

CHAPTER 8

COMMUNITY RELATIONS

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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,
- (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,
- (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, and
- (4) Other programs which highlight the District's programs and activities.

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

Date Est.: June 2002

Date Revised: _____

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 affect 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. The District reserves the right to cancel previously scheduled use of facilities by community organizations and other groups. The use of school facilities requires the prior approval of the Superintendent or designee and is subject to applicable procedures.

Persons on school premises must abide by the District's conduct rules at all times.

Student groups, school-related organizations, government agencies, and non-profit organizations are granted the use of school facilities at no costs during regularly staffed hours. Fees and costs shall apply during non-regularly staffed hours and to other organizations granted use of facilities at any time. A fee schedule and other terms of use shall be prepared by the Superintendent and be subject to annual approval by the School Board.

LEGAL REF.: 20 U.S.C. §7905.
10 ILCS 5/19-2.2.
105 ILCS 5/10-20.40, 5/10-22.10, and 5/29-3.5.
Good News Club v. Milford Central School, 121 S.Ct. 2093 (2001).
Lamb's Chapel v. Center Moriches Union Free School District, 113 S.Ct. 2141 (1993).
Rosenberger v. Rector and Visitors of Univ. of Va., 515 U.S. 819 (1995).

CROSS REF.: 7:330 (Student Use of Building - Equal Access), 8:25 (Advertising and Distributing Materials in Schools Provided by Non-School Related Entities), 8:30 (Visitors to and Conduct on School Property)

Date Established: 8/20/1991

Date Revised: 5/14/2013

Administrative Rules and Regulations

The Dakota School District buildings and grounds are maintained and supported by the residents of the school district and are to be used primarily for the educational activities of the students of the school district. It is the belief of the Board of Education that the residents should be able to use these facilities when they are not needed for student activities. However, expenses for this use shall be paid for by those individuals requesting the special use of the facilities (i.e. custodial salaries, utilities, etc.).

- (1) School programs or student groups having a direct connection with the school shall have first claim to the use of the school or other district facilities.
- (2) Non-school organizations may request use of buildings and facilities.
- (3) Requests for use of the school facilities shall be made at the Superintendent's Office.
- (4) Cafeteria kitchen facilities may be used by groups provided a member of the regular lunch program staff or other school staff or faculty is willing to take responsibility to supervise the kitchen. Each group will make arrangements for this supervision through the Superintendent's office at the time of applying for use.
- (5) Organizations using the facilities are responsible for the conduct of persons in attendance, and any damage to the building or equipment. A deposit of \$250 will be required for use of school facilities or equipment except as otherwise noted in this policy. Deposits are refunded in full unless there is damage to facilities, or damage or loss of equipment. Refunds can be picked up in the superintendents office the next regular work day following the event.
- (6) All persons participating in physical education activities on gymnasium floors will wear approved athletic shoes.
- (7) For evening use, the buildings will be vacated by 10:30 p.m. If a later closing hour is desired, arrangements shall be made at the time the building is scheduled.
- (8) The administration shall determine if a custodian shall be on duty when the facilities are being used by individuals or groups under the supervision of member(s) of the school faculty and staff. In all instances when a building is rented, except when a faculty or staff member is supervising, a custodian shall be on duty.
- (9) The Board of Education reserves the right to refuse any application for use of buildings and equipment.
- (10) Groups or individuals using the school district's facilities for fund raising or other activities, which significantly increases the school district's liability obligations, shall provide evidence of coverage ("certificate of insurance") showing the amount of liability coverage in force. The Dakota School District shall be named as an additional insured party. Minimum liability insurance limits on a Comprehensive General Liability basis shall be:

Aggregate Liability - \$500,000 each occurrence

Deposits and rental fees are payable at the time of submitting the rental agreement.

Date Est.: February 23, 1994

Date Revised: June 2002

Insurance Required for Parties Using Facilities

Minimum liability insurance limits on a Comprehensive General Liability basis shall be:

Aggregate Liability - \$500,000 each occurrence

Evidence of Workers' Compensation coverage shall also be required if the use of employees of the private party is contemplated.

