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Connection with the Community

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

- 1. Develop community understanding of school operation.
- 2. Gather community attitudes and desires for the District.
- 3. Secure adequate financial support for a sound educational program.
- 4. Help the community feel a more direct responsibility for the quality of education provided by their schools.
- 5. Earn the community's good will, respect, and confidence.
- 6. Promote a genuine spirit of cooperation between the school and the community.
- 7. Keep the news media provided with accurate information.

The public relations program should include:

- 1. Regular news releases concerning District programs, policies, and activities, that will be sent to the news media.
- 2. News conferences and interviews, as requested or needed. Individuals may speak for the District only with prior approval from the Superintendent.
- 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.
- 4. Other efforts that highlight the District's programs and activities.

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

ADOPTED:

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Community Use of School Facilities

School facilities are available to community organizations during non-school hours when such use does not: (1) interfere with any school function or the safety of students or employees, or (2) affect the property or liability of the School District. 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 groups and school-related organizations and local governments are 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. 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.: 7:330 (Student Use of Building - Equal Access), 8:25 (Advertising and

Distributing Materials in Schools Provided by Non-School Related Entities), 8:30

(Visitors to and Conduct on School Property)

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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.

Community, Educational, Charitable, or Recreational Organizations

Community, educational, charitable, recreational, or similar groups may, under procedures established by the Superintendent, advertise events pertinent to students' interests or involvement. This may include displaying posters in areas reserved for community posters, having flyers distributed to students, or being included in the school's or District's website where appropriate. All material and literature must be student-oriented and have the sponsoring organization's name prominently displayed.

Commercial Companies and Political Candidates or Parties

Commercial companies may purchase space for their advertisements in or on: (1) athletic field fences; (2) athletic, theater, or music programs; (3) scoreboards; or (4) other appropriate location. The advertisements must be consistent with this policy and its implementing procedures and must be approved by the Board of Education. No Board approval is needed for commercial material related to graduation, class pictures, or class rings.

No individual or entity may advertise or promote its interests by using the names or pictures of the School District, any District school or facility, staff members, or students except as authorized by and consistent with administrative procedures and approved by the Board.

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

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 5 (7th Cir. 1993).

<u>Lamb's Chapel v. Center Moriches Union Free School Dist.</u>, 113 S.Ct. 2141 (1993).

<u>Sherman v. Community Consolidated School Dist. 21</u>, 8 F.3d 1160 (7th Cir. 1993), *cert. denied*, 114 S.Ct. 2109 (1994).

CROSS REF.:

7:325 (Student Fund-Raising Activities), 7:330 (Student Use of Buildings - Equal Access)

ADOPTED:

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ALTERNATE - Advertising by Non-School Related Entities

- A. <u>Introduction:</u> In order to maintain an educational environment conducive to learning and to minimize distractions from instructional time, it is the policy of the Board of Education that its staff and students shall not be involved during the school day in the promotion or advertisement of any commercial or nonprofit agency, organization or activity except as approved by the Superintendent, or the Superintendent's designee, in accordance with this policy.
- B. <u>Limited Public Forums:</u> The District provides a variety of limited forums for advertisement and promotional activities. The District, or schools, may sell for a fee, or in kind contribution, commercial advertisement or promotional space. These advertisements must be in accordance with the guidelines described below and should be limited to:
 - 1. name, brand name or trade name,
 - 2. logo,
 - 3. location of business or contact information,
 - 4. slogans which identify the advertiser, and
 - 5. a neutral description of the products or program

Such advertisements or promotional matter may be limited by the Superintendent to the following limited public forums:

