

**BOARD OF EDUCATION POLICY MANUAL
TABLE OF CONTENTS
SECTION 8**

8:10	Public Relations
8:20	Community Use of School Facilities
8:20 AR-1	Administrative Regulations for Use of Facilities and Charges
8:20 AR-2	Administrative Regulations for Use of Walking/Jogging Path, Tennis Courts, Track and Sand Volleyball Courts
8:25	Distribution and Display of Community Flyers and Posters
8:25 AR	Distribution or Posting of Non-School Sponsored Materials
8:30	Conduct On School Property
8:40	Spectator Conduct and Sportsmanship For Athletic and Extracurricular Events
8:50	Visitors To The Schools
8:60	Exclusive Bargaining Representative Agent
8:70	Accommodating Individuals With Disabilities
8:80	Public Gifts to the District
8:90	Parent Organizations
8:95	Parental Involvement
8:95 E-1	Exhibit - Letter Notifying Parents/Guardians of School Visitation Rights
8:100	Relations With Other Organizations and Agencies
8:110	Public Complaints

Community Relations

Public Relations

The Superintendent is the District's chief spokesperson and shall plan, implement, and evaluate a District public relations program which will:

- develop public understanding of school operation.
- gather public attitudes and desires for the District.
- secure adequate financial support for a sound educational program.
- help citizens feel a more direct responsibility for the quality of education provided by their schools.
- earn the public's good will, respect, and confidence.
- promote a genuine spirit of cooperation between the school and the community.
- keep the news media provided with accurate information.

The public relations program should include:

1. Regular news releases concerning District programs, policies, and activities, which will be sent to the news media,
2. News conferences and interviews as requested or needed. Individuals shall not speak for the District without prior approval from the Building Principal with regard to a building issue or from the Superintendent with regard to the District,
3. Publications having a high quality of editorial content and effective format. All publications shall identify the District, school, department, or classroom and shall include the name of the Superintendent, the Building Principal, and/or the author and the publication date, and
4. Other programs which highlight the District's programs and activities.

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

ADOPTED: August 19, 1998

Community Relations

Community Use of School Facilities

School facilities are available to the community for education, civic, cultural, and other non-commercial uses consistent with the public interest when such use does not interfere with the school program or school-sponsored activities. The use of school facilities for school purposes has precedence over all other uses. Persons on school premises must abide by the District's conduct rules at all times.

Student and school-related organizations and municipalities shall be granted the use of school facilities at no cost. Other organizations granted use of facilities shall pay fees and costs.

The Superintendent shall develop procedures to manage community use of school facilities which shall be reviewed and approved by the Board. Use of school facilities requires the Superintendent's approval and is subject to the procedures.

LEGAL REF.: Lamb's Chapel v. Center Moriches Union Free School District, 113 S.Ct. 2141.
105 ILCS 5/10-22.10.

CROSS REF.: 8:25, 8:30

ADOPTED: August 19, 1998

ADMINISTRATIVE REGULATIONS FOR USE OF FACILITIES & CHARGES

You have requested the use of a District #401 facility. The following information outlines the policies and procedures dealing with the rental of school facilities. These procedures are governed by the Board of Education Policy 8:20. Please read this information carefully and return the Use of Facilities Request form attached. No facilities or rental dates can be approved until the proper application forms and certificate of insurance are received by the school.

GENERAL STATEMENT

School facilities are available to the community for education, civic, cultural, and other non-profit uses consistent with the public interest when such use does not interfere with the school program or school-sponsored activities. The use of school facilities for school purposes takes precedence over all other uses. Persons on school premises must abide by the District's conduct rules at all times.