Deposits and rental fees are payable in the superintendent's office at the time of making application for facility use. Payments for custodial and/or kitchen supervision will be figured and billed after the activity.

Deposits are refundable if facilities and equipment are in the same condition as they were prior to their use. Any damage will be deducted from the deposit.

Ref: Historical Reference

Date Est.: August 20, 1991

Date Revised: June 2002

COMMUNITY USE OF SCHOOL FACILITIES - Fees and Deposits for Facility Use

- I. Use by community, educational, church and service organizations, and not for profit organizations contributing to the schools for meetings of general community interests.
 - a. Building Rental.....None
- II. Use by community educational, and service organizations, for programs and entertainment **for profit**.
 - a. Building Rental.....\$20.00/hr
 - b. Deposit of \$250.00.
- III. Use by businesses, individuals, or groups for advertising or public relation purposes.
 - a. Building Rental\$20.00/hr.
 - (1) Deposit of \$250.00
- IV. Use by school organizations including P.T.O.
 - a. Building Rental.....None
- V. Use of kitchen facilities for snack/light lunch. Group must arrange for kitchen supervision with superintendent's Office.
 - a. Kitchen/Cafeteria Rental.....\$20.00/hr.
- VI. Use of field lights.

A fee of \$5.00 per night will be assessed to any non-school organization or team using the field lights. The fee is to defray energy costs for the lights. No inning will start after 10:00 p.m. except when special permission is obtained from the Board of Education. The organization using any of these facilities is responsible for proper grounds policing.
- VII. All other requests for use of school facilities must be secured through permission from the Superintendent..

Use of the Dakota District No. 201 facilities is granted with the agreement of the parties involved that the premises and equipment will be left in the same condition as they were found. Further all parties must use the elementary facilities if possible. The superintendent may give permission to use the junior/senior high school facilities in special circumstances.

Ref.: Historical Records

Date Est.: August 20, 1991

Date Revised: June 2002

Fees and Deposits of Equipment or Chairs

A. General Policy

It shall be the policy of Dakota Community Unit No. 201 to rent or loan equipment or other items as listed below when not in use by school groups. Charges for rental equipment will be made at the respective attendance center.

B. Rental Regulations of School District Equipment

- | | |
|---|--|
| 1. Folding chairs | Deposit of \$250.00 for 50 chairs or less
Deposit of \$500.00 for over fifty chairs |
| 2. Audio visual equipment | Deposit of \$250.00 |
| a. Churches, charitable and educational organizations | |
| 1. Rental Fee..... | \$10.00 |
| b. Other Groups | |
| 1. Rental Fee..... | \$25.00 |

Community churches, charitable and educational organizations needing use of any other items(s) not listed above shall make such requests from the superintendent and arrive at a reasonable fee (deposit) for same.

Repair costs for equipment which is damaged when on loan from the school district shall be paid for (out of the deposit) by the person or group borrowing the equipment (normal wear and tear will be taken into consideration).

Deposits are payable at the Superintendent's office, 400 Campus Drive.

Ref.:

Dated Est.: August 20, 1991

Date Revised: June 2002

DAKOTA COMMUNITY UNIT DISTRICT #201

\$1 DOLLAR PER PRACTICE PER PERSON

To: Board of Education and Superintendent of Schools

(Date) _____ (Time) _____ for _____
 Month Day Year Organization/Activity

Gymnasium \$20.00/Hour _____

- | | | |
|---------------------------------|--------------|--|
| <u>Cafeteria/Kitchen</u> | \$20.00/Hour | |
|---------------------------------|--------------|--|

- | | | |
|-------------------------|--------------|--|
| <u>Classroom</u> | \$20.00/Hour | |
|-------------------------|--------------|--|

- ## Equipment

- | | | |
|-----|---|---------|
| (1) | Audio Visual Equipment | |
| a. | Churches, charitable and educational organization | \$10.00 |

