

**ROBINSON COMMUNITY UNIT SCHOOL DISTRICT NO. 2**  
**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.
4. Invitations to clubs and service organizations to have lunch and hold their business meetings at the schools. Walk-through tours or special talent programs should be provided by the schools. "School-after-hours" should be held at all buildings. Special interest groups should be invited to community forums where various programs would be planned.
5. Other programs which highlight the District's programs and activities.

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

ADOPTED: June 21, 1999

## Community Relations

### Community Use of School Facilities

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

Student groups and school-related organizations and local governments are granted the use of school facilities at no cost. Other organizations granted use of facilities shall pay fees and costs.

The Superintendent shall develop procedures to manage community use of school facilities. Use of school facilities requires the Superintendent's approval and is subject to the procedures.

Any group planning the use of any part of the school facilities outside of regular school hours shall take the following steps:

1. Secure permission from Principal, if permission is granted, place reservation on calendar
2. Assume complete responsibility for the activities of the group which uses the building
3. Return all equipment to its accustomed place after using and clear any excessive papers and decorations that have been used.
4. It will be the responsibility of the group using school facilities to provide liability insurance (\$1,000,000.00) for the event covering both the group and CUSD #2 as co-insured. This will be at the group's expense. A certification of co-insurance must be provided to the respective school principal before the facility is used. Certificate is forwarded to the central office for filing.
5. Other requirements as may be determined by the Administration.

Minimum rental fees for use of buildings will be as follows:

	<u>Non-Profit Organization</u>	<u>Profit-Making Organization</u>
High School Gym	\$100.00	\$200.00
High School Cafetorium	50.00	100.00
Nuttall Middle School Gym	100.00	200.00
Lincoln Gym	25.00 per/hr	100.00per/hr
Washington Gym	25.00 per/hr	100.00per/hr

Necessary custodial services 1 ½ times' regular hourly rate.

Cafeteria employees must be present when cafeteria is used. Rate of pay being 1 ½ times regular rate.

LEGAL REF.: 20 USC 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)

ADMIN. PROC.: 8:20-AP (Community Use of School Facilities)

ADOPTED: April 21, 2008



## **Community Relations**

### **Distribution and Display of Community Flyers and Posters**

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

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

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

LEGAL REF.:        Lamb's Chapel v. Center Moriches Union Free School Dist., 113 S.Ct. 2141 (1993).  
                         Berger v. Rensselaer Central School Corp., 982 F.2d 1160 (7th Cir. 1993), *cert. denied*, 113 S.Ct. 2344 (1993).  
                         Hedges v. Wauconda Community Unit School Dist., No. 18, 9 F.3d 5 (7th Cir. 1993).  
                         Sherman v. Community Consolidated School Dist. 21, 8 F.3d 1160 (7th Cir. 1993), *cert. denied*, 114 S.Ct. 2109 (1994).

CROSS REF.:        7:325

ADOPTED:           June 21, 1999

## **Community Relations**

### **Visitors to and Conduct on School Property**

For purposes of this policy, “school property” means school buildings, District buildings not being used as a school, vehicles used for school purposes, any location during a school athletic and other school-sponsored event, and school grounds.

Visitors are welcome on school property, provided their presence will not be disruptive. All visitors must initially report to the Building Principal’s office. Any person wishing to confer with a staff member should contact that staff member by telephone or email to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher’s conference/preparation period.

The School District expects mutual respect, civility, and orderly conduct among all individuals on school property or at a school event. No person on school property or at a school event shall:

1. Injure, threaten, harass, or intimidate a staff member, a School Board member, or any other person;
2. Damage or threaten to damage another's property;
3. Damage or deface School District property;
4. Violate any Illinois law, or town or county ordinance;
5. Smoke or otherwise use tobacco products;
6. Consume, possess, distribute, or be under the influence of alcoholic beverages or, illegal drugs, or possess dangerous devices or weapons;
7. Impede, delay, or otherwise interfere with the orderly conduct of the District's educational program or any other activity occurring on school property;
8. Enter upon any portion of school premises at any time for purposes other than those which are lawful and authorized by the School Board;
9. Operate a motor vehicle in a risky manner or in violation of an authorized District employee’s directive;
10. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding, or
11. Violate other District policies or regulations, or an authorized District employee’s directive.

### **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.

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 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 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 refuses to provide requested identification.

As circumstances warrant, the Superintendent or designee shall take appropriate action to enforce this policy including requesting the person to immediately leave school property, contacting law enforcement, and seeking to deny future admission to school events or meetings according to provisions in Board policy 8:40, *Spectator Conduct at School Events*.

LEGAL REF.: Pro-Children Act of 1994, 20 U.S.C. § 7181 et seq.  
105 ILCS 5/10-20.5b and 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), 8:40 (Spectator Conduct at School Events)

ADOPTED: January 16, 2007

## **Community Relations**

### **Spectator Conduct and Sportsmanship for Athletic and Extracurricular Events**

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

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

#### **Procedures to Deny Future Admission to School Events or Meetings:**

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

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

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

Nuding v. Cerro Gordo Community Unit School District, 730 N.E. 2d 96 (Ill.App.4, 2000)

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

ADOPTED: November 20, 2006

## **Community Relations**

### **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            Dr. Earl Williams, Superintendent

Address        Central Office, 206 South Jackson Street, P O Box 190/Robinson, IL 62454

Telephone No. 618-544-7511 x13

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

ADOPTED: June 21, 1999

## **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 Superintendent. All gifts received become the School District's property.

Annually, and not later than September, a list of needed items and/or services will be developed by staff members in conjunction with Building Principals that might be provided by support organizations during the ensuing year. That list shall be presented to the Board for their approval and that approval shall serve as authorization for an organization to provide any items or services on the list to the District.

Any item not on the list costing more than \$150.00 that is proposed after the initial list is formed shall be presented to the administration and the Board of Education for approval.

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

CROSS REF.: 8:90 (Parent Organizations)

ADOPTED: June 21, 1999

## **Community Relations**

### **Parent Organizations and Booster Clubs**

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

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

1. The organization's or club's name and purpose, such as, to enhance students' educational experiences, to help meet educational needs of students, to provide extra athletic benefits to students, to assist specific sports teams or academic clubs through financial support, or to enrich extracurricular activities.
2. The rules and procedures under which it operates.
3. An agreement to adhere to all Board policies and administrative procedures.
4. A statement that membership is open and unrestricted, meaning that membership is open to parents/guardians of students enrolled in the school, District staff, and community members.
5. A statement that the District is not, and will not be, responsible for the organization's or club's business or the conduct of its members.
6. An agreement to maintain and protect its own finances.
7. 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 the 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: May 15, 2006

## **Community Relations**

### **Parental Involvement**

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

1. Keep parent(s)/guardian(s) thoroughly informed about their child's school and education.
2. Encourage involvement in their child's school and education.
3. Establish effective two-way communication between all families and the Board of Education and District personnel.
4. Seek input from parent(s)/guardian(s) 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 Board on the implementation of this policy.

CROSS REF.: 6:250, 8:90

ADOPTED: June 21, 1999

## **Community Relations**

### **Relations with Other Organizations and Agencies**

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

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

CROSS REF.: 4:170 (*includes* notification of child sex offenders); 5:90 (Abused and Neglected Child Reporting); 7:150 (Agency and Police Interviews)

ADOPTED: June 21, 1999

## **Community Relations**

### **Public Complaints**

**Please refer to the “Agreement between the Board of Education of School District #2 Crawford County, Robinson, Illinois and the Community Unit Two Education Association”.**

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

ADOPTED: June 21, 1999