

**BOARD OF EDUCATION POLICY MANUAL
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*A policy on this topic is legally required by state and/or federal laws and regulations.

Community Relations

Public Relations

The Board President is the official spokesperson for the School Board. The Superintendent is the District's chief spokesperson and shall plan, implement, and evaluate a District public relations program which will:

- develop community understanding of school operation;
- gather community attitudes and desires for the District;
- secure adequate financial support for a sound educational program;
- help citizens feel a more direct responsibility for the quality of education provided by their schools;
- earn the community's good will, respect, and confidence;
- promote a genuine spirit of cooperation between the school and the community; and
- keep the news media provided with accurate information.

The public relations program should include:

1. regular news releases concerning District programs, policies, and activities, which will be sent to the news media,
2. news conferences and interviews as requested or needed. Individuals shall not speak on behalf of the District without prior approval from the Building Principal with regard to a building issue or from the Superintendent with regard to the District,
3. publications having a high quality of editorial content and effective format. All publications shall identify the District, school, department, or classroom and shall include the name of the Superintendent, the Building Principal, and/or the author and the publication date,
4. other programs which highlight the District's programs and activities, and
5. protections for student privacy (or permission of parents).

Community Engagement

Community engagement is a process that the Board uses to actively involve diverse citizens in dialogue, deliberation, and collaborative thinking around common interests for the District's schools.

The Board, in consultation with the Superintendent, determines the purpose(s) and objective(s) of any community engagement initiative. For each community engagement initiative, the Board will commit to the determined purpose(s) and objective(s), and provide information about the expected nature of the public's involvement; the Superintendent or designee will identify the effective tools and tactics that will advance the Board's purpose(s) and objective(s).

The Superintendent will: (1) at least annually, prepare a report of each community engagement initiative, and/or (2) prepare a final report of each community engagement initiative.

The Board will periodically: (1) review whether its community engagement initiatives are achieving the identified purpose(s) and objective(s), (2) consider what, if any, modifications would improve effectiveness, and (3) determine whether to continue individual initiatives.

CROSS REF.: 2:110

ADOPTED: September 17, 1998

REVISED: April 21, 2016

Community Relations

Community Use of School Facilities

School facilities are available to the community for educational, cultural, recreational, social, and civic uses consistent with the public interest when such use does not interfere with the school program or school-sponsored activities. The use of school facilities for school purposes has precedence over all other uses. Persons on school premises are subject to Board of Education Policies and must abide by the District's conduct rules at all times.

District 92½ affiliated student and school-related organizations and Westchester municipal entities shall be granted the use of school facilities at no cost. Other organizations granted use of facilities shall pay fees and costs.

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

LEGAL REF.: 105 ILCS 5/10-22.10.

CROSS REF.: 4:180, 8:25, 8:30

ADOPTED: September 17, 1998

REVISED: June 22, 2006

REVIEWED: February 18, 2016

Community Relations

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

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. No material, literature, or advertisement shall be posted or distributed without advance approval as described in this policy.

Community, Educational, Charitable, or Recreational Organizations

Community, educational, charitable, recreational, or similar groups may, under procedures established by the Superintendent, advertise events pertinent to students' interests or involvement. All advertisements must (1) be student-oriented, (2) prominently display the sponsoring organization's name, and (3) be approved in advance by the Superintendent or designee. The District reserves the right to decide where and when any advertisement or flyer is distributed, displayed, or posted.

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) student newspapers or yearbooks; (4) scoreboards; or (5) other appropriate locations. The advertisements must be consistent with this policy and its implementing procedures and be appropriate for display in a school context. Prior approval from the Board is needed for advertisements on athletic fields, scoreboards, or other building locations. Prior approval is needed from the Superintendent or designee for advertisements on athletic, theater, or music programs; student newspapers and yearbooks; and any commercial material related to graduation or class pictures.

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.

Third Party Use of District Website

No third party, with the exception of school-sponsored groups and village entities, may post materials, literature or advertisements on the district website.

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 1295 (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).
Victory Through Jesus Sports Ministry v. Lee’s Summit R-7 Sch. Dist., 640 F.3d 329 (8th Cir. 2011), *cert. denied*, 132 S.Ct. 592 (2011).