- 1. School mail or flyers. This is defined to mean hand delivered letters, advertisements, brochures, flyers, announcements, or any other form of printed material for students or staff that contains an advertisement or promotional message.
- 2. Bulletin Board, Billboards, Banners, etc. Schools shall designate a bulletin board or boards in a hallway or a common area of a school for advertisements and promotional materials. In addition, advertisements or promotional materials may appear on stadium, athletic field and/or gymnasium billboards, banners or signage that advertise or promote an outside organization's products, services, programs or activities.
- 3. School Publications. These include calendars, athletic programs, concert programs, school newspaper, and yearbooks.
- 4. Other. Electronic communications or other medium as may be designated from time to time by the Board or the Superintendent.
- C. <u>Advertising and Promotional Activities</u>. Advertising and promotional activities include the publication or communication of information about a commercial or nonprofit organization's products, services, programs, or activities, or distribution of items bearing the organization's name, logo or symbol, or the distribution of items such as discount coupons, or the sponsorship of educational programs or activities in the name of an organization.
- D. <u>District Participation</u>. The District may participate and/or cooperate with nonprofit agencies and corporations with respect to the advertising or promotion of such nonprofit agency or corporation if such participation and/or cooperation does not restrict or impair the educational program of the schools and is approved by the Superintendent.

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E. <u>Guidelines for Advertising</u>. The building principal, or advisors for District sponsored publications, shall be responsible for applying and implementing these guidelines with respect to advertising to be published in District sponsored publications. The Superintendent or the Superintendent's designee, shall be responsible for applying and implementing these guidelines with respect to advertising to be placed in or on District facilities. The District reserves the right to refuse any advertisement which does not serve the best interests of the District or its students.

The District has an interest in maintaining a position of neutrality on political and religious issues. Advertising space may be used only for commercial or educational purposes. Political and other "issue" ads are prohibited. Religious ads designed or intended to evangelize or persuade the listener or recipient to adhere to a religious belief or to attend a religious worship program or activity, as distinguished from commercial activity to advertise or promote a primarily secular service or activity offered by a religious institution or organization, such as youth sports, childcare, tutorial programs or youth service organizations, are prohibited.

In addition to the foregoing, for placement in any District publications or for placement in or on any District property or facilities, the District shall not accept advertisements or promotional activities which:

- 1. depict tobacco products, alcohol products, gambling, drugs, or drug-related paraphernalia or products, or the use thereof;
- 2. depict sex or sexual activity, sex related products, or which are lewd, obscene, or pornographic;
- 3. attack ethnic, religious, or racial groups;
- 4. promote hostility, disorder, or violence;
- 5. are defamatory, misleading, or false;
- 6. promote illegal activities for minors;
- 7. promote, endorse, or oppose any political candidate, beliefs, party, or issues; or
- 8. promote, endorse, or oppose a religion (as opposed to advertising a primarily secular service or activity as provided above).
- F. <u>Use of District Name or Facilities</u>. No organization or entity shall utilize any District facilities, logo, or the name of the District for advertising or promotional activity unless authorized by the Superintendent.

LEGAL REF.: Illinois School Code, Sec. 10-22.10 (105 ILCS 5/10-22.10).

ADOPTED: December 6, 2010

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Visitors to and Conduct on School Property

The following definitions apply to this policy:

School property - School buildings and grounds, all District buildings and grounds, vehicles used for school purposes, and any location used for a Board of Education 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:

- 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 school 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 school premises at any time for purposes other than those that are lawful and authorized by the Board;

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- 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 District 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 District employee; or
- 14. 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:

Contractual Agreement between East Aurora Council IFT/AFT Local 604 and the Board of Education East Aurora School District No. 131 – "Teachers Provisions".

Contractual Agreement between East Aurora Council IFT/AFT Local 604 and the Board of Education East Aurora School District No. 131 – "Office Staff".

Contractual Agreement between East Aurora Council IFT/AFT Local 604 and the Board of Education East Aurora School District No. 131 – "Support Staff".

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

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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 <u>et seq.</u> 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), 6:250

(Community Resource Persons and Volunteers), 7:190 (Student Discipline), 8:20

(Community Use of School Facilities)

ADOPTED:

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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.

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:

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Gifts to the District

The Board of Education 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. The Superintendent 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 School District's property.

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

ADOPTED:

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Parent Organizations and Booster Clubs

Parent organizations and booster clubs are invaluable resources to the District's schools. 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 are 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 parents/guardians 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 liaison to parent organizations or booster clubs. The liaison 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.

