



EAST AURORA
SCHOOL DISTRICT 131

"Making Choices for Excellence"

Section 8

Community Relations

Community Relations

School-Community Relations

School-Community Relations

A school system draws its major strengths and weaknesses from the attitudes of citizens in the community it serves. Therefore, the quality of a school program depends largely upon public understanding of what the schools are attempting to do. The kind of education that 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. The 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 that educational communications must be:

1. Many-faceted and include a variety of media to efficiently and effectively inform all citizens of the District;
2. Internal as well as external and stress the dissemination of factual, objective and realistic data about the District;
3. A planned program with involvement and feedback to be effective;
4. Sensitive to change as determined by events and an evaluation of the program.

School-Community Relations Objectives

In accordance with its stated goals concerning school-community relations, the objectives of District 131 will be to:

1. Provide an information program to aid public understanding of the schools -- which may include but not be limited to a regular District newsletter for the community, regular news releases and feature stories, and various brochures describing District programs and policies.

2. Assess public opinion as a means of assisting the Board of Education in policy determination and assisting the professional staff in the operation of the schools.
3. Recognize the right of the news media to inquire, research, and report information about the District and its schools.
4. Seek ways to involve citizens in the work of the schools and to foster community understanding and a sharing of responsibility for the quality of education.
5. Provide in-service activities that help all District employees recognize their roles as representatives of the District in the total school-community relations effort.
6. Conduct all of its business in public sessions -- except for those areas that, of necessity, should and, by law, may be considered in closed session.

Community Relations Program

The Superintendent or his/her designee is the District's chief spokesperson and will plan, implement, and evaluate a District community relations program that will 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 will not speak for the District without prior approval from the building principal with regard to building issues or from the Superintendent with regard to District issues;
3. Publications having well-written editorial content, high-quality graphic content and an effective format. All publications will identify the District and the originating school, department, or classroom. Also, they will include the name of the Superintendent, the building principal, the editor, and the publication date; and
4. Other communications that highlight the District's programs and activities.

LEGAL REF.: 23 Ill.Admin.Code §1.210.

Adopted: July 1, 2004

Community Relations

Business-School-Community Partnerships

The District 131 Board of Education recognizes the importance of quality education and supports the formation of business-school-community partnerships to achieve that goal. The Board authorizes the administration to implement and operate such partnerships, which involve the school district and the community in a collaborative program to provide opportunities to reinforce or enhance a particular element of the curriculum, or to create a spirit of involvement in and concern for the district. All District schools are encouraged to participate.

The intent of these programs is to establish a people-to-people relationship among business, industry, labor and civic organizations in District 131 to the mutual benefit of each partner. It is understood that the domain of curriculum and all related areas are the sole responsibility of the Board.

The Board recognizes that for a true partnership to exist, the school partners must give something in return to their community partner(s). What is given in return needs to be mutually agreed upon by the partners in the initial stages of forming the partnership. Business partners will be given high priority when utilizing District 131 facilities.

An annual report on the business-school-community partnership program will be presented to the Board of Education by the Superintendent or his/her designee.

Adopted: July 1, 2004

Community Relations

Public Information Commitment

The Board is committed to the principle of open, two-way communication with the District's internal and external publics. In line with this commitment, the Superintendent of Schools is responsible for establishing, maintaining and adequately staffing an ongoing public information program directed at all members of the school community -- including students, staff, parents and other District residents.

These public-information activities should emanate from the local school as well as from the District Education Center and should encompass all areas of school life -- including regular instructional activities, special events, extracurricular activities, accomplishments of students and staff, and Board activities. Also, the public will have access to information concerning all public actions, policies, and details concerning the educational and business operations of the District through the Illinois Freedom of Information Act (5 ILCS 140/1 *et seq.*) and other sources.

The Board will provide adequate financial support for this communication effort and will annually review the program to evaluate its effectiveness.

Adopted: July 1, 2004

Administrative Procedures

Public Information Commitment

Persons may obtain public information regarding the District, and copies of available materials, at the School Service Center during regular business hours (Monday through Friday, 8:00 a.m. to 4:30 p.m.)

Fees assessed for copying and certifying such public records will be in accordance with the fee schedule available at the School Service Center.

CROSS REF.: 805.01

Adopted: July 1, 2004

Community Relations

Methods of Communication

To keep the public fully informed about all District activities, the Superintendent of Schools or the Director of Community Relations will use or direct to be used a variety of communication vehicles, including news releases to the local newspapers and radio stations, a regularly published newsletter to all District residents, and presentations before parent-teacher organizations and other local civic/community groups.

Routine news and information concerning individual school events, personnel, students, and programs may be released to the news media and/or general public by the building principals.

However, all forms of communication that present the official position of the District must be approved by the Superintendent or the Superintendent's designee prior to their release.

Publications issued in the name of the District (or its schools) will possess well-written editorial content, high quality graphic content, and an effective format. Such publications will be produced in a cost-effective manner.

Also, all publications will identify the District, the originating school, and the originating department, and will include the name of the Superintendent, the principal, the editor, and the date of publication.

Adopted: July 1, 2004

Community Relations

Full Access to District Programs and Activities

No eligible student, parent, District citizen or employee will be deprived of full access to participation in District programs and activities.

Adopted: July 1, 2004

Community Relations

School Board Finance Referenda

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

When the Board determines that a tax rate increase or bond issue is in the best interest of the District, the Board may, by formal action, place a referendum on the public ballot at a regularly scheduled election.

Following the adoption of such a resolution, the Board will explain to voters the nature of the referendum, the District's financial facts, and other factors that led to the Board's decision. Also, individual members of the Board and District employees may be assigned to communicate this information to the community.

Further, the Board will cooperate with all citizens to provide information concerning the referendum and will encourage the formation of citizens' committees. However, no District funds may be given to a citizens' committee or otherwise used to directly promote the approval or disapproval of the referendum.

