agencies in their investigation of unlawful activities. This cooperation, however, must recognize the function of the schools and must respect the civil and constitutional rights of students.

In school-related matters, when the assistance of outside authority has been sought by school officials, interrogation may be done but only in private and with a school official present. The student must be informed of his legal rights, and the parents must be notified as soon as possible. The school official who is present at the interrogation shall maintain an informal record of the proceedings.

CROSS REF.: 710.03; 710.14

SCHOOL-COMMUNITY RELATIONS

Fire Authorities

The District shall cooperate with the Antioch and Lake Villa Fire Departments in its efforts to protect the District's students and buildings from danger of fire.

The administration may call upon the fire department to assist in the education of students, especially in the areas related to fire hazards and prevention.

SCHOOL-COMMUNITY RELATIONS

Planning Authorities

The District shall cooperate with groups which seek to guide the development and use of property within or adjacent to the School District when it is in the best interests of the District.

SCHOOL-COMMUNITY RELATIONS

Zoning Authorities

The District shall maintain contact with zoning bodies in order to be informed of any petitions for re-zoning of property within the District.

The School Board shall consider such matters primarily in terms of their effect on the operation of the schools, i.e., enrollment, facilities required, increased traffic near schools, tax base, etc.

SCHOOL-COMMUNITY RELATIONS

Relations with other School Districts

The School Board recognizes that an exchange of ideas and materials between the District and other school districts may be beneficial. In an effort to establish good working relationships, the Superintendent may share the following District information:

1. policy statements
2. procedural statements
3. student handbooks
4. staff handbooks
5. other information that the Superintendent deems appropriate to aid another School Board.

SCHOOL-COMMUNITY RELATIONS

Student Teaching and Internships

The School Board may enter into agreements with post-secondary institutions to provide personnel and facilities for student teaching and internship.

LEGAL REF.: Ill. Rev. Stat., Ch. 122, para. 10-22.37.

CROSS REF.: 523