

COMMUNITY RELATIONS

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Since the early sixties, increased emphasis has been placed upon public education in the communications media and as a result, citizens have become more knowledgeable and interested in the activities of their public schools. Undoubtedly, members of the Board of Education are aware that the public schools of Indian Springs School District No. 109 will be as strong as the intelligent and informed support of the citizens of the community. Also, members of the Board of Education and Administration believe that the support of the citizens must be based upon their knowledge of, their understanding about, and their participation in working toward the aims and objectives of the School District as expressed in the philosophical statement adopted by the members of the Board of Education.

Members of the Board of Education and Administration believe that excellent communication between the school system and the citizens which it serves is crucial for the development of confidence, as well as mutual understanding and respect. It shall be the responsibility of the Board of Education and Administration to insure that the citizens-of the School District are informed on a consistent basis relative to the goals, instructional programs, activities, progress and needs of the School District. All media and techniques shall be utilized to achieve the following objectives

- 1) To develop information programs which augment public understanding of the schools?
- 2) To involve citizens in the work of the schools and to encourage them to participate in exploration of educational and social problems.
- 3) To promote a genuine spirit of cooperation between the school and the community and to foster a sharing of responsibility for the quality of education and community life.
- 4) To assess public opinion as a guide to the goals and operation of the School District.
- 5) To maintain effective communication with the School District by developing an atmosphere of mutual purpose among all members of the professional and classified staff.
- 6) To maintain effective communication between the Administration and the Board of Education by insuring that members of the Board are fully informed on key administrative matters at all times, and that the policies of the Board of Education are effectively transmitted to personnel of the School District and to the public.
- 7) To inform public officials and citizens to insure adequate financial support for a high quality education.

It shall be the responsibility of the Superintendent and/or his designee to insure that the school information program is constantly evaluated through informal and objective measures to determine the degree to which these objectives are being achieved.

Adopted: Board of Education
Indian Springs School District No. 109
Date; March 13, 1985

Community RelationsPhilosophy of the Board of Education

We believe that the responsibility for education in our School District is shared by the children, educators, parents and the community. Educators should endeavor to create a learning environment in which each student can develop and maintain a positive self-image. Each student should be considered an individual of great worth, and should be afforded the opportunity to achieve optimum mental, physical, social, emotional and moral growth.

We believe it is the function of our School District to assist each child to acquire the skills, attitudes, and knowledge essential for competent citizenship and effective learning.

We believe that the methods and approaches utilized in the instructional programs should be deemed practical and appropriate for the students, educators and parents. Educators should endeavor as much as possible to implement programs of instruction which make learning experiences interesting, enjoyable and relevant to each student. The instructional program should provide students with the opportunity to become self-directed and to learn how to become responsible. We believe that educators should develop continuous learning programs which emphasize a strong foundation in the basic skills and processes.

We believe that respect for self, fellow human beings, and the values of our democratic way of life should be a very important part of each student's development and instructional program. Education should lead to an enthusiasm for life and learning, and should make it possible for students to meet the challenges which they will encounter in our rapidly changing society.

The Mission of Indian Springs School District No. 109 is to provide every student with a quality education that will instill a desire and ability to achieve their maximum potential as self-supportive, independent, productive citizens for the 21st century through offering a positive atmosphere and a variety of quality learning experiences.

1. Everyone has the potential to learn.
2. Learning includes both academic and life skills.
3. Every child has a right to be educated to their fullest potential.
4. Learning respect for the individual's needs and abilities is necessary in the educational process.
5. Schools should produce tolerant, thinking, productive citizens.
6. All school Employees should contribute to the welfare of children.
7. Education is a growth process for all involved.

8. Learning not only takes place in schools, but also in the community, home, and other social institutions, whether good or bad.
9. The more people involved, the better the learning process.
10. All parents should be involved in their child's educational process
11. All schools should be funded adequately by the State.

Adopted: Board of Education
Indian Springs School District No. 109
Date: March 13, 1985

Revised: Board of Education
Indian Springs School District No. 109
Date: October 27, 1992

Community Relations
School Public Information Program

Since public education is a function initiated by, intended for, and financed largely by citizens who are residents of the School District, they are entitled to be consistently informed of the progress and problems confronting the School District. Members of the Board of Education and Administration believe that good communication between the School District and its citizens is crucial for the development of wholesome mutual understanding, respect, and confidence. In addition, members of the Board of Education believe that all personnel who are directly associated with the School District, shall share the responsibility for developing desirable respect and understanding. It is the desire of the members of the Board of Education that the citizens of the community be fully informed of their policies and actions regarding official matters concerning the School District. However, deliberations on actions involving the discussion of employees and considered to involve matters of personal or private natures shall be discussed in Closed Session under the guidelines of the Open Meetings Act.

Members of the Board of Education and Administration believe that the ultimate goal of a school public information program is to improve the quality of education for all children. In order to achieve this goal, and to evaluate progress toward it, the Board of Education and Administration have established the following objectives:

1. To develop public understanding of all aspects of school operation; to ascertain public attitudes toward issues in education; and to discover the public's aspirations for the education of their children.
2. To secure adequate financial support for a sound, well-rounded educational program for the students enrolled in the School District.
3. To help citizens feel a direct responsibility for the quality of education provided by their School District.
4. To earn the good will, respect and confidence of the public with regard to professional and classified staff for the services which they render.
5. To foster public understanding of the need for constructive change, and solicit public advice on how we can achieve our educational goals of the School District.
6. To involve citizens in the work of the schools and the solving of educational problems confronting the School District.

7. To promote a genuine spirit of cooperation between the school and the community and to establish channels for sharing the leadership in improving community life.

It shall be the responsibility of the Superintendent and/or his designee to employ such means as may be necessary to inform citizens of the activities of the School District. Also, it shall be the responsibility of the Superintendent, as well as members of the Board of Education, to remain sensitive to the interests and aspirations of the community and to initiate programs of communication to assess these interests from time to time.

Legal Reference: Illinois Revised Statutes - Chapter 102 41.01 et seq. -- "Open Meetings Act"

Adopted: Board of Education
Indian Spring School District No. 109
Date: March 13, 1985

Public Participation at Meetings of the Board of Education

With the exception of Closed Sessions, all meetings of the Board of Education shall be open to the public, pursuant to the Open Meetings Act. Also, citizens of the community will be afforded the opportunity to receive the basic agenda information which members of the Board of Education will be reviewing during their meeting. Because members of the Board of Education desire to hear the viewpoints of citizens throughout the School District, it shall offer suitable time at all regular and special meetings for citizens to be heard on items which have been placed on the agenda for that meeting.

Recognizing its responsibility for proper governance of the schools and, therefore, the need to conduct its business in an orderly and efficient manner, the Board of Education shall schedule a period during each meeting for public participation. At times, it shall set a time limit on the length of this period and/or a time limit for individual speakers. The length of the public discussion period and the proposed time limit for individual speakers may be extended by action of the Board of Education. It shall be the responsibility of the President of the Board of Education to recognize all speakers, who shall properly identify themselves, and to maintain proper order and to obtain adherence to any time limits established.

Members of the public will not be recognized by the President as the Board of Education conducts its official business except when the Board of Education schedules, in advance, an interim public discussion period on a particular agenda item pursuant to the Board of Education handbook. Persons appearing before the Board of Education are reminded, as a point of information, that members of the Board of Education are without authority to act independently as individuals in official matters. Thus, questions may be directed to individual members of the Board of Education and Board Members may answer, signifying that it is a personal opinion, but a final answer regarding a decision must be a consideration of the full Board of Education.

Legal Reference: Illinois Revised Statutes - Chapter 122

10-16 - Organization of the Board - Amended effective 1/5/84 - Chapter 102
41.01 et seq - Open Meetings Act

Adopted: Board of Education
Indian Springs School District No. 109

Date: March 13, 1985

Community Relations

Human Relations Recognition of Ethnic Groups

As a representative body of the citizens, members of the Board of Education of Indian Springs School District No. 109 are charged with the responsibility of providing educational opportunities to meet the needs of all children. Indian Springs School District No. 109 is an equal opportunity educational institution and does not discriminate against its students in the administration and delivery of its educational programs on the basis of race, color, national origin, religion, sex or handicap.