- | | | |
|-----------------|---------|-------------------|
| b. Other groups | \$25.00 | <u> </u> |
|-----------------|---------|-------------------|

TOTAL

DAKOTA COMMUNITY UNIT DISTRICT

ORGANIZATION

by _____

Signed by _____
Person Responsible

Date: _____

Address

Fee Paid: _____

Phone

HOLD HARMLESS AGREEMENT AND WAIVER

To the fullest extent permitted by law, _____, in consideration for

User/Renter's Name

use of school property and/or facilities, assumes the risk of said use and agrees to forever release, indemnify, discharge, defend and hold harmless, Dakota Community Unit District No. 201, Stephenson County, Illinois, its Board of Education and individual Board members, officers, employees, agents, and representatives against, and waive any and all rights or claims to any and all losses, disputes, or causes of action, past present, or future, including, but not limited to, costs, judgments, court costs, and /or attorney's fees, arising out of or in any way connected to any injury to or the death of any person or persons or the loss of or damage to any property, arising out of or in connection with use of school district property and/or facilities.

It is acknowledged that _____ has sole and exclusive

User, Renter, or Sponsoring Signature

responsibility to supervise the use of or activities associated with the use of school district property and/or facilities and Dakota Community Unit District # 201 assumes no responsibility to supervise said use or activities.

It is further acknowledged that personal injuries and/or property damage may occur during said use, said use is voluntary and this waiver, release, discharge, and assumption of the risk is binding you

_____ or any person or persons claiming by, through, or under

User/Renter's Name

_____ in connection with said use of school district property and facilities.

User/Renter's Name

By: _____

Superintendent

Dakota Comm. Unit #201

By: _____

Organization

Person Responsible for Supervision

Address: _____

Phone #: _____

Date: _____

PERSON RESPONSIBLE FOR SUPERVISION MUST RETAIN COPIES OF THE HOLD HARMLESS AGREEMENT FOR EACH PARTICIPANT.

DAKOTA COMMUNITY UNIT DISTRICT #201
DAKOTA ILLINOIS

HOLD HARMLESS AGREEMENT AND WAIVER

To the fullest extent permitted by law, _____, in consideration for

Participant's Name

use of school property and/or facilities, assumes the risk of said use and agrees to forever release, indemnify, discharge, defend and hold harmless, Dakota Community Unit District No. 201, Stephenson County, Illinois, its Board of Education and individual Board members, officers, employees, agents, and representatives against, and waive any and all rights or claims to any and all losses, disputes, or causes of action, past present, or future, including, but not limited to, costs, judgments, court costs, and /or attorney's fees, arising out of or in any way connected to any injury to or the death of any person or persons or the loss of or damage to any property, arising out of or in connection with use of school district property and/or facilities.

It is acknowledged that _____ has sole and exclusive

User, Renter, or Sponsoring Signature

responsibility to supervise the use of or activities associated with the use of school district property and/or facilities and Dakota Community Unit District # 201 assumes no responsibility to supervise said use or activities.

It is further acknowledged that personal injuries and/or property damage may occur during said use, said use is voluntary and this waiver, release, discharge, and assumption of the risk is binding you

_____ or any person or persons claiming by, through, or under

Participant's Name

_____ in connection with said use of school district property and facilities.

Participant's Name

By: _____

Signature of Parent or Guardian of Participant

Address: _____

Phone #: _____

Date: _____

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, class pictures, or class rings.

No individual or entity may advertise or promote its interests by using the names or pictures of the School District, any District school or facility, staff members, or students except as authorized by and consistent with administrative procedures and approved by the Board.

Material from candidates and political parties will not be accepted for posting or distribution, except when used as part of the curriculum.

