

ELMHURST COMMUNITY UNIT SCHOOL DISTRICT 205
BOARD OF EDUCATION POLICY MANUAL
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Community Relations

Connection with the Community

Communications

The Board President is the official spokesperson for the School Board. The Superintendent acts as the District's chief spokesperson and shall plan and implement a community relations program, in conjunction with the Director of Communications and Public Relations, which aims to both inform and build community/staff support by:

1. Providing staff and the community with accurate, timely and transparent communication;
2. Providing opportunities for public engagement;
3. Promoting an understanding of District initiatives, policies, operations, programs, services, and the educational organization as a whole;
4. Soliciting input and feedback from staff and the community;
5. Establishing effective two-way communication systems that strengthen relationships with parents, staff and the community (including members of the media).
6. Adhering to a policy of openness, honesty, integrity and ethics in communicating with all stakeholders;
7. Demonstrating the benefits of District 205's educational program(s) to all stakeholders, to whom we are accountable.
8. Coordinate with the Superintendent and District Safety Coordinator to provide accurate and timely information to the appropriate individuals during an emergency.

The public relations program may consist of such actions as (including, but not limited to):

- Utilizing various communication tools (i.e. publications, websites, email, media relations, face-to-face meetings) to inform the community of major District programs, services, achievements, finances, policies, Board actions, etc.;
- Gathering formal and informal research to assess the public's knowledge and attitudes regarding various District programs, services and activities;
- Developing and training administrators and staff in key communication skills and strategies;
- Evaluating the effectiveness of communication strategies and making adjustments as needed.
- The Board President and Superintendent will coordinate their respective media relations efforts.

CROSS REF.: 2:110 (Qualifications, Term, and Duties of Board Officers); 8:110 (Parental and Public Input)

ADOPTED: February 22, 2011

REVISED: November 24, 2015

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 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.

Fees and costs shall apply to 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)
- ADOPTED: February 22, 2011
- REVISED: September 24, 2013

Community Relations

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

No material, literature, or advertisement (referred to collectively as “material”) shall be posted or distributed without advance approval of the Superintendent or designee as described in this policy.

General Standards

No material 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. All material must be student-or parent-oriented, meaning that it is pertinent to students’ or parents’ interest or involvement. All material must be appropriate for display in a school context, taking into consideration the age and maturity level of the students, and must clearly identify the sources of the information.

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

Material promoting materials that cannot legally be obtained by students (including, but not limited to, cigarettes and alcohol) or including sexually oriented material will not be allowed. Materials of this nature that are used for educational purposes (i.e. anti-drinking literature/posters at prom time) or as part of the curriculum may be distributed upon approval of the building principal or designee.

Material of a religious nature must include a disclaimer that opinions expressed are not endorsed by the District.

No individual or entity may advertise or promote its interest 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.

Community, Educational, Charitable, or Recreational Organizations – Posters and Flyers

Community, educational, charitable, recreational, or similar groups may, under procedures established by the Superintendent, submit copies of materials to be posted in designated areas and/or to be sent home with students (e.g., through a flyer distribution program). All such materials must meet the General Standards set forth in this policy. The District reserves the right to decide where and when any such materials are distributed, displayed, or posted.

Advertisements

Under procedures established by the Superintendent and with the purpose of furthering educational activity, organizations may purchase space for advertisements in or on: (1) athletic, theater, or music programs; (2) student newspapers or yearbooks; (3) scoreboards; and/or (4) other appropriate locations. All such advertisements must meet the General Standards set forth above.

In addition, organizations, including those organizations listed in the prior paragraph and any other commercial organizations, may advertise through the District’s video streaming site if they meet the General Standards set forth above.

The District reserves the right to decide where and when any advertisement is distributed, displayed, or posted and may require the advertiser to enter into an agreement with the School District.

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. 18, 9 F.3d 5 (7th Cir. 1993).
Lamb's Chapel v. Center Moriches Union Free School Dist., 113 S.Ct. 2141 (1993).
Sherman v. Community Consolidated School Dist. 21, 8 F.3d 1160 (7th Cir. 1993), *cert. denied*, 114 S.Ct. 2109 (1994).

CROSS REF.: 7:325 (Student Fund-Raising Activities), 7:330 (Student Use of Buildings - Equal Access)

ADOPTED: February 22, 2011

REVISED: May 27, 2014

Community Relations

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 Board of Education meeting, school athletic event, or other school-sponsored event.

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

All visitors to school property are required to report to the Building Principal's office 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.

The Superintendent or designee shall manage a program to allow community use of the following facilities on non-school days, during the daylight, provided they are not being used for school purposes: tennis courts, playground, and track.

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 the 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. Consume, possess, distribute, or be under the influence of an alcoholic beverage or illegal drug.
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 meets either of the following two exceptions:

1. The offender is 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 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. The offender received permission to be present from the School 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.

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 removed 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.
430ILCS 66/. Firearm Concealed Carry Act.
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)

ADOPTED: February 22, 2011

REVISED: March 25, 2104

Community Relations

Accommodating Individuals with Disabilities

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

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.

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

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

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

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

LEGAL REF.: Americans with Disabilities Act, 42 U.S.C. §§12101 et seq. and 12131 et seq.; 28 C.F.R. Part 35.
Rehabilitation Act of 1973 §104, 29 U.S.C. §794 (2006).
105 ILCS 5/10-20.51.
410 ILCS 25/, Environmental Barriers Act.
71 Ill.Admin.Code Part 400, Illinois Accessibility Code.

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

ADOPTED: February 22, 2011

REVISED: February 28, 2017
December 12, 2017

Community Relations

Gifts to the District

The School Board accepts gifts from any education foundation or other entity or individual, provided the gift can be used in a manner compatible with the Board's education objectives and policies and permits the District to work toward resource equity among its learning centers. The Board accepts only unrestricted gifts, except where the donation(s) is expressly conditioned to fund specific projects or facilities and the Board expressly accepts the condition at the time the acceptance of the donation. The Superintendent or designee may accept gifts under \$500 on behalf of the District without Board approval. The Superintendent shall develop procedures for review and recommendation of donations that involve incorporating messages into or placing messages upon school property. All gifts received become the School District's property.

LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Education Amendments implemented by
34 C. F. R. Part 106.
105 ILCS 5/16-1.
23 Ill.Admin.Code §200.40

CROSS REF: 4:60 (Purchases and Contracts), 4:150 (Facility Management and Building
Programs), 6:10 (Education Philosophy and Objectives, 6:210 (Instructional
Materials), 7:10 (Equal Educational Opportunities)

ADOPTED: February 22, 2011

REVISED: January 24, 2012
December 18, 2012
November 24, 2015

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 Board of Education welcomes their suggestions and assistance.

Parent organizations and booster clubs may be 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.

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 recognized 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)

ADOPTED: February 22, 2011

REVISED: February 28, 2017

Community Relations

Parental Involvement

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

1. Keep parents/guardians 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.

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)

ADOPTED: February 22, 2011

REVISED: August 16, 2011

Community Relations

Parental and Public Input

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

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

CROSS REF.: 2:140 (Communications To and From the Board), 2:230 (Public Participation at Board of Education Meetings and Petitions to the Board), 2:260 (Uniform Grievance Procedure), 3:30 (Chain of Command), 6:260 (Complaints About Curriculum, Instructional Materials and Programs), 8:10 (Connection with the Community)

ADOPTED: February 22, 2011

REVISED: August 16, 2011