The actions of members of the Board of Education shall reflect an awareness of the real and current needs of the community and implement programs that are central to the following:

1. Community Relations

- a) The Board of Education asserts that it is devoted to the Principle that the importance and the dignity of each individual is to be recognized, and each person, without regard to his background, must have an equal opportunity to develop his potential qualities and talents.
- b) The Board of Education recognizes, with full appreciation, the contributions all races and people have made to the advancement and enrichment of humanity.
- c) The Board of Education finds it imperative to maintain an alliance between the community and the school. The Board of Education shall establish and maintain open channels of communication with citizens of Indian Springs School District. To this end, members of the Board of Education shall invite active, effective participants from the community to serve on ad hoc committees which assist in formulating decisions of the Board of Education.

2. Personnel Policy and Practices

- A. The Board of Education shall delegate to the Superintendent and/or his designee the authority to recommend or recruit personnel based on the needs of the School District.
- B. The Board of Education shall secure personnel by an effective recruitment program based upon alertness to the best qualified candidates.
- C. When recommending the employment of personnel, the Superintendent shall not consider color, race, nationality, age, sex, religion or religious affiliation as a qualification or disqualification for employment. It shall be the responsibility of the Superintendent to adhere to the policies of the School

District, Illinois School Code, and federal laws and guidelines regarding personnel.

3. In-Service Training

- A. It shall be the responsibility of the Superintendent to provide in-service training to teachers, administrators, and other personnel on a continuing basis. Such in-service training sessions shall include the development of human relation skills covering awareness of discrimination, which may be cultural, intellectual, economic, social and linguistic. Studies in ethnic group history and culture, and full contributions to art, literature, humanities, government and sciences shall be provided.

4. Curriculum

- A. The Board of Education shall provide all students enrolled in Indian Springs School District No. 109 with the opportunity to obtain knowledge of the contributions of all ethnic groups, integrated with art, language arts, languages, mathematics, music, physical education, reading, the sciences, and social studies.
- B. The Board of Education shall maintain a bi-lingual program to meet the needs of children enrolled in the School District as funds are available.
- C. Continuous efforts shall be made to revise or replace curricular materials to encourage an understanding of the ethnic contributions.

Legal Reference: Illinois Revised Statutes - Chapter 122 10-22.38a - Bilingual Programs

10-2	- Corporate Powers
10-20	- Duties of School Board
10-21	- Additional Duties of Board
10-22	- Powers of Board

Adopted: Board of Education
Indian Springs School District No. 103
Date: March 13, 1985

Revised: Board of Education
Indian Springs School District No. 109
Date: October 27, 1992

Community RelationsSchool -Parent Cooperation

The Board of Education and their employees shall be dedicated to the process of educating students and developing their potential commensurate with their abilities. The Board of Education shall insure that the administrators and teachers prepare a learning environment which will meet the needs, interests, and learning styles of students who function within a wide range of instructional levels.

The focus of the instructional program of the school system shall be upon the student and his/her total development in the cognitive, effective and psychomotor domains of learning. It shall be the responsibility of the Superintendent to insure that administrators and teachers create an environment in which students learn to appreciate the form of government under which they live and to accept the responsibilities and privileges which they possess. The Board of Education shall accept each individual student and it shall be the responsibility of the Superintendent and/or his designee to place each student into the instructional-program which is most appropriate to meet his/her academic and social needs, interests, and learning styles.

To promote increased understanding and cooperation between home and school, members of the Board of Education believe that every parent/guardian has the right to:

1. Be treated with courtesy by all members of the staff.
2. Receive respect as an individual regardless of sex, religion, race, national origin, color, age, economic status, or political affiliation.
3. Be informed of academic requirements of any school program.
4. Participate in meaningful parent-teacher conferences to discuss his or her child's school progress and welfare.
5. Be informed of school policies and administrative decisions.
6. Be informed of approved procedures for seeking changes in school policies, for appealing administrative decisions, and utilizing proper grievance procedures.
7. Be permitted to inspect his or her child's cumulative record and remove or correct any false or misleading statements; in conformity with current guidelines established by the state and federal statutes.
8. Be informed of special education programs.

9. Be permitted to appeal the placement, in accordance with established guidelines, of his or her child in a special education class.
10. Be permitted to secure as much assistance as is available from the School District and to further the progress and improvement of his or her child.
11. Expect that every attempt will be made by school personnel to ensure the receipt by parents of important school news and messages.
12. Receive reasonable protection for his or her child from physical harm while under supervision of the staff.
13. Participate in organizations for parents.
14. Be informed of educational and cultural programs available to the public school children.

In the opinion of members of the Board of Education and Administration, every parent/guardian has the responsibility to:

1. Make every effort to provide for the physical needs of the child/children.
2. Strive to prepare the child emotionally and socially to be receptive to learning and discipline.
3. Insure that their child/children attend school regularly and on time.
4. Encourage and assist their child/children in developing proper study habits at home.
5. Be knowledgeable of school requirements and procedures.
6. Communicate with school personnel to prevent misunderstandings.
7. Discuss problems with the appropriate members of the staff.
8. Work for the success and improvement of the school program.

The Board of Education shall establish policies and insure that procedures are implemented to prepare an educational environment where children learn how to live with others in a changing world, to provide an educational program for each individual to develop to his/her fullest capacity, the knowledge, the skills and the attitudes which are necessary, for him/her to meet and to cope with the challenges of living in the world of today and tomorrow.

Adopted: Board of Education
Indian Springs School District No. 109
Date: March 13, 1985

Community RelationsSchool-sponsored Information Media program

Members of the Board of Education and Administration are of the opinion that informed citizens support the School District. The Superintendent and/or his designee shall be responsible for the general informational services to and from the public, except for those occasional matters the members of the Board of Education may wish to deal with publicly themselves. Also, it shall be the responsibility of the President of the Board of Education, the Superintendent, and/or his designee to utilize all available media to keep the philosophy, goals, programs, achievements and needs of the School District before the public.

The Board of Education shall support the right of the people to be knowledgeable of the programs and services of their School District by implementing programs to disseminate information. Media for system-wide distribution shall be developed by the Superintendent and/or his designee. Also, all Board of Education news releases shall be developed by the Superintendent and/or his designee. It shall be the responsibility of the Superintendent and/or his designee to accomplish the following in implementing a school-sponsored information media program:

1. To plan, develop, and implement a continuous program of inter-school, school-community, and school-state-national communications service.
2. To communicate the policies of the Board of Education and the program of the School District.
3. To prepare special feature material for the media.
4. To provide school-community relations consulting to members of the Board of Education and Administration and to assist them in planning public participation events.
5. To serve as a source of information to individuals from the community regarding school matters, and to help assess public attitudes and keep appropriate school personnel informed.
6. To serve as a consultant in the preparation of informational materials prepared by school personnel and to assimilate and disseminate informative materials of the School District.
7. To evaluate informative materials produced by the School District in terms of their internal and external communicative value.

It shall be the responsibility of the Superintendent and/or his designee to insure that publications issued by and in the name of the School District reflect the high regard and aspirations of the citizens for their schools.

Members of the Board of Education desire that there be no compromise with high quality of editorial content and effective format of written material to parents/guardians and citizens. All brochures, handbooks and other publications which are distributed to parents/guardians and students shall be considered important in the development of a good relationship between the schools and community. It shall be the responsibility of the Superintendent and/or his designee to insure that the principals maintain communication with parents/guardians through the publication of newsletters on a consistent basis. Also, it shall be the responsibility of the Superintendent and/or his designee to insure that a file is maintained of all news releases and general communications to the community.

Legal Reference: Illinois Revised Statutes -- Chapter 122 10-21.4
Superintendent - Duties

Adapted: Board of Education
Indian Springs School District No. 109
Date: March 13, 1985

Community RelationsStudent Publications

Members of the Board of Education are aware that independent publications of students may be distributed in the school at the place and time established by the Superintendent and/or his designee for promotional booths, ticket sales, etc. It shall be the responsibility of the Superintendent and/or his designee to insure that the distribution of such publications not be prohibited unless they can reasonably forecast that the publication and distribution of such material to the students would substantially and materially disrupt the educational process. The First Amendment of the United States Constitution protects the expression of certain controversial or critical viewpoints.