LEGAL REF.: Illinois Election Code, Sec.9-25.1 (10 ILCS 5/9-25.1).

Adopted: July 1, 2004

Community Relations

Distribution and Display of Community Flyers and Posters

Students will not be exploited in public information programs.

The distribution of published material for non-school organizations within the schools is prohibited without permission of the Superintendent or his/her designee. Published materials would include posters, circulars, advertisements, and similar items. Non-school related organizations may ask the Superintendent or his/her designee 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, which are subject to approval, 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 will 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 will be posted in the school, except as part of a curricular activity.

Once permission to distribute or display material 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 District 113 S.Ct. 2141 (1993).
 Berger v. Rensselaer Central School Corp., 982 F.2d 1160 (7th Cir. 1993).
 Hedges v. Wauconda Community Unit School District No. 18, 9 F.3d 1295 (7th Cir. 1993).
 Sherman v. Community Consolidated School District 21 of Wheeling Township, 8 F.3d 1160 (7th Cir. 1993).

CROSS REF.: 730.10 and 730.13

Adopted: July 1, 2004

Community Relations

News Media Relations

The news media represent the public interest in reporting information about District 131 schools. It is in the interests of both the education community and the citizens/taxpayers of the District that there be free and open communication with the news media.

District employees will channel out-going information to the media through their appropriate administrator or the Coordinator of Public Relations.

If contacted by the news media, employees will use discretion and respond within the realm and scope of their personal responsibility or knowledge. Employees will not attempt to answer for others or to discuss topics with which they are not familiar. Also, employees will not release confidential information about any individual.

Adopted: July 1, 2004

Administrative Procedures

News Media Relations

Written Materials

Each building principal or his/her designee will appoint and support a news liaison who will attempt to keep the public informed about all phases of education in his/her building. Principals will work with the news liaison to determine distribution of written materials. That distribution will include "news tips" and an occasional article that will be used to report a subject in depth. These items will be distributed to local media and the District Community Relations Office.

Students or staff members who achieve special recognition should be featured in tip sheets. The Board will recognize at appropriate meetings those students who qualify for state competitions and employees who earn state, regional and national awards and recognition. This information will be reported to building news liaisons, who will distribute it in the appropriate manner.

Materials for distribution to all District employees and/or residents will be developed at the School Service Center and carry the approval of the Superintendent or his/her designee.

The District office will keep a copy of all news releases as long as appropriate.

Radio and Television

It is the responsibility of each building principal to be advised of and to supervise all radio and television presentations originating in his/her school.

Students who represent the school through radio and television will request prior permission from the building principal. First, however, the building principal must obtain full information concerning the presentation.

CROSS REF.: 730.06

Adopted: July 1, 2004

Community Relations

News Releases

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

Individual staff members, departments, and schools may provide information for news releases to the Superintendent or his/her designee, whenever that information may be of interest to District citizens.

Adopted: July 1, 2004

Community Relations

News Conferences and Interviews

News conferences will be held when deemed appropriate by the Board, the Superintendent, or a designee.

Also, interviews with staff members may be a useful means of providing the media with information about District programs and policies. However, during an interview, staff members will not speak for the District without prior approval from the principal (regarding questions related to their building) or from the Superintendent (regarding questions about the District as a whole).

In all cases, staff members will avoid answering media questions or making statements beyond the scope of their knowledge or responsibility.

CROSS REF.: 805.07 and 805.08

Adopted: July 1, 2004

Community Relations

News Media Services at Board Meetings

Since one of the responsibilities of the Board is to keep the public informed about its deliberations, policies and actions, the District 131 Board encourages the attendance of representatives of the news media at all of its meetings (with the exception of executive sessions). Also, the Board and District administrators will cooperate with the media by answering any questions they might have, preferably at the conclusion of the meeting.

In the event that media representatives are unable to attend a Board meeting, the Superintendent of Schools, Director of Community Relations, or their designee will promptly respond to their subsequent requests for information on actions taken at that meeting.

A copy of the agenda will be sent in advance to members of the media who request it. All reports approved by the Board will be considered matters of official record and will be made available to the media upon request.

Adopted: July 1, 2004

Community Relations

Broadcasting and Taping of Board Meetings

The Board wishes to cooperate with representatives of the print and broadcast media and with other members of the public who wish to record public meetings of the Board by tape, film or other means.

The Superintendent or his/her designee may fill requests for special needs such as seating, writing surfaces, lighting and access to electrical power at public meetings of the Board, provided that such requests are made at least two hours prior to the meeting and that they do not disrupt the meeting.

Recordings by tape, film or other means will be made in a way that does not distract or disturb members of the Board, other meeting participants or members of the public. The President of the Board may designate a location for recording equipment, restrict the movements of individuals who are using the recording equipment or take other steps that are deemed necessary to preserve the decorum of the meeting and facilitate the conduct of business.

Recordings shown or broadcast to the public will not identify the District in connection with the promotion of any commercial or political enterprise, without Board approval.

If a witness refuses to testify while being taped or filmed, the Board will prohibit such recording during the testimony of the witness, if such testimony falls within the protection of Section 8-701 of the Illinois Code of Civil Procedure.

LEGAL REF.: Illinois Open Meetings Act, Sec. 2.05 (5 ILCS 120/2.05); and Illinois Code of Civil Procedure, Sec. 8-701 (735 ILCS 5/8-701).

Adopted: July 1, 2004

Community Relations

Correspondence

When the Board President or Superintendent receives correspondence from a District resident -- requesting the consideration of a matter before the Board -- the Board will respond in an appropriate manner in a timeframe not to exceed thirty (30) days following receipt of the request.

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

LEGAL REF.: Illinois School Code, Sec. 10-6 (105 ILCS 5/10-6).

