

**BOARD OF EDUCATION POLICY 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,
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.

School Publications

1. A yearbook shall be published each year at each high school in the District. This activity shall be conducted by students and normally shall be financially self-sustaining. A student newspaper may be published at each high school in the District. This activity shall be conducted by students and normally shall be financially self-sustaining. Literary and other publications may be compiled and distributed. These activities shall be conducted by students under the direction of faculty members.
2. Student/Parent handbooks shall be presented to each student on a yearly basis. These handbooks shall explain the procedures, rules and guidelines for each school. Students shall be required to sign that they have received a handbook.
3. According to State of Illinois School Code Requirements, a District Report Card will be prepared on an annual basis. This report card will be presented to the Board of Education - and be made available for distribution to concerned citizens of the District.

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

ADOPTED: September 2, 2003

Community Relations

Community Use of School Facilities

Use of School Facilities

School facilities are available to organizations during non-school hours when such use does not: (1) interfere with any school functions 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 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 or designee shall develop procedures to manage community use of school facilities. Use of school facilities requires the approval of the Superintendent or designee, and is subject to the procedures.

- LEGAL REF.: 20 U.S.C. §-7905.
10 ILCS 5/19-2.2.
105 ILCS 5/10-20, 5/10-22.10 and 5/29-3.5.
Good News Club v. Milford Central School, 121S.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 (Distribution and Display of Community Flyers and Posters), 8:30 (Conduct on School Property)
- ADOPTED: September 2, 2003
- REVISED: February 17, 2004
January 4, 2005
January 22, 2008

Community Relations

Naming of District-Owned Property

School District property and facilities shall not be named after any individual, corporation, and/or organization.

ADOPTED: November 20, 2001

Community Relations

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

No material or literature shall be posted or distributed that would (1) disrupt the educational process, (2) violate the rights or invade the privacy of others, (3) infringe on a trademark or copyright, or (4) be defamatory, obscene, vulgar, or indecent.

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' interest or involvement. This may include displaying posters in areas reserved for community posters or having flyers distributed to students. All material and literature must be student-oriented and have the sponsoring organization's name prominently displayed.

Commercial Companies and Political Candidates or Parties

Commercial companies may purchase space for their advertisements in or on athletic, theater, or music programs. The advertisements must be consistent with this policy and its implementing procedures.

Political candidates or organizations are prohibited from advertising in schools, on school grounds, or on school or District websites, except in a designated polling place or on Election Day.

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)

ADOPTED: September 2, 2003

REVISED: July 15, 2008

Community Relations

Community Partnerships

The Board of Education acknowledges the relationship, contributions and promotional value of advertising and publicity of commercial business partnerships for the benefit of the educational program of its students.

All community partnerships, including advertising, shall be in conformance with administrative procedures established by the Superintendent of schools. Any community partnership granted exclusivity must be formally approved by the Board of Education.

1. The direct solicitation of funds, sale of goods and collection of contributions may be conducted on school premises with the specific permission of the Principal.
2. No school group shall solicit, in the name of the school, without specific approval of the Principal.
3. Any school organization wishing to advertise its activities must secure approval of the building Principal.
4. Anyone not associated with the school wishing to advertise on school premises must secure approval of the building Principal.
5. Salespersons, on school-related business, may visit school personnel during school hours only by appointment and with the approval of the Principal.
6. Donations to a school or the district that provide or require advertising for the donor shall be reviewed by the Superintendent for approval.
7. Donations and/or formal agreements that provide for an exclusivity agreement between a school or the District and an outside agency or commercial enterprise shall require the formal approval of the Board of Education.

CROSS REF.: 7:325 (Student Fund-Raising Activities), 8:25 (Distribution and Display of Community Flyers and Posters), 8:80 (Gifts to the District)

ADOPTED: September 2, 2003

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.

Visitors – Any person other than an enrolled student or employee.

All visitors to school property are required to report to the Main Office and/or the designated security checkpoint. Visitors are limited to visiting only those places authorized by security officials and/or the Main Office on the date and time of visit. Persons visiting places or persons other than those authorized will be directed to leave.

Any person wishing to confer with a staff member should contact the 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 of Education;
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.
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 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.

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 for up to one calendar year.

Procedures to Deny Future Admission to School Events

Before any person may be denied to school events 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 must contain:

1. The date, time, and place of the Board meeting,

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 the 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)

ADOPTED: September 2, 2003

REVISED: May 3, 2005
December 6, 2005
January 2, 2007
June 17, 2008

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)

ADOPTED: September 2, 2003

REVISED: December 5, 2006

Community Relations

Gifts to the District

The Board of Education 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.

Donations and/or Gifts

1. Gifts or donations to the District may be accepted and title shall pass without condition to the District. An annual report shall be given to the Board of Education of all donations and gifts.
2. Gifts and awards to individuals (i.e. staff, students, parents, community members, etc.) shall not exceed nominal value.
3. Except in connection with performing a useful service, Board of Education members and school employees may not accept gifts or awards from students, parents, organizations, or vendors unless the gift is of nominal monetary value.
4. Donations may be used to assist students who are in need. The recipients of such funds shall be chosen at the discretion of the Board of Education or its designee.

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

ADOPTED: September 2, 2003

Community Relations

Gratuities, Scholarships, Services and Facilities

Gratuities

Since many community organizations and individuals are vitally interested in making financial aid available to students who desire to pursue their educational goals beyond high school, and are also interested in conferring awards to recognize deserving students for outstanding achievement, the Board of Education of Bremen Community High School District 228 approves of and encourages the gratuity of scholarships and awards.

Scholarships

The Superintendent or designee will develop criteria and procedures for presenting awards, honors, and scholarships to students for outstanding scholarship and distinguished service in District activities.

All awards, honors, and scholarships shall be conferred to students under the direction and supervision of the Building Principal designee.

Funds may be set up to be used in the case of needy children. These may come from any source acceptable to the Board of Education with the understanding that the recipients of such funds shall be chosen at the discretion of the Board of Education or other school personnel to whom the Board of Education delegates these powers.

Services and Facilities

Services and facilities may be granted to District 228 schools by any individual, service club, public business, or public officials, as the Board of Education of District 228 may deem acceptable.

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

ADOPTED: September 2, 2003

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 supersede 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)

ADOPTED: September 2, 2003

REVISED: July 19, 2005
April 4, 2006

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 develop administrative procedures to:

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. Promote 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 (Outside Organizations)

ADOPTED: September 2, 2003

REVISED: December 5, 2006

Community Relations

Relations with Other Organizations and Agencies

The District will cooperate with other organizations and agencies as appropriate.

CROSS REF.: 1:20 (District Organization, Operations, and Cooperative Agreements, 4:170 (Safety), 5:90 (Abused and Neglected Child Reporting), 7:150 (Agency and Police Interviews), 8:90 (Outside Organizations)

ADOPTED: September 2, 2003

Community Relations

Public Suggestions and Complaints

The Board of Education is interested in receiving valid complaints and suggestions from members of the community. Any individual may make a suggestion or express a complaint at any District or School office. All suggestions and/or complaints will be referred to the appropriate level staff member or District administrator who is most able to respond in a timely manner. Each complaint 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 Uniform Grievance Procedure. This policy shall not be construed to create an independent right to a hearing before the Board.

CROSS REF.: 2:140 (Communications to and from the Board), 2:230 (Public Participation at School Board 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: September 2, 2003

REVISED: December 5, 2006