

**IASB POLICY REFERENCE MANUAL
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Community Relations

Public Relations

The Superintendent is the District's chief spokesperson and shall plan, implement, and evaluate a District public relations program which will:

- develop public understanding of school operation.
- gather public 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 public's good will, respect, and confidence.
- promote a genuine spirit of cooperation between the school and the community.
- 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, and/or information will be regularly provided to news media regarding action taken at Board meetings.
2. News conferences and interviews as requested or needed. Individuals shall not speak for the District without prior approval from the Building Principal with regard to a building issue or from the Superintendent with regard to the District, and
3. Other programs which highlight the District's programs and activities.

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

Community Relations

Community Use of School Facilities

School facilities are available to community organizations during non-school hours when such use does not (1) interfere with any school function or the safety of students or employees, or (2) affect the property or liability of the School District. The use of school facilities for school purposes has precedence over all other uses. Persons on school premises must abide by the District's conduct rules at all times.

Student groups and school-related organizations and local governments are 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. Use of school facilities requires the Superintendent's approval and is subject to the procedures.

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

CROSS REF.: 8:25, 8:30

Community Relations

Administrative Procedure - Community Use of School Facilities

1. School-affiliated organizations, school-sponsored programs, organizations whose primary purpose is to provide financial assistance to the school, PYD, and community based student athletic organizations are all considered, for the purpose of these Procedures, to be school-related.
2. All non-school related groups must complete a "Request for Use of School Facilities".
3. All non-school related groups and community based student athletic organizations must:
 - a. indemnify and hold harmless the District and its agents and employees for and from any and all loss including attorneys' fees, damages, expense, and liability arising out of its use of school property.
 - b. pay any damages to school facilities, furniture, or equipment arising out of its use of school property whether such damage was accidental or deliberate. The cost of damages will be based on the repair or replacement cost, the choice of which is at the Board's discretion.
 - c. supply proof of insurance verifying that the group maintains adequate insurance coverage against personal injury and/or property loss.
4. All groups must supply adequate supervision to ensure proper care and use of school facilities.
5. No furniture or equipment may be moved without prior approval from the Principal.
6. Signs, displays, or materials may not be attached, nailed, or otherwise affixed to school facilities.

7. The following fees apply:

	By: local civic and/or Church groups or Adult town teams	By: out of town groups and/or local non/civic groups
CENTENNIAL SCHOOL		
*1 GYM	\$45.00	\$125.00
*1 DRESSING ROOM – EACH	\$20.00	\$30.00
*1 CAFETERIA ONLY	\$20.00	\$30.00
*2 KITCHEN	\$20.00	\$50.00
*1 CENTENNIAL COMMUNITY ROOM	\$15.00	\$30.00
*1 BUILDING CLASSROOM	\$15.00	\$30.00
APLINGTON SCHOOL		
*1 GYM	\$30.00	\$50.00
*2 REST ROOMS ONLY	\$20.00	\$30.00
POLO COMMUNITY HIGH SCHOOL		
*1 GYM	\$45.00	\$125.00
*1 DRESSING ROOM	\$20.00	\$30.00
*1 CAFETERIA ONLY	\$20.00	\$30.00
*2 KITCHEN	\$20.00	\$50.00
ATHLETIC FIELD		
*1 USE OF FIELD	In-Kind	\$ 50.00
*1 USE OF LIGHTS	PER HR. \$15.00	PER HR. \$20.00
SOUND SYSTEM	NONE	15.00

*1 Custodial fees will be added in addition to all above charges.

*2 One cook must be on duty anytime kitchen facility is used, fees will be in addition to cost of facility.

Additional charges may be made when it is deemed by school authorities that the size of expected crowd or nature of the activity will put unusual stress on facility. Additional custodial and/or crowd supervisors will be required as seemed necessary by school authorities.

Unless otherwise specified all charges are for approximately three hours use.

AMENDED: SEPTEMBER, 2001

AMENDED: JANUARY, 2005

Community Relations

Use of School Equipment For Non-School Activities

School equipment may be made available to local organizations or groups for non-school activities. In all cases School Activities shall have priority.

A minimum charge of \$5.00 shall be made or 1% of estimated replacement cost, which ever is greater.

The borrower shall assume all financial responsibility for damage to equipment while in their custody.

High-tech electronic equipment such as, but not limited to, computers and related items, camcorders and video cassette recorders with a replacement cost in excess of \$200 shall not be made available to individuals, local organizations or groups for non-school activities.