Adopted: July 1, 2004

Community Relations

Community Involvement in Decision-Making

Members of the public may have resources or experience useful to schools. The Board may call upon such citizens either as individuals or 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 public contributions, the primary concern will be for the educational program as it affects the students. The Board may modify or decide not to adopt this advice if -- in the judgement of the staff and/or the Board -- that advice is not believed to be in the best interests of District 131.

Adopted: July 1, 2004

Community Relations

Staff Participation in Community Activities

The Board encourages the District staff to become active members of the communities encompassing the District. District and building administrators, in particular, are encouraged to participate in service clubs located in the District.

Adopted: July 1, 2004

Community Relations**Use of School Facilities by Non-School Groups**

- A. in accordance with Section 10-22. 10 of the School Code of the State of Illinois, the Board of Education shall have the control and supervision of all public school houses in the District. The School Board delegates this control and supervision to the Superintendent, or the Superintendent's designee. The Superintendent or his/her designee may grant the temporary use of them, when not occupied by schools, for religious meetings and Sunday schools, for evening schools and literary societies, and for such other meetings as he or she deems proper, and may grant the use of assembly halls and classrooms when not otherwise needed, including light, heat and attendants, for public lectures, concerts, and other educational and social interests, under such provisions and control as he may see fit to impose and to conduct, or provide for the conducting of recreational, social and civic activities in the school buildings.
- B. School mail boxes or mail services are provided only for official school business, and use is prohibited for personal, organizational (for profit, or not-for-profit), or other messages, and for solicitation or advertising not specifically authorized by the Superintendent, or the Superintendent's designee.
- C. Use of any school facility including, but not limited to, public address systems, bulletin boards, windows, walls, and other areas, for the posting of notices or messages, is prohibited without the express approval of the Superintendent, or the Superintendent's designee, in advance.
- D. A person or group desiring to use any school facility as enumerated in paragraphs A, B and C shall submit a written request to the Superintendent, or the Superintendent's designee, who shall make a decision within seven (7) business days after receipt of the request. If the Superintendent, or the Superintendent's designee, denies the request, the requesting party may appeal the denial to the School Board by filing a written notice of appeal with the Secretary of the School Board, c/o the School Service Center, 417 Fifth Street, Aurora, Illinois 60505, within seven (7) business days after the denial expressing the requesting party's desire that the School Board review the denial. The appeal shall be placed on the agenda of the next regularly scheduled Board meeting after the Board's receipt of the notice of appeal. A decision by the School Board is final.
- E. Unless East Aurora School District 131 has entered into a written collective bargaining agreement with a designated exclusive bargaining representative for the certified teachers of the District which provides for different terms, any union or association of certified teachers shall have the right:

1. To use the faculty mailboxes located in each school within the District in order to communicate with its members on matters relating to the union's or association's activities provided that the material placed in the individual teacher's mailboxes are signed by an officer of the union or association, is not abusive or defamatory, and the union and association assumes legal responsibility for their communications. No information supporting candidates for political office shall be included.

2. To use that bulletin board located within the faculty lounge of each school in the District for the purpose of communicating with the certified teachers of the District.

Adopted: July 1, 2004

Community Relations

Rental of School Facilities

- A. Available building spaces will be allocated on a priority basis. School related activities shall have preference in all instances where the nature of the activity indicates a reasonable usage of the particular facility in question.
- B. The physical arrangements for any activity shall be planned so as to encumber the space used for a minimum period of time.
- C. Non-student educational groups, civic groups, and religious groups will be expected to reimburse the district for the operating expenses involved in the use of any facility. Private groups will be charged a fee that will include a consideration of the physical plant capital investment. All non-student groups who use building facilities of this district for fund-raising purposes will be expected to pay an additional amount toward the physical plant capital investment.
- D. Alcoholic beverages and other drugs shall at all times be prohibited on school district property. Violation of this section may be cause for immediate disciplinary action and/or refusal of future rentals for similar purposes.
- E. Smoking is strictly prohibited in all school buildings and school grounds.
- F. Acceptable usage of school facilities by outside groups shall be determined by the Superintendent or his/her designee.
- G. Annually the Board of Education shall establish a rental fee schedule for the use of school facilities.

Requirements for use of school buildings by Scout troops and of classrooms by religious, charitable and youth groups for meetings without payment of fee will be established through administrative operational guidelines.

Adopted: July 1, 2004

Community Relations

Public Conduct on School Property

In order to maintain public order on real property that is owned, leased, or otherwise used by the School District, the Board of Education requires that no person on school property will:

1. Injure or threaten to injure the person of another.
2. Damage the property of another or of the District.
3. Violate any provision of the penal law of the State of Illinois, or ordinance of the municipality where the real property is located or ordinance of Kane County.
4. Smoke or otherwise use tobacco products on the school property of District 131. This prohibition will apply to such property before, during and after the regular school day, as well as on days when school is not in session.)
5. Consume, possess or distribute alcoholic beverages or illegal drugs, or possess dangerous weapons at any time.
6. Conduct himself/herself in such a manner as to impede, delay, or otherwise interfere with the orderly conduct of the educational program of the District or any other activity taking place on school property that has been authorized by the Board, the Superintendent, a building principal, or any other authorized District administrator.
7. Enter upon any portion of school premises at any time for purposes other than those that are lawful and/or authorized by the Board.
8. Willfully violate other rules or regulations adopted by the Board.

"School property" means within school buildings, in vehicles used for school purposes, or on school grounds.

As circumstances warrant, appropriate action will be taken by the District's administrators.

LEGAL REF.: Illinois School Code, Sec. 10-20.5b and 24-24 (105 ILCS 5/10-20.5b and 5/24-24.); Pro-Children Act of 1994, 20 U.S.C. §6081.

CROSS REF.: 715.01, 830, and 830.05.

Adopted: July 1, 2004

Community Relations

Prohibition of Tobacco Use on School District Property

The use of tobacco is prohibited on the school property of District 131. (This prohibition will apply to such property before, during and after the regular school day, as well as on days when school is not in session.)