CROSS REF.: 7:325

ADOPTED: September 17, 1998

REVISED: August 16, 2018

Community Relations

Visitors to and Conduct On School Property

The District encourages visits by Board of Education members, parent(s)/guardian(s), citizens, and taxpayers to all School District buildings. The District issues the right to control visits when deemed disruptive to the educational process.

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 School Board meeting, school athletic event, or other school-sponsored event.

Visitor - Any person other than an enrolled student or District employee.

All visitors to school property are required to report to the Building Principal's office and receive permission to remain on school property. All visitors must sign a visitors' log, show identification, and wear a visitor's badge. When leaving the school, visitors must return their badge. On those occasions when large groups of parents and friends are invited onto school property, visitors are not required to sign in but must follow school officials' instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

Except as provided in the next paragraph, any person wishing to confer with a staff member should contact that staff member by telephone or email to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

Requests to access a school building, facility, and/or educational program, or to interview personnel or a student for purposes of assessing the student's special education needs, should be made at the appropriate building. Access shall be facilitated according to guidelines from the Superintendent or designee.

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

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

8. Consume, possess, distribute, or be under the influence of alcoholic beverages or illegal drugs;
9. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner);
10. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board;
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 risky behavior, including roller-blading, roller-skating, or skateboarding;
13. Violate other District policies or regulations, or a directive from an authorized security officer or District employee; or
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 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
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 on school property.

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 property; refusal to provide such information is a criminal act. The Building Principal or designee shall seek the immediate removal of any person who refuses to provide requested identification.

Any person who engages in conduct prohibited by this policy may be ejected from school property. The person is also subject to being denied admission to school events or meetings for up to one calendar year.

Procedures to Deny Future Admission to School Events or Meetings

Before any person may be denied admission to school events or meetings as provided in this policy, the person has a right to a hearing before the Board. The Superintendent may refuse the person admission pending such hearing. The Superintendent or designee must provide the person with a hearing notice, delivered or sent by certified mail with return receipt requested, at least 10 days before the Board hearing date. The hearing notice must contain:

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

LEGAL REF.: Nuding v. Cerro Gordo Community Unit School Dist., 730 N.E.2d 96 (Ill.App.4, 2000).
Pro-Children Act of 1994, 20 U.S.C. §7181 et seq.
105 ILCS 5/10-20.5b, 5/24-24, and 5/24-25.
720 ILCS 5/11-9.3.

CROSS REF.: 4:170, 7:190, 8:20, 8:40

ADOPTED: September 17, 1998

REVISED: October 28, 2010

REVIEWED: February 18, 2016

Community Relations

Spectator Conduct and Sportsmanship For Athletic and Extracurricular Events

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

- using vulgar or obscene language;
- possessing or being under the influence of any alcoholic beverage or illegal substance;
- smoking or otherwise using tobacco products;
- possessing a weapon [or objects that reasonably can be construed to look like a weapon];
- fighting or otherwise striking or threatening another person;
- failing to obey the instructions of a security officer or school district employee; and
- engaging in any activity which is illegal or disruptive.

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

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

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

CROSS REF.: 8:30

ADOPTED: September 17, 1998

REVISED: December 6, 2001

REVIEWED: February 18, 2016

Community Relations

Exclusive Bargaining Representative Agent

Authorized agents of an exclusive bargaining representative, upon notifying the Building Principal's office, may meet with a school employee (or group of employees) in the school building before and after the employee's work day and during the employee's duty-free lunch period.

Employees covered by collective bargaining agreements with the Board of Education may meet with their exclusive bargaining representative as permitted under contractual provisions. Please refer to the current "Contractual Agreement Between School District 92 1/2 and The Westchester Education Association" and to the current "Contractual Agreement Between School District 92 1/2 and The Westchester Support Staff Association."

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

ADOPTED: September 17, 1998

REVISED: December 6, 2001

REVIEWED: February 18, 2016

Community Relations

Accommodating Individuals With Disabilities

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities and will not be subject to illegal discrimination. When appropriate, the District may provide to persons with disabilities aids, benefits, or services that are separate or different from, but as effective as, those provided to others.

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

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

The Superintendent or designee is designated the Title II Coordinator and shall:

1. Oversee the District's compliance efforts, recommend necessary modifications to the School Board, and maintain the District's final Title II self-evaluation document and keep it available for public inspection for at least 3 years after its completion date.
2. Institute plans to make information regarding Title II's protection available to any interested party.

