

**KANKAKEE AREA SPECIAL EDUCATION COOPERATIVE  
GOVERNING BOARD POLICY MANUAL  
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## **Community Relations**

### **Community Use of KASEC Facilities**

The Governing Board authorizes use of KASEC facilities to the following groups/organizations:

- 1) school affiliated groups;
- 2) non-profit organizations providing a service to KASEC and/or its students;
- 3) groups identified as “usual and customary” for schools by KASEC’s insurance carrier; and,
- 4) public school districts, park districts, incorporated villages and their departments, and any other tax supported body within KASEC with whom an intergovernmental agreement can be secured.

Such use is only authorized when it does not: (1) interfere with any school function or the safety of students or employees, or (2) affect the property or liability of KASEC. The use of KASEC facilities for school purposes has precedence over all other uses. No person or organization shall have any vested right to use KASEC facilities.

Persons on KASEC premises must abide by the KASEC’s conduct rules at all times. The following provisions shall apply:

- 1) The Governing Board prohibits the use of tobacco on KASEC property when such property is being used for any school purpose. For purposes of this policy, the following definitions shall apply:

“School purposes include, but are not limited to, all interscholastic or extracurricular athletic, academic or other event sponsored by the Governing Board or in which pupils of KASEC participate. “Tobacco” includes, cigarette, cigar or tobacco in any other form, including smokeless tobacco which is any loose, cut, shredded, ground, powdered, compressed or leaf tobacco that is intended to be placed in the mouth without being smoked.”
- 2) The Director of Special Education shall develop Administrative Procedures to manage the use of school facilities which shall be reviewed and approved by the Governing Board. Use of school facilities requires the Governing Board’s approval after the dates have been cleared through the Director of Special Education and is subject to the Administrative Procedures.
- 3) Control of the property of KASEC is vested in the Governing Board, to those persons who may from time to time have such control as designated by the Governing Board (its agents) and the local police officials.
- 4) All grounds and facilities owned or controlled by KASEC shall be closed to the public after sunset in the evening. It shall be unlawful for any person or persons, except employees and members of KASEC staff whose duties require their presence, or persons who have obtained permission under this policy to occupy or be present in or on any KASEC grounds after such hours.
- 5) Any section or part of KASEC grounds may be declared closed to the public by the Governing Board if the health and safety of the public warrants such closing, or if such section, or part of a facility has been reserved by an organization through this policy.

- 6) No person shall litter, or cause to be littered any of the grounds, driveways, walkways, restrooms, shelters or other structures or facilities of KASEC by scattering or leaving paper, garbage, bottles, cans, boxes or other refuse, trash and debris thereon and shall place all of the same in receptacles provided therefore.
- 7) Any person or persons who willfully disturb the peace and quiet of any school premise or adjacent territory by loud or unusual noises, threatening quarreling, challenging to fight, or fighting, or whoever in a threatening manner displays any deadly weapon, or does any act in such unreasonable manner as to alarm or disturb another and provoke a breach of the peace shall be deemed guilty of disturbing the peace.
- 8) Any person or persons who trespass upon KASEC lands may be punished to the extent provided in The Criminal Code and The School Code.
- 9) No person shall participate in any sports or activities except at such places as may be designated and provided for that purpose.
- 10) All persons shall observe, abide by and adhere to the regulatory signs which are posted and erected on KASEC property from time to time.
- 11) Any person violating any of the provisions of this policy may forthwith be evicted from the property under control of the Governing Board.

LEGAL REF.: Lamb's Chapel v. Center Moriches Union Free School Cooperative, 113 S.Ct. 2141 (1993).  
105 ILCS 5/10-22.10, and 5/29-3.5.

CROSS REF.: 8:25, 8:30

ADOPTED: March 15, 2001

AMENDED: March 20, 2008

## Community Relations

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

No material or literature shall be posted or distributed that would (1) disrupt the educational process, (2) violate the rights or invade the privacy of others, (3) infringe on a trademark or copyright, or (4) be defamatory, obscene, vulgar, or indecent. No material, literature, or advertisement shall be posted or distributed without advance approval as described in this policy.

#### Community, Educational, Charitable, or Recreational Organizations

Community, educational, charitable, recreational, or similar groups may, under procedures established by the Director, advertise events pertinent to student's interests or involvement. All advertisements must (1) be student-oriented, (2) prominently display the sponsoring organization's name, and (3) be approved in advance by the Director or designee. KASEC reserves the right to decide where and when any advertisement or flyer is distributed, displayed or posted.

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

#### Commercial Companies and Political Candidates or Parties

No part of KASEC, including facilities, the name, the staff, and the students, shall be used for advertising or promoting the interests of any commercial company except as authorized by and consistent with administrative procedures and approved by the Governing Board.

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

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

CROSS REF.: 7:325 (Student Fund-Raising Activities)

ADOPTED: March 15, 2001

AMENDED: May 15, 2003  
May 13, 2013

## Community Relations

### Visitors to and Conduct On Cooperative Property

The following definitions apply to this policy:

**Cooperative property** – Cooperative buildings and grounds, vehicles used for Cooperative purposes, and any location used for a Board meeting, school athletic event, or other school-sponsored event.

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

All visitors to Cooperative property are required to report to the Building Principal's office and receive permission to remain on school property. All visitors must sign a visitors' log, show identification, and wear a visitor's badge. When leaving the Cooperative, visitors must return their badge. On those occasions when large groups of parents and friends are invited onto Cooperative property, visitors are not required to sign in but must follow Cooperative officials' instructions. Persons on Cooperative property without permission will be directed to leave and may be subject to criminal prosecution.

Except as provided in the next paragraph, any person wishing to confer with a staff member should contact that staff member by telephone or email to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

Requests to access a school building, facility, and/or educational program, or to interview personnel or a student for purposes of assessing the student's special education needs, should be made at the appropriate building. Access shall be facilitated according to guidelines from the Director or designee.

The Cooperative expects mutual respect, civility, and orderly conduct among all people on Cooperative property or at a Cooperative event. No person on Cooperative property or at a Cooperative event (including visitors, students, and employees) shall:

1. Strike, injure, threaten, harass, or intimidate a staff member, a Board member, sports official or coach, or any other person;
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language;
3. Possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device;
4. Damage or threaten to damage another's property;
5. Damage or deface Cooperative property;
6. Violate any Illinois law, or town or county ordinance;
7. Smoke or otherwise use tobacco products;
8. Consume, possess, distribute, or be under the influence of alcoholic beverages or illegal drugs;
9. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner);

10. Enter upon any portion of Cooperative premises at any time for purposes other than those that are lawful and authorized by the Board;
11. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized Cooperative employee's directive;
12. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding;
13. Violate other District policies or regulations, or a directive from an authorized security officer or Cooperative employee; or
14. Engage in any conduct that interferes with, disrupts, or adversely affects the Cooperative or a Cooperative function.

#### Convicted Child Sex Offender

State law prohibits a child sex offender from being present on Cooperative property or loitering within 500 feet of Cooperative property when persons under the age of 18 are present, unless the offender is:

- (1) A parent/guardian of a student attending the Cooperative and has notified the Building Principal of his or her presence at the school for the purpose of: (i) attending a conference at the Cooperative with Cooperative personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or
- (2) Has permission to be present from the Governing Board, Director or Director's designee. If permission is granted, the Director or Governing Board President shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the Director, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

#### Exclusive Bargaining Representative Agent

Authorized agents of an exclusive bargaining representative, upon notifying the Building Principal's office, may meet with a Cooperative employee (or group of employees) in the Cooperative building during free-times of such employees.

#### Enforcement

Any staff member may request identification from any person on Cooperative property; refusal to provide such information is a criminal act. The Building Principal or designee shall seek the immediate removal of any person who refuses to provide requested identification.

Any person who engages in conduct prohibited by this policy may be ejected from Cooperative property. The person is also subject to being denied admission to Cooperative events or meetings for up to one calendar year.

Procedures to Deny Future Admission to Cooperative Events or Meetings

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

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

LEGAL REF.: Nuding v. Cerro Gordo Community Unit School Dist., 730 N.E.2d 96 (Ill.App.4, 2000). Pro-Children Act of 1994, 20 U.S.C. § 7181 et seq.  
105 ILCS 5/10-20.5b, 5/24-24, and 5/24-25.  
720 ILCS 5/11-9.3.

CROSS REF.: 4:170 (Safety), 6:120 (Education of Children with Disabilities), 6250 (Community Resource Persons and Volunteers, 7:190 (Student Discipline), 8:20 (Community Use of School Facilities).

ADOPTED: March 15, 2001

AMENDED: February 20, 2003  
April 21, 2005  
January 19, 2006  
September 20, 2007  
November 18, 2008  
May 20, 2010  
November 16, 2010

## **Community Relations**

### **Accommodating Individuals With Disabilities**

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

The Cooperative 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 Director or designee is designated the Americans With Disabilities Act, Title II Coordinator and, in that capacity, is directed to:

1. Oversee the Cooperative's compliance efforts, recommend necessary modifications to the Governing Board, and maintain the Cooperative'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 Director 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 Director, as the Title II Coordinator, or by filing a grievance under the Uniform Grievance Procedure. The Director shall insert into this policy the names, addresses, and telephone numbers of the Cooperative's current Complaint Managers for the Uniform Grievance Procedure.

LEGAL REF.: Americans with Disabilities Act, 42 U.S.C. §§ 12111 et seq. and 12131 et seq.; 28 C.F.R. Part 35.  
Rehabilitation Act of 1973 §104, 29 U.S.C. §794 (2006).  
105 ILCS 5/10-20.46.  
410 ILCS 25/, Environmental Barriers Act.  
71 Ill.Admin.Code Part 400, Illinois Accessibility Code.

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

ADOPTED: March 15, 2001  
January 21, 2010

## **Community Relations**

### **Gifts to the Cooperative**

The Governing Board accepts gifts from any education foundation or other entity or individual, provided the gift can be used in a manner compatible with the Governing Board's educational objectives and policies. While the Governing Board encourages unrestricted gifts, donations to fund specific projects are acceptable if the project is approved by the Governing Board. The Director shall develop procedures for review and approval of donations that involve incorporating messages into or placing messages upon school property. All gifts received become the Cooperative's property.

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

ADOPTED: March 15, 2001  
September 16, 2010

## **Community Relations**

### **Parental Involvement**

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

1. Keep parents/guardians thoroughly informed about their child's school and education.
2. Encourage parents/guardians to be involved in their child's school and education.
3. Establish effective two-way communication between parents/guardians and the Cooperative.
4. Seek input from parents/guardians on significant school-related issues.
5. Inform parents/guardians on how they can assist their children's learning.

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

CROSS REF.: 6:170 (Title I Programs), 6:250 (Community Resource Persons and Volunteers), 8:10 (Connection with the Community), 8:90 (Parent Organizations and Booster Clubs)

ADMIN. PROC.: 6:170-E1 (District Level Parental Involvement Compact in Title I Programs), 6:170-E2 (School Level Parental Involvement Compact in Title I Programs)

ADOPTED: May 19, 2011

## **Community Relations**

### **Public Suggestions and Concerns**

The Governing Board is interested in receiving suggestions and concerns from members of the community. Public suggestions or concerns shall be referred to the appropriate level staff member or Cooperative administrator. Each suggestion or concern shall be considered on its merit.

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

CROSS REF.: 2:140 (Communications To and From the Governing Board), 2:260 (Uniform Grievance Procedure), 2:230 (Public Participation at Governing board Meetings and Petitions to the Governing Board)

ADOPTED: March 15, 2001

AMENDED: May 19, 2011