

**NORTH SHORE SCHOOL DISTRICT 112
BOARD OF EDUCATION POLICY MANUAL
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COMMUNITY RELATIONS

Connection with the Community

The Superintendent is the District's chief spokesperson and shall plan, implement, and evaluate a District community relations program in coordination with the School Community Relations Specialist which will:

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

The community 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 may speak for the District with prior approval from the Superintendent.
3. Publications having a high quality of editorial content and effective format. All publications shall identify the District, school, department or classroom and shall include the name of the Superintendent, Building Principal, and/or the author and the publication date.
4. Other efforts that highlight the District's programs and activities.

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

ADOPTED: August 21, 2001

REVISED: August 16, 2011

COMMUNITY RELATIONS

Community Use of School Facilities

In general, the buildings and grounds shall be made available to the public of the School District for activities which benefit the students and/or residents of the District and do not interfere with any school function or the safety of students or employees or affect the property or liability of the District. The use of school facilities by the District for its purposes has precedence over all other uses. Persons on school premises must abide by the District's conduct rules at all times.

If not being used by the District, buildings and grounds are available, in the following priority, for the following usages. No other outside usages may be approved under this policy.

1. Government-sponsored activities, through lease, inter-governmental agreement, or otherwise, by another governmental entity.
2. Recreational or social programs including childcare, offered by non-for-profit organizations, which primarily serve students of the District.
3. Recreational or social programs, including childcare, offered by for-profit organizations, which primarily serve students of the District.
4. Recreational or social programs, offered by non-for-profit organizations, which primarily serve residents of the District.
5. Recreational or social programs, offered by for-profit organizations, which primarily serve residents of the District.

Persons who desire to use school facilities shall make application, in writing, to the individual school Principal or responsible administrator for advance approval with final approval by the Director of Buildings and Grounds. The Principal, responsible administrator and/or Director of Buildings and Grounds is authorized to reject any/all requests which do not meet the requirements, including proof of insurance, set forth by the District for usage. Usage shall be subject to availability in consideration of District needs and payment of a rental rate. Authorized use may be cancelled by the District at any time should a District need for use of the facility arise. Rates for such charges shall be determined by the Board and shall be on file at the District Office and at the Principal's office at each school. The facility rental rate for the requested facility will be in addition to the custodial charge. Rental charges may be waived by the Superintendent when the user is serving district students as a district PTO/A, Foundation, resident, organization or governmental entity. Custodial charges will not be waived even if billable usage is during normal instructional hours. However, if the facilities are used for a lunch program for all students on a school day there will not be a custodial charge. In addition, custodial fees for servicing PTO/A or Foundation events, the net proceeds of which benefit the District, will be charged at the actual service cost.

A custodial charge, set annually by the Superintendent, shall be paid as part of all rentals. A minimum of two hours will be charged per event facilitation. A minimum of 24 hours notice must be given for any and all cancellations. Any violations to this rule will result in the minimum charge set annually by the Superintendent.

In all cases of facility use, the user is responsible for maintaining the facility and will be charged for any damages resulting from negligence or abusive behavior. All groups must supply adequate supervision to ensure proper care and use of school facilities and of children and their activities. Charges will also be levied against the user if extra time must be spent cleaning up after the use of the facility. An indemnification clause shall be included in the application for facility use. Alcoholic beverages and/or pets will not be permitted on the grounds of any school facility.

Staff Personal Use of Facilities

Unless district staff members are participating in a district activity authorized by the Superintendent or designee, they are subject to the same requirements of community members. If community members participate in district activities approved for staff, normal fees apply to their participation unless waived by the Superintendent or designee based on student participation criteria.

The Superintendent is authorized to develop procedures and regulations to implement this policy. These procedures and regulations shall not include a “grand-fathering” concept.

LEGAL REF.: 105 ILCS 5/10-22.10, and 5/29-3.5.

