



# NEW TRIER TOWNSHIP HIGH SCHOOL DISTRICT 203

Board of Education Policy 8-30

Page 1 of 3

## SCHOOL-COMMUNITY RELATIONS

### VISITORS TO AND CONDUCT ON SCHOOL PROPERTY

The following definitions apply to this policy:

**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 events, or other school-sponsored event.

**Visitor:** Any person other than an enrolled student, Board member, or District employee.

New Trier Township High School District 203 requires all school visitors during the school day to sign in at one of the designated entry doors, follow the requirements of security personnel, and receive an official visitor's pass before proceeding into the building. All visitors must be registered and logged using the school's electronic visitor management system or through other methods deemed appropriate by the administration. Except in extraordinary circumstances, as determined by the Superintendent or Principal, visitors must present valid state-issued photo identification, and may be asked for a second form of identification, to complete the registration process. If a visitor does not have state-issued photo identification, an alternative form of photo identification must be approved by the Principal or designated administrator. The photo identification will be securely stored at the visitor check-in location during the time of the visit. While on campus, visitors must wear a visitor's badge when visiting during the school day or during other periods that school officials deem that visitors must be registered. When leaving the school, visitors must return their badge. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

Any person wishing to confer with a staff member must contact that staff member by telephone or email to make an appointment. Visitors are not allowed to shadow students or visit classrooms except in extraordinary circumstances; on those occasions, prior approval of the principal at least 48 hours in advance is required.

District 203 expects mutual respect, civility, and orderly conduct among all people on school property or at a school event. In addition to prohibitions stated in other District policies, no person on school property 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. 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.
4. Damage or threaten to damage or deface another's property or school district property
5. Violate any Illinois law, or town or county ordinance.
6. Smoke or otherwise use tobacco, e-cigarettes, cigars, smokeless tobacco products, vaporizer, or any other electronic nicotine delivery system or any device capable of delivering nicotine.
7. Distribute, consume, use, possess, or be under the influence of an alcoholic beverage or illegal drug.
8. Be present when the person's alcohol or illegal drug consumption is detectible, regardless of when and/or where the use occurred.
9. Use or possess medical cannabis.
10. Impede, delay, disrupt, or otherwise interfere with the orderly conduct of the District's educational program or any other school activity or function on school property.
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 in a risky manner, in excess of speed limits, or in violation of a District employee's directive.
13. Willfully violate other District policies or regulations.
14. Refuse to comply with a directive from an authorized security officer or District employee.

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.

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 the 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 ten 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 Reference: 105 ILCS 5/10-20.5b and 5/24-24**

**Adopted: 10/17/94**

**Revised: 8/24/98**

**Affirmed: 5/15/2006**

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**Revised: 4/17/2017**

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