



## **VISITOR CODE OF CONDUCT GUIDELINES**

The Chief Executive Officer of the Chicago Public Schools promulgates the following guidelines so as to establish a code of conduct for visitors to ensure the maintenance of order by visitors to the Board's central office, area offices and other administrative buildings, school buildings and property, official board meetings, public hearings and other school or official Board functions. The Chief Executive Officer may issue additional procedures as necessary to effectuate these guidelines.

### **I. DEFINITIONS**

“Board Property” refers to any school or administrative building, structure, playground, parking lot, walkway or land owned or leased by the Board.

“School Function” means any school-sponsored event or activity held before, during and after school hours.

“Board Function” refers to board meetings, public hearings or other public events sponsored by the Board or by an administrative department of the Chicago Public Schools (CPS).

“Central Office” refers to the central administrative office building of the Chicago Public Schools, which are currently located at 125 South Clark in Chicago, Illinois.

### **II. GENERAL CODE OF CONDUCT**

- A. The Board expects mutual respect, civility and orderly conduct among all individuals on Board Property, at School Functions and at Board Functions. No person may enter Board Property at any time for purposes other than those which are lawful and authorized by CPS personnel.
- B. While on Board Property or at School Functions or Board Functions, Visitors shall not:
  - 1. Commit an act of violence, bullying, coercion, harassment or stalking or attempt to do so upon a teacher, administrator, other school or Board employee, student or any other person lawfully on Board Property or attending a School Function or Board Function;
  - 2. Disrupt the orderly conduct of classes, business or of any CPS program or activity;
  - 3. Interfere with the lawful and authorized activities of others;
  - 4. Refuse or fail to comply with a lawful order or direction of any CPS personnel in the performance of their duties;
  - 5. Distribute or post any written material, pamphlets, or posters without the prior approval of the CPS administrator in charge. Written approval may

- be required at anytime;
6. Smoke or use tobacco products;
  7. Possess, consume, exchange, or be under the influence of alcoholic beverages or illegal substances;
  8. Possess a gun (unless authorized to do so by law), knife, explosive or incendiary bomb, or other dangerous instrument capable of causing physical injury or death;
  9. Display what appears to be a gun, knife, explosive or incendiary bomb or other dangerous instrument capable of causing death or physical injury;
  10. Threaten to use any instrument that appears capable of causing physical injury or death;
  11. Knowingly and intentionally destroy, vandalize, or deface Board Property or the personal property of a teacher, administrator, other CPS personnel or any person lawfully on Board Property or attending a School Function or Board Function; or
  12. Violate any federal or state statute, local ordinance or Board Policy or Rule.

### **III. PROTOCOL FOR CENTRAL OFFICE VISITORS**

- A. Visitors may only use the Central Office lobby for transit purposes and may not impede the free flow of pedestrian traffic through the lobby. No picketing or demonstrations of any kind are allowed in the Central Office lobby.
- B. Upon entering the Central Office lobby, Visitors must report to security personnel and identify themselves with valid photo identification (*e.g.*, driver's license, state identification, or school identification) and request a visitor's pass.
- C. Visitors must identify to security personnel the purpose of their visit and the floor on which they will be conducting their business.
- D. The visitor's pass will identify the floor that the individual is authorized to visit to conduct his or her business. The pass must be visibly displayed on the visitor's person at all times while in Central Office and the pass must be returned to security personnel upon leaving. A visitor who goes beyond the scope of their pass will be considered to be trespassing on Board Property and will be asked to leave the premises immediately. If they refuse, they may be subject to arrest for trespass and/or disorderly conduct.
- E. Visitors may be subject to metal detector searches and x-ray machine searches of items in their possession.
- F. Permission to visit Central Office may be revoked at any time.
- G. Video cameras, filming, audio taping and photography are not allowed in Central Office except as authorized by the Communications Department Press Secretary or designee and with the consent of all participants. Video cameras, filming and photography during Board meetings or public hearings shall be as described in Section IV below.

#### **IV. CONDUCT AT BOARD MEETINGS AND PUBLIC HEARINGS**

Visitors are welcome to attend and to participate in public presentations at Board Meetings and Public Hearings, provided their presence is not disruptive. Members of the public wishing to attend a Board Meeting or CPS-sponsored public hearing must abide by the following rules:

- A. Visitors who wish to participate in the public presentation portion of a Board Meeting must follow the Board's Guidelines for Public Presentations, Board Report 04-0728-PO7, as may be amended.
- B. Visitors who wish to participate in the public presentation portion of a public hearing must follow the guidelines established for that hearing.
- C. For all Board meetings and public hearings, visitors must sign-in, obtain a seating pass and complete the security screening requirements established for the event.
- D. Visitors at Board meetings and public hearings shall remain seated during the proceedings except when called to provide testimony.

Further, visitors shall not:

- 1. Disrupt the orderly conduct of business;
  - 2. Interfere with the public presentations or the proceedings of the meeting or hearing;
  - 3. Display placards, posters, banners and any other types of signage; or
  - 4. Refuse to comply with a lawful order or direction of any Board personnel in the performance of their duties.
- E. Video cameras, filming and photography during Board Meetings and public hearings by members of the press shall only be as authorized by the Department of Communications media access procedures.
  - F. Filming and photography by members of the general public who have signed in to attend a Board meeting or public hearing shall be permitted if done in an orderly manner that complies with section IV.D. above.

#### **V. PROTOCOL FOR VISITING SCHOOL PROPERTIES, OTHER ADMINISTRATIVE PROPERTIES, SCHOOL FUNCTIONS OR OTHER BOARD FUNCTIONS**

Visitors may enter CPS school buildings or premises, other administrative buildings, School Functions or Board Functions when such entry is made in connection with the conduct of official business with CPS personnel or as authorized to attend a scheduled activity or function. In such event:

- A. All visitors must report to the main office or security to state their reason for entering the property, identify themselves with a valid photo identification (*e.g.*, drivers license, state identification, or school identification) and request permission to enter, sign-in and obtain a visitor's pass;

- B. Visitors may be subject to a metal detector search of their person and x-ray search of items in their possession upon entering the property;
- C. Visitors to a School Function or Board Function shall abide by all entrance and conduct requirements established for the function including security procedures;
- D. Visits to classrooms by parents or guardians shall be as approved by the principal or pursuant to local school rules and/or procedures;
- E. Classroom videotaping, filming, audio taping or photography will only be permitted if authorized by the principal and with the prior written consent of parent(s) and/or staff. The principal may authorize or place restrictions on videotaping, filming , or photography of school functions; and
- F. A principal may issue a verbal warning or warning letter to a visitor prior to taking any enforcement measures. (See Section VI below.)

## **VI. ENFORCEMENT**

Any violation of this Visitor Code of Conduct shall be reported immediately to the school or building administrator in charge. The following penalties may be imposed:

- A. Ordering the offending party to leave the Board Property, School Function or Board Function;
- B. Prohibit or limit the offending party from entering the Board Property, School Function or Board Function; and
- C. Seeking the assistance of the Chicago Police Department and filing a complaint against the offending party under the appropriate provision of the Illinois Compiled Statutes. In addition:
  - 1. any unauthorized persons on Board Property may be subject to arrest for criminal trespass; and
  - 2. any person found destroying, vandalizing or defacing Board Property or the personal property of others may be subject to arrest and restitution will be sought.

**LEGAL REFERENCES:** 105 ILCS 5/34-18; 105 ILCS 120/2.05