The administration may refuse the loaning of equipment when in their opinion the type of equipment requested and/or the proposed use of the equipment is not in the best interest of the school.

Community Relations

Community Use of School Buses by Non-School Organizations

The use of school owned buses shall be made available to local churches, local civic organizations, and local youth organizations such as, but not limited to Scouts and 4-H Clubs.

Buses shall not be available for commercial use.

The Superintendent shall be authorized to approve trips not exceeding one week in duration.

Only drivers approved by the school shall be assigned as a driver.

All organizations shall be charged a fee to cover the cost of operation including depreciation plus excessive costs due to break down.

The Superintendent shall develop reasonable rules and regulations to support this policy.

Community Relations

Use of School Buses by Non-School Organizations

Requests for use of buses must be made in writing to the Superintendent by filling out request forms available in the Office of the Superintendent.

Cost will be determined by:

1. Fifty cents per mile.
2. Cost of driver-hourly rate plus cost of FICA and/or I.M.R.F. rates.
3. Cost of additional insurance.
4. Cost to repair damage caused by passengers and/or others exclusive of cost of repairing mechanical break downs.
5. Cost of accidental damage not recoverable by insurance, such as the deductible.
6. Cost of excessive expenses due to mechanical break down (not cost of repair), such as, towing charges, additional labor costs for driver, cost of sending a second bus, the portion of repair cost considered to be in excess to the cost of repairing locally.

Exhibit: Application and Procedures for Use of School Facilities

**Polo Community Unit School District #222
Request for Use of School Facilities**

Name of organization making the request: _____

Facility Requested: Check all that apply

- | | | | |
|---------------------------|-------|----------------------------|-------|
| Centennial Community Room | _____ | High School Classroom | _____ |
| Centennial Gym | _____ | High School Fitness Center | _____ |
| Centennial Locker Room | _____ | High School Kitchen | _____ |
| Centennial Kitchen | _____ | High School Cafeteria | _____ |
| Centennial Cafeteria | _____ | High School Gym | _____ |
| Aplington Gym | _____ | High School Locker Room | _____ |
| Aplington Locker room | _____ | | |
| Aplington Classroom | _____ | | |

Other: _____

Date(s) facility requested: _____

Time facility will be used on the date(s) requested: _____

Describe briefly the type of activity planned: _____

Will there an admission charge: _____ If so, how much? _____

Please list the person who will have responsibility for making arrangements for the requested activity as well as supervision during the activity, and cleaning up afterward.

Name: _____ Telephone: _____

Address: _____

Signature: _____ Date: _____

Mail bill to: _____

Address: _____

To Be Completed By Office:

Date approved: _____ Superintendent: _____

Estimated Cost: _____

Copies to: _____

Bill sent: _____ Payment Received: _____

Community Relations

Distribution and Display of Community Flyers and Posters

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

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

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

LEGAL REF.: Lamb's Chapel v. Center Moriches Union Free School Dist., 113 S.Ct. 2141 (1993).
 Berger v. Rensselaer Central School Corp., 982 F.2d 1160 (7th Cir. 1993).
 Hedges v. Wauconda Community Unit School Dist. No. 18, 9 F.3d 5 (7th Cir. 1993).
 Sherman v. Community Consolidated School Dist. 21, 8 F.3d 1160 (7th Cir. 1993).

CROSS REF.: 7:325

Community Relations

Visitors to and Conduct on School 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 School Board meeting, school athletic event, or other school-sponsored event.

Visitor - Any person other than an enrolled student or 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.

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.

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

REVISED: August 2008

Community Relations

Administrative Procedure - Definition of Child Sex Offender

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

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

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

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

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

11-19.1 (juvenile pimping),
11-19.2 (exploitation of a child),
11-20.1 (child pornography),
12-14.1 (predatory criminal sexual assault of a child), or
12-33 (ritualized abuse of a child).

An attempt to commit any of these offenses.

(ii) A violation of any of the following Sections of the Criminal Code of 1961, when the victim is a person under 18 years of age: 12-13 (criminal sexual assault), 12-14 (aggravated criminal sexual assault), 12-16 (aggravated criminal sexual abuse), and subsection (a) of Section 12-15 (criminal sexual abuse). An attempt to commit any of these offenses.