CROSS REF.: 8:25 (Distribution of Literature or Promotional Material to Students by Non-Students), 8:30 (Conduct on District Property)

ADOPTED: August 21, 2001

REVISED: June 17, 2008, August 16, 2011

COMMUNITY RELATIONS

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

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. 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.

The following non-school related entities may distribute material:

1. School sponsored or related organizations may distribute written material 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.
3. Non-profit groups which provide cultural, educational or recreational services or programs to a large number of District students may distribute literature related to those services or programs.

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.

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.

Use of Daily Announcements

The Board of Education desires to promote positive relationships between the schools and the community in order to further our relationship with the community partners, model the pillars of character and encourage community support for our district schools. The Board recognizes the many worthwhile organizations that seek to inform the school community about events and activities of interest to the children and their families. Each school's daily announcements may include information regarding community interest and service events, fundraisers, opportunities and initiatives. Information may be included in any school's daily announcements. Requests for daily school announcements must be made in writing to the building principal, at least one week in advance. An email request is a sufficient written request. All information must be consistent with State law and board policy and must not discriminate nor promote commercial, religious or political agendas.

Commercial Companies and Political Candidates or Parties

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

No individual or entity may advertise or promote its interests by using the names or pictures of the School District, any District school or facility, staff members, or students 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. 118, 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

ADOPTED: August 21, 2001

REVISED: February 15, 2011

COMMUNITY RELATIONS

Conduct on District Property

The following definitions apply to this policy:

School property – School buildings and grounds, all district buildings and grounds, vehicles used for school purposes and any location used for a Board of Education 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. All visitors must sign a visitors' log, show identification and wear a visitor's badge. When leaving 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 the staff member by telephone or email to make an appointment.-Conferences with teachers are to be held at a mutually convenient time.

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 educational needs, should be made at the appropriate building. Access shall be facilitated according to guidelines from the Superintendent or designee.

The District expects mutual respect, civility and orderly conduct among all individuals on District property or at a school event. No person on District property or at a school event (including visitors, students and employees) shall:

1. Strike, injure, threaten, harass or intimidate a staff member, a Board of Education member, sports official or coach or any person;
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language;
3. Possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device;
4. Damage or threaten to damage another's property;
5. Damage or deface District property;
6. Violate any Illinois law, or town or county ordinance;

7. Smoke or otherwise use tobacco products;
8. Consume, possess, distribute, or be under the influence of alcoholic beverages or illegal drugs, or possess dangerous devices or weapons;
9. Impede, delay, or otherwise interfere with the orderly conduct of the District's educational program or any other activity occurring on school property;
10. Enter upon any portion of District premises at any time for purposes other than those which are lawful and authorized by the Board of Education;
11. Operate a motor vehicle: (a) in a risky manner; (b) in excess of 20 miles per hour or (c) in violation of an authorized District employee's directive;
12. Engage in any physically risky behavior;
13. Violate other District policies or regulations, or an authorized District employee's directive;
14. Engage in any conduct that interferes with, disrupts or adversely affects the District or a school function.

Convicted Child Sex Offender

State law prohibits a child sex offender from being present on school property buildings, on real property of a school, or in any bus or other conveyance owned, leased, or contracted by a school or the District to transport students, and or from loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender is:

1. A parent/guardian of a student attending the school and the parent/guardian is: (i) attending a conference at the school with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion and notifies the Building Principal of his or her presence at the school; or
2. Has permission to be present from the Board, Superintendent or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the Superintendent or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

- Exclusive Bargaining Representative Agent
- Authorized agents of an exclusive bargaining representative, upon notifying the Building Principal's office, may meet with a school employee (or group of employees) in the school building during free-times of such employees.

Enforcement

Any staff member may request identification from any person on school grounds or in any “District” 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 information.

Any person who engages in conduct prohibited by the 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.

LEGAL REF.: Nuding v. Cerro Gordo Community Unit School District, 73- 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.
20 ILCS 5/11-9.3.