Legal Reference: United States Constitution - Amendments 1, 14 Scoville v. Board of Education,
Joliet Township High School District 425 F2d 10 (7th Cir. 1970)

Adopted: Board of Education
Indian Springs School District No. 109
Date: March 13, 1985

Community RelationsSchool – Sponsored Student Publications

Members of the Board of Education are aware that the purpose of school-sponsored publications and media is to develop good journalistic habits and practice for students. Within this context, it shall be the responsibility of the Superintendent and/or his designee to insure that accurate and constructive purposes be served by student newspapers and yearbooks. Materials, which are or could be construed to be obscene, libelous or inaccurate, shall not be included in these publications. It shall be the responsibility of the Superintendent and/or his designee to insure that qualified sponsors for these activities are provided and that they assume the responsibility to guide students in the pursuit of the highest standards of journalism. It is not the intention of members of the Board of Education to promote a commercial product; however, with the approval of the Superintendent, donations may be accepted for advertising which may appear in the school yearbooks, school newspapers and other publications of the School District.

Adopted: Board of Education
Indian Springs School District No. 109
Date: March 13, 1985

Community Relations Student/Parent/Guardian/CitizenInvolvement

Members of the Board of Education are aware that students, as recipients of educational services and programs, and parents/guardians and community members, as supporters of the school system, evaluate the quality and effectiveness of those programs and services offered by Indian Springs School District No. 109. Members of the Board of Education realize that each community shares with the State the responsibility for educating its citizens. Traditionally, public school education in the State of Illinois has adhered to the concept of local control of the schools. It shall be the responsibility of the Superintendent, as well as members of the Board of Education, to insure that the educational program is responsive to the needs of the community. It shall be the responsibility of the Superintendent to recommend avenues of involvements in the governance of Indian Springs School District No. 109 for all segments of the community and that pupils and parents/guardians avail themselves of these avenues for affecting school policy.

Adopted: Board of Education
Indian Springs School District No, 109
Date: March 13, 1985

Community Relations

Publication of Articles

Professional employees are encouraged to contribute professional articles to local, state and national publications. Articles which are identified with Indian Springs School District No. 109 shall be cleared through the Office of the Superintendent prior to submission.

Adopted: Board of Education
Indian Springs School District No. 109
Date: March 13, 1985

Community Relations

Publications Radio and Television

Members of the Board of Education invite and welcome the active participation of newspapers, magazines, radio, television and other media in promoting the cause of good education in Indian Springs School District No. 109 and elsewhere. Also, members of the Board of Education and Administration welcome the suggestions and advice from representatives of the media as how to best facilitate the flow of information to them from the Board of Education and personnel of the School District. It shall be the responsibility of the Superintendent and/or his designee to insure that all newscasts, spot announcements, sports and other school activities and programs covered dealing with the School District is presented in the public interest. It shall be the responsibility of the Superintendent to insure that the School District not be utilized to endorse or promote any commercial or political enterprise.

Members of the Board of Education desire that all communications and publications issued by and in the name of Indian Springs School District No. 109 reflect the high regard and aspirations of the citizens of the community. It shall be the responsibility of the Superintendent and/or its designee to insure that regular and special radio and television programs are consistent with the philosophy and goals of the School District, as well as the curriculum guides approved by the Board of Education. Also, it is important that such programs reflect the high regard and aspirations which the citizens possess for their School District.

Legal Reference: Illinois Revised Statutes - Chapter 122 10-22.30 -
Television and radio programs

Adopted: Board of Education
Indian Springs School District No. 109
Date: March 13, 1985

Distribution of Personnel Directories

It shall be the responsibility of the Superintendent to insure that the Directory of Personnel published by the School District be distributed only to those governmental agencies and other school-related organizations which have been authorized to receive such information. Under no circumstances shall the Directory of Personnel be distributed for political or commercial utilization.

It shall be the responsibility of the Superintendent and/or his designee to establish guidelines to insure that any employee who wishes to have this information excluded from publication may do so by notifying school officials in writing prior to the first day of school in any school year.

Adopted: Board of Education
 Indian Springs School District No. 109
 Date: March 13, 1985

Community Relations

Publication of Student Addresses and Telephone Numbers

Members of the Board of Education are aware that school "directory information" on students, such as that normally used in school yearbooks, athletic, musical and dramatic publications, student honor rolls, etc. shall be released to the general public in accordance with the provisions of Policy 5119.5. This information normally includes: name and address, date and place of birth, major fields of study, weight and height, degrees and awards received, and previous schools attended.

It shall be the responsibility of the Superintendent and/or his designee to establish guidelines to insure that any parent and/or guardian who wish to have this information excluded from publication may do so by notifying school officials in writing prior to the first day of school in any school year.

Legal Reference: Illinois Revised Statutes - Chapter 122
50-1 et seq. - Illinois School Students Records Act

Adopted: Board of Education
Indian Springs School District No. 109
Date: March 13, 1985

Community Relations

Advertising

It shall be the responsibility of the Superintendent and/or his designee to insure that neither the facilities, members of the professional and classified staff, nor the students enrolled be employed in any manner for advertising or otherwise promoting, on behalf of the School District, the interests of any commercial, political, or other non-school agency, individual or organization, with the following exceptions:

1. The School District may cooperate in working with any non-profit community-wide social service agency, provided that such cooperation does not restrict or impair the educational program of the School District.
2. The School District may use films or other educational materials bearing a simple mention of the producing firm and providing such materials can be justified on the basis of their actual educational values.
3. The Superintendent, may, at his discretion, announce or authorize to be announced, any lecture, community activity, or film of particular educational merit.
4. The School District, upon the recommendation of the Superintendent and approval of the Board of Education, shall cooperate with any agency in promoting activities in the general public interest, and which promote the education or other best interests of the students enrolled.

It shall be the responsibility of the Superintendent and/or his designee to insure that any exception to this policy be made in the best interests of the students.

Adopted: Board of Education
Indian Springs School District No. 109
Date: March 13, 1985

Community Relations

Communications Outside of the School District

It shall be the responsibility of the Superintendent and/or his designee to insure that students, as well as members of the professional and classified staff, are protected from intrusions on their time by announcements, posters, bulletins, and communications of any kind from individuals and organizations not directly connected with the School District. Also, materials distributed via the School District to students by non-school connected organizations should be determined to be of educational value to the students and which will be beneficial to the School District. Finally, it shall be the responsibility of the superintendent to approve the administration of all surveys, questionnaires, and requests for information by non-school connected organizations.

Legal Reference: Illinois Revised Statutes - Chapter 122 10-21.4
Superintendent - Duties

Adopted: Board of Education
Indian Springs School District No. 109
Date: March 13, 1985

Community Relations

Sales by Students

Sales by students are allowed only after proper notification is given to parents/guardians of the sales procedures, of the purpose of the sale, and the necessity of parent/guardian permission and direction regarding their child's participation.

Adopted: Board of Education
Indian Springs School District No. 109
Date: March 13, 1985

Community RelationsMedia Relationship of Board of Education and Administration with

Members of the Board of Education desire to maintain a policy of sound relations with representatives of the media. It shall be the responsibility of the Superintendent and/or his designee to periodically release information concerning the schools of the School District and the various phases of the school program to representatives of the media. It shall be the responsibility of the Superintendent and/or his designee to make available to the representatives of the media, at reasonable times and under reasonable circumstances, all factual information relative to the School District except such information the release of which, in the judgment of the Board of Education and/or the Superintendent, would constitute a violation of individual rights of privacy and good business practice.

Members of the Board of Education believe that one of the paramount responsibilities of the Board of Education is to keep the public informed of its deliberations, policies, actions and concerns. However, when individual members of the Board of Education receive requests from representatives of the media for information concerning the operation, procedures and policies of the Board of Education, members will refer the requests to the President of the Board of Education, who shall serve as the spokesperson for the Board except as he or she specifically delegates this responsibility to others.

Representatives of the media shall be encouraged to contact the Superintendent and/or his designee for all information and news regarding the School District. The Superintendent shall insure that all the requests and inquiries of the representatives of the media are handled expeditiously and answered in an accurate manner. Also, the Superintendent shall establish procedures relative to how the principals communicate with representatives of the media regarding their particular school and attendance area. Also, the Superintendent and/or his designee shall insure that principals are directed to inform his office of potential or existing problems of public concern, criticism or commendation as they relate to his/her school and/or attendance center.