Individuals with disabilities should notify the Superintendent or Building Principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Individuals with disabilities may allege a violation of this policy or federal law by reporting it to the Superintendent or designated Title II Coordinator, or by filing a grievance under the Uniform Grievance Procedure.

LEGAL REF.: Americans with Disabilities Act, 42 U.S.C. §§ 12111 et seq. and 12131 et seq.; 28 C.F.R. Part 35.
Rehabilitation Act of 1973 §104, 29 U.S.C. §794 (2006).
105 ILCS 5/10-20.46.
410 ILCS 25/, Environmental Barriers Act.
71 Ill.Admin.Code Part 400, Illinois Accessibility Code.

CROSS REF.: 2:260, 4:150, 6:120

ADOPTED: September 17, 1998

REVISED: April 21, 2016

Community Relations

Gifts to the District

The Board of Education accepts grants, gifts, donations or legacies from any education foundation or other entity or individual, provided it can be used in a manner compatible with the Board's educational objectives and policies. The Board encourages unrestricted grants, gifts, donations or legacies. The Board may accept grants, gifts, donations or legacies if the project is approved by the Board. All grants, gifts, donations or legacies received become the School District's property.

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

ADOPTED: September 17, 1998

REVISED: December 6, 2001

REVIEWED: February 18, 2016

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 may be recognized by the Board and permitted to use the District's name or a District school's name provided the organization or club has by-laws and procedures that include the following:

1. 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.
2. 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.
3. The rules and procedures under which must be established through bylaws and reviewed yearly with administrators.
4. An agreement to adhere to all Board policies and administrative procedures.
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. Transparency with administration and the school community by presenting financial reports at each meeting.
8. An annual audit must be conducted by an independent third party.
9. A quarterly meeting must be held with administration to review financial records.
10. A Certificate of Liability Insurance must be maintained naming Westchester Public Schools, District 92½, as additional insured.
11. A surety bond must be kept current for the organization.
12. Tax exempt status must be secured.

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. At no time does the District accept responsibility for the actions of any parent organization or booster club regardless of whether it was recognized and/or permitted to use any of the above-mentioned names or logos. 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.

CROSS REF: 8:80

ADOPTED: September 17, 1998

REVISED: December 2, 2010

REVIEWED: February 18, 2016

Community Relations

Parental Involvement

In order to promote collaborative relationships between students' families and the Board of Education and District personnel, and to enable parent(s)/guardian(s) to become active partners in education, staff shall:

1. keep parent(s)/guardian(s) informed about their child's school and education;
2. encourage involvement in their child's school and education;
3. establish effective two-way communication with families;
4. seek input from parent(s)/guardian(s) on significant school-related issues; and
5. inform parents/guardians on how they can assist their children's learning.

CROSS REF.: 5:280, 6:250, 8:90

ADOPTED: September 17, 1998

REVISED: December 6, 2001

REVIEWED: February 18, 2016

Community Relations

Relations With Other Organizations and Agencies

The District shall cooperate with other organizations and agencies, including but not limited to:

- County Health Department;
- law enforcement agencies;
- fire authorities;
- Park and Recreation;
- Library;
- Village Government; and
- other school districts.

CROSS REF.: 4:170, 5:90, 7:150

ADOPTED: September 17, 1998

REVISED: April 21, 2016

Community Relations

Parental Complaints

The Board of Education welcomes constructive comments regarding its schools and its operations when they are motivated by a sincere desire to improve the quality of its educational program. The Board of Education believes that comments, suggestions and complaints are best handled and resolved as close to their origin as possible. The Board of Education should become involved when a problem cannot be resolved through appropriate consultation with staff members as outlined in the Channels of Communication in the Parent Handbook.

Complaints against employees covered by collective bargaining agreements with the Board of Education shall be handled as provided in the contractual provisions. Please refer to the current "Contractual Agreement Between School District 92 1/2 and The Westchester Education Association" and to the current "Contractual Agreement Between School District 92 1/2 and The Westchester Support Staff Association."

CROSS REF.: 2:140, 2:260, 3:30, 6:230, 6:260

ADOPTED: September 17, 1998

REVISED: December 6, 2001

REVIEWED: March 17, 2016