CROSS REF.: 4:170 Safety, 6:250 Community Resource Persons and Volunteers, 7:190 Student Discipline, 8:20 (Community Use of School Facilities)

ADOPTED: August 21, 2001

REVISED: December 17, 2002; September 20, 2005, February 21, 2006.
November 16, 2010

COMMUNITY RELATIONS

Prohibition of Use of Tobacco

The Board of Education recognizes that the use of tobacco represents a health hazard which can have serious consequences for the smoker and nonsmoker. In order to protect students, employees and visitors of the School District from an environment that may be harmful to them, and pursuant to State and federal law, the Board prohibits the use of tobacco, in any form, on all District property, including school vehicles, and at all school/campus/interscholastic activities at any time including, without limitation, outside of school buildings or before or after the regular school day or on days when school is not in session.

In accordance with the law, the Board may not authorize any exception to this policy.

LEGAL REF.: 105 ILCS 5/10-20.5b
The Pro-Children Act of 1994, 20 U.S.D. & 6081 et seq.

ADOPTED: August 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 aids, benefits, or services, separate or different 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.

District Complaint Managers:

Name: Assistant Superintendent for Student Services
Address: 1936 Green Bay Road
Highland Park, IL 60035
Phone Number: 224-765-3048

Name: Assistant Superintendent for Personnel Services
Address: 1936 Green Bay Road
Highland Park, IL 60035
Phone Number: 224-765-3044

Name: Principal, Wayne Thomas School
Address: 2939 Summit Avenue
Highland Park, IL 60035
Phone Number: 224-765-3901

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: August 21, 2001

REVISED: October 20, 2009, August 17, 2010

COMMUNITY RELATIONS

Gifts to the District

The School Board accepts gifts from any education foundation or other entity or individual, provided the gift can be used in a manner compatible with the school district's mission, objectives and policies. While the Board encourages unrestricted gifts, donations to fund specific projects are acceptable if the project is approved by the Board. The Superintendent shall develop procedures for review and approval of donations that involve incorporating messages into or placing messages upon school property. All gifts received become the School District's property.

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

ADOPTED: March 15, 2011

COMMUNITY RELATIONS

Parental Involvement

In order to assure collaborative relationships between students' families and the District, and to enable parents/guardians to become active partners in their children's education, the Superintendent shall:

1. Keep parents/guardians informed about their child's school and education.
2. Encourage parents/guardians to be involved in their child's school and education.
3. Establish effective two-way communication between parents/guardians and the District.
4. Seek input from parents/guardians on significant school-related issues.
5. Inform parents/guardians on how they can assist their children's learning.

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

CROSS REF.: 6:170 (Title I Programs), 6:250 (Community Resource Persons and Volunteers), 8:10 (Connection with the Community), 8:90 (Parent Organizations and Booster Clubs)

ADMIN. PROC.: 6:170-E1 (District Level Parental Involvement Compact in Title I Programs), 6:170-E2 (School Level Parental Involvement Compact in Title I Programs)

ADOPTED: August 16, 2011

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 Board of Education recognizes that many other governmental agencies and community organizations, have a definite role in education.

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

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

The Board of Education shall endeavor to 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 interest of the District. The Board of Education will make known to such groups the District's concerns in terms of possible future school site needs and/or possible effects of various types of development on the functioning of the School District.

The Board will share the following District information, at no cost, with other School Districts on request:

- Student handbooks,
- Staff handbooks, or
- Other information that the Superintendent deems appropriate.

ADOPTED: August 21, 2001

COMMUNITY RELATIONS

Public Suggestions and Concerns

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

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

CROSS REF.: 2:140 (Communications To and From the Board), 2:230 (Public Participation at School Board Meetings and Petitions to the Board), 2:260 (Uniform Grievance Procedure), 8:10 (Connection with the Community)

ADOPTED: August 16, 2011