For purposes of this policy, the term "tobacco" will mean cigarettes, cigars or tobacco in any other form, including smokeless tobacco, which includes any loose, cut, shredded, ground, powdered, compressed or leaf tobacco.

For purposes of this policy, the term "school property" will include, without limitation, any area within a building or other indoor facility used for school purposes, any vehicle used for school purposes, and the areas outside of such buildings and facilities, whether owned, leased or contracted for by the District.

Also, regarding this policy, the term "school purposes" includes all events, activities or other uses of school property authorized or permitted by the Board or District officials. Such events, activities and other uses include -- without limitation -- all interscholastic and extra-curricular athletic, academic and other events sponsored by the Board or in which District students participate.

Groups requesting use of school buildings in the District will be advised of this policy and will be required to adhere to it.

LEGAL REF.: Illinois School Code, Sec. 10-20.5b (105 ILCS 5/10-20.5b);
Goals 2000: Educate America Act, Part C, (the "Pro-Children Act
of 1994").

Adopted: July 1, 2004

Community Relations**Spectator Conduct and Sportsmanship**

All persons who attend any District school event (including athletic, extracurricular or other school events) are expected to behave in a sportsmanlike manner.

Any person who behaves in an unsportsmanlike manner during any such school event, may be ejected from that event and/or denied admission to other school events for not more than one year following notice and a hearing before the Board.

Examples of unsportsmanlike conduct include:

- Blocking the view of other individuals in the seats;
- 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 that is illegal or disruptive.

The Board may deny future admission to school events for not more than one year to any person violating this policy -- by delivering or mailing written notice of a hearing to be held before the Board at least 10 days before the Board hearing date. That notice, which shall be sent by the building principal, will contain:

1. The date, time, and place of the Board hearing;
2. A description of the unsportsmanlike conduct;
3. The proposed time period that admission to school events will be denied (not more than one year);
4. Instructions on how to waive a hearing.

Where a person's conduct involves activity which is considered illegal, local law enforcement will be contacted. The Superintendent or a building principal may sign complaints as agents of the District against any person(s) committing any offense at school events.

LEGAL REF.: Illinois School Code, Sec. 24-24 (105 ILCS 5/24-24);
Pro-Children Act of 1994, 20 U.S.C. §6081.

CROSS REF.: 830.02

Adopted: July 1, 2004

Community Relations

Prohibition of Motorized Recreational Vehicles

Motorized recreational vehicles may not be operated on any portion of school grounds at any time.

Adopted: July 1, 2004

Community Relations

Free Admission to School Activities -- Board Members

A lifetime pass to school activities will be given to any member of the East Aurora School District No. 131 Board of Education who has served at least one four-year term.

These passes are given as a token of appreciation for service to the District and the communities it serves.

Adopted: July 1, 2004

Community Relations

Internet Connection for Former Board Members

Former Board of Education members will be entitled to the same Internet connection as current Board members. However, such individuals must have their own computer equipment. Extension of the connection will not interfere with or burden the normal district operation in any manner, nor will there be any cost to the District.

Adopted: July 1, 2004

Community Relations

Free Admission -- Senior Citizens

Any person age 60 years or older, who is also a resident of District 131, can receive a lifetime pass to athletic events. To receive the pass, the person must apply in person at the District Education Center and present identification and proof of age.

Such passes represent the Board's appreciation for the support senior citizens have given the District over the years.

Adopted: July 1, 2004

Community Relations**Visitors to the Schools**

The Board encourages the public to visit District 131 schools because it is important that all members of the community be knowledgeable about school programs and student activities. In receiving visitors, District personnel will be cognizant of student welfare and safety, and the continuity of the educational program.

The Superintendent will be responsible for establishing procedures to govern visits to District 131 schools. The building principal will be responsible for ensuring that parents/guardians of students are aware of those procedures. Also, he/she will be responsible for inviting parents/guardians of students to visit the District schools and to thereby develop a spirit of mutual cooperation that will benefit the student(s) involved. Direct communication to homes, as well as using parent organizations and school meetings, to promote the procedures is encouraged.

CROSS REF.: 745

Adopted: July 1, 2004

Administrative Procedures

Visitors to the Schools

The following procedures will govern visits to District 131 schools.

Definitions

For purposes of these procedures, the following definitions shall apply:

- A. "Visitor" means any individual who enters a school building who is not a student or a worker on the established school staff. Visitors also include any employees of outside contractors who are assigned to work in the school temporarily so as not to be subject to criminal background investigations required under Section 10-21.9 of The Illinois School Code.
- B. "School" means each attendance center of the District.

Guidelines

In order to provide for an orderly process and worthwhile experience for visitors, the following guidelines will govern school visits:

1. The exterior doors in all school buildings will be locked at first bell.
2. Visitors will pre-arrange visits to the school or classroom with the building principal at least 24 hours prior to the visit.
3. Absent unusual circumstances previously discussed with the building principal, school visits will be limited to 1 hour per day.
4. School visits will generally be limited to adults. If possible, parents should avoid visiting school accompanied by siblings or other children.
5. In all cases, visitors must report to the Principal's Office upon entering the school building.
6. School and classroom visits must not be disruptive or in any way interfere with the instructional program. All visits and visitors will be subject to the authority of the building principal, who may restrict or limit visits, or visitors as he/she considers necessary.
7. It shall be the policy of Aurora East School District 131 to require all visitors, including workers not on the established school staff, to visibly display a school-

specific Visitor's I.D. Badge at all times when present in the school building, subject to the following:

- A. Each visitor shall, immediately upon entering a school, be required to go to the school office to apply for a Visitor's I.D. Badge for the school.
- B. The white background badge shall identify: the applicable school; the school year; the individual badge number; the district name and number; and, the individual badge number should correspond to the number on the registration roster in the office of the school.
- CC. The application for a Visitor's I.D. Badge shall consist of signing a registration roster specifying:
 - 1. The full name and address of the visitor
 - 2. The purpose of the visit. Any individual who declines to provide this information or who specifies an unauthorized purpose shall not be issued a Visitor's I.D. Badge. Any doubt about whether a stated purpose is authorized shall be resolved by consultation with the Superintendent or his designee prior to issuance of the I.D. Badge. Any individual who provides the required information shall be issued a Visitor's I.D. Badge.
- DC. Visitors I.D. Badges are to be returned at the end of the visit.