(iii) A violation of any of the following Sections of the Criminal Code of 1961, when the victim is a person under 18 years of age and the defendant is not a parent of the victim:

10-1 (kidnapping),
10-2 (aggravated kidnapping),
10-3 (unlawful restraint),
10-3.1 (aggravated unlawful restraint).

An attempt to commit any of these offenses.

(iv) A violation of any former law of this State substantially equivalent to any offense listed in this paragraph (2.5) of this subsection.

(3) A conviction for an offense of federal law or the law of another state that is substantially equivalent to any offense listed in paragraph (2) of subsection (c) of this Section shall constitute a conviction for the purpose of this Article. A finding or adjudication as a sexually dangerous person under any federal law or law of another state that is substantially equivalent to the Sexually Dangerous Persons Act shall constitute an adjudication for the purposes of this Section.

REVISED: February 2005

Community Relations

Exhibit - Letter to Parent Regarding Visits to School by Child Sex Offenders

Date

Dear Parent/Guardian:

Student's Name *(Please print)*

School

The purpose of this letter is to help the school and District comply with the State law placing restrictions on child sex offenders' access to school property (720 ILCS 5/11-9.3). State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender: (1) is a parent/guardian of a student 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 Superintendent or the School Board. A child sex offender present on school property must remain under the direct supervision of a school official.

Instructions for Child Sex Offenders

A child sex offender must complete a *School Visit Request* in order to lawfully visit school property. This form must be completed for each visit to school property.

Sincerely,

School Administrator

Community Relations

Exhibit - Child Sex Offender's Request for Permission to Visit School Property

If you are child sex offender, you must complete this form in order to lawfully visit school property whenever students are present. After a decision is made whether to grant or deny permission to visit, a copy will be returned to you. This information will be kept in the Administration offices as well as in the Building Principal's office where you are seeking permission to visit.

_____	_____
Name <i>(Please print)</i>	Address
_____	_____
Signature	Today's Date
_____	_____
School (Visit Location)	Date of Visit

Complete the following if you are a parent/guardian of a student attending this school.

I request permission to visit the school for the following reason(s):

- To attend a conference with school personnel to discuss the academic or social progress of my child.
- To participate in my child's review conference in which evaluation and placement decisions may be made with respect to my child regarding special education services.
- To attend a conference to discuss other student issues concerning my child such as retention and promotion.
- Other *(Please be specific)*: _____

Complete the following if you are **not** a parent/guardian of a student who attends the school you are requesting to visit.

- I request permission to visit the school for the following reason(s) *(Please be specific)*: _____

The following is to be completed by District personnel only:

- Permission Granted** **Permission Denied**

_____	_____
Date	Signature <i>(Superintendent, Designee, or Board President)</i>

Visit Supervision *(To be completed by the person supervising the child sex offender)*

Supervisor's Name *(Please print)* _____

Visitor's Time In _____ Visitor's Time Out _____

_____	_____
Date	Supervisor's Signature

Community Relations

Motorized Vehicles on School Property

The use of motorized vehicles upon school property for purposes other than transportation to and from activities held on such property is prohibited.

Specifically, the use of mini bikes, motor cycles, and go-carts, and similar type vehicles are prohibited.

Students may not ride snowmobiles to school without the principal's permission. Snowmobiles ridden to and from school must be parked immediately and left parked until dismissal time. Snowmobiles are not to be ridden during the school day including the noon hour.

Snowmobiling is not permitted on school property in any other situation except as allowed by city ordinance.

Community Relations

Spectator Conduct at School Events

Any individual, including an adult, who behaves in an unsportsmanlike or disruptive manner during any school event or meeting, including Board meetings, may be ejected from the event or meeting. The individual is also subject to being denied admission to school events or meetings for up to one calendar year, provided the procedures contained in this policy are followed. Examples of unsportsmanlike or disruptive conduct includes, but are not limited to:

- Using vulgar or obscene language
- Possessing or being under the influence of any alcoholic beverage or illegal substance
- Possessing a weapon, or any object that can reasonably be considered, or looks like, a weapon
- Fighting or otherwise striking or threatening another person
- Failing to obey the instructions of a security officer or School District employee
- Engaging in any activity that is illegal or disruptive

Procedures to Deny Future Admission to School Events or Meetings

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

5. The date, time, and place of the Board hearing,
6. A description of the unsportsmanlike or disruptive conduct,
7. The proposed time period that admission to school events will be denied, and
8. Instructions on how to waive a hearing.