LEGAL REF.: Berger v. Rensselaer Central School Corp., 982 F.2d 1160 (7th Cir. 1993), *cert. denied*, 113 S.Ct. 2344 (1993).
 DiLoreto v. Downey Unified School Dist., 196 F.3d 958 (9th Cir. 1999).
 Hedges v. Wauconda Community Unit School Dist., No. 118, 9 F.3d 5 (7th Cir. 1993).
 Lamb's Chapel v. Center Moriches Union Free School Dist., 113 S.Ct. 2141 (1993).
 Sherman v. Community Consolidated School Dist. 21, 8 F.3d 1160 (7th Cir. 1993), *cert. denied*, 114 S.Ct. 2109 (1994).
 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 (Student Fund-Raising Activities), 7:330 (Student Use of Buildings - Equal Access)

Date Established: _____

Date Revised: 5/14/2013

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

Requests from Community, Educational, Charitable, Recreational, or Other Organizations

Actor	Action
Community, Educational, Charitable, Recreational, or Other Organizations	<p>Direct to the Building Principal all requests to advertise events pertinent to students' interests or involvement.</p> <p>Specifically describe the material or literature proposed to be displayed, distributed, or included in the school's website.</p> <p>Request specific dates for the material to be posted or distributed.</p>
Building Principal	<p>Refers all materials to the Superintendent or designee for screening to ensure compliance with the District's policy and procedures. Note: An administrator in the central office enhances coordination and ensures that all buildings in the district are operating uniformly. For districts that wish to leave the screening of materials to building principals, replace: "Superintendent or designee" in the next row with "Building Principal" and delete this row.</p>
Superintendent or designee	<p>Screens all material before distributing or posting it to ensure compliance with the District's policy and procedures, including that all material and literature be student-oriented and have the sponsoring organization's name prominently displayed.</p> <p>Rejects all requests to post or distribute material or literature that would: (a) disrupt the educational process, (b) violate the rights or invade the privacy of others, (c) infringe on a trademark or copyright, or (d) be defamatory, obscene, vulgar, or indecent. Note: Consult the Board Attorney. Allowing one organization to distribute non-religious materials at school, but prohibiting the distribution of religious materials by another, may negate indemnification for school administrators and the district. See <u>Morgan v. Swanson</u>, -- F.3d -- (5th Cir., 2014) (granting -after several years of reversals, remands, and procedural motions- qualified immunity to an elementary school principal who allowed parents to distribute non-religious materials but prohibited another parent from distributing religious materials during an in-class winter party).</p> <p>Determines the appropriate location for posting the material and/or distributing it, provided that any distribution by staff is done without discussion.</p> <p>Informs the organization whether its request is accepted or rejected.</p> <p>Removes all materials that are out-of-date from the building and/or website.</p>
Community, Educational, Charitable, Recreational, or Other Organizations	<p>Have the material or posters delivered to the school. The school will not make copies.</p> <p>Provide in electronic format any information that the Building Principal agreed to publish on the school's website.</p>

Requests from Commercial Companies to Advertise and/or Distribute Material

Actor	Action						
Commercial Companies	<p>Direct to the Superintendent all requests to advertise on school grounds or in school publications.</p> <p>Specifically identify the requested location for advertisements, i.e.: (a) athletic field fence, (b) athletic, theater, or music programs, and/or (c) scoreboards.</p> <p>Prominently display the company's name on all advertising.</p> <p>Provide a copy of the proposed advertisement to the Superintendent.</p>						
Superintendent	<p>Screens all proposed ads to ensure that they will not: (a) disrupt the educational process, (b) violate the rights or invade the privacy of others, (c) infringe on a trademark or copyright, or (d) be defamatory, obscene, vulgar, or indecent.</p> <p>May approve a commercial request related to graduation, class pictures, or class rings.</p> <p>For all other commercial requests, makes a dispositional recommendation during an open School Board meeting.</p> <p>After the Board's decision, takes all appropriate steps.</p>						
School Board	<p>From time-to-time, by Board resolution, determines minimum fees for advertising space. All fees are subject to negotiation and Board approval. Current minimum fees are:</p> <table><tr><td>Athletic field fences</td><td>\$_____</td></tr><tr><td>Athletic, theater, or music programs</td><td>\$_____</td></tr><tr><td>Scoreboards</td><td>\$_____</td></tr></table>	Athletic field fences	\$_____	Athletic, theater, or music programs	\$_____	Scoreboards	\$_____
Athletic field fences	\$_____						
Athletic, theater, or music programs	\$_____						
Scoreboards	\$_____						