The Board of Education recognizes the investment which the community has made in the District #401 building facilities. These facilities may be temporarily used under such provisions and control as the district may see fit to impose. School facilities should be available for citizens of the community as long as the school program is not altered. **The school has the right to refuse an applicant. The school has the right to cancel a contract when unforeseen circumstances require it.**

TYPES OF ACTIVITIES PROHIBITED

1. Any activities subversive to the laws of the United States
2. Any activity that may violate the canons of good morals, manners, or taste or be injurious to the building, grounds, or equipment
3. Any activity which conflicts with school activities
4. Activities which are discriminatory in the legal sense
5. Any activity which is prohibited by State or Federal statutes

TERMS AND CONDITIONS

1. Smoking is not permitted in District #401 buildings or on District #401 property.
2. No alcoholic liquors or beverages may be brought to or consumed in the District #401 buildings or on District #401 property.

3. Sale of food or liquids is not permitted in District #401 buildings or on District #401 grounds except by special written approval at time of application.
4. Organizations in which the members reside in District #401 will have priority over outside organizations with respect to the use of District #401 facilities.
5. A facilities usage request form must be completed and submitted to the District, allowing enough time for all proper approvals and necessary scheduling to take place.
6. Approved applications are non-transferable.
7. Applications involving more than 50 persons in attendance may require a paid security officer be present at the District #401 facility. Groups of more than 100 may require additional security officers be present. However, the District may require security officers to be present for events with less than 50 persons in attendance, when the District feels it is in its best interest to do so. Security will be paid by the facility user.
8. Notice of cancellation of an approved application, by the applicant, must be given at least three (3) business days in advance of a scheduled date. Failure to provide proper notification of cancellation could result in a fee being charged to cover scheduled expenses associated with the said usage.
9. All events must be concluded by approximately 9:45 p.m. since the gate must be closed at 10 p.m.

RESPONSIBILITIES OF APPLICANT:

1. A FACILITIES REQUEST FORM MUST BE COMPLETED. (See attached.) ALONG WITH THE CERTIFICATE OF INSURANCE.
2. A CERTIFICATE OF INSURANCE MUST INCLUDE:
 - A. MINIMUM OF \$1,000,000.00 COMBINED SINGLE LIMIT
 - B. \$5,000 MEDICAL PAYMENT, PER OCCURRENCE
 - C. DISTRICT #401 MUST BE NAMED AS AN INSURED PARTY.
3. A HOLD-HARMLESS AGREEMENT MUST BE PROPERLY COMPLETED AND SIGNED. (See attached.)
4. REGARDING ACTIONS DIRECTLY OR INDIRECTLY ARISING OUT OF OR IN CONNECTION WITH THE USE OF SCHOOL FACILITIES, APPLICANTS ARE

RESPONSIBLE FOR ALL DAMAGES TO BUILDING, EQUIPMENT, AND FIXED ASSETS AT CURRENT MARKET PRICE FOR MATERIALS AND LABOR. FAILURE TO REIMBURSE SAID FEES FOR DAMAGES MAY RESULT IN DENIAL OF FUTURE USE OF DISTRICT FACILITIES.

5. ANY INJURY MUST BE REPORTED TO THE FACILITY REPRESENTATIVE IMMEDIATELY. A COMPLETED ACCIDENT REPORT WILL BE REQUIRED. (See attached.)

RENTAL CATEGORIES FOR ORGANIZATIONS

CLASS I: NO FACILITY CHARGES.

PERSONNEL CHARGES ONLY (Charges for custodial services provided during non-duty hours, security, technical, etc.). All approved student organizations of District #401, alumni organizations, all staff organizations among employees, **all community organizations sponsored by the Village of Elmwood Park.**

Examples: Athletic Teams, Academic Functions, Parent-Teacher Groups, Booster Clubs, Boy Scouts, Brownies, Cub Scouts, Daisy Troop, Girl Scouts, Tiger Scouts, E.P. Recreation Department, E.P. Youth Commission, Village of E.P., E.P. Police Department, E.P. Fire Department, E. P. Civic Center, and E.P. Baseball.

CLASS II: DESIGNATED PERSONNEL, EQUIPMENT, AND RATED FACILITY CHARGES. (Facility charge includes energy charge.) Community groups within this District, which are supported by voluntary contributions of its people, whose purposes in some degree parallel those of the schools; Groups within or outside the District who are non-profit, private and public schools and their affiliated organizations, colleges, and universities; as well as groups for non-profit, religious, charitable, philanthropic, civic, or other non-commercial, non-personal uses; and who do not charge admission or a fee to attend. These groups are charged for the use of facilities and may be charged for personnel costs when District personnel are not on duty. (See "Rate Chart".)

Examples: LASEC, St. Celestine's, St. Vincent Ferrer, West 40, WSSRA, E.P. Arts and Humanities, Kiwanis, Lion's Club, Rotary Club, E.P. Men's Association

CLASS III: REQUIRED EQUIPMENT AND FACILITY CHARGES / DESIGNATED PERSONNEL CHARGES. (Facility charge includes energy charge.) Community groups (Non District 401) who charge admission or a fee to attend. These groups are charged for the use of facilities and may be charged for personnel costs when District personnel are not on duty. (See "Rate Chart".)

Examples: National Lewis University, St. Celestine's, St. Vincent Ferrer, E.P. Arts and Humanities, Kiwanis, Lion's Club, Rotary Club, E.P. Men's Association

NOTE: CLASS I AND II, (NON-PROFIT) ORGANIZATIONS MUST HAVE AND SHOW PROOF OF TAX-FREE STATUS AS DEFINED BY REGULATIONS OF THE FEDERAL AND STATE GOVERNMENTS.

REVISED: December 17, 2008, January 15, 2009, January 21, 2009

FIRST READING: December 17, 2008

SECOND READING: January 21, 2009

ADOPTED: January 21, 2009

REVISED: June 21, 2010

Administrative Regulations for Use of the Walking/Jogging Path, Tennis Courts, Track and Sand Volleyball Courts

School facilities are available to the community for education, civic, cultural, and other non-commercial uses consistent with the public interest when such use does not interfere with the school program or school-sponsored activities. The use of school facilities for school purposes has precedence over all other uses. Persons on school premises must abide by the District's conduct rules at all times.

The Board of Education recognizes the investment which the community has made in the District #401 building facilities. These facilities may be temporarily used under such provisions and control as the District may see fit to impose. School facilities should be available for citizens of the community as long as the school program is not hindered. All participation is at the user's own risk.

TYPES OF ACTIVITIES PROHIBITED

- Promulgating any theory or doctrine subversive to the laws of the United States or any political subdivision thereof advocating governmental change by violence
- Any activity that may violate the canons of good morals, manners, or taste or be injurious to the building, grounds, or equipment
- Any activity which conflicts with school activities
- Activities which are discriminatory in the legal sense
- Any activity which is prohibited by State or Federal Statutes

TERMS AND CONDITIONS

- Smoking is not permitted in District #401 buildings or on District #401 property.
- No alcoholic liquors or beverages may be brought to or consumed in the District #401 buildings or on District #401 property. NO GLASS containers should be brought onto school grounds.
- Sale of food or liquids is not permitted in District #401 buildings or on District #401 grounds except by special written approval at time of application.
- No bicycles, roller blades, skateboards, etc. are allowed on the track, tennis courts or walking/jogging path.
- Tennis shoes are required footwear for the track and tennis courts. **No** spikes are to be worn.
- When players are waiting to use a tennis court or sand volleyball court, occupants of the courts will limit their play to one (1) hour duration.
- Any damage should be reported to the facility manager, Mr. Al Bruscato at 708-583-5859.

- The District has the right to close a facility due to repair, maintenance, or detrimental weather conditions at any time.

AVAILABILITY OF FACILITIES TO THE PUBLIC

weather permitting

**Days when school is not in session due to legal holidays and
Sundays**

- Driveway gates will be locked.(turnstile use only) was removed
- Tennis courts, sand volleyball courts, and walking/jogging path are available from 7 a.m. until 10:00 p.m.

Days when school is in session

- Tennis courts, sand volleyball courts and walking/jogging path are available from 6:30 a.m. – 7:45 a.m. and from 3:30 p.m. - 10:00 p.m.
- During the school day, (7:45 a.m. - 3:30 p.m.) facilities are not available for public use.

Saturdays and summer usage

- Gates open from 7:00 a.m. to 10:00 p.m.
- Tennis courts, walking/jogging path and sand volleyball courts are open.

THE RUNNING TRACK AND STADIUM ARE CLOSED TO THE PUBLIC EXCEPT WITH SPECIAL WRITTEN PERMISSION FROM THE FACILITIES MANAGER AS PER BOARD POLICY 8:20 AR1, USE OF FACILITIES AND CHARGES.

RATE CHART**SCHEDULE OF ENERGY CHARGES AND RATED FACILITY CHARGES (per hour)**

<u>AREA</u>	I	II	III
<u>ELEMENTARY/MIDDLE</u>			
John Mills Clubroom	N/C	25.00	45.00
Gymnasium	N/C	50.00	150.00
Lunch Room (no kitchen use)	N/C	20.00	30.00
Lunch Room (with kitchen)	N/C	50.00	100.00
All other rooms	N/C	25.00	40.00
<u>HIGH SCHOOL</u>			
Main Gymnasium	N/C	60.00	180.00
East/South Gymnasium	N/C	50.00	150.00
Auditorium *	N/C	100.00	250.00
LGI Room	N/C	50.00	100.00
Cafeteria (eating area)	N/C	50.00	75.00
Cafeteria (kitchen area)	N/C	75.00	150.00
Classroom	N/C	30.00	50.00
Stadium (Track)	N/C	75.00	150.00
Stadium Track (with lights)	N/C	175.00	350.00
Stadium (Football, Soccer)**	N/C	500.00 (2 hr/minimum)	750.00 (2 hr/minimum)
Stadium (Football, Soccer)** (with lights)	N/C	600.00 (2 hr/minimum)	950.00 (2 hr/minimum)
Baseball/Softball Field (per field)	N/C	25.00	50.00
Baseball/Softball Field w/lights	N/C	55.00	125.00

NOTE: **Removed sentences.** Personnel charges when District personnel are not on duty and equipment charges are NOT included in the above rate. All rates subject to change in conformance with policies of the Board of Education.

*Use of auditorium lights and sound equipment require hiring of a district approved technician.

**Pending approval from the District Office.

CHARGES FOR PERSONNEL PER HOUR

POSITION	OVERTIME/hr	HOLIDAYS/hr
Custodial	Current contracted rates apply.	Current contracted rates apply.
Security (4 hr. minimum)	Current contracted rates apply.	Current contracted rates apply.
Auditorium Lighting System w/tech	Current contracted rates apply.	Current contracted rates apply.
Auditorium Sound System w/tech	Current contracted rates apply.	Current contracted rates apply.

NOTE: All rates subject to change in conformance with policies of the Board of Education and with negotiated agreements.

REVISED: December 11, 2008, January 15, 2009, January 21, 2009
 FIRST READING: December 17, 2008
 SECOND READING: January 21, 2009 ADOPTED

HOLD HARMLESS AGREEMENT

The undersigned applicant for the use of facilities and/or equipment of Elmwood Park Community Unit School District #401, Cook County, Illinois (the "District"), hereby agrees and promises to indemnify, hold harmless and, at the option of the District, defend the District from any claim for property or personal injury, including death, and from any loss arising out of the use granted by the District and/or the failure of the applicant to perform any obligation to the District under general rules and regulations on use of school buildings, grounds, and equipment. Loss, as used in this agreement, includes, but is not limited to, the District's reasonable attorney's fees and costs and expenses of investigation, litigation and/or settlement of any such claim or loss. As used in this agreement, the term "District" includes the Board of Education and its members, employees and agents in their official and individual capacities.

 Applicant (print name)

 Applicant's Signature

 Date

Community Relations

Distribution and Display of Community Flyers and Posters

Non-school related organizations may not post or distribute any material on school property except as provided below.

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

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

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

CROSS REF.: 7:325

ADOPTED: August 19, 1998

Community Relations

Distribution or Posting of Non-School Sponsored Materials

The distribution or posting of non-school sponsored materials may occur at a time and place, and in a manner that will not cause disruption, be coercive or intimidate, or result in the perception that the distribution or material is endorsed by the School District. Any such distribution or posting will require the approval of the Superintendent or designee.

Permission will be denied to post or distribute any material that would:

- a) disrupt the educational process; or
- b) violate the rights of others; or
- c) invade the privacy of others; or
- d) infringe on a copyright; or
- e) be obscene, vulgar, or indecent.

No information from or regarding non-student elective office(s) shall be posted in schools or distributed to students at any time.

“Posting or distributing at school” includes on-school property or at school-related activities.

ADOPTED: June 27, 2001

Community Relations

Administrative Procedure- Distribution or Posting of Non-School Sponsored Materials

- A. When an individual or group seeks to distribute or post non-school sponsored materials on school property or at school-related activities, the following procedures must be followed:
1. The Superintendent or designee must be notified in writing at least 24 hours before any posting or distribution.
 2. A copy of the materials to be distributed or posted must accompany the written notice to the Superintendent or designee.
 3. If approved for posting or distribution, the Superintendent or designee may limit the time, place, and manner of posting or distribution in order to prevent disruption, congestion, or the appearance that the material is endorsed by the School District or the school.
 4. Approved posting or distribution must be done in an orderly and peaceful manner. It shall not create additional work or duties for school or District personnel.
 5. The denial of permission to post or distribute materials may be appealed to the Board of Education in writing. The Board shall review the appeal at the next scheduled Board meeting and render its decision at that time.

ADOPTED: June 27, 2001

Community Relations

Conduct 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;
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. Enter upon any portion of school premises at any time for purposes other than those which are lawful and authorized by the Board of Education; or
8. Willfully violate other District rules and regulations.

"School property" means within school buildings, in vehicles used for school purposes, or on school grounds.

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

LEGAL REF.: Pro-Children Act of 1994, 20 U.S.C. § 6081.
105 ILCS 5/10-20.5b and 5/24-24.

CROSS REF.: 7:190, 8:20, 8:40

ADOPTED: August 19, 1998

Community Relations

Spectator Conduct and Sportsmanship For Athletic and Extracurricular Events

Any person, including adults, who behaves in an unsportsmanlike manner during an athletic or extracurricular event may be ejected from the event the person is attending and/or denied admission to school events for up to a year after a Board of Education hearing. Examples of unsportsmanlike conduct include:

- using vulgar or obscene language;
- possessing or being under the influence of any alcoholic beverage or illegal substance;
- possessing a weapon;
- fighting or otherwise striking or threatening another person;
- failing to obey the instructions of a security officer or school district employee; and
- engaging in any activity which is illegal or disruptive.

The Superintendent may seek to deny future admission to any person by delivering or mailing a notice, sent by certified mail with return receipt requested, at least 10 days before the Board of Education hearing date, containing:

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

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

CROSS REF.: 8:30

ADOPTED: August 19, 1998

Community Relations

Visitors To The Schools

The District encourages visits by Board of Education members, parent(s)/guardian(s), citizens, and taxpayers to all School District buildings. All visitors shall report to the Building Principal's office. Children living outside the District or who are not of school age are not permitted to visit classes without the approval of the Building Principal. All visitors are required to check in at the Building Principal's office before proceeding to their destination and upon leaving the building. If a parent wishes to confer with a teacher, an appointment must be made. Conferences will be held outside school hours or during the teacher's conference/preparation period.

ADOPTED: August 19, 1998

Community Relations

Exclusive Bargaining Representative Agent

Please refer to the "Agreement between the Board of Education and the Elmwood Park Education Team."

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

ADOPTED: August 19, 1998

Community Relations

Accommodating Individuals With Disabilities

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

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

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

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

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

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

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

Complaint Managers:

Dr. Paula Hlavacek

Name

Elmwood Park C.U.S.D. #401

Address

8201 W. Fullerton Ave.

708-452-7292

Telephone

Mr. Peter Herbert

Name

John Mills School

Address

2824 N. 76th Ave.

708-452-3560

Telephone

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

CROSS REF.: 2:260 (Uniform Grievance Procedure), 4:150

ADOPTED: August 19, 1998

Community Relations

Public Gifts to the District

The School Board accepts gifts from any education foundation or other entity or individual, provided the gift can be used in a manner compatible with the Board's educational objectives and policies. While the Board encourages unrestricted gifts, donations to fund specific projects are acceptable if the project is approved by the Board. All gifts received become the School District's property.

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

ADOPTED: August 19, 1998

Community Relations

Parent Organizations

The Board of Education recognizes that parent organizations are an invaluable resource to the District schools and so supports their formation and vitality. While parent organizations shall have no administrative authority and cannot determine District policy, their suggestions and assistance are always welcome. Membership will be open and unrestricted.

The Building Principal or a designee will serve as the adviser to parent organizations in his or her school and will serve as a resource person and provide information about school programs, resources, policies, problems, concerns, and emerging issues. Building staff will be encouraged to participate in the organizations.

ADOPTED: August 19, 1998

Community Relations

Parental Involvement

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

1. Keep parent(s)/guardian(s) thoroughly informed about their child's school and education.
2. Encourage involvement in their child's school and education.
3. Establish effective two-way communication between all families and the Board of Education and District personnel.
4. Seek input from parent(s)/guardian(s) significant school-related issues..
5. Inform parents/guardians on how they can assist their children's learning.

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

CROSS REF.: 6:250, 8:90

ADOPTED: August 19, 1998

Community Relations

Exhibit - Letter Notifying Parents/Guardians of School Visitation Rights

On District letterhead

Date

Dear Parents/Guardians:

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work to attend necessary educational or behavioral conferences at their child's school. Please review the following copy of this Act to determine if you are entitled to a school visitation leave.

Sincerely,

Superintendent

SCHOOL VISITATION RIGHTS ACT 820 ILCS 147

147/1. Short title

This Act may be cited as the School Visitation Rights Act.

147/5. Policy

The General Assembly of the State of Illinois finds that the basis of a strong economy is an educational system reliant upon parental involvement. The intent of this Act is to permit employed parents and guardians who are unable to meet with educators because of a work conflict the right to an allotment of time during the school year to attend necessary educational or behavioral conferences at the school their children attend.

147/10. Definitions

As used in this Act:

- (a) "Employee" means a person who performs services for hire for an employer for:
- (1) at least 6 consecutive months immediately preceding a request for leave under this Act; and
 - (2) an average number of hours per week equal to at least one-half the full-time equivalent position in the employer's job classification, as defined by the employer's personnel policies or practices or in accordance with a collective bargaining agreement, during those 6 months.
- "Employee" includes all individuals meeting the above criteria but does not include an independent contractor.
- (b) "Employer" means any of the following: a State agency, officer, or department, a unit of local government, a school district, an individual, a corporation, a partnership, an association, or a nonprofit organization.

- (c) "Child" means a biological, adopted or foster child, a stepchild or a legal ward of an employee and who is enrolled in a primary or secondary public or private school in this State or a state which shares a common boundary with Illinois.
- (d) "School" means any public or private primary or secondary school or educational facility located in this State or a state which shares a common boundary with Illinois.
- (e) "School administrator" means the principal or similar administrator who is responsible for the operations of the school.

147/15. School conference and activity leave

- (a) An employer must grant an employee leave of up to a total of 8 hours during any school year, and no more than 4 hours of which may be taken on any given day, to attend school conferences or classroom activities related to the employee's child if the conference or classroom activities cannot be scheduled during non-work hours; however, no leave may be taken by an employee of an employer that is subject to this Act unless the employee has exhausted all accrued vacation leave, personal leave, compensatory leave and any other leave that may be granted to the employee except sick leave and disability leave. Before arranging attendance at the conference or activity, the employee shall provide the employer with a written request for leave at least 7 days in advance of the time the employee is required to utilize the visitation right. In emergency situations, no more than 24 hours notice shall be required. The employee must consult with the employer to schedule the leave so as not to disrupt unduly the operations of the employer.
- (b) Nothing in this Act requires that the leave be paid.
- (c) For regularly scheduled, non-emergency visitations, schools shall make time available for visitation during regular school hours and evening hours.

147/20. Compensation

An employee who utilizes or seeks to utilize the rights afforded by this Act may choose the opportunity to make up the time so taken as guaranteed by this Act on a different day or shift as directed by the employer. An employee who exercises his rights under this Act shall not be required to make up the time taken, but if such employee does not make up the time taken, such employee shall not be compensated for the time taken. An employee who does make up the time taken shall be paid at the same rate as paid for normal working time. Employers shall make a good faith effort to permit an employee to make up the time taken for the purposes of this Act. If no reasonable opportunity exists for the employee to make up the time taken, the employee shall not be paid for the time. A reasonable opportunity to make up the time taken does not include the scheduling of make-up time in a manner that would require the payment of wages on an overtime basis. Notwithstanding any other provision of this Section, if unpaid leave under this Act conflicts with the unreduced compensation requirement for exempt employees under the federal Fair Labor Standards Act, an employer may require an employee to make up the leave hours within the same pay period.

147/25. Notification

The State Superintendent of Education shall notify each public and private primary and secondary school of this Act. Each public and private school shall notify parents or guardians of the school's students of their school visitation rights. The Department of Labor shall notify employers of this Act.

147/30. Verification

Upon completion of school visitation rights by a parent or guardian, the school administrator shall provide the parent or guardian documentation of the school visitation. The parent or guardian shall submit such verification to the employer. The State Superintendent and the Director of the Department of Labor shall suggest a standard form of documentation of school visitation to schools for use as required by this Section. The standard form of documentation shall include, but not be limited to, the exact time and date the visitation occurred and ended. Failure of a parent or guardian to submit the verification statement from the school to his or her employer within 2 working days of the school visitation subjects the employee to the standard disciplinary procedures imposed by the employer for unexcused absences from work.

147/35. Employee rights

No employee shall lose any employee benefits, except as provided for in Section 20 of this Act, for exercising his or her rights under this Act. Nothing in this Act shall be construed to affect an employer's obligation to comply with any collective bargaining agreement or employee benefit plan. Nothing in this Act shall prevent an employer from providing school visitation rights in excess of the requirements of this Act. The rights afforded by this Act shall not be diminished by any collective bargaining act or by any employee benefit plan.

147/40. Applicability

This Act applies solely to public and private employers that employ at least 50 or more individuals in Illinois, and to their employees.

147/45. Violation

Any employer who violates this Act is guilty of a petty offense and may be fined not more than \$100 for each offense.

147/49. Limits on leave

No employer that is subject to this Act is required to grant school visitation leave to an employee if granting the leave would result in more than 5% of the employer's work force or 5% of an employer's work force shift taking school conference or activity leave at the same time.

Community Relations

Relations With Other Organizations and Agencies

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

- County Health Department;
- law enforcement agencies;
- fire authorities;
- planning authorities;
- zoning authorities;
- Village of Elmwood;
- Youth Commission;
- Library; and
- other school districts.

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

ADOPTED: August 19, 1998

Community Relations

Public Complaints

The Board of Education is interested in receiving valid complaints and suggestions. Public complaints or suggestions shall be referred to the appropriate level staff member or District administrator. Each complaint or suggestion shall be considered on its merits.

An individual, not satisfied after following the channels of authority, may file a grievance under the Uniform Grievance Procedure. This policy shall not be construed to create an independent right to a hearing before the Board.

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

ADOPTED: August 19, 1998