LEGAL REF.: 105 ILCS 5/24-24.
Nuding v. Cerro Gordo Community Unit School Dist., 730 N.E.2d 96 (Ill.App. 4, 2000).

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

REVISED: July 2006

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.

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

Community Relations

Accommodating Individuals with Disabilities

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities as those without disabilities 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 is designated the Title II Coordinator and shall:

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 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, as the Title II Coordinator, or by filing a grievance under the Uniform Grievance Procedure.

LEGAL REF.: Americans with Disabilities Act, 42 U.S.C. §§12101 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)

REVISED: May 2006

Community Relations

Public 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 Board's educational objectives and policies. While the Board encourages unrestricted gifts, donations to fund specific projects are acceptable if the project is approved by the Board. All gifts received become the School District's property.

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

Revised: January 1999

Community Relations

Parent Organizations and Booster Clubs

Parent organizations and booster clubs are invaluable resources to the District's schools. While parent organizations and booster clubs have no administrative authority and cannot determine District policy, the School Board welcomes their suggestions and assistance.

Parent organizations and booster clubs are recognized by the School Board and permitted to use the District's name, a District school's name, or a District school's team name, or any logo attributable to the District provided they first receive the Superintendent or designee's express written consent. Consent to use one of the above-mentioned names or logos will generally be granted if the organization or club has by-laws containing the following:

1. The organization's or club's name and purpose, such as, to enhance students' educational experiences, to help meet educational needs of students, to provide extra athletic benefits to students, to assist specific sports teams or academic clubs through financial support, or to enrich extracurricular activities.
2. The rules and procedures under which it operates.
3. An agreement to adhere to all Board policies and administrative procedures.
4. A statement that membership is open and unrestricted, meaning that membership is open to parents/guardians of students enrolled in the school, District staff, and community members.
5. A statement that the District is not, and will not be, responsible for the organization's or club's business or the conduct of its members.
6. An agreement to maintain and protect its own finances.
7. A recognition that money given to a school cannot be earmarked for any particular expense. Booster clubs may make recommendations, but cash or other valuable consideration must be given to the District to use at its discretion. The School Board's legal obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supercede an organization or club's recommendation.

Permission to use one of the above-mentioned names or logos may be rescinded at any time and does not constitute permission to act as the District's representative. 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 (Gifts to the District)

REVISED: APRIL 2006

Community Relations

Parental Involvement

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

1. Keep parent(s)/guardian(s) thoroughly informed about their child's school and education.
2. Encourage involvement in their child's school and education.
3. Establish effective two-way communication between all families and the School Board and District personnel.
4. Seek input from parent(s)/guardian(s) significant school-related issues..
5. Inform parents/guardians on how they can assist their children's learning.

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

CROSS REF.: 6:250, 8:90

Community Relations

Administrative Procedure - Parental Involvement

Building Principals shall advocate effective, comprehensive family involvement in education that will promote parents/guardians becoming active partners in education. Building Principals shall, at least once every semester, provide a written report to the Superintendent on parental involvement programs and efforts in their buildings.

The following are examples of parental involvement programs for Building Principals to consider. New ideas for involving parents/guardians should be continuously investigated and incorporated.

1. Keep parents/guardians thoroughly informed about their child's school and programs.
 - Develop and distribute a comprehensive student handbook
 - Distribute information to parents/guardians on their school visitation rights
 - Promote open houses
 - Promote parent/guardian-teacher conferences
 - Provide progress reporting and report cards, and keep parents/guardians informed when their child is not adequately progressing and there is a likelihood he or she may be retained
 - Publish newsletters
 - Sponsor financial information nights
2. Encourage involvement in their child's school and education.
 - Support and encourage parents/guardians volunteer opportunities
 - Work with the PTO to promote parents/guardians volunteer opportunities
 - Develop and use outreach programs to community groups and organizations
3. Establish effective two-way communication between all parents/guardians and the School Board and District personnel.
 - Monthly Building Principal coffees
 - Work with PTO leadership to ensure parental input
 - Train personnel to collaborate with families of diverse backgrounds, including backgrounds that might impede parental participation, e.g., illiteracy or language difficulty
4. Seek the advice of parents/guardians on school governance issues and methods to fulfill the District's educational mission.
 - Work with PTO leadership to ensure parental input
 - Establish a school-community advisory committee to identify, consider, and discuss educational problems and issues
5. Inform parents/guardians how they can assist their children's learning
 - Provide information to parents/guardians about activities they can do at home
 - Provide programs on how to establish a home environment that supports learning and appropriate behavior
 - Implement a homework-hotline

Although not exhaustive, the following identify State legislation mandating parental involvement:

Students 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 parents/guardians of their school visitation rights (820 ILCS 147/25).