Adopted: Board of Education
 Indian Springs School District No. 109
 Date: March 13, 1985

Community Relations

Attendance of Representatives of the Media at Meeting of Board of Education

Members of the Board of Education believe that one of the paramount responsibilities of the Board of Education is to keep the public informed of its deliberations, policies, actions and concerns. Therefore, members of the Board of Education encourage the attendance of representatives of the media at all meetings except Closed Sessions. It shall be the responsibility of the Superintendent to insure that special considerations are provided representatives of the media in the following manner:

1. A copy of the agenda format shall be sent in advance to representatives of the media. All reports approved by the Board of Education shall be considered matters of official record and made available to representatives of the media. However, reports-in progress on which the Board of Education has taken no final action shall be released only upon the authority of the Board of Education.
2. When necessary, a table shall be established near the Board of Education table to enable representatives of the media to follow discussion without difficulty.
3. In order that the Board of Education may transact its business with dispatch, questions from representatives of the media will not be accepted until the representative of the media is recognized on the agenda.
4. When individual members of the Board of Education receive requests from representatives of the media for information, members of the Board of Education will refer the requests to the President of the Board, who shall be the spokesperson for the Board except as he or she specifically delegates this responsibility to others.

If representatives of the media are unable to attend a Board of Education meeting, it shall be the responsibility of the Superintendent to provide them, upon request, with a summary of the important actions of the Board of Education.

Adopted: Board of Education
Indian Springs School District No. 109
Date: March 13, 1985

1112.2 (9367)

Community Relations

Distribution & Official Minutes

It shall be the responsibility of the Superintendent and/or his designee to insure that official minutes of the Board of Education are distributed in the following manner:

1. All members of the Board of Education.
2. All administrators of the School District.
3. One copy to each elementary school.
4. Four copies to the Junior High School.
5. All PTA/PTC Presidents.
6. President of teacher's union.
7. Classified employees (on need to know basis)
8. News media.
9. Public libraries, Village administrations and Park Districts.
10. School attorney.
11. Public - at meetings.

It shall be the responsibility of the Superintendent to insure those minutes is available in his office for citizens who are interested in reading them.

Adopted: Board of Education
 Indian Springs School District No. 109
 Date: March 13, 1985

Community RelationsReporting Actions of the Board of Education

Members of the Board of Education desire to keep members of the professional and classified staff, as well as the public, fully informed concerning its actions. It shall be the responsibility of the Superintendent to establish and to maintain effective and appropriate procedures for the prompt dissemination of information about decisions made at all meetings of the Board of Education. It shall be the responsibility of the Superintendent and/or his designee, to insure that press releases, as well as brief summaries of the actions of the Board of Education at Board meetings are prepared for distribution and sent to members of the staff, parents and representatives of the media.

Adopted: Board of Education
Indian Springs School District No. 109
Date; March 13, 1985

Community RelationsSchool News Releases

Members of the Board of Education recognize their duty to make every reasonable effort to provide the public with information as quickly as the information can be accurately reported. Therefore, it shall be the responsibility of the Superintendent and/or his designee to provide the public with accurate and timely information through the media channels established by the School District. Members of the Board of Education desire that the Superintendent and/or his designee utilize all available media for insuring that the public is continuously informed relative to the schools, finances, instructional programs, changes, expansion, special events, and other items of public interest. In the opinion of members of the Board of Education, superior relationships with publishers, editors and representatives of the media are vital to the development of excellent programs for schools and insure that the public is accurately informed.

It shall be the responsibility of the Superintendent and/or his designee to release all news items issued by the Board of Education and personnel concerning Indian Springs School District No. 109. Also, members of the Board of Education desire that the Superintendent encourage administrators, teachers and other members of the staff to write school news; however, such articles shall be approved and released by the Superintendent and/or his designee.

Adopted: Board of Education
 Indian Springs School District No. 109
 Date. March 13, 1985

Community RelationsSchool News Releases = Emergency Situations

It shall be the responsibility of the Superintendent and/or his designee to establish procedures to communicate with the representatives of the media during an emergency. When an emergency occurs in a school or office (fire, accident, assault, etc.) it shall be the responsibility of the Superintendent and/or his designee to work with the representatives of the media to release appropriate information. In the opinion of the Board of Education strict adherence to this policy will facilitate accurate and authoritative reports of details to the media.

Adopted: Board of Education
Indian Springs School District No. 109
Date: March 13, 1985

Community RelationsSchool News Releases Closing of Schools

It shall be the responsibility of the Superintendent and/or his designee to insure that all parents/guardians, students and members of the professional and classified staff are informed on mornings that it becomes necessary to close schools because of inclement weather conditions. It shall be the responsibility of the Superintendent and/or his designee to establish procedures to be followed by parents/guardians, students and members of the staff which will enable them to receive adequate and timely information concerning such school closings. It is the desire of the Board of Education that these procedures be published by the Office of the Superintendent on an annual basis.

Adopted: Board of Education
Indian Springs School District No. 109
Date: March 13, 1985

Community RelationsDisaster Planning

The safety of human lives is a primary concern to members of the Board of Education. To provide for the maximum safety of all individuals, appropriate plans shall be prepared by the Superintendent and/or his designee to include all possible types of disasters - natural, man-made, non-military and military. Such plan shall include procedures for using warning signals, evacuating buildings, sending children home, giving first aid treatments, staff training, and safety education for students, staff and parents/guardians.

In cases of extreme emergencies, the Board of Education will make every attempt to make school facilities available to citizens in need.

Also, it shall be the responsibility of the Superintendent and/or his designee to establish procedures to work with police and fire authorities' concerning the implementation of a disaster planning program.

Legal Reference: Illinois Revised Statutes - Chapter 122 10-20.22 Fire Drill Programs
10-20.33 Tornado Protection Program 27-17 Safety Education

Adopted: Board of Education
Indian Springs School District No. 109
Date: March 13, 1985

Community Relations

Purpose and Role of the Board of Education

The powers and duties of the Board of Education shall be conferred and prescribed by the Statutes of the State of Illinois. The Board of Education deems it necessary to delegate much of its responsibility to the Executive Officer and Administrative Team while retaining legislative and judicial powers to it. The primary objective of the Board of Education is to provide an excellent educational program for the children enrolled in Indian Springs School District No. 109. Toward this end, the Board of Education shall:

1. Establish policies which serve as guideline to the Superintendent, Administrative Team, and members of the professional and classified staff.
2. Evaluate, by means of reports and communications, the degree to which the policies have effectively served the staff in its effort to develop an excellent educational program for the children of Indian Springs School District No. 109.

Adopted: Board of Education
Indian Springs School District No. 109
Date: March 13, 1985

Community RelationsAuthority of the Board of Education

Members of the Board of Education recognize that, individually, they have no authority over school affairs; however, collectively, they have complete power and authority, within state law, over school affairs when they meet and act as a legal body. The Board of Education shall not be bound in any way by any statement or action on the part of an individual member except when such statement or action is authorized by the entire Board of Education.

The Board of Education recognizes that it has both mandatory and permissive powers, but it does not have inherent powers. In the exercise of these powers, the Board of Education shall be responsible to the State of Illinois for the legal administration of the School District and to the community which it serves for the proper management of the educational establishment in an efficient, effective, and non-partisan manner. To this end, the Board of Education shall act as the agent of the State of Illinois in carrying out the will of the people of the State on matters of public education. The Board of Education has all those powers which are expressly conferred or which are necessary to carry into effect those powers specifically granted by the Legislature.

Legal Reference: Illinois Revised Statutes - Chapter 122 10.2. Corporate Policies
10-6. Regular and Special Meetings 10-20
Duties of School Board

Adopted: Board of Education
Indian Springs School District No. 109
Date: March 13, 1985

Community RelationsCommunication between Board Members and Citizens

Members of the Board of Education, individually and collectively, recognize and welcome their responsibilities for listening to comments and suggestions from the residents of the School District, Members of the Board of Education shall individually refer compliments, suggestions and constructive criticism about operational matters of the School District directly to the Superintendent for appropriate consideration. No member of the Board of Education individually shall speak for, or in the name of, the total Board of Education. If a member of the Board of Education receives a complaint, constructive criticism or a compliment from a parent/guardian, the member of the Board of Education shall familiarize the parent/guardian with the appropriate chain of command. The President of the Board of Education should be the spokesperson for the Board of Education.