Date Established: _____

Date Revised: 10/21/2014

Visitors to and Conduct on School Property

The following definitions apply to this policy:

School property - District and school buildings, grounds, and parking areas; 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 perform any of the following acts:

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. Unless specifically permitted by State law, 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. Distribute, consume, use, possess, or be under the influence of an alcoholic beverage or illegal drug; be present when the person's alcohol or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
9. Use or possess medical cannabis.
10. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
11. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board.
12. 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.
13. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
14. Violate other District policies or regulations, or a directive from an authorized security officer or District employee.

15. 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 has notified the Building Principal of his or her presence at the school for the purpose of: (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; 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.
410 ILCS 130/, Compassionate Use of Medical Cannabis Pilot Program.
430 ILCS 66/, Firearm Concealed Carry Act.
720 ILCS 5/11-9.3.

CROSS REF.: 4:170 (Safety), 5:50 (Drug- and Alcohol-Free Workplace; Tobacco Prohibition), 6:120 (Education of Children with Disabilities), 6:250 (Community Resource Persons and Volunteers), 7:190 (Student Discipline), 8:20 (Community Use of School Facilities)

Date Est.: _____

Date Revised: 2/16/2016

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 one calendar year after a School Board hearing. Examples of unsportsmanlike conduct include:

- 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 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 School Board 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 (Conduct on School Property)

Date Est.: June 2002

Date Revised: _____

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

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

Any staff member may request identification from any person on school grounds or in any school building; refusal to provide such information is a criminal act. The Building Principal or designee shall seek the immediate removal of any person who:

- (1) refuses to provide requested identification,
- (2) interferes with, disrupts, or threatens to disrupt any school activity or the learning environment,
- (3) or engages in an activity in violation of Board policy 8:30, *Conduct on School Property*.

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

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

Date Est.: August 20, 1991

Date Revised: June 2002

ACCOMMODATING INDIVIDUALS WITH DISABILITIES

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities on an equal basis to those without disabilities and will not be subject to illegal discrimination. Where necessary, the District may provide to persons with disabilities separate or different aids, benefits, or services from, but as effective as, those provided to others.

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

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

The Superintendent is designated the Americans With Disabilities Act, Title II Coordinator and, in that capacity, is directed to:

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

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

Individuals with disabilities may allege a violation of this policy or federal law by reporting it to the Superintendent, as the Title II Coordinator, or by filing a grievance under the Uniform Grievance Procedure. The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Complaint Managers for the Uniform Grievance Procedure.

Complaint Managers:

Name	<u>Superintendent</u>	<u></u>
Address	<u>400 Campus Dr. Dakota IL 61018</u>	<u></u>
Telephone No.	<u>815-449-2832</u>	<u></u>

LEGAL REF.: Americans with Disabilities Act, 42 U.S.C. §§ 12111 et seq. and 12131 et seq.; 28 C.F.R. Part 35.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 4:150 (Facility Management and Expansion Programs)

Date Est.: June 2002

Date Revised:

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 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. 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 Board's legal obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supersede an organization or club's recommendation.
8. The organization shall make an annual report to the board following the close of the organization's fiscal year. The report shall be made by the organization's President or a person determined by the organization's Board of Directors and shall include:
 - Financial statement
 - A short summary of the organization's work or accomplishments
 - Future plans

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.

Ref: _____
Date Est.: November 18, 2008
Date Revised: _____

Parental Involvement

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

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

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

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

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

Date Established: _____

Date Revised: 5/13/2014

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. This administrative procedure identifies opportunities for parental involvement.