District must notify parent/guardian of child's placement in English language learner 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 parents/guardians within two hours of child's absence from school (105 ILCS 5/26-3b).

District is responsible for notifying parents/guardians of graduation requirements, particularly when a student's eligibility for graduation may be in question (23 Ill.Admin.Code §1.440(e)).

A student's suspension must be reported to the parents/guardians (105 ILCS 5/10-22.6).

A student's expulsion may occur only after the parents/guardians have been requested to appear at a meeting with the board or board's hearing officer (105 ILCS 5/10-22.6).

District must post school report card on its website and, upon request, send it to the parent(s)/guardian(s). If the District does not maintain a website, the report card shall be sent to parents/guardians without request. The District shall send a written notice home to parents/guardians stating that: (1) the report card is available on the website; (2) the website address; (3) a printed copy will be sent upon request; and (4) the telephone number to call to request a printed copy (105 ILCS 5/10-17a).

Parent-Teacher Advisory Committees

School Board shall establish a parent-teacher advisory committee on student discipline (105 ILCS 5/10-20.14).

Curriculum Involvement

State law requires parents/guardians be notified, consulted, and kept involved with the education and placement of a child with disabilities (105 ILCS 5/14-1 *et seq.*).

If a parent/guardian objects, the 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 classes or course (105 ILCS 5/27-9.1, 5/27-9.2, and 110/3).

School Board shall determine the instructional program with involvement of parents/guardians (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 must notify parents/guardians of graduation requirements, particularly when a student's eligibility for graduation may be in question (23 Ill.Admin.Code §1.440(e).

School boards may use parent/guardian volunteers as: (1) assistants under the immediate supervision of a certificated teacher (105 ILCS 5/10-22.34); (2) supervisors, chaperones, or sponsors for non-academic activities (105 ILCS 5/10-22.34a); and (3) guest lecturers or resource persons 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 parents/guardians be notified, consulted, and kept involved with the education and placement of a child with disabilities (105 ILCS 5/14-1 et seq.).

Parents/guardians have the right to an unpaid leave from work to attend educational or behavioral conferences (820 ILCS 147/1).

District may use 2 days for parent-teacher conferences or could add more days to the teacher work year subject to collective bargaining (105 ILCS 5/3-11).

Non-custodial parent receives notices of parent-teacher conferences (105 ILCS 5/10-21.8).

A hearing with the parents/guardians must precede a student's expulsion (105 ILCS 5/10-22.6).

Report on Parental Involvement

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

Training

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

Opportunities for Involvement as Provided in Board Policies

Although not exhaustive, the following identifies Board policies providing opportunities for parental involvement:

Section 2 - School Board

- 2:150 Committees
- 2:260 Uniform Grievance Procedure

Section 4 - Operational Services

- 4:10 Fiscal and Business Management
- 4:110 Transportation
- 4:130 Free and Reduced-Price Food Services
- 4:140 Waiver of Student Fees
- 4:160 Hazardous and Infectious Materials
- 4:170 Safety

Section 5 - Personnel

- 5:230 Maintaining Student Discipline

Section 6 - Instruction

6:60	Curriculum Content
6:120	Education of Children with Disabilities
6:140	Education of Homeless Children
6:150	Home and Hospital Instruction
6:180	Extended Instructional Programs
6:190	Extracurricular and Co-Curricular Activities
6:235	Access to Electronic Networks
6:270	Guidance and Counseling Program
6:280	Grading and Promotion
6:300	Graduation Requirements
6:310	Credit for Alternative Courses and Programs, and Course Substitutions
6:340	Student Testing and Assessment Program

Section 7 - Students

7:15	Student and Family Privacy Rights
7:20	Harassment of Students Prohibited
7:30	Student Assignment
7:40	Nonpublic School Students, Including Parochial and Home-Schooled Student
7:50	School Admissions and Student Transfers to and from Non-District Schools
7:60	Resident Students
7:70	Attendance and Truancy
7:80	Release Time for Religious Instruction/Observance
7:90	Release During School Hours
7:100	Health and Dental Examinations, Immunizations, and Exclusion of Students
7:150	Agency and Police Interviews
7:165	School Uniforms
7:170	Vandalism
7:190	Student Discipline
7:200	Suspension Procedures
7:210	Expulsion Procedures
7:230	Misconduct by Students with Disabilities
7:240	Conduct Code for Participants in Extracurricular Activities
7:250	Student Support Services
7:260	Exemption from Physical Activity
7:270	Administering Medicines to Students
7:275	Orders to Forego Life-Sustaining Treatment
7:280	Communicable and Chronic Infectious Disease
7:290	Adolescent Suicide Awareness and Prevention Programs
7:300	Extracurricular Athletics
7:340	Student Records