Legal Reference: Illinois Revised Statutes - Chapter 122 10-2 Corporate Powers

Adopted: Board of Education
Indian Springs School District No. 109
Date: March 13, 1985

Community RelationsCitizen Participation on Temporary Ad Hoc Committees

The Board of Education, operating as a Committee of the Whole, does not utilize standing committees. Temporary - Ad Hoc Committees shall be appointed by the President of the Board of Education only upon official authorization of the Board of Education. The President shall specify the functions of all such committees, shall regularly request reports to the Board of Education concerning their activities, and shall dissolve them when their specified functions have been completed. From time to time, citizens of the community, as well as members of the staff, will receive requests to serve on Temporary Ad-Hoc committees of the Board of Education.

Adopted: Board of Education
Indian Springs School District No. 109
Date: March 13, 1985

Community RelationsAppointment of Members of the Board of Education to Represent the Board in the Community

The President, with the consent of the Board of Education, may appoint and encourage representatives to attend meetings and functions on behalf of the Board of Education:

1. Meetings of the Citizens Legislative Advisory Council.
2. Meetings of the P.T.A. and P.T.C. Presidents, as well as general meetings of these organizations.
3. Meetings of the Village Boards of Bridgeview, Justice and Hickory Hills, Illinois.
4. Meetings of the Chambers of Commerce of Bridgeview, Justice and Hickory Hills, Illinois.
5. Meetings of the Park Districts of Bridgeview, Justice and Hickory Hills, Illinois.
6. Meetings of the Library Board of Bridgeview, Justice and Hickory Hills, Illinois.
7. Meetings of any other community organizations.

Adopted: Board of Education
Indian Springs School District No. 109
Date: March 13, 1985

Community RelationsCommunity Involvement in Decision Making

Members of the Board of Education endorse the concept that community participation in the affairs of the School District is essential if the public schools of the community are to maintain mutual confidence and respect and work together to improve the quality of education for the students. Therefore, members of the Board of Education shall attempt to identify and respond to the needs of the community. Members of the Board of Education shall encourage all citizens to express their ideas, concerns, and judgments about the schools to the Board of Education, administration, as well as members of the staff. Also, residents who are interested shall be encouraged to assume an active role in the affairs of the School District.

Adopted: Board of Education
Indian Springs School District No. 109
Date: March 13, 1985

Community Relations

Complaints of Parents/Guardians and Public

Members of the Board of Education recognize that situations which are of concern to parents/guardians or the public may arise in the operation of the School District. Such concerns are best dealt with through effective communication with appropriate staff members and administrators of the School District and/or the Board of Education. The Board of Education recognizes the right of individuals and groups to present complaints concerning school personnel, the curriculum or instructional materials, or concerning school services and school facilities.

In the interest of handling all complaints fairly and expeditiously, it shall be the responsibility of the Superintendent to implement the following established guidelines:

1. Whenever a complaint is made directly to the Board of Education as a whole or to an individual member of the Board of Education, the individual or group involved will be advised to take their concern to the appropriate school staff member. This could be a teacher, a principal, a central office secretary, or the Superintendent.
2. The individual or group will be advised of the proper channeling of complaints, which is as follows:
 1. Teacher
 2. Building administrators
 3. Superintendent
 4. Board of Education
3. If a member of the Board of Education receives a complaint, and has reason to believe that the person or persons involved will not pursue the source of the problem, the Board Member may inform the Superintendent of the situation, depending on the severity of the problem.
4. An individual or group who desires to address the Board of Education must notify the Superintendent and/or the President of the Board of Education in writing at least five days before the Board of Education is scheduled to meet. The letter must include the item to be discussed.

Members of the Board of Education encourage parents/guardians and other citizens to express their concerns, to ask questions, and to take an active interest in the educational program of the School District. Members of the Board of Education encourage parents/guardians and citizens to attend meetings of the Board of Education, visit schools and meet with teachers and administrators of the School District.

Adopted: Board of Education
Indian Springs School District No. 109 Date: March
13, 1985

Community Relations

Role of Members of the Board Education in Receiving Suggestions and Answering Questions

Members of the Board of Education and Administration believe that excellent communication between the School District and the parents/guardians and citizens which it serves is crucial for the development of confidence, as well as mutual understanding and respect. It shall be the responsibility of the Board of Education and Administration to insure that the parents/guardians and citizens of the School District are informed on a consistent basis relative to the goals, instructional programs, activities, progress, and needs of the School District.

Members of the Board of Education who receive questions or suggestions from parents/guardians and/or residents may pursue the following:

1. Answer the questions if they definitely know the answers.
2. Advise the Superintendent of the conversation if the Board member believes the questions have policy implications and/or are part of significant importance.
3. Advise the person or persons involved to take their question or suggestion to the appropriate staff members if the answer is not definitely known, or
4. Call the Superintendent for the answer if the member of the Board believes the question or suggestion has merit but the person or persons involved are reluctant to pursue the source.

Members of the Board of Education encourage parents/guardians and other citizens to express their concerns, to ask questions, and to pursue an active interest in the School District.

Adopted: Board of Education
Indian Springs School District No. 109
Date: March 13, 1985

Community RelationsPublic Complaints about the Curriculum or Instructional Materials

Members of the Board of Education realize that occasional objections to the selection of instructional materials may be rendered by a parent/guardian and/or citizen despite the care exercised to select those materials most valuable to implement the instructional process. If, for any reason, individuals or groups take exception to the materials being utilized by children enrolled in the School District, they may request a review and reconsideration of particular items.

It shall be the responsibility of the Superintendent and/or his designee to insure that the following procedures are implemented:

1. The complainant will be asked to complete the form "Citizen's Request for Reconsideration of Instructional Material".
2. Upon receipt of a request for reconsideration, the teacher and the person(s) responsible for selecting instructional materials will review the work in question and report their findings to the parent/guardian and/or citizen.
3. Copies of the request form and the report will be sent to the principal and the Superintendent.
4. If the parent/guardian and/or citizen are not satisfied with the decision, contained in the report, he/she may appeal the decision as provided in the policy of the Board of Education on public complaints.
5. The Board of Education may request a full review and re-evaluation of the material, or upon receiving the complainant's report and staff recommendations, may make a determination in the matter.
6. The decision of the Board of Education will be final.

At all levels, review of materials will be in accordance with the policy of the Board of Education's selection criteria for instructional and supplementary material.

Adopted: Board of Education
Indian Springs School District No. 109
Date: March 13, 1985

Community Relations

Public Information Program - The Illinois Freedom of Information Act

Access to District Public Records

Full Access to the District's *public records* is available to any person as provided in the Illinois Freedom of Information Act (FOIA), this policy, and implementing procedures.

Freedom of Information Officer

The Superintendent shall serve as the District's Freedom of Information Officer and is assigned all the duties and powers of that office as provided in FOIA and this policy. The Superintendent may delegate these duties and powers to one or more designees but the delegation shall not relieve the Superintendent of the responsibility for the action that was delegated. The Superintendent or designee(s) shall report any FOIA requests and the status of the District's response to the Board at each regular Board meeting.

Definition

The District's *public records* are defined as records, reports, forms, writings, letters, memoranda, books, papers, maps, photographs, microfilms, cards, tapes, recordings, electronic data processing records, electronic communications, recorded information and all other documentary materials pertaining to the transaction of public business, regardless of physical form or characteristics, having been prepared by or for, or having been or being used by, received by, in the possession of, or under the control of the School District.

Requesting Records

A request for inspection and/or copies of public records must be made in writing and may be submitted by personal delivery, mail, telefax, or email directed to the District's Freedom of Information Officer. Individuals making a request are not required to state a reason for the request other than to identify when the request is for a commercial purpose or when requesting a fee waiver. All requests for inspection and copying shall immediately be forwarded to the District's Freedom of Information Officer or designee.

Responding to Requests

The Freedom of Information Officer shall approve all requests for public records unless:

1. The requested material does not exist;
2. The requested material is exempt from inspection and copying by the Freedom of Information Act; or
3. Complying with the request would be unduly burdensome.

Within 5 business days after receipt of a request for access to a public record, the Freedom of Information Officer shall comply with or deny the request, unless the time for response is extended as specified in Section 3 of FOIA. The Freedom of Information Officer may extend the time for a response for up to 5 business days from the original due date. If an extension is needed, the Freedom of information officer shall: (1) notify the person making the request of the reason for the delay, and (2) either inform the person of the date on which a response will be made or agree with the person in writing on a compliance period.