The District or school provides notices to parents/guardians on the following topics (list may not be exhaustive):

Public hearing on holding school or scheduling teachers' institutes, parent-teacher conferences, or staff development on certain holidays. 105 ILCS 5/24-2(b).
Free and reduced-price food service. 7 C.F.R. §245.5; 23 Ill.Admin.Code §305.10(c).
Fee waiver. 23 Ill.Admin.Code §1.245.
Applications of pest control and/or lawn care products. 225 ILCS 235/10.3, 415 ILCS 65/3.
Instruction on recognizing and avoiding sexual abuse. 105 ILCS 5/27-13.2.
Parental school visitation rights. 820 ILCS 147/25.
Child's placement in English language learner programs. 105 ILCS 5/14C-4.
Major school-sponsored events, including parent-teacher conferences, given to non-custodial parents. 105 ILCS 5/10-21.8.
Unexplained absence from school of a student in K-8 (within two hours). 105 ILCS 5/26-3b.
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 and/or expulsion. 105 ILCS 5/10-22.6.
Electronic audio and/or visual recording devices if located on school buses. 720 ILCS 5/14-3(m).
Physician who prescribes District's supply of epinephrine auto-injectors is protected from liability, with limited exceptions. 105 ILCS 5/22-30(c).
Availability of the District report card. 105 ILCS 5/10-17a.

See also:

6:170-AP2, *Notice to Parents Required by No Child Left Behind Act of 2001*

7:190-E2, *Student Handbook Checklist*

7:340-AP1, E1, *Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records*

State laws have created parental involvement opportunities on the following topics:

Students Records

Parents/guardians have many rights concerning their student's school records, including the right to access the records (105 ILCS 10/5); the right to challenge the content (105 ILCS 10/7); and a non-custodial parent has the right to receive copies of school correspondence and reports (105 ILCS 5/10-21.8).

Parent-Teacher Advisory Committees

The School Board establishes a parent-teacher advisory committee(s) on student discipline and behavior interventions for special education students. 105 ILCS 5/10-20.14 and 5/14-8.05(c).

Curriculum Involvement

The District must involve the parents/guardians of a child with disabilities in their child's education and placement. 105 ILCS 5/14-1 *et seq.*, 23 Ill.Admin.Code §§226.500, 510 and 610.

If a parent/guardian objects, the student is not required to take sex education classes or courses. 105 ILCS 5/27-9.1, 5/27-9.2, and 110/3.

A parent/guardian has the right to examine instructional materials to be used in sex education classes or courses. 105 ILCS 5/27-9.1, 5/27-9.2, and 110/3.

The Board determines the instructional program with involvement of parents/guardians. 23 Ill.Admin.Code §1.410.

The 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).

The District must notify parents/guardians of graduation requirements and when a student's eligibility for graduation may be in question. 23 Ill.Admin.Code §1.440(e).

The Board 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 a parent/guardian's request, a student must be released for religious instruction or observance. 105 ILCS 5/26-1(5).

The District must post the school report card on its website and, upon request, send it to parents/guardians. If the District does not maintain a website, the report card must be sent to parents/guardians without request. The District must send a written notice home to parents/guardians stating: (1) that the report card is available on the website; (2) the website address; (3) that 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.

Conferences and Hearings

The District must notify parents/guardians and consult with them and keep them involved with the education and placement of their 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.

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

A 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 must be included in the school report card. 105 ILCS 5/10-17a.

Training

Parents as teachers program. 105 ILCS 225/5.

The following Board policies provide opportunities for parental involvement:

School Board

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

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

Personnel

- 5:230 Maintaining Student Discipline

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
: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

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 Students
7:50	School Admissions and Student Transfers to and from Non-District Schools
7:60	Resident
7:70	Attendance and Truancy
7:80	Release Time for Religious Instruction/Observance
7:90	Release During School Hours
7:100	Health, Eye, 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 Forgo 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

Community Relations

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

School-level parental involvement programs include:

1. Keeping 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. Encouraging 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. Establishing effective two-way communication between all parents/guardians 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. Seeking 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. Informing 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.

Date Established: _____

Date Revised: 5/14/2013