Section 8 - Community Relations

8:30	Visitors to and Conduct on School Property
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8:95 Parental Involvement
Revised: August 2007

Community Relations

Exhibit - Letter Notifying Parents of School Visitation Rights

Dear Parent(s)/Guardian(s):

The School Visitation Rights Act permits employed parent(s)/guardian(s), who are unable to meet with educators because of a work conflict, the right to an allotment of time during the school year to attend necessary educational or behavioral conferences at their child's school. Please review the following copy of this Act to determine if you are entitled to a school visitation leave.

Very truly yours,
(district administrator)

SCHOOL VISITATION RIGHTS ACT

820 ILCS 147

147/1. **Short title**

§ 1. This Act may be cited as the School Visitation Rights Act.

147/5. **Policy**

§ 5. The General Assembly of the State of Illinois finds that the basis of a strong economy is an educational system reliant upon parental involvement. The intent of this Act is to permit employed parents and guardians who are unable to meet with educators because of a work conflict the right to an allotment of time during the school year to attend necessary educational or behavioral conferences at the school their children attend.

147/10. **Definitions**

§ 10. As used in this Act:

(a) "Employee" means a person who performs services for hire for an employer for:

- a) at least 6 consecutive months immediately preceding a request for leave under this Act; and
- b) an average number of hours per week equal to at least one-half the full-time equivalent position in the employer's job classification, as defined by the employer's personnel policies or practices or in accordance with a collective bargaining agreement, during those 6 months.

"Employee" includes all individuals meeting the above criteria but does not include an independent contractor.

(b) "Employer" means any of the following: a State agency, officer, or department, a unit of local government, a school district, an individual, a corporation, a partnership, an association, or a nonprofit organization.

(c) "Child" means a biological, adopted or foster child, a stepchild or a legal ward of an employee and who is enrolled in a primary or secondary public or private school in this State or a state which shares a common boundary with Illinois.

- (d) "School" means any public or private primary or secondary school or educational facility located in this State or a state which shares a common boundary with Illinois.
- (e) "School administrator" means the principal or similar administrator who is responsible for the operations of the school.

147/15. School conference and activity leave

§ 15.

- (a) An employer must grant an employee leave of up to a total of 8 hours during any school year, and no more than 4 hours of which may be taken on any given day, to attend school conferences or classroom activities related to the employee's child if the conference or classroom activities cannot be scheduled during non-work hours; however, no leave may be taken by an employee of an employer that is subject to this Act unless the employee has exhausted all accrued vacation leave, personal leave, compensatory leave and any other leave that may be granted to the employee except sick leave and disability leave. Before arranging attendance at the conference or activity, the employee shall provide the employer with a written request for leave at least 7 days in advance of the time the employee is required to utilize the visitation right. In emergency situations, no more than 24 hours notice shall be required. The employee must consult with the employer to schedule the leave so as not to disrupt unduly the operations of the employer.
- (b) Nothing in this Act requires that the leave be paid.
- (c) For regularly scheduled, non-emergency visitations, schools shall make time available for visitation during regular school hours and evening hours.

147/20. Compensation

§ 20. An employee who utilizes or seeks to utilize the rights afforded by this Act may choose the opportunity to make up the time so taken as guaranteed by this Act on a different day or shift as directed by the employer. An employee who exercises his rights under this Act shall not be required to make up the time taken, but if such employee does not make up the time taken, such employee shall not be compensated for the time taken. An employee who does make up the time taken shall be paid at the same rate as paid for normal working time. Employers shall make a good faith effort to permit an employee to make up the time taken for the purposes of this Act. If no reasonable opportunity exists for the employee to make up the time taken, the employee shall not be paid for the time. A reasonable opportunity to make up the time taken does not include the scheduling of make-up time in a manner that would require the payment of wages on an overtime basis. Notwithstanding any other provision of this Section, if unpaid leave under this Act conflicts with the unreduced compensation requirement for exempt employees under the federal Fair Labor Standards Act, an employer may require an employee to make up the leave hours within the same pay period.