When responding to a request for a record containing both exempt and non-exempt material, the Freedom of Information Officer shall redact exempt material from the record before complying with the request.

Copying Fees

Persons making a request for copies of public records must pay any applicable copying fee. The Freedom of Information Officer shall, as needed, recommend a copying fee schedule for the Board's approval. Copying fees, except when fixed by statute, are reasonably calculated to reimburse the District's actual cost for reproducing and certifying public records and for the use, by any person, of its equipment to copy records. No fees shall be charged for the first 50 pages of black and white, letter or legal sized copies. No fee shall be charged for electronic copies other than the actual cost of the recording medium.

Access

The inspection and copying of a public record that is the subject of an approved access request is permitted at the District's administrative office during regular business hours, unless other arrangements are made by the Freedom of Information Officer.

Many public records are immediately available from the District's website including, but not limited to, a description of the District and the methods for requesting a public record.

Preserving Public Records

Public records, including email messages, shall be preserved and cataloged if: (1) they are evidence of the District's organization, function, policies, procedures, or activities, (2) they contain informational data appropriate for preservation, (3) their retention is required by State or federal law, or (4) they are subject to a retention request by the Board Attorney (e.g. a litigation hold), District auditor, or other individual authorized by the School Board or State or federal law to make such a request. Unless its retention is required as described in items numbered 3 or 4 above, a public record, as defined by the Illinois Local Records Act, may be destroyed when authorized by the Local Records Commission.

LEGAL REF.: 5 ILCS 140/, Illinois Freedom of Information Act
 105 ILCS 5/10-16
 820 ILCS 130/5

Adopted: Board of Education
 Indian Springs School District No. 109
 Date: March 13, 1985

Revised:

Board of Education
Indian Springs School District No. 109
April 20, 2010

Community RelationsPublic Gifts to the School District

Members of the Board of Education encourage the Superintendent and staff in their endeavors to continue to improve the curriculum and instructional program of the school District. To implement this philosophy, the Board of Education is receptive to outside financial support to aid in coordination, implementation, and/or maintenance of new programs as may be initiated consistent with the following basic principles:

1. Outside funds will not dictate the direction of new programs nor in any way hamper their objective evaluation. All proposed grants will be properly investigated by the Superintendent and his staff to ensure that such encumbrances do not exist.
2. The Administration will actively seek both public and private supplemental District income sources. All funds received will be under the control and supervision of the Superintendent and/or his administrative staff.
3. The Board of Education will reserve the right to decline to accept any outside funding that is inconsistent with the above-stated purposes.
4. These funds will not be used to substitute for regular funding requirements, but rather to enrich and supplement these regular sources. Projects to be funded in this manner should be only those that are, in the opinion of the Administration and Board of Education, to be in the interest of the School District.
5. Specific items may be contributed to the School District subject to the review or inspection by the Superintendent and/or his designee regarding their propriety and applicability. After review, the Superintendent will forward his recommendation regarding acceptance and/or rejection to the Board of Education for final disposition. The review will include, but not be limited to, future service and/or insurance implications.
6. Periodic reports of activities resulting from gifts, grants, or bequests will be given to the Board of Education by the Superintendent and his staff. All funds received will be audited in accordance with appropriate state statutes and School District auditing policies.

It shall be the general policy of the School District to direct those who desire to make contributions to consider equipment or services that are not likely to be acquired from public fund expenditures. Items contributed to the School District become the property of the School District and are subject to the same controls and regulations that govern the use of all school-owned property.

It shall be the responsibility of the Superintendent and/or his designee to insure that cooperative planning by teachers, administrators and organization representatives be the accepted method in determining what gifts shall be made if PTA/PTC or other school-related organizations wish to make donations.

Legal Reference: Illinois Revised Statutes - Chapter 122 16-1 Gifts -
Vested in School Board

Adopted: Board of Education
Indian Springs School District No. 109
Date: March 13, 1985

Community RelationsConduct on School Property

In addition to prohibitions stated in other District policies, no person on school property shall:

1. Injure or threaten to injure another person;
2. Damage another's property or that of the School District;
3. Violate any provision of the criminal law of the State of Illinois or town or county ordinance;
4. Smoke or otherwise use tobacco products; (1)
5. Consume, possess or distribute alcoholic beverages, illegal drugs or possess dangerous weapons at any time;
6. Impede, delay, or otherwise interfere with the orderly conduct of the District's educational program or any other activity occurring on school property.
7. Willfully violate other District rules and regulations.

As circumstances warrant, appropriate action will be taken by the District's administration.

LEGAL REF.: Pro-Children Act of 1994, 20 U.S.C. Subsection 6081. 105 ILCS 5/10-20.5b and 5/24-24 III.
Rev. Stat., ch. 122, Para. 10--20.5b and Para. 24-24.

CROSS REF.: 8.20, 8.40

- (1) This policy prohibits smoking on school property including the school building, parking lots, playgrounds, entrances, etc. as well as in school owned vehicles and on school buses utilized to transport students. This policy is effective 24 hours per day and applies to after-school activities and building use groups.

Adopted: Board of Education
Indian Springs School District No. 109
Date: August 16, 1994

Community Relations Community Relations Program

Communication with the public is an indispensable component for the success of the School District and to the fulfillment of the Board's mission statement. Community support depends in part on the community's awareness and understanding of District programs. The District may maintain a community relations program under the direction of the Superintendent which is designed to keep the public informed about District goals, programs, achievements and needs. In addition, the Board encourages citizen participation in the District programs and on advisory committee citizen/parent groups in order to foster community relations and support and to create a sense of ownership in District schools by the community.

Adopted: Board of Education
Indian Springs School District No. 109
Date: March 27, 1990

Community RelationsResponsibilities of Members of the professional and Classified Staff

The Board of Education is cognizant of the contributions which professional and classified personnel make toward improving the effectiveness of the entire educational program. The employment of well qualified professional and classified personnel is essential in developing and in maintaining a desirable environment for children. Daily contacts made by all personnel can affect the loyalties of the public.

Adopted: Board of Education
 Indian Springs School District No. 109
 Date: March 13, 1985

Community Relations

Staff Participation in Community Activities

The support of public education depends upon the confidence the public has in its public schools. Members of the Board of Education believe that the professional and classified staff should participate constructively in all activities of the community which have as their objectives the improvement of the general welfare of the community.

Adopted: Board of Education
 Indian Springs School District No. 109
 Date: March 13, 1985

Community RelationsPolitical Activities of Members of the Staff

The Board of Education recognizes that professional and classified employees of Indian Springs School District No. 109 possess the same fundamental civic responsibilities and privileges as well as all citizens. Undoubtedly, among these are campaigning for an elective public office and holding an elective or appointive public office. However, professional and classified employees shall not engage in political activities during school hours or on the premises of the School District, or utilize the facilities, equipment, supplies, or students for political purposes. No employee shall serve as a member of the Board of Education of Indian Springs School District No. 109.

Nothing in this policy shall prevent:

1. The dissemination of information concerning school tax and bond referenda.
2. The discussion and study of political issues, when such discussion and study is appropriate to classroom studies.
3. The conducting of student and employee organization elections, and campaigning connected therewith.
4. The Board from maintaining jurisdiction over all elections held by student and employee organizations.

Adopted: Board of Education
Indian Springs School District No. 109
Date: March 13, 1985

Community Relations

Public Complaints about School Personnel

Members of the Board of Education welcome constructive criticism of the School District when it is motivated by a sincere desire to improve the quality of the educational program. Members of the Board of Education place trust in their professional and classified employees and desire to support their actions in such a manner that employees are freed from unnecessary, spiteful, or negative criticism and complaints.

Parents/guardians and citizens of the community should be aware that whenever a complaint is made directly to the Board of Education as a whole or to an individual Board Member, it will be referred, upon their request, to the Superintendent and/or his designee for study and a possible solution. The individual employee involved will be advised of the nature of the complaint and rendered every opportunity for explanation, comment, and presentation of the facts as he/she observes them.

If the Superintendent and his staff cannot resolve the situation, it shall be the responsibility of the Superintendent to refer the matter to the Board of Education on behalf of the parent/guardian or citizen.