Adopted: July 1, 2004

Community Relations

Respect/Civility

In District 131, members of the Board, the Administration and all other employees are committed to a policy of mutual respect, civility, and orderly conduct. In keeping with this policy, we believe that it is important to treat parents, students and all members of the public with respect and that it is reasonable to expect the same treatment in return.

Further, the District is committed to maintaining orderly educational and administrative processes in keeping schools, administrative offices, and District events free from disruptions and preventing unauthorized persons from entering school/district facilities and/or grounds.

This policy is not intended to deprive any person of his/her right to freedom of expression. On the contrary, the Board seeks only to maintain a safe, harassment-free environment for our students, staff, the Board, and the public as they attend classes, perform their jobs, or attend/participate in District events and activities.

In the interest of presenting District employees and officials as positive role models to the children of this District, as well as to the community, the Board encourages open, positive communication, and discourages volatile, hostile or aggressive actions. To accomplish these objectives, and in the spirit of this policy, the Board seeks the cooperation of parents, students, and all members of the public.

Adopted: July 1, 2004

Administrative Procedures

Respect/Civility

In order to implement and meet the objectives of Policy 843, the District 131 Administration has developed the following guidelines and incident report:

1. Any individual who disrupts or threatens to disrupt school/office/Board operations or activities; threatens the health and/or safety of students, staff or Board members; willfully causes property damage; uses loud and/or offensive language that could provoke an aggressive response; or who has otherwise established a continued pattern of disruptive behavior or unauthorized entry on District property, may be directed to leave the school or District property promptly by the school principal, administrator or designee.
2. Any individual who uses obscenities and/or speaks to a District employee, Board member, or student in a demanding, loud, insulting and/or demeaning manner, may be directed to communicate civilly by an administrator, the employee, or the Board member to whom the inappropriate remarks were directed.

If corrective action is not taken by the abusing individual, the District administrator, employee, Board member, or person in charge of the proceedings (e.g., administrator, Board president) may verbally notify that individual that the meeting, conference or telephone conversation -- or his/her participation therein -- is terminated. And, if the meeting or conference is on District property, the offending person may be directed to leave immediately.

3. When an individual is directed to leave under circumstances such as those described in paragraphs 1 or 2 above, the school principal, administrator or designee will inform the abusing individual that he/she will be guilty of a misdemeanor (in accordance with Section 21-3 of the Illinois School Code) if he/she refuses to do so.

If that individual still refuses to leave or reenters any district facility after being directed to leave, the school principal, administrator or designee may notify law enforcement officials. An incident report (see example) will be completed as soon thereafter as possible, to provide accurate details.

Adopted: July 1, 2004

INCIDENT REPORT

Name: _____ Site/School/Facility: _____

Today's Date: _____ Date/Time of Incident: _____

Locale of Incident (office, classroom, hallway, etc.) _____

Name of Person(s) you are reporting: _____

Is this person a parent/guardian or relative of a District 131 student: ___ Yes ___ No

Did you feel that your well-being/safety was threatened? ___ Yes ___ No

Was there any witnesses to this incident? ___ Yes ___ No

Name(s) of Witness(es): _____

Were the police contacted? ___ Yes ___ No

Was a school administrator(s) contacted? ___ Yes ___ No

Name of Administrator(s): _____

Below, please describe what happened:
(If you need additional space, please use the back of this sheet)

Signature of Person Completing Form

A copy of this Incident Report should be sent to the designated administrator.

Community Relations

Public Gifts to the District

The Board must approve any gifts that may be offered to the District by private donors. All gifts will be treated as District property and will be used or disposed of at the discretion of the Board or its designee.

When the Board or its designee officially accepts gifts from private donors, the Superintendent or his/her designee will write a letter of appreciation to the donor on behalf of the Board and/or school.

Cooperative planning of teachers, administrators, and PTA representatives shall be the accepted method in determining what gifts shall be made. It shall be understood that final determination of the acceptability of the gift shall be made by the Board. This favorable action should be requested before money is raised for the gift.

Such items as books, clothing, health items, necessary education materials for needy children, food for needy children, and miscellaneous items of small cost do not need prior Board approval.

It should be understood that it is the responsibility of the Board to spend money raised through school taxes to purchase necessary and needed equipment for the schools, but if money is not available, the PTA should be free to choose items to be acquired and donated to the schools with the approval of the Board.

To guide the PTA in determining desirable gifts to the schools, it is suggested that priority lists or lists of needed and desirable equipment, supplies, or services be kept by all PTA units.

The fact that a PTA unit has given a certain gift to one school does not preclude the purchase of such equipment, supplies, or services for other schools by the Board.

CROSS REF.: 410.07

LEGAL REF.: Illinois School Code, Sec. 16-1 (105 ILCS 5/16-1).

Adopted: July 1, 2004

Community Relations

Neighborhood Schools

The Board believes in the concept and philosophy of the neighborhood elementary school, and will strive to provide neighborhood schools whenever feasible.

A neighborhood school serves a specific geographical area. Also, a majority of the children who attend a neighborhood school walk to that school.

Adopted: July 1, 2004

Community Relations

Naming School Buildings

The Board of Education is responsible for naming District 131 school buildings and other facilities. Such buildings or facilities will be named:

1. In honor of a prominent local, state or national figure or family, including former District 131 employees, students, parents or other residents, or
2. To reflect the location of the building or facility.