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

ADOPTED:

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ALTERNATE - Outside Support Groups

Introduction

Parent-teacher groups, parent booster clubs, or similar organizations ("Support Groups") are uniquely important in the support of both the educational and extra-curricular activities of students in the District. While these organizations are separate and distinct from the District itself, the relationship exposes the District to claims, or even potential liability for their actions. Accordingly, as a condition for any support group using the School District's name or logo, the name or logo of any individual school or athletic team, or as a condition of the District accepting any funds from a support group, such group or organization must obtain formal recognition by the Board of Education, and must comply with all applicable District policies, guidelines, and administrative rules as established by the Board or as charged to the Superintendent.

Recognition

The Board agrees that approved support groups may provide services or funds to the District in conjunction with and subject to the approval of the Superintendent, or the Superintendent's designee, and the terms and conditions of this policy. In order to obtain recognition from the Board a support group must submit to the Superintendent the following:

- 1. Copies of all organizational documents and by-laws. Any amendments to the by-laws must be submitted to the Superintendent in writing by June 30 of each year.
- 2. A list of names, addresses, e-mail addresses, and other appropriate contact information of all officers, updated annually. School employees may not be an officer of a recognized Support Group.
- 3. Proof of bonding of the support group's treasurer.
- 4. A summary of its financial policies, which must include, but are not limited to, requiring deposits in an FDIC-insured bank, requiring multiple, responsible persons present for the counting and tabulating of cash proceeds from group activities, and requiring proper accounting practices. A school employee may not be an authorized signatory for a Support Group account. A Support Group must submit its annual budget or accounting to the District liaison person at the beginning of each school year.

The Superintendent will designate a District liaison between the Support Group and the District. Recognition may be revoked by the Superintendent, or the Board, for violation of any of the conditions of recognition, District policies or guidelines, or violation by the Support Group of any applicable federal, state or local law. A revocation of recognition will automatically prohibit the Support Group's use of the School District's name, or the name of any of its school buildings, team nicknames or colors, and the funding by the Support Group of any school-sponsored activities.

Activities

To avoid conflicting events and demands on students and District personnel, Support Groups shall submit a list of activities and events (and if possible fundraising events) to the liaison by August 1 of each year, or 30 days prior to the beginning of an athletic season. Copies of such proposed schedules shall also be submitted to the Building Principal where the support group event is to occur. Building usage shall be permitted only in accordance with normal School District policies. Fundraising events must obtain the prior approval of the Superintendent or the Superintendent's designee. Support Groups may not use the District's tax free number for purchases. Activities or events initiated by or supported by Support Groups shall be in compliance with all Illinois gambling statutes.

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Fundraising

Support Group fundraising activities must have pre-approval by the Superintendent, or designee, or the Building Principal or his/her designee, as appropriate. Any announcement or advertising of an event or activity of a Support Group should clearly indicate that it is sponsored by the Support Group and not the School or the School District. Parents/guardians should be given the option to participate, donate money of equal value, or not participate in any fundraising activity. Students are not permitted to sell games of chance. Elementary students are not permitted to participate in door-to-door fundraising except when accompanied by a responsible adult.

In order to assure compliance with the requirements of Title IX of the Education Amendments of 1972 prohibiting discrimination on the basis of sex in educational institutions, all fundraising for, or donations of, equipment, such as uniforms, must receive the prior approval of the Superintendent and the Athletic Director. All cash donations shall belong to the District without restriction. Any gift or equipment that would require installation, storage, or maintenance shall require formal acceptance from the Board.

Liability and Insurance

Notwithstanding that a Support Group may be recognized by the District, such groups are separate and distinct from the School District and the School District expressly disclaims any liability arising from its recognition of a Support Group or the group's adherence to any District policy or guideline. Each Support Group shall be required to furnish and maintain evidence of liability insurance in such form and amount from such companies as the Superintendent shall approve from time to time in consultation with the District's insurance advisors. The School District shall be named as an additional insured on any such policy and shall agree to give the School District not less than 15 days' notice of cancellation or modification of such insurance.

LEGAL REF.: 230 ILCS 15/1; 20 USC §1681(a)

ADOPTED: December 6, 2010

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Parental Involvement

In order to assure collaborative relationships between students' families and the District, and to enable parents/guardians to become active partners in their children's education, the Superintendent 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 District.
- 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 Superintendent shall periodically report to the Board of Education 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)

ADOPTED:

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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:

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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 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 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:

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