Upon the recommendation of the Superintendent, the Board of Education Shall conduct a meeting to which all parties involved, including the administration, will be asked to attend for the purposes of presenting additional facts, making further explanations and clarifying the issue. Members of the Board of Education will conduct such meetings in as fair and just a manner as possible. Also, members of the Board of Education may request a disinterested third party to act as moderator to assist them in reaching a mutually satisfactory solution.

Any parent, guardian, or other person who upbraids, insults, or abuses any teacher or other employee on school property or in the presence of pupils shall be prosecuted by the School District under the provisions of the law. School employees who are sued as a consequence of performing their assigned duties shall be provided full legal services.

Adopted: Board of Education
 Indian Springs School District No. 109
 Date: March 13, 1985

Community RelationsStudent and Community Involvement

Members of the Board of Education are aware that students, as recipients of educational services and programs, and parents/guardians and community members, as supporters of the school system, evaluate the quality and effectiveness of those programs and services offered by Indian Springs School District No. 109. Members of the Board of Education realize that each community shares with the State the responsibility for educating its citizens. Traditionally, public school education in the State of Illinois has adhered to the concept of local control of the schools. It shall be the responsibility of the Superintendent, as well as members of the Board of Education, to ensure that the educational program is responsive to the needs of the community. It shall be the responsibility of the Superintendent to recommend avenues of involvement in the governance of Indian Springs School District No. 109 for all segments of the community and that pupils and parents/guardians avail themselves of these avenues for affecting school policy.

Adopted: Board of Education
 Indian Springs School District No. 109
 Date: March 13, 1985

Community Relations

Public Performances by Students

Members of the Board of Education recognize that worthy and appropriate educational values accrue from student participation in school and community affairs. It shall be the responsibility of the Superintendent to encourage teachers to provide students the opportunity to perform in public when:

1. such performance fit both the aims of the schools and the needs of the students,
2. such performances are free from the kinds of appeals and pressures that limit the best development of participants,
3. no student is excluded because of color, race, nationality, sex, religion or religious affiliation,
4. such performances are appropriate to the age group,
5. such performances supplement and do not interfere with the regular school program, and
6. such performances do not violate Federal Copyright laws.

Further, it shall be the responsibility of the Superintendent and/or his designee to insure that, if students perform where admission fees are charged, that the proceeds be used for charitable, educational, or civic purposes. Payment for performances may be accepted by the school; however, not by individual students. Costs directly related to the performances, the supervision of the students, and liability protection for the participants shall be the responsibility of the School District. It shall be the responsibility of the Superintendent and/or his designee to approve all public performances when the above criteria have been met.

Legal Reference: Vol 17, United States Code 101 et seq. Copyrights

Adopted: Board of Education
Indian Springs School District No. 109
Date: March 13, 1985

Community RelationsContests for Students

Members of the Board of Education believe that the primary educational aims of the School District and the needs and interests of their students must be the first consideration at all times.

It shall be the responsibility of the Superintendent to insure that the following criteria are adhered to when selecting educational and other desirable contests for students:

1. On a state and local basis, the contest or activity shall be:
 - a. one that supplements and does not interfere with the regular school program,
 - b. one that is beneficial to youth in educational, civic, social or ethical development,
 - c. one that makes it possible for individual students to work out contributions by their own efforts and does not invite dishonest collaboration,
 - d. one whose subject is not commercial, controversial, sectarian or concerned with propaganda. It must emphasize high moral standards, good citizenship, and intellectual competence,
 - e. one from which no contestant shall be excluded because of race, color, religion, creed, or payment of entry fee,
 - f. one which does not place an undue burden on students, teachers, or the school, nor require frequent or lengthy absence of participants from the school,
 - g. one sponsored by an organization engaged in a creditable or acceptable enterprise regardless of kind or amount of prizes offered, and must not use the contest or activity as a "front" for advertising a company name or product, and
 - h. one which does not attempt to exploit the student or the school.

2. On a national basis, the School District shall confine participation to those national contests which are currently placed on the approved list published annually by the Committee on National Contests and Activities of the National Association of Secondary School Principals.

► Adopted: Board of Education
 Indian Springs School District No. 109
 Date: March 13, 1985

Community RelationsCommunity Donated Awards to Students

It shall be the responsibility of the Superintendent to establish criteria and procedures for presenting letters or other suitable awards to students for scholarship and distinguished services in any school activity. In all cases, the relationship between the award and the relevant goal or goals of the School District shall be established.

Further, it shall be the responsibility of the Superintendent to review and to approve or reject, proposed trophies, prizes, scholarships, or other awards from community donors. Members of the Board of Education believe that acceptance of such must be in accordance with the following criteria:

1. The purposes, either implied or explicit, of the proposed award is consistent with the philosophy and goals of the School District.
2. The reason for making the award is under the control of the professional staff or acceptable to the staff.

It shall be the responsibility of the Superintendent to establish any further criteria that he deems necessary to implement the intention of this policy.

Adopted: Board of Education
Indian Springs School District No. 109
Date: March 13, 1985

Community RelationsSoliciting Funds From Students

Since pupils are required by law to attend school and are a "captive audience", it shall be the responsibility of the Superintendent and/or his designee to insure that students are not subjected to exploitation resulting from advertising, solicitation, gathering statistics and fund raising not pertaining to the educational program. Names and addresses of pupils shall not be given out to any individual or organization for known advertising or commercial purposes.

Since the major purpose of the American public school is to educate youth, it shall be the responsibility of the Superintendent to insure that no activity requiring pupils and teachers to assist in promoting campaigns (financial, educational, charitable, or otherwise) which demand the time of pupils, teachers, and administrators be permitted, except upon approval, as being in accord with the general established policies of the Board of Education.

Legal Reference: Illinois Revised Statutes - Chapter 122
50-1 et seq. Illinois School Student Records Act

Adopted: Board of Education
Indian Springs School District No. 109
Date: March 13, 1985

Community RelationsVisits to the Schools

Members of the Board of Education and staff of the School District welcome parents/guardians of students, members of the community, and other interested persons to visit the schools of the School District as long as arrangements have been previously established with the principal and the teacher. It shall be the responsibility of the Superintendent and/or his designee to establish procedures and regulations to accomplish the following:

1. to encourage visitors to observe the schools,
2. to provide for appropriate hospitality for visitors,
3. to channel expressions of approval as well as constructive criticism to the Board of Education,
4. to insure that such visits will enhance the effect of the educational program rather than hinder it, and
5. to insure that no solicitation of teacher or pupils on personal matters is permitted on school premises by salesman or agents.

Legal Reference: Illinois Revised Statutes - Chapter 122 10-20.6 Visit and inspect schools

Adopted: Board of Education
Indian Springs School District No. 109
Date: March 13, 1985

Community RelationsUse of Facilities by Outside Organizations

Members of the Board of Education believe that since our public schools belong to the people of the School District, and since our plant facilities are established, maintained and operated by funds largely provided by local taxes, the Board of Education accepts the responsibility for making its plant facilities available to responsible organizations, associations, and individuals of the community for appropriate civic, cultural, welfare or recreational activities which do not infringe upon nor interfere with the conduct and best interests of the School District.

The Board of Education shall permit outside organizations to use school facilities after school hours. All applications for the use of school facilities should originate with responsible organizations or individuals located within the School District boundaries. In case of an organization, at least 51% of the users must reside within the District at all times. Permit holders shall not assign, transfer or charge a fee to others for use of the school property.

All responsible organizations and/or individuals must furnish a certificate of insurance and/or a hold-harmless agreement before use of the school facilities can begin. The organization and/or the individuals will be responsible for following all rules and regulations established for use of school buildings by outside organizations.

A custodian or administrator will be on duty at all times when the school buildings are used by an approved organization to protect the interest of the School District. Outside organizations will be required to pay the cost of a custodian/or custodians during the time the building is in use and for any subsequent cleaning on non-attendance days.

All agreements shall be terminated at the end of the school year.

The school principal has the right to suspend organizations immediately for misuse or violations of Rules and Regulations, pending a review by the Administrative Review Committee, which may suspend up to one month.

The Superintendent has the right to terminate the application for use of facilities for continued misuse or gross violation of the Rules and Regulations.

Adopted: Board of Education
 Indian Springs School District No. 109
 Date: March 13, 1985

Community RelationsRelations with Community and Parent/Guardian Organizations

Members of the Board of Education believe that the public schools have the primary responsibility for the formal education of the children and youth of the community. However, the Board of Education recognizes that many governmental agencies and community organizations, while not primarily concerned with education, play a definite role in education. Therefore, it is the desire of the Board of Education to establish positive working relationships with all other public and private organizations which contribute to the education process and to the general welfare of the citizens of the community.