Before such buildings/facilities are named, the Board may ask the citizens of District 131 to submit suggestions/nominations for these names. Such suggestions will be submitted in writing, with an explanation of why the name was suggested, to the Superintendent. The suggested school names then will be referred to the Board's Policy committee, which will review them.

When the name being suggested is in memory of someone who has passed away, such request may be made only after a period of at least three years from the date of the person's death.

Thereafter, final action on the recommended name(s) will be taken at a regular meeting of the Board.

LEGAL REF.: Illinois School Code, Sec. 10-20.5b and 24-24 (105 ILCS 5/10-20.5b and 5/24-24.)

Adopted: July 1, 2004

Community Relations**Suggestions and Complaints**

The Board of Education is interested in receiving valid complaints and suggestions related to District 131 operations. Complaints or suggestions will be referred to the appropriate-level staff member or District administrator, with each complaint or suggestion considered on its merits.

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

1. Identification of resource personnel whom citizens can call for a prompt answer to the questions and/or the resolution of the problem.
2. A formal means of resolving problems, when informal methods are not productive.
3. Appropriate levels of appeal to ensure that citizens receive a full and fair hearing in the resolution of problems.

An individual who is not satisfied after using the chain of command procedure may file a grievance under the Uniform Grievance Procedure. However, this policy will not be construed to create an independent right to a hearing before the Board.

CROSS REF.: 296 (Uniform Grievance Procedure), 500.17 and 645.15

Adopted: July 1, 2004

Administrative Procedures

Suggestions and Complaints

School Personnel

Whenever a complaint is made directly to the Board as a whole, or to a Board member as an individual, it will be referred to the Superintendent or the Superintendent's designee for study and possible resolution. The employee(s) involved will be advised of the nature of the complaint and will be given every opportunity to explain, comment on, and/or present the facts as he/she sees them.

If it appears necessary, the Superintendent, the person who made the complaint, or the employee involved, may request a closed session of the Board for the purpose of fuller study of the matter. Generally, all parties involved, including the school administration, will be asked to attend such a meeting for the purposes of presenting additional facts, making further explanations, and clarifying the issues. Hearsay, rumor and emotional feelings will be discounted.

It is contrary to District policy for any parent, guardian or other person to insult or abuse any employee on school property or in the presence of students. The Board will cooperate by taking appropriate action, including legal action, if desired by the object of the violation of this policy, as long as the Board is convinced that he/she did not wrongfully provoke the action. The Board will indemnify and protect the District, the members of the Board, school employees and student teachers as authorized by the Illinois School Code.

Adopted: July 1, 2004

Community Relations**Community Organizations**

District 131 has the primary responsibility for educating the students of the District. However, the Board recognizes that many governmental agencies and community organizations, while not primarily concerned with education, play an important role in education.

The Board will endeavor to establish positive working relationships with local governments, and public and private organizations that contribute to the education process and to the general welfare of the citizens of the community. The Superintendent or his/her designee will serve as the liaison between the District and those community organizations and will report to the Board concerning any relevant communications, contacts, and activities between the District and such organizations.

Adopted: July 1, 2004

Community Relations**Parent Organizations**

District 131 recommends the formation of strong and effective PTA or PTSA organizations in each school in the District, as long as membership in the organizations is open and unrestricted. While such parent organizations will have no administrative authority and cannot determine District policy, their suggestions and assistance are always welcome.

Building principals are encouraged to work closely with the parent organizations and to recommend that teachers do the same. The building principal or a designee will serve as the advisor to parent organizations in his or her school. As such he/she will be a resource person who provides information about school programs, policies, problems, concerns, and emerging issues.

Adopted: July 1, 2004

Community Relations

Parental Involvement

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

1. Keep parent(s)/guardian(s) thoroughly informed about their children's school(s) and education.
2. Encourage parents to be involved in their children's school(s) and education.
3. Establish effective two-way communication between all families and the Board and District personnel.
4. Seek input from parent(s)/guardian(s) on school governance, boundaries, curriculum, referendum issues, etc. in order to fulfill the District's educational mission.
5. Inform parents/guardians about other ways in which they can assist their children's learning.

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

CROSS REF.: 860.01

Adopted: July 1, 2004

Administrative Procedures

Parental Involvement

Building principals will advocate effective, comprehensive family involvement in education that will promote parent(s)/guardian(s) becoming active partners in education. Principals will periodically report to the Superintendent on parental involvement programs and efforts in their buildings.

Although not exhaustive, the following lists identify State legislation that mandates parental involvement:

STUDENT RECORDS

- Parent/guardian has right of access to child's records (105 ILCS 10/5).
- Parent/guardian has the right to challenge the content of child's records (105 ILCS 10/7).
- Non-custodial parent has right to receive copies of school correspondence and reports (105 ILCS 5/10-21.8).

NOTICES

- Schools must notify parent(s)/guardian(s) of their school visitation rights (820 ILCS 147/25).
- District must notify parent/guardian of child's placement in bilingual education programs (105 ILCS 5/14C-4).
- Non-custodial parent has right to receive notices of major school sponsored events, including parent-teacher conferences (105 ILCS 5/10-21.8).
- School must notify parent/guardian within two hours of child's absence from school (105 ILCS 5/26-3b).
- District responsible for notifying parent/guardian of graduation requirements (23 Ill.Admin.Code §1.440i).
- A student's suspension must be reported to the parent/guardian (105 ILCS 5/10-22.6).
- A student's expulsion may occur only after the parent(s)/guardian(s) have been requested to appear at a meeting with the board or board's hearing officer (105 ILCS 5/10-22.6).
- District must distribute school report card to parent(s)/guardian(s) (105 ILCS 5/10-17a).

PARENT-TEACHER ADVISORY COMMITTEES

- Each building will establish a parent-teacher advisory committee on student discipline (105 ILCS 5/10-20.14).