147/25. Notification

§ 25. The State Superintendent of Education shall notify each public and private primary and secondary school of this Act. Each public and private school shall notify parents or guardians of the school's students of their school visitation rights. The Department of Labor shall notify employers of this Act.

147/30. Verification

§ 30. Upon completion of school visitation rights by a parent or guardian, the school administrator shall provide the parent or guardian documentation of the school visitation. The parent or guardian shall submit such verification to the employer. The State Superintendent and the Director of the Department of Labor shall suggest a standard form of documentation of school visitation to schools for use as required by this Section. The standard form of documentation shall include, but not be limited to, the exact time and date the visitation occurred and ended. Failure of a parent or guardian to submit the verification statement from the school to his or her employer within 2 working days of the school visitation subjects the employee to the standard disciplinary procedures imposed by the employer for unexcused absences from work.

147/35. Employee rights

§ 35. No employee shall lose any employee benefits, except as provided for in Section 20 of this Act, for exercising his or her rights under this Act. Nothing in this Act shall be construed to affect an employer's obligation to comply with any collective bargaining agreement or employee benefit plan. Nothing in this Act shall prevent an employer from providing school visitation rights in excess of the requirements of this Act. The rights afforded by this Act shall not be diminished by any collective bargaining act or by any employee benefit plan.

147/40. Applicability

§ 40. This Act applies solely to public and private employers that employ at least 50 or more individuals in Illinois, and to their employees.

147/45. Violation

§ 45. Any employer who violates this Act is guilty of a petty offense and may be fined not more than \$100 for each offense.

147/49. Limits on leave

§ 49. No employer that is subject to this Act is required to grant school visitation leave to an employee if granting the leave would result in more than 5% of the employer's work force or 5% of an employer's work force shift taking school conference or activity leave at the same time.

Community Relations

Relations With Other Organizations and Agencies

The District shall cooperate with other organizations and agencies, including the:

- County Health Department;
- law enforcement agencies;
- fire authorities;
- planning authorities;
- zoning authorities; and
- other school districts.

CROSS REF.: 4:170 (*includes* notification of child sex offenders); 5:90 (Abused and Neglected Child Reporting); 7:150 (Agency and Police Interrogation); 7:190-R3 (Administrative Procedure - Guidelines for Reciprocal Reporting of Criminal Offenses Committed By Students)

Community Relations

Title I Committee

It is the policy of Polo Community Unit School District #222 to involve parents in planning, implementing and reviewing the Title I program. Ways this is accomplished include but are not limited to:

1. Holding an annual meeting to explain and solicit suggestions for planning of the Title I program.
2. Notifying each child's parents in a timely manner that the child has been selected to participate in Title I and the reasons for the selection.
3. Sending quarterly written progress reports to each child's parents.
4. Providing time during district parent-teacher conference days for conferences between individual parents and Title I teachers.
5. Soliciting written suggestions from parents for planning and implementing the Title I program.
6. Making Title I staff available during any planned Open Houses during the school year.

Community Relations

Gifted Program Committee

It is the policy of Polo Community Unit School District #222 to involve parents in planning, implementing and reviewing the gifted program. Ways this is accomplished include but are not limited to:

- 1) Holding an annual meeting for the purpose of involving parents in the review of and planning for the gifted program.
- 2) Reviewing the procedure for identification of students that is available to all parents in the district's school handbooks; (This could involve reviewing the procedures for including students in the gifted program and/or the procedures for exiting students from the program if it is no longer the appropriate educational placement.)
- 3) Recommending appropriate ways and times for modifying parents of their child's inclusion from the gifted program; and
- 4) Providing suggestions for possible avenues of communication throughout the year with the parents of students included in the district gifted program.

Committee members include parents, District administrators, teachers, and gifted coordinator.

Community Relations

Public Complaints

The School Board is interested in receiving valid complaints and suggestions. Public complaints or suggestions shall be referred to the appropriate level staff member or District administrator. Each complaint or suggestion shall be considered on its merits.

An individual, not satisfied after following the channels of authority, may file a grievance under the Uniform Grievance Procedure. This policy shall not be construed to create an independent right to a hearing before the Board.

CROSS REF.: 2:140, 2:260 (Uniform Grievance Procedure), 3:30, 6:260