Adopted: Board of Education
Indian Springs School District No. 109
Date: March 13, 1985

1118.1 (a)

Community RelationsRelations with Parent/Guardian Organizations

Members of the Board of Education desire to foster relationships with parents/guardians who encourage the home and school to work together toward establishing and achieving common educational goals for

students.

While parents/guardians are individually responsible for their children, the School District provides direct services of education and indirect services of child care to students while they are in school. The School District shares with parents/guardians, as appropriate to the maturity of the child, the responsibility for the student while in school and, therefore, consults with parents/guardians on objectives for instruction and achievement, methods to enhance student development, and matters concerned with correction.

Members of the Board of Education desire that the professional and classified staff of the School District accomplish the following:

1. Consult with and encourage parents/guardians to share in school planning, in setting objectives and evaluating programs.
2. Assist parents/guardians to develop an understanding of the educational process and their role in promoting it.
3. Assist parents/guardians to develop an understanding of school operations.
4. Provide opportunities for parents/guardians to be informed of their child's development and the criteria for its measurement.
5. Assist parents/guardians in developing an understanding of how they can improve in their role as parents/guardians.

1118.1 (b)

To accomplish the above and to enhance communications between parents/guardians and the professional and classified staff, the Board of Education encourages the maintenance of formal parent organizations at each school of the School District. For this purpose, the Board of Education will officially recognize a parent organization at each school. These procedures will be observed:

1. Organizations will be officially recognized upon request by the building principal who will file a copy of the organizational papers with the Superintendent.
2. A vote open to all parents/guardians of children enrolled will designate the organization to be recognized in the event that more than one organization makes the request.
3. Official recognition of a parent organization by the Board of Education automatically provides representation of the School District.

Adopted: Board of Education
Indian Springs School District No. 109
Date: March 13, 1985

Community Relations

Relations with Booster Organizations

Members of the Board of Education recognize that booster organizations and similar groups can stimulate interest in and endorse the aims and achievements of the School District. Generally, actions initiated by booster organizations provide the atmosphere and climate to weld together desirable community/school relationships.

However, members of the Board of Education believe that proposed projects sponsored by booster organizations must be evaluated and promoted in light of their stated contribution to the academic, as well as to the extra-curricular, programs of the School District. In reviewing such programs and plans, it shall be the responsibility of the Superintendent and/or his designee to insure that careful consideration be given to their total value to all students, rather than specific groups such as teams and band participants. Also, care shall be exercised to avoid compromising or diluting the responsibilities and authorities of the Board of Education.

Therefore, any project instituted to expand, modernize, renovate, or otherwise render maintenance to school controlled and/or owned properties, or provide academic achievement awards and other educational recognition to students or student bodies, shall be reviewed by the Superintendent and be presented to the Board of Education in official session for its consideration, approval and sponsorship, prior to any public announcement.

Adopted: Board of Education
Indian Springs School District No. 1019
Date: March 13, 1985

Community Relations

Relations between Private and Other Educational Organizations and the School District

Members of the Board of Education recognize the need and the worth of cooperative relationships with private schools. Members of the Board of Education desire that the Superintendent develop procedures which encourage members of the professional and classified staff to work with their counterparts in private school on educational matters, limited only by State and Federal Constitutions and Statutes.

Legal Reference: Illinois School Code - Chapter 122
29.4 Pupils attending other than a public school

Adopted: Board of Education
Indian Springs School District No. 109
Date: March 13, 1985

Community Relations

Foundations

The Indian Springs School District No. 109 Board of Education shall allow for a not-for-profit corporation to be established. A corporation, The District Foundation shall be for the purposes of encouraging, receiving and administering donations to be used for the District's interests.

The District Foundation shall be governed by a Board of Directors. Board membership and length of service shall be established and implemented according to the adopted by-laws of the District Foundation.

The District Foundation Board of Directors' officers shall be a President, Vice-President, Secretary and Treasurer. The officers' duties, election and term of office shall be established and implemented according to the adopted by-laws of the District Foundation.

The District Foundation shall be managed under by-laws adopted by the Board of Education and operated according with state law.

Adopted: Board of Education
 Indian Springs School District No. 109
 Date: January 19, 1993

Community Relations

Relations between Area, State, Regional and National Associations and Schools

The Board of Education supports the concept of membership for the School District in associations which will enable our schools to benefit from cooperative development and supervision of our educational program.

In entering into any such membership, the Board of Education recognizes and agrees that any administrative or legal action contemplated by the Board of Education in the name of the schools must conform to the published policies, rules and regulations of the association.

Membership in recognized associations shall be maintained by the schools for several reasons, including:

1. In--service education benefits to staff and Board which come from participating in meetings, conference, clinics, and conventions.
2. Access to the communication media of such associations.
3. Representation in actions affecting education in general and our school community in particular.

If conflict between the policies, rules and regulations of this School District and those of any association in which the School District maintains membership should arise, the Board of Education reserves the right to decide in the best interest of the School District whether its policies, rules and regulations should be placed in harmony with those of the association, or the membership should be terminated.

Legal Reference: Illinois School Code - Chapter 122
23-1 through 23-9 School Board Associations in general

Adopted: Board of Education
Indian Springs School District No. 109
Date: March 13, 1985

Community Relations

Relations with Police and Welfare Authorities

Cooperation with law enforcement agencies is essential for the protection of students, for maintaining a safe environment in the schools of the School District, and for safeguarding all school property. This cooperation must recognize the functions of the schools, the School District's legal responsibility for pupils during the school day, and must be in harmony with the Constitution of the United States and the Statutes of the State of Illinois. Relationships between the School District and officials of law enforcement agencies in investigative matters concerning pupils must take into consideration the respective roles of the schools and law enforcement agencies in assisting and in protecting the interests of the community, and ensuring the rights of all concerned. It shall be the responsibility of the Superintendent and/or his designee to develop procedures to insure that the rights of the school, the home, the civil authorities, and of the individual be clearly understood and protected.

Also, members of the Board of Education recognize the potential enrichment that law enforcement agencies can make in the educational program. It Shall be the responsibility of the Superintendent to insure that procedures are established to develop a healthy attitude toward law enforcement agencies and personnel to promote better understanding and communication.

Pupils in apparent need of welfare assistance may, if necessary, be referred to the proper community agency.

Legal Reference: Illinois Revised Statutes - Chapter 23 - 2054
Chapter 122
27-8.1 Health Examinations and Immunizations

Adopted: Board of Education
Indian Springs School District No. 109
Date: March 13, 1985

1121.2

Community Relations

Relations with the Fire Department Authorities

Members of the Board of Education believe that educational programs must be designed to make the students enrolled in our School District acutely aware of the need for and the practice of good safety habits. Members of the Board of Education believe that these programs should be sponsored jointly by the School District and the Fire Department authorities. It shall be the responsibility of the Superintendent and/or his designee to insure that members of the professional and classified staff cooperate with personnel of the Fire Department in every possible manner.

Legal Reference: Illinois School Code – Chapter 122
841-843 Fire drills
10-20.22 Fire drill programs

Adopted: Board of Education
Indian Springs School District No. 109
Date: March 13, 1985

Community Relations

Relations with Planning Authorities

The Board of Education will participate in local and state planning functions that could directly affect the schools of the School District and their immediate environment.

It shall be the responsibility of the Superintendent to keep the Board of Education informed of planning matters bearing directly on the operation of the School District or school-sponsored programs, and will undertake action on behalf of the Board of Education to influence matters in the best interest of the students, the schools and the School District.

It shall be the responsibility of the Superintendent and/or his designee to render particular attention to the following factors when analyzing the impact of local planning proposals:

1. Effect on the school and its students of forced growth in excess of the maximum enrollment limits stated in the master plan of the School District.
2. Highway construction and traffic implications such as noise and air pollution, hazardous crossings, and congested ingress and egress.
3. Overload, deterioration, vandalism, and maintenance of schools, fields, tennis courts, pools, and other school facilities as neighborhood civic centers.
4. Need for bikeways, parking and additional bus transportation.

Adopted: Board of Education
Indian Springs School District No. 109
Date: March 13, 1985