CURRICULUM INVOLVEMENT

- State law requires parent(s)/guardian(s) be notified, consulted, and kept involved with the education and placement of a child with disabilities (105 ILCS 5/14-1 et seq.).
- If parent/guardian objects, student is not required to take sex education classes or course (105 ILCS 5/27-9.1, 5/27-9.2, and 110/3).
- Parent/guardian has right to examine instructional materials to be used in sex education class (105 ILCS 5/27-9.1, 5/27-9.2, and 110/3).
- School board will determine the instructional program with involvement of parent(s)/guardian(s) (23 Ill.Admin.Code §1.410).
- District must consult with parent/guardian on an individual remediation plan for students demonstrating a proficiency level comparable to the average pupil performance one grade or more below current placement (105 ILCS 5/2-3.64(b)).
- District responsible for notifying parent/guardian of graduation requirements (23 Ill.Admin.Code §1.440i).
- School boards may use parent(s)/guardian(s) as volunteers (1) as assistants under the immediate supervision of a certificated teacher (105 ILCS 5/10-22.34); (2) as supervisors, chaperones, or sponsors for non-academic activities (105 ILCS 5/10-22.34a); and (3) as a guest lecturer or resource person under the immediate supervision of a certificated teacher (105 ILCS 5/10-22.34b).
- Upon parent/guardian's request, student must be released for religious observance (105 ILCS 5/26-1(5)).

CONFERENCES AND HEARINGS

- State law requires parent(s)/guardian(s) be notified, consulted, and kept involved with the education and placement of a child with disabilities (105 ILCS 5/14-1 et seq.).
- Parents who are unable to meet with educators because of a work conflict have the right to an allotment of time during the school year to attend educational or behavioral conferences (820 ILCS 147/1).
- District may use two institute days for parent-teacher conferences (105 ILCS 5/3-11). Non-custodial parent to receive notices of parent-teacher conferences (105 ILCS 5/1021.8).
- Student expulsion may occur only after a hearing with the parent(s)/guardian(s) (105 ILCS 5/10-22.6).

REPORT ON PARENTAL INVOLVEMENT

- Parental involvement will be included in the school report card (105 ILCS 5/10-17a).

TRAINING

- Parents as teachers program (105 ILCS 225/5).

Adopted: July 1, 2004

Community Relations

Outside Support Groups

Introduction

Parent-teacher groups, parent booster clubs, or similar organizations (“Support Groups”) are uniquely important in the support of both the educational and extra-curricular activities of students in the District. While these organizations are separate and distinct from the District itself, the relationship exposes the District to claims, or even potential liability for their actions. Accordingly, as a condition for any support group using the School District’s name or logo, the name or logo of any individual school or athletic team, or as a condition of the District accepting any funds from a support group, such group or organization must obtain formal recognition by the Board of Education, and must comply with all applicable District policies, guidelines, and administrative rules as established by the Board or as charged to the Superintendent.

Recognition

The Board agrees that approved support groups may provide services or funds to the District in conjunction with and subject to the approval of the Superintendent, or the Superintendent’s designee, and the terms and conditions of this policy. In order to obtain recognition from the Board a support group must submit to the Superintendent the following:

1. Copies of all organizational documents and by-laws. Any amendments to the by-laws must be submitted to the Superintendent in writing by June 30 of each year.
2. A list of names, addresses, e-mail addresses, and other appropriate contact information of all officers, updated annually. School employees may not be an officer of a recognized Support Group.
3. Proof of bonding of the support group’s treasurer.
4. A summary of its financial policies, which must include, but are not limited to, requiring deposits in an FDIC-insured bank, requiring multiple, responsible persons present for the counting and tabulating of cash proceeds from group activities, and requiring proper accounting practices. A school employee may not be an authorized signatory for a Support Group account. A Support Group must submit its annual budget or accounting to the District liaison person at the beginning of each school year.

The Superintendent will designate a District liaison between the Support Group and the District. Recognition may be revoked by the Superintendent, or the Board, for violation of any of the conditions of recognition, District policies or guidelines, or violation by the Support Group of any applicable federal, state or local law. A revocation of recognition will automatically prohibit the

Support Group's use of the School District's name, or the name of any of its school buildings, team nicknames or colors, and the funding by the Support Group of any school-sponsored activities.

Activities

To avoid conflicting events and demands on students and District personnel, Support Groups shall submit a list of activities and events (and if possible fundraising events) to the liaison by August 1 of each year, or 30 days prior to the beginning of an athletic season. Copies of such proposed schedules shall also be submitted to the Building Principal where the support group event is to occur. Building usage shall be permitted only in accordance with normal School District policies. Fundraising events must obtain the prior approval of the Superintendent or the Superintendent's designee. Support Groups may not use the District's tax free number for purchases. Activities or events initiated by or supported by Support Groups shall be in compliance with all Illinois gambling statutes.

Fundraising

Support Group fundraising activities must have pre-approval by the Superintendent, or designee, or the Building Principal or his/her designee, as appropriate. Any announcement or advertising of an event or activity of a Support Group should clearly indicate that it is sponsored by the Support Group and not the School or the School District. Parents/guardians should be given the option to participate, donate money of equal value, or not participate in any fundraising activity. Students are not permitted to sell games of chance. Elementary students are not permitted to participate in door-to-door fundraising except when accompanied by a responsible adult.

In order to assure compliance with the requirements of Title IX of the Education Amendments of 1972 prohibiting discrimination on the basis of sex in educational institutions, all fundraising for, or donations of, equipment, such as uniforms, must receive the prior approval of the Superintendent and the Athletic Director. All cash donations shall belong to the District without restriction. Any gift or equipment that would require installation, storage, or maintenance shall require formal acceptance from the Board.

Liability and Insurance

Notwithstanding that a Support Group may be recognized by the District, such groups are separate and distinct from the School District and the School District expressly disclaims any liability arising from its recognition of a Support Group or the group's adherence to any District policy or guideline. Each Support Group shall be required to furnish and maintain evidence of liability insurance in such form and amount from such companies as the Superintendent shall approve from time to time in consultation with the District's insurance advisors. The School District shall be named as an additional insured on any such policy and shall agree to give the School District not less than 15 days notice of cancellation or modification of such insurance.

LEGAL REF.: 230 ILCS 15/1; 20 USC §1681(a)

Adopted: December 6, 2010

Community Relations

Advertising by Non-school Related Entities

A. Introduction: In order to maintain an educational environment conducive to learning and to minimize distractions from instructional time, it is the policy of the Board of Education that its staff and students shall not be involved during the school day in the promotion or advertisement of any commercial or nonprofit agency, organization or activity except as approved by the Superintendent, or the Superintendent's designee, in accordance with this policy.

B. Limited Public Forums: The District provides a variety of limited forums for advertisement and promotional activities. The District, or schools, may sell for a fee, or in kind contribution, commercial advertisement or promotional space. These advertisements must be in accordance with the guidelines described below and should be limited to:

1. name, brand name or trade name,
2. logo,
3. location of business or contact information,
4. slogans which identify the advertiser, and
5. a neutral description of the products or program

Such advertisements or promotional matter may be limited by the Superintendent to the following limited public forums:

1. School mail or flyers. This is defined to mean hand delivered letters, advertisements, brochures, flyers, announcements, or any other form of printed material for students or staff that contains an advertisement or promotional message.
2. Bulletin Board, Billboards, Banners, etc. Schools shall designate a bulletin board or boards in a hallway or a common area of a school for advertisements and promotional materials. In addition, advertisements or promotional materials may appear on stadium, athletic field and/or gymnasium billboards, banners or signage that advertise or promote an outside organization's products, services, programs or activities.
3. School Publications. These include calendars, athletic programs, concert programs, school newspaper, and yearbooks.
4. Other. Electronic communications or other medium as may be designated from time to time by the Board or the Superintendent.

C. Advertising and Promotional Activities. Advertising and promotional activities include the publication or communication of information about a commercial or nonprofit organization's products, services, programs, or activities, or distribution of items bearing the organization's name, logo or symbol, or the distribution of items such as discount coupons, or the sponsorship of educational programs or activities in the name of an organization.

D. District Participation. The District may participate and/or cooperate with nonprofit agencies and corporations with respect to the advertising or promotion of such nonprofit agency or corporation if such participation and/or cooperation does not restrict or impair the educational program of the schools and is approved by the Superintendent.

E. Guidelines for Advertising. The building principal, or advisors for District sponsored publications, shall be responsible for applying and implementing these guidelines with respect to advertising to be published in District sponsored publications. The Superintendent or the Superintendent's designee, shall be responsible for applying and implementing these guidelines with respect to advertising to be placed in or on District facilities. The District reserves the right to refuse any advertisement which does not serve the best interests of the District or its students.

The District has an interest in maintaining a position of neutrality on political and religious issues. Advertising space may be used only for commercial or educational purposes. Political and other "issue" ads are prohibited. Religious ads designed or intended to evangelize or persuade the listener or recipient to adhere to a religious belief or to attend a religious worship program or activity, as distinguished from commercial activity to advertise or promote a primarily secular service or activity offered by a religious institution or organization, such as youth sports, childcare, tutorial programs or youth service organizations, are prohibited.

In addition to the foregoing, for placement in any District publications or for placement in or on any District property or facilities, the District shall not accept advertisements or promotional activities which:

1. depict tobacco products, alcohol products, gambling, drugs, or drug-related paraphernalia or products, or the use thereof;
2. depict sex or sexual activity, sex related products, or which are lewd, obscene, or pornographic;
3. attack ethnic, religious, or racial groups;
4. promote hostility, disorder, or violence;
5. are defamatory, misleading, or false;
6. promote illegal activities for minors;
7. promote, endorse, or oppose any political candidate, beliefs, party, or issues; or
8. promote, endorse, or oppose a religion (as opposed to advertising a primarily secular service or activity as provided above).

F. Use of District Name or Facilities. No organization or entity shall utilize any District facilities, logo, or the name of the District for advertising or promotional activity unless authorized by the Superintendent.

LEGAL. REF.: Illinois School Code, Sec. 10-22.10 (105 ILCS 5/10-22.10).

Adopted: December 6, 2010

Community Relations

Relations With Other School Districts

The Board recognizes that the 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 or his/her designee may share the following District information with another school district:

1. Policy statements
2. Procedural statements
3. Student handbooks
4. Staff handbooks
5. Other information that the Superintendent deems appropriate to assist another district's Board of Education.

Adopted: July 1, 2004

Community Relations

Student Teaching and Internships

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

LEGAL. REF.: Illinois School Code, Sec. 10-22.34 and 10-22.37 (105 ILCS 5/10-22.34 and 5/10-22.37)

CROSS REF.: 550.03

Adopted: July 1, 2004

Community Relations

Accommodating Individuals With Disabilities

Individuals with disabilities will 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 such disabled persons with 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 where necessary to afford individuals with disabilities an equal opportunity to participate in or enjoy the benefits of a service, program, or activity.

Each service, program, or activity operated in existing facilities will 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 shall assign a designee to serve as the Americans With Disabilities Act, Title II Coordinator. The Title II Coordinator is directed to:

1. Oversee the District's compliance efforts, and recommend necessary modifications to the Board.
2. Institute plans to make information regarding protections provided by Title II available to any interested party.

Individuals with disabilities should notify the Title II Coordinator, or the 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 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 Title II Coordinator, or by filing a grievance under the District's Uniform Grievance Procedure.

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.: 296 (Uniform Grievance Procedure)

Adopted: July 1, 2004