

**HARVEY PUBLIC SCHOOLS DISTRICT 152
BOARD OF EDUCATION POLICY MANUAL
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Because certain policy numbers are used for IASB sample policies, districts should use numbers ending in 2, 4, 6, or 8 for locally developed policies on topics not covered by IASB sample policies.

Community Relations

Connection with the Community

The Board President is the official spokesperson for the School Board. The Superintendent is the District's chief spokesperson. The Superintendent or designee shall plan and implement a District public relations program to keep the community informed and build support through open and authentic communications. The public relations program shall include, without limitation, media relations; internal communications; communications to the community; communications to students and parents/guardians; emergency communications in coordination with the District Safety Coordinator; the District website and social media channels; and other efforts to reach all audiences using suitable mediums.

Community Engagement

Community engagement is a process that the Board uses to actively involve diverse citizens in dialogue, deliberation, and collaborative thinking around common interests for the District's schools.

The Board, in consultation with the Superintendent, determines the purpose(s) and objective(s) of any community engagement initiative. For each community engagement initiative, the Board will commit to the determined purpose(s) and objective(s), and provide information about the expected nature of the public's involvement; the Superintendent or designee will identify the effective tools and tactics that will advance the Board's purpose(s) and objective(s).

The Superintendent will: (1) at least annually, prepare a report of each community engagement initiative, and/or (2) prepare a final report of each community engagement initiative.

The Board will periodically: (1) review whether its community engagement initiatives are achieving the identified purpose(s) and objective(s), (2) consider what, if any, modifications would improve effectiveness, and (3) determine whether to continue individual initiatives.

CROSS REF.: 2:110 (Qualifications, Term, and Duties of Board Officers)

ADOPTED: December 21, 2015

Harvey Public Schools District 152

8:20

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.

District students, staff and grant partnership groups, with the prior approval of the Superintendent or designee, shall be granted the use of school facilities at no cost. Officially sanctioned school-related organizations, municipalities and other governmental entities shall be granted the use of school facilities at no cost other than custodial fees. Other organizations using facilities shall pay fees and costs in accordance with this policy and school district rules, policies, and procedures. Facilities shall not be rented to For-Profit organizations.

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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.: 20 U.S.C. §7905.
 10 ILCS 5/19-2.2.
 105 ILCS 5/10-20.40, 5/10-22.10, and 5/29-3.5.
Good News Club v. Milford Central School, 121 S.Ct. 2093 (2001).
Lamb’s Chapel v. Center Moriches Union Free School District, 113 S.Ct. 2141 (1993).
Rosenberger v. Rector and Visitors of Univ. of Va., 515 U.S. 819 (1995).

CROSS REF.: 8:25 (Advertising and Distributing Materials in Schools Provided by Non-School Related Entities), 8:30 (Visitors to and Conduct on School Property)

ADOPTED: April 16, 2014
 Harvey Public Schools District 152

8:20-AP

Community Relations

Administrative Procedures - Community Use of School Facilities

	<u>Group</u>	
	1	2
Multi-purpose (lecture hall, Cafeteria and media center) Minimum of three hours after normal work hours only	Free	\$17.50 per hour
Each additional hour	Free	\$8.75 per hour
Kitchen – refreshments set-up only	Free	\$12.50 per hour
Gymnasium – minimum of three hours after normal work hours only No spectators	Free	25.00 per hour
Gymnasium – minimum of three hours after normal work hours only With spectators	Free	50.00 per hour
Land facility use	Free	Free

AED Provider:

It is mandatory that District 152 arrange for a trained /certified AED provide be present at all times at the expense of the organization.

Custodial Services: (Applies to Group 1 and 2)

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Custodial services include one hour prior to the start of the event and one hour after the event.

Current rate for building custodian to include benefits

1. Starting scale for regular hours rental is \$19.25 per hour (subject to annual increase)
2. Starting scale or rental after normal work hours is \$28.75 (subject to annual increase)

Security Services: (Applies to Groups 1 and 2)

All outside organizations must provide licensed security/patrol officers for the event and/or school grounds. Written contract must accompany the application. Usage of District 152 employees will be compensated at current rate of pay.

ADOPTED: April 16, 2014
Harvey Public Schools District 152

8:25

Community Relations

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

No material or literature shall be posted in schools or distributed to students by non-school related organizations or individuals, unless approved by the Superintendent or designee.

LEGAL REF.: Berger v. Rensselaer Central School Corp., 982 F.2d 1160 (7th Cir. 1993), *cert. denied*, 113 S.Ct. 2344 (1993).
DiLoreto v. Downey Unified School Dist., 196 F.3d 958 (9th Cir. 1999).
Hedges v. Wauconda Community Unit School Dist., No. 118, 9 F.3d 1295 (7th Cir. 1993).
Lamb's Chapel v. Center Moriches Union Free School Dist., 113 S.Ct. 2141 (1993).
Sherman v. Community Consolidated School Dist. 21, 8 F.3d 1160 (7th Cir. 1993), *cert. denied*, 114 S.Ct. 2109 (1994).
Victory Through Jesus Sports Ministry v. Lee's Summit R-7 Sch. Dist., 640 F.3d 329 (8th Cir. 2011), *cert. denied*, 132 S.Ct. 592 (2011).

CROSS REF.: 7:325 (Student Fundraising Activities)

ADOPTED: April 16, 2014
Harvey Public Schools District 152

8:30

Community Relations

Visitors to and Conduct on School Property

The following definitions apply to this policy:

Because certain policy numbers are used for IASB sample policies, districts should use numbers ending in 2, 4, 6, or 8 for locally developed policies on topics not covered by IASB sample policies.

School property - District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a School Board meeting, school athletic event, or other school-sponsored event.

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

All visitors to school 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 school, visitors must return their badge. On those occasions when large groups of parents and friends are invited onto school property, visitors are not required to sign in but must follow school officials' instructions. Persons on school 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 Superintendent or designee.

The School District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event. No person on school property or at a school event (including visitors, students, and employees) shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, a Board member, sports official, coach, or any other person.
2. Behave in an unsportsmanlike manner, use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device. An individual licensed to carry a concealed firearm under the Illinois Firearm Concealed Carry Act is permitted to: (a) carry a concealed firearm within a vehicle into a parking area controlled by a school or the District and may store a firearm or ammunition concealed in a case within a locked vehicle or locked container out of plain view within the vehicle in the parking area, and/or (b) carry a concealed firearm in the immediate area surrounding his or her vehicle in a parking area controlled by a school or the District for the limited purpose of storing or retrieving a firearm within the vehicle's trunk.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law, town or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be under the influence of an alcoholic beverage or illegal drug; be present when the person's alcohol or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
9. Use or possess medical cannabis.
10. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
11. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board.
12. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive.
13. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.

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14. Violate other District policies or regulations, or a directive from an authorized security officer or District employee.
15. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

Convicted Child Sex Offender

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

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

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

Exclusive Bargaining Representative Agent

Please refer to the following current agreements:

Harvey Public Schools District 152 Board of Education and Harvey Education Association, IEA-NEA Master Contract.

Collective Bargaining Contract Between Board of Education - Harvey Public Schools District 152 and The Harvey Educational Support Personnel Association (HESPA), IEA-NEA.

Agreement Between The Board of Education Harvey School District 152 and Service Employees International Union, Local 73, CTW.

For employees not covered by these agreements:

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

Enforcement

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

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

Procedures to Deny Future Admission to School Events or Meetings

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

1. The date, time, and place of the Board hearing;
2. A description of the prohibited conduct;

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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.
 410 ILCS 130/, Compassionate Use of Medical Cannabis Pilot Program.
 430 ILCS 66/, Firearm Concealed Carry Act.
 720 ILCS 5/11-9.3.

CROSS REF.: 4:170 (Safety), 5:50 (Drug- and Alcohol-Free Workplace; Tobacco Prohibition),
 6:120 (Education of Children with Disabilities), 6:250 (Community Resource
 Persons and Volunteers), 7:190 (Student Discipline), 8:20 (Community Use of
 School Facilities)

ADOPTED: December 21, 2015
 Harvey Public Schools District 152

8:70

Community Relations

Accommodating Individuals with Disabilities

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

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

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

The Superintendent or designee is designated the Title II Coordinator and shall:

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

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

Individuals with disabilities may allege a violation of this policy or federal law by reporting it to the Superintendent or designated Title II Coordinator, or by filing a grievance under the Uniform Grievance Procedure.

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LEGAL REF.: Americans with Disabilities Act, 42 U.S.C. §§12101 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: April 16, 2014
Harvey Public Schools District 152

8:80

Community Relations

Gifts to the District

The Board of Education appreciates gifts from any education foundation, other entities, or individuals. All gifts must adhere to each of the following:

1. Be accepted by the Board or, if less than \$500.00 in value, the Superintendent or designee. Individuals should obtain a pre-acceptance commitment before identifying the District, any school, or school program or activity as a beneficiary in any fundraising attempt, including without limitation, any Internet fundraising attempt.
2. Be given without a stated purpose or with a purpose deemed by the party with authority to accept the gift to be compatible with the Board's educational objectives and policies.
3. Be consistent with the District's mandate to provide equal educational and extracurricular opportunities to all students in the District as provided in Board policy 7:10, *Equal Educational Opportunities*. State and federal laws require the District to provide equal treatment for members of both sexes to educational programming, extracurricular activities, and athletics. This includes the distribution of athletic benefits and opportunities.
4. Permit the District to maintain resource equity among its learning centers.
5. Be viewpoint neutral. The Superintendent or designee shall manage a process for the review and approval of donations involving the incorporation of messages into or placing messages upon school property.
6. Comply with all laws applicable to the District including, without limitation, the Americans with Disabilities Act, the Prevailing Wage Act, the Health/Life Safety Code for Public Schools, and all applicable procurement and bidding requirements.

The District will provide equal treatment to all individuals and entities seeking to donate money or a gift. Upon acceptance, all gifts become the District's property. The acceptance of a gift is not an endorsement by the Board, District, or school of any product, service, activity, or program. The method of recognition is determined by the party accepting the gift.

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LEGAL REF.: 20 U.S.C. §1681 *et seq.*, Title IX of the Education Amendments implemented by 34 C.F.R. Part 106.
105 ILCS 5/16-1.
23 Ill.Admin.Code §200.40.

CROSS REF.: 4:60 (Purchases and Contracts), 4:150 (Facility Management and Building Programs), 6:10 (Educational Philosophy and Objectives), 6:210 (Instructional Materials), 7:10 (Equal Educational Opportunities)

ADOPTED: December 21, 2015
Harvey Public Schools District 152

8:90

Community Relations

Parent Organizations and Booster Clubs

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

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

1. The organization's or club's name and purpose, such as, to enhance students' educational experiences, to help meet educational needs of students, to provide extra athletic benefits to students, to assist specific sports teams or academic clubs through financial support, or to enrich extracurricular activities.
2. The rules and procedures under which it operates.
3. An agreement to adhere to all Board policies and administrative procedures.
4. A statement that membership is open and unrestricted, meaning that membership is open to all parent(s)/guardian(s) of students enrolled in the school, District staff, and community members.
5. A statement that the District is not, and will not be, responsible for the organization's or club's business or the conduct of its members.
6. An agreement to maintain and protect its own finances.
7. A recognition that money given to a school cannot be earmarked for any particular expense. Booster clubs may make recommendations, but cash or other valuable consideration must be given to the District to use at its discretion. The Board's legal obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supersede an organization or club's recommendation.

Permission to use one of the above-mentioned names or logos may be rescinded at any time and does not constitute permission to act as the District's representative. At no time does the District accept responsibility for the actions of any parent organization or booster club regardless of whether it was recognized and/or permitted to use any of the above-mentioned names or logos. The Superintendent shall designate an administrative staff member to serve as the recognized liaison to parent organizations or booster clubs. The liaison will serve as a resource person and provide information about school programs, resources, policies,

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problems, concerns, and emerging issues. Building staff will be encouraged to participate in the organizations.

CROSS REF.: 8:80 (Gifts to the District)

ADOPTED: August 15, 2016

Community Relations

District Parent Involvement Policy

Part I. General Expectations

Harvey School District 152 is committed to the belief that all students can learn and acknowledges that schools and parents share a commitment to the educational success of children. The district believes that the cooperation of school and home is a vital component in the growth and education of all students. Our goal is to provide opportunities to build effective partnerships with parents to support academic achievement. To achieve this goal, the following expectations will be set forth:

- Programs, activities and procedures will be provided for the involvement of parents in all of the schools. Those programs, activities and procedures, including the process of school review, will be planned and operated with consultation from parents of participating children.
- The district will ensure that school-level parent involvement policies meet the requirements of section 1118 of the Elementary and Secondary Education Act (ESEA) and include a school-parent compact.
- In carrying out the parental involvement requirements, the district will provide full opportunities, to the extent practicable, for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children.
- If the parents deem the Parent Involvement Plan unsatisfactory, the district will submit any parent comments with the plan, when the district submits the plan to the State Department of Education.
- The district will involve parents in decisions about how the 1% of Title I funds reserved for parent involvement is spent, and will ensure that not less than 95% of the 1 % goes directly to schools.
- The district will provide other reasonable support for parent involvement as parents may request.

Part II. Implementation of Components

In accordance with Title 1 Part A developed under Section 1112 of the Elementary and Secondary Education Act (ESEA), Harvey School District 152 will ensure that parents play an integral role in the decision making of their children's education. In order to enable parents/guardians to become active partners in their child's education and assure collaborative relationships between parents and school/district personnel, the following guidelines will be implemented to carryout the required components outlined in Section 1118 of ESEA.

A) Convene an annual Parent Involvement Committee meeting with parents and school representation for the purpose of:

- Revising and updating the district Title I Parent Involvement Policy.
- Receiving suggestions and addressing concerns from parents and school personnel.

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- B) Involve parents in the process of school review and improvement by requiring all schools to:
- Convene meetings at flexible times to provide full opportunities for parents to participate in school-level parent involvement activities.
 - Involve parents in the joint development of the school's parent involvement policy and in the planning, review and improvement of programs.
 - Provide parents with information on curriculum, instruction and assessment.
 - Provide activities to support student learning.
- C) Provide the necessary coordination, technical assistance, and other support to assist schools in planning and implementing effective parental involvement activities by:
- Providing full opportunities, to the extent practicable, for the participation of parents who are economically disadvantaged, parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information in a language parents can understand.
 - Assisting schools, parents, and parental organizations by informing them of the existence of resources and training available within the community.
 - Informing parents of training workshops and conferences designed for them to work with their children at home.
 - Providing access to school administrators via the district's web site.
 - Providing parent-student handbooks at the beginning of the year to help maintain positive communication between home and school.
 - Ensuring school-parent compacts are being used to outline responsibilities of the school, staff, parents, and students in striving to raise student achievement.
 - Approving reasonable and necessary expenses associated with parent involvement activities to enable parents to participate in school-related meetings and training sessions.
- D) Coordinate and integrate Title I parent involvement strategies with adopted and approved programs by:
- Convening monthly meetings of program administrators to coordinate programs initiatives and activities.
 - Providing schools and parents with monthly calendars and quarterly newsletters of district-wide parent events.
 - Providing each building with a Parent Coordinator to inform parents of programs and resources, and support parents in fully participating in their child's education.
- E) Conduct an annual evaluation of the content and effectiveness of the Parent Involvement Policy by:
- Providing schools with an annual survey to administer to parents to identify barriers in parental involvement and evaluate the effectiveness of the policy in improving academic quality.
 - Using evaluation findings to design strategies for more effective parent involvement, and if necessary, revise the policy.
- F) Build school and parent capacity for strong parental involvement, by providing:
- Assistance to parents in understanding state and local content standards, state and local academic assessments, monitoring their child's progress, the requirements of Title 1, and how to work with educators.
 - Parent/Teacher Organizations in each of the schools.
 - Access to information published by the district via parent nights, cable networks, newsletters, and the district's website.

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- Resource materials and monthly parent workshops, as appropriate, to help parents work with their children to improve academic achievement. Topics include, but are not limited to, parenting, early childhood learning, working with at-risk learners, nutrition, child behavior, financial management, technology, literacy, health, homework, social and community issues.
- Activities that include, but not limited to, parent conferences, open-houses, math and reading literacy nights, game nights, and grade level meetings.
- Professional development opportunities to all staff members on dealing with parents professionally and respectfully.

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)

ADOPTED: April 16, 2014
Harvey Public Schools District 152

8:100

Community Relations

Relations with Other Organizations and Agencies

The District shall cooperate with other organizations and agencies, including but not limited to:

- County Health Department
- Law enforcement agencies
- Fire authorities
- Planning authorities
- Zoning authorities
- Illinois Emergency Management Agency (IEMA), local organizations for civil defense, and other appropriate disaster relief organizations concerned with civil defense
- Other school districts

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

ADOPTED: April 16, 2014
Harvey Public Schools District 152

8:110

Community Relations

Public Suggestions and Concerns

The Board of Education is interested in receiving suggestions and concerns from members of the community. Any individual may make a suggestion or express a concern at any District or School office. All suggestions and/or concerns will be referred to the appropriate level staff member or District administrator who is most able to respond in a timely manner. Each concern or suggestion shall be considered on its merit.

An individual who is not satisfied may file a grievance under Board policy 2:260, *Uniform Grievance Procedure*. The Board encourages, but does not require, individuals to follow the channels of authority *Because certain policy numbers are used for IASB sample policies, districts should use numbers ending in 2, 4, 6, or 8 for locally developed policies on topics not covered by IASB sample policies.*

prior to filing a grievance. Neither this policy nor the *Uniform Grievance Procedure* create an independent right to a hearing before the Board.

CROSS REF.: 2:140 (Communications To and From the Board), 2:230 (Public Participation at Board of Education Meetings and Petitions to the Board), 2:260 (Uniform Grievance Procedure), 3:30 (Chain of Command), 6:260 (Complaints About Curriculum, Instructional Materials and Programs), 8:10 (Connection with the Community)

ADOPTED: August 15, 2016

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