

COMMUNITY RELATIONS

Visitors to the Schools

The District encourages visits by the parents/guardians, citizens, and taxpayers to District schools. Parents of students attending the school have special rights and responsibilities, in addition to those of taxpayers generally, to keep themselves informed as to the day-to-day operation of the school. In receiving visitors, District personnel shall be cognizant of student welfare and safety and continuity of the educational program. All visitors shall report to the school office, sign in, and procure a visitor's badge. When leaving the school, visitors must sign out in the office. The following guidelines shall govern school visits:

1. Whenever possible, visitors shall pre-arrange visits to the school with the Building Principal at least 24 hours prior to the visit.
2. Except in unusual circumstances previously discussed with the Building Principal, school visits shall be established for a specified period of time.
3. School visits shall generally be limited to adults. Parents should avoid bringing other children to a school visit.
4. School visits to individual classrooms should generally be made only when the regularly assigned teacher is present.
5. School and classroom visits shall not be disruptive or in any way interfere with the instructional program. All visits and visitors shall be subject to the authority of the Building Principal who may restrict or limit visits, or visitors, as he/she considers necessary.

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.

Any staff member may request identification from any person on school property. A person who refuses to provide such information is guilty of a Class A misdemeanor (105 ILCS 5/24-25). The Building Principal or designee shall seek the immediate removal of any person who refuses to provide requested identification.

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:

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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.

The Building Principal shall be responsible for ensuring that parents/guardians of students are not only aware of this policy, but that they are invited to visit the District and to thereby develop a spirit of mutual cooperation which will insure the benefit of the students involved. Direct communication to homes, as well as the use of parent organizations and school meetings, to promote this policy is encouraged.

LEGAL REF.: 105 ILCS 5/24-24 AND 5/24-25
720 ILCS 5/11-9.3

CROSS REF.: 745, 830.02, 830.05

Adopted: